

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held September 23, 2020 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Geer Harvey	Shelburne
	Heather Foster	Amaranth
	Laura Ryan	Mono
	David Thwaites	Melancthon
	Darren White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Chris Gerrits, Dan Sample and Steve Anderson

Meeting called to order by Vice-Chair, Laura Ryan at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

Vice-Chairman, Laura Ryan 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:

Add: 9.1 Further discussion and update on COVID given current restrictions on gatherings. Discussed in 6.3

MOTION #1 – Moved by D. White seconded by L. Wegener. Be it resolved we approve the agenda dated September 23, 2020 as circulated and presented.
Carried

Discussion & Approval of Minutes of Previous Meetings June 24, 2020, August 11, 2020 and September 11, 2020:

MOTION #2 – Moved by D. Thwaites seconded by G. Harvey. That the minutes of the CDRC Board of Management special board meetings held virtually on June 24, 2020; August 11, 2020 and September 11, 2020 be approved as presented and circulated.
Carried

Finance Committee Report:

After review of the accounts 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 \$139,672.07 be approved and paid.
Carried

Pool and Day Camp Committee Report:

Season end Pool Report presented
See Schedule A

L. Ryan commented that staff should be complimented for maintaining the program to such a high standard. There were many facilities that were going through the same challenges, and CDRC staff rose to the challenge. The programs offered were well received and appreciated.

MOTION #4 – Moved by G. Harvey seconded by L. Wegener. That we receive the season end report of the 2020 Outdoor Pool Operations as presented by the Recreation Program Coordinator. Carried

Policies and Procedures Committee Report:

Standard Operating Procedure-Use of CDRC Facility (Ice) During COVID-19 September 2020 and Screening and Positive COVID-19 Response presented
See Schedule B
See Schedule C

SOP reviewed explaining how ice rentals will be managed this season. A flow plan designed throughout the facility explaining how people will enter and exit the building and so that crossing of paths is limited and there is designated spacing.

Clarification to recent restrictions on gatherings is for private gatherings only and does not affect arena rentals. Concern raised that the momentum and recent cutback on gathering sizes may require a delay or halt the plans to put the ice in.

MOTION #5 – Moved by H. Foster seconded by L. Wegener. That we adopt the COVID-19 Standard Operating Procedure and the Screening and Positive COVID-19 Response as presented September 23, 2019. Carried

Human Resource Committee Report:

Performance reviews were conducted with both the Administration and Maintenance managers on September 15th with the CDRC Chair, Vice-Chair and a representative from W&U Consulting. Due to COVID they were not able to achieve many of their previous goals from last year, so they will be pushed forward to the coming year.

Laura commented that the managers have done an excellent job with the transformation between active to being reactive and they needed to be congratulated for their flexibility with the challenges put forward to them.

Facility Administration Manager's Report:

See Schedule D

In consideration that the facility was closed for approx. six (6) months due to COVID, staff was given direction to extend the annual rental term by six (6) months to June 30, 2021 for arena advertising on arena walls, lobby benches and rink boards. Staff will follow up and report back.

Recreation Program Coordinator Report:

See Schedule E

MOTION #6 – Moved by D. Thwaites 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 F

Suggest waiting to hire seasonal staff until there is some certainty that there will not be further restrictions and until users submit plans and schedules.

Obtain pricing for the fogger and report back

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

D. White leaves at 7:25pm

New Business

2020/2021 Seasonal Ice Rates:

Letters were received from SMHA, SCS and CDDHS requesting that the upcoming ice rental do not reflect a seasonal increase as scheduled and that the fees remain the same as last season. The discussion will be deferred to the next meeting and request staff provide financial impact information and request additional information from CDDHS for their needs.

Kinettes Room Request:

L. Wegener declared a conflict. A letter was received from Shelburne Kinettes requesting use of Town & Country Room on December 5th at no cost to host their annual Santa Sale and operate the gift room only and have no vendors. The discussion will be deferred to next meeting as there were not enough members to vote.

Confirmation by By-law

MOTION #8 – Moved by D. Thwaites seconded by L. Wegener. Be it resolved that leave be given for the reading and enacting of by-law #05-2020 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held September 23, 2020.
Carried

Adjournment:

MOTION #9 - Moved by H. Foster seconded by G. Harvey. That we now adjourn at 7:47pm to meet again on October 28, 2020, or at the call of the chair.
Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

To: CDRC Board of Management
From: Emily Francis, Recreation Program Coordinator
Date: Wednesday September 23, 2020
Subject: 2020 Outdoor Pool Operations

On Monday June 8, 2020 Premier Ford announced that as of Friday June 12, 2020 all water recreational facilities can open their doors following guidelines provided by the provincial government. The CDRC Pool began operations on Monday July 13, 2020 and ended operations on Friday September 4, 2020.

Facility Admission

- Patrons entered the facility through the emergency exits on the side of the pool to minimize traffic into the building. Going forward, we may consider using this entrance again in future summers.
- Physical markers were placed on the floor to indicate 2m spacing around the pool deck to allow patrons a space to hold their personal belongings.
- On arrival patrons must hand sanitize their hands or immediately wash their hands with soap and water.
- All patrons were screened to ensure they do not have Covid-19 symptoms by asking common questions, temperature check and gathering their information (name, phone number)
- All rules were posted at the entrance to the pool deck and will be communicated to the patrons as they approach.
- Patrons had the option to pay for public swim via cash, debit, or purchase of a 2020 swim pass. The CDRC Pool offered a 10-swim pass either purchased for public swim or for lane swim. There was no discount offered with this pass it was designed for the purpose of convenience and to minimize cash.
- One-way traffic flow was developed to ensure that all patrons are not crossing the path of others. Arrows were placed on the pool deck as a visual reminder.

Changerooms

- Changing area was closed for the 2020 summer season but washrooms were available.
- Washrooms were monitored to ensure only 2 patrons in the area at a time.
- The washroom area were cleaned/disinfected frequently throughout the day (maintenance and pool staff).
- Signage was displayed to remind patrons of proper hand hygiene (WHO How to Hand wash sign).
- Middle urinal and sinks decommissioned to ensure that physical distancing is adhered.
- The staff member responsible for screening patrons also monitored the use of the washrooms.

Diving Board

- At the start of the summer, the diving board remained closed. By August, the diving board was cleared to open.
- The diving board was disinfected regularly.
- Patrons were very happy to have the diving board opened as it is a summer attraction.

Staff Safety

- Covid-19 Screening
 - o At the start of each shift, staff members completed a self screen assessment.
- Hand Hygiene
 - o Staff will be required to use hand sanitizer or immediately wash their hands as they enter the facility prior to punching in for their shift
 - o If they are a part of the opening shift all staff are to wash their hands prior to leaving for work
 - o Employees must also wash their hands after:

- Eating
- Breaks
- Blowing one’s nose, coughing, sneezing
- Washroom use
- Use of shared equipment
- Providing routine care for another person who needs assistance
- Physical Distancing
 - Staggered shifts and break times
 - Lockers utilized to separate personal belongings.
 - Staff utilized the Family changeroom to allow for more space per person.
- Office Area
 - Office area was not used by seasonal summer staff.
 - A table was set up in the lobby for the completion of any administrative tasks.
- Personal Protective Equipment
 - Proper gloves and mask were provided for staff for any first aid situations.
 - Masks were provided for each staff member to wear while managing the screening desk.

Pool Equipment

- Equipment except for lifejackets were removed from the pool deck during public swimming times but was used for swimming lessons and other programs.
- Maintenance staff developed a cleaning bin which was used to store equipment for 15 minutes to ensure it was disinfected before the next use.

Programming

Below is a list of activities of programs that were offered at the CDRC Pool for the duration of the 2020 pool season.

Pool Programs

1. Small Group Swimming Lessons (3-4 participants)
2. Household Group Swimming Lessons (New)
3. Private/Semi-Private Swimming Lessons
4. Junior Lifeguard Club (2 sessions)
5. Bronze Star/Medallion/Cross
6. National Lifeguard Course (1st time offering this advanced course)
7. Standard First Aid CPR-C Course (1st time offering this advanced course)
8. Lifeguard/Instructor Preparation Course (New Program)
9. Water Safety Instructor Course
10. Adult Swim/Senior Swim
11. Public Swim, Lane Swim, Senior/Adult Swim, Family Swim
12. Home Alone Safety for Kids
13. Red Cross Babysitting Course

Program	# of Participants
Session 1 Group Lessons	66
Session 1 Private Lessons	10
Session 2 Group Lessons	73
Session 2 Private Lessons	24
Session 3 Group Lessons	57
Session 3 Private Lessons	18
Bronze Star	2
Bronze Medallion/Emergency First	13

Aid	
Bronze Cross	7
Lifeguard Instructor Prep	3
National Lifeguard Course	14
Standard First Aid CPR-C	10
Water Safety Instructor	8
Home Alone Safety for Kids	15
Red Cross Babysitting Course	25
JLC 1 st Week	10
JLC 2 nd Week	10
Aquafit	12

Swimming Lessons

- 4 styles of swimming lessons were offered this summer to accommodate as many participants as possible:
 - o Small Group
 - o Household Group
 - o Private
 - o Semi Private
- All registrations were taken online or through email. Payments were made at the pool entrance or via e transfer.
- A 5-15-minute gap was allotted between each program to ensure proper disinfecting before the next group arrived. Each swim instructor was responsible for disinfecting their equipment following their lesson.
- Swimmers would meet for their lesson at their instructors’ space. Each instructor had their name on the wall as a meeting point for the swimmers.
- Physical distancing was practiced throughout each program.
- Group swimming lessons ran at a smaller class size to allow for physical distancing and space within the pool.
- Household group lessons were offered to families who are enrolling 3+ children from the same household into swimming lessons. This style of swimming lessons was designed to accommodate families who typically register for group swimming lessons as we could not offer the same number of group lessons this summer.

Public Swimming (Including Adult/Senior/Lane/Parent and Tot/Family)

- Public swimming ran at a reduced capacity (Max 30 patrons per swim).
- Each swim was 50 minutes in length except for lane swim.
- Names and phone number of each patron was tracked as they enter and complete the screening process to track who has been in and out of the facility in case of a Covid-19 outbreak or positive case.
- Patrons had the option to preregister for daytime public swimming.
- We saw an increase in lane swimmers and adult/senior participation rates this summer, with a decrease in family and parent/tot.

Junior Lifeguard Club/Bronze Certifications

- High enrollment numbers for all courses.
- Changes to the program were made to follow physical distancing guidelines.
- Many participants joined us for these courses from Orangeville as their pool was closed.
- Overall, very successful summer for our lifeguard-oriented courses.

NEW: National Lifeguard and Standard First Aid Course

- First summer running the National Lifeguard and Standard First Aid courses.
- Following the completion of the course, 14 candidates received their Lifeguard and Standard First Aid certification and are now qualified to lifeguard at the age of 16.
- With the shortage of lifeguards, offering this course will have a huge impact on our applicants for future summers.
- Great feedback from participants regarding the program as many have never participated in a swim program at the CDRC.

Red Cross Water Safety Instructor Course

- Second summer offer the Red Cross Water Safety Instructor Course.
- This course certifies 15+ year old candidates to teach the Red Cross Swim program that we offer here at the CDRC.
- 8 candidates completed this course.
- Candidates were very happy to have this course offered this summer and did not have to travel to complete the certification

NEW: Lifeguard/Instructor Preparation

- This program was designed this summer for swimmers who have completed their Bronze courses but have not met the age requirements for their Lifeguard or Instructor Courses.
- This program was paired with the Bronze Cross certification as that program was updated and now focuses on new skills. Throughout the 2 weeks, participant was introduced to the skills that must be completed in order to successfully complete their lifeguard and swim instructor certifications.

NEW: 4 Week Aquafit Program

- New this summer we offered a 4-week aquafit program.
- We had a total of 12 participants who registered for this program.
- This program was designed to ensure that participants interested committed to the whole program. In the past, a drop in style had been offered but participants would come everyone once and a while.
- \$28.00 for the 4-week program.
- It is recommended that this program continue and expand next summer as there were many participants interested and would have enjoyed more classes.

Pool Rentals

- Pool rentals were offered for the 2020 summer season.
- Maximum capacity of 30 people per 1-hour pool rental.
- Rental included 2 certified lifeguards.
- Unfortunately, due to inclement weather we did have to cancel 4 pool rentals and issue refunds.

Recommendations for 2021

- Offer both National Lifeguard and Water Safety Instructor programs at the start of the summer.
- Continue with a 5-day Junior Lifeguard Program offered several times throughout the summer.
- Swim Lesson Evaluation: at the start of the summer allow patrons interested in swimming lessons to attend and have their child evaluated so they have child registered in the proper swimming lessons. This summer we had many participants join us from surrounding areas including Alliston, Orangeville, Palgrave. This would be a great way to ensure participants will get the most out of their swimming lessons.
- Look into Lifesaving Sport Program (would require new specialized equipment) and water polo.
- Return to the 2-hour public swim sessions, instead of the 50 minutes.
- Continue with the morning and evening lane swim but minimize evening lane swim to 2-3 days a week and incorporate more aquafit sessions.

2020 Summer Program Financial Forecast: Pool Only

2020 Summer Program Financial Forecast - Pool Only						
As of August 31, 2020	Forecast vs Actual	Current Forecast	Budget	Variance	Variance %	Comments
	Pool	Pool	Pool	Pool	Pool	Pool
REVENUE						
Lessons	\$23,328	\$30,360	\$50,600	-\$20,240	-40%	3 sessions (vs 4) @ 4 per class (vs 5)
Public Swim	\$5,770	\$6,825	\$13,650	-\$6,825	-50%	8 wks (vs 10) @ 60% capacity
Rentals	\$600	\$1,650	\$3,300	-\$1,650	-50%	Estimate 50% reduction
Cerification Programs	\$14,136	\$2,475	\$3,300	-\$825	-25%	Estimate 25% reduction
Total Revenue	\$43,834	\$41,310	\$70,850	-\$29,540	-42%	
EXPENDITURES						
Pool Wages	\$29,160	\$32,307	\$59,765	-\$27,458	-46%	Based on 3 staff on duty at all times for 8 wks
Summer Jobs Canada Grant	(\$3,920)	-\$3,920	-\$5,908	\$1,988	-34%	Received less than last year
Program Director	\$10,129	\$10,350	\$6,000	\$4,350	73%	11 wks - absorb full cost (ie. no day camp)
Administration	\$7,521	\$1,500	\$4,080	-\$2,580	-63%	Cut costs
Maintenance	\$3,252	\$3,000	\$7,000	-\$4,000	-57%	Cut costs
Maintenance Staff	\$7,722	\$7,280	\$4,095	\$3,185	78%	8 wks - absorb full cost (ie. no day camp)
PPE & Disinfecting	\$750	\$1,000	\$0	\$1,000		Estimated cost
Heating	\$1,000	\$1,000	\$1,000	\$0	0%	Estimated cost
Water	\$1,000	\$1,000	\$1,000	\$0	0%	Estimated cost
Total Expenditures	\$56,615	\$53,517	\$77,032	-\$23,515	-31%	
Profit / (Loss)	-\$12,781	-\$12,207	-\$6,182	-\$6,025	97%	

Notes:

Pool runs for roughly 8 weeks - July 11 - Sep 4

Variance Explanation

Reduction in revenue due to COVID guidelines on class sizes and capacity	K\$	-\$30
Reduced staffing due to reduction in programs		\$27
Maintenance staff (Tyler) required to support cleaning & disinfecting		-\$4
Program Director supporting only the pool program (ie. no day camp)		-\$5
Cut Admin and Maintenance costs due to reduced season and usage		\$6
Total Explained		-\$6

Closing Remarks

- Overall, given the circumstances of the summer and quick turn around time to get the program running we had a very successful summer. We received very positive feedback from the community about the program and the hard work of all staff members to ensure that it was a successful summer. Patrons communicated that they felt safe and welcomed entering onto the pool deck because they could see everything that we had put in place to ensure the safety of the community. Pool staff were actively cleaning high touch areas throughout the day and enforcing all Covid-19 protocols. Our 2020 staff team did an amazing job creating that welcoming, friendly environment even with all the changes that had to be made.
- Following the completion of the advanced certifications this summer, we can now fully certify lifeguards and swim instructors at the CDRC Pool. This is a huge accomplishment as it will now hopefully increase our participation rates and encourage more swimmers to follow along that path.

SCHEDULE 'B'

Standard Operating Procedure Use of CDRC Facility (Ice) During COVID-19 September 2020

Purpose

To establish, clear, fair, specific rules and procedures to ensure the safe usage of the CDRC in accordance with Occupational Health & Safety, Ontario government emergency orders and current Wellington-Dufferin-Guelph Public Health guidelines (referred to collectively as "Guidelines").

Scope

This policy will be implemented until such time as the CDRC and Wellington-Dufferin-Guelph Public Health procedures necessitate. The CDRC reserves the right to modify or change these procedures, including the elimination or addition of requirements, as guidelines change over the course of the COVID-19 pandemic.

Prerequisites

To be eligible to Return to Play all users of the CDRC must adhere to all the following requirements.

1. Proof of insurance, with an understanding of COVID coverage.
2. All ice users of the CDRC shall have a Return to Play plan that aligns with the provincial requirements and/or a recognized ice users' organization, plan for social distance and covid-19 related precautions. The CDRC reserves the right to approve a user group's return to play plan, prior to commencing operation in the CDRC.
3. Signed ice user contract.

Responsibilities

During the COVID-19 pandemic, all persons who enter the CDRC must comply with the requirements set out in this procedure. This procedure applies not just to the employees of the CDRC, but all persons present at CDRC, including but not limited to members of the public including contract workers, couriers, renters, organized sports leagues, spectators, and visitors.

The CDRC is committed to providing a safe environment for all users. Measures that will be considered and adopted if determined appropriate and reasonably practical include:

- i. Signage posted at entrances to clearly indicate that no one shall enter the facility if they are unwell, are isolating or in quarantine (self-isolating).
- ii. Signage posted at entrances to indicate mask to be worn at all times except on ice surface.

- iii. Establishment of a COVID-19/medical screening system at entrances to encourage those who have or are at high risk of COVID-19 infection not to enter facilities or work sites.
- iv. Implementation of floor and seating markings that encourage physical distancing and indicate movement of persons.
- v. Closing off or limiting capacity of any common areas or rooms.
- vi. The posting of signs reminding people of the need to maintain physical distancing.

CDRC Staff are responsible for the day-to-day implementation of this procedure, including:

- i. Ensure that all user groups are knowledgeable of this policy and applicable public health guidelines.
- ii. Enforcing the terms of this policy.
- iii. Not coming into work if they feel ill.
- iv. Ensuring physical distancing always between themselves, other staff and members of the public.
- v. Using appropriate PPE (mask, glasses, gloves and/or face shield) as applicable when physical distancing is not possible.
- vi. Reporting any incidents of concern to Management, or CDRC Board.

Procedure

Admittance

An important aspect to ensure the health and safety of all CDRC facility users is to ensure that persons who have or are at a heightened risk of having COVID-19 stay away from any facility so that they do not infect others.

No person may enter or remain in a CDRC if:

- i. They have COVID-19 or COVID-19 symptoms.
- ii. They have had dangerous or close contact with a person(s) that have COVID-19 or COVID-19 symptoms within the last 48 hours; or
- iii. They have travelled outside of the Province within the past 14 days.

Screening

- a) The user shall implement a screening and documentation process prior to admittance to the CDRC facility. User groups shall provide CDRC staff documentation of approved screening prior to admittance. Note: temperature checks are an organizational requirement not Board of Health requirement. User will supply thermometer.
- b) For recreational leagues utilizing the CDRC, one designated person is responsible for completing and submitting screening and documentation on behalf of the team. This person must ensure the CDRC Staff have access to documentation. The documentation can be as simple as an executive's phone number with a understanding for them to provide a copy of the team members present for contact tracing purposes.
- c) Information provided in reports and documents will remain confidential and will not be shared unless required to do so for contact tracing purposes. Reports will be provided to WDGPH Unit for contact tracing purposes, should the CDRC be made aware of a confirmed case within CDRC. Persons will be advised by WDGPH.

6.1 Compliance with Public Health Directives

- a) CDRC will supply hand sanitizer at entrances.
- b) All persons entering CDRC will be required to disinfect their hands prior to entering the building.

- c) Masks must be worn in all CDRC common areas at all times except for ice surface (this includes washrooms, Bleachers, lobbies, stairwells, etc.); and
- d) All users will maintain a physical distance of 2 meters from persons not within their household or social circle.

6.2 Interaction with CDRC Staff

- a) One dedicated representative of the group or organization will be in contact with CDRC staff.
- b) The representative will maintain physical distance of 2 meters from CDRC staff.
- c) The representative will wear a mask while interacting with CDRC staff; and
- d) The event representative will be required to include requested support from CDRC staff as part of the Operational Plan in section 6.6.

6.3 Cleaning and Sanitization

- a) Washrooms will be cleaned and disinfected by CDRC Staff in between each rental.
- b) High touch areas will be cleaned and disinfected frequently by CDRC Staff; and
- c) Recreational leagues will ensure the following:
 - i) There will be no shared equipment amongst team members.
 - ii) Team personnel will disinfect equipment after each practice.
 - iii) Team specific equipment (i.e. jersey) will be carried by team personnel and washed between each use; and

6.4 Operational Plan

- a) Each organization or group will create an Operational Plan.
- b) The group representative will provide the Operation Plan to CDRC management for approval.
- c) Approval must be given prior to the users entering the facility.
- d) The Operation Plan must include:
 - i. A screening and documentation process for players and team staff.
 - ii. The requested support from CDRC Staff.
 - iii. Facility requirements.
 - iv. Facility usage, including traffic flow.

Ice Rentals

- a) Users will arrive to the facility no more than 15 minutes prior to commencing ice rental. Access to Facility will be granted by Facility Operator through a designated access only. Double side door SE corner of arena to be used Label "1" to enter building and screening just inside lobby after screening users will continue on to assigned sections in the arena , groups will exit Door "2" NE corner.
- b) Users will vacate the premises no more than 15 minutes following the conclusion of ice rental.
- c) Players will be expected to arrive at the facility with as much equipment already on as possible.
- d) Groups will be designated sections of bleacher area, when needed and part of there plan, 1 dressing room will be provided for lacing skates. Areas of use will be marked off at 6-foot spacing and all shower, sink and toilet area in dressing rooms to be blocked off. Dressing rooms will be provided based on the needs of the group.
- e) Representative of the group will monitor designated areas for physical distancing.
- f) Lobby area will be off limits to all patrons (not to be used as a warmup or social area) except to walk to lacing area, washrooms or Pro shop
- g) One spectator per player or child with limits set out in the user's organization Return to Play plan. This does not include CDRC staff.

- h) CDRC will follow WDGPH guidelines and other best practises from different support organizations when approving plans.
- i) Admittance will not be allowed until previous group have left to keep total occupancy under the users max allowed in guidelines.
- j) Practices for players 13 years and younger will be encouraged to have only one (1) spectator per player.
- k) Practices for players 14 years and older will be encouraged not to have spectators.
- l) There will be no shared equipment amongst teams.
- m) Team personnel will sanitize equipment after each practice.
- n) Team specific equipment (i.e. jerseys) will be carried by team personnel and washed between each use.
- o) Equipment shall be removed from the premises following each rental. Storage of equipment onsite is not permitted.
- p) Provisions for usage and access to pro shop to be developed
- q) Snack bar closed, will revisit later in season

References

Public Health Ontario
WDGPH
Government of Canada

Definitions

Close Contact means being physically located closer than 6 feet/2 meters to another person.

COVID-19 symptoms commonly include cough, fever, sore throat, shortness of breath or difficulty breathing or sudden loss of smell. For a full list of symptoms visit:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf.

Physical distancing means maintaining physical separation of at least six feet/two meters from another person. Men's leagues may resume but must follow hockey Canada's guidelines (4 on 4 and do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players)

Social Circle, as per Wellington-Dufferin-Guelph Public Health, means a family or social circle of no more than 10 people who can interact with one another without physical distancing.

SCHEDULE 'C'

Screening and positive COVID – 19 response

A “user”, skater, coach, or parent / spectator:

1. **Inform organization who will inform CDRC immediately** if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. **Assessment**
 - a. Users must have a screening assessment for symptoms upon arrival at the entrance of the facility
 - b. If Users are unsure, please have them use the Public Health assessment tool
3. **If a user is feeling sick with COVID-19 symptoms**
 - a. They should remain at home and contact WDG Public Health
 - b. If they feel sick and /or are showing symptoms while at CDRC, they should be sent home immediately and have them contact Public health or a doctor for further guidance
 - c. Facility must implement a plan including:
 - i. Immediate isolation of the symptomatic person from others, including arrangement for safe travel home (e.g., no public transit)
 - ii. Consideration of suspension or temporary cancellation of the event
 - iii. Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic person
 - iv. Performance of hand hygiene by remaining users
 - d. No person may enter the CDRC if they are symptomatic
4. **If a user tests positive for COVID-19**
 - a. The user will not be permitted to return to the CDRC facility until they are free of the COVID-19 virus as verified by a medical professional
 - b. Any users who are in close contact with the infected user will also be removed from the CDRC for minimum 14 days to ensure the infection does not spread further
 - c. Close off, clean and disinfect their area immediately and any surfaces that could have potentially be infected/touched
 - d. If any user tests positive CDRC will be notified.
5. **If a user has been tested and is waiting for the results of a COVID-19 Test**
 - a. As with the confirmed case, the user must be removed from CDRC
 - b. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and contact Public health
 - c. Other users who may have been exposed will be informed and removed from the CDRC for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities
 - d. The CDRC will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched
6. **If a user has come in to contact with someone who is confirmed to have COVID-19**
 - a. Users must advise their organization if they reasonably believe they have been exposed to COVID-19
 - b. Once the contact is confirmed, the user will be required to follow the direction of WDGPH
 - c. The CDRC area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched
7. **Quarantine or Self-Isolate if:**

- a. Any user who has a member of their household who has travelled outside of Canada and has experienced any symptoms identified on the verbal health screening questionnaire within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate
- b. Any user with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate
- c. Any user from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate

Any user who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility

Organization sample next page down

SMHA Positive Covid -19 Test

SECTION 8

Positive COVID-19 Test in Hockey Environment

Important!

If a sick participant (or their parent/guardian if the participant is a minor) elects to inform a team/hockey association/Member that they have been diagnosed with COVID-19, the individual informed shall seek the sick participant/their parent's/guardian's consent to contact public health authorities in order to obtain advice on communication with other potentially impacted participants. The sick participant (or their parent/guardian if the participant is a minor) should be asked to advise Public Health of this consent.

Explain the communication that will take place and **NEVER** disclose the sick person's name.

PARTICIPANT
TESTS POSITIVE FOR COVID-19
AND CONTACTS THEIR PHYSICIAN

FOLLOW PUBLIC HEALTH GUIDELINES

IMMEDIATE REMOVAL FROM HOCKEY ENVIRONMENT FOR ANYONE IN THE HOME

REPORT TO PUBLIC HEALTH AUTHORITIES, FOLLOW GUIDELINES

PUBLIC HEALTH AUTHORITY DETERMINES COMMUNICATION PROTOCOL AND TRACING OF ALL CONTACTS
COOPERATE ON ANY NECESSARY COMMUNICATION.

NOTE REQUIRED FROM A PHYSICIAN OR PUBLIC HEALTH AUTHORITY TO RETURN TO PLAY

In Canada, the management of public health crises is a matter involving close coordination between all levels of government. There is therefore a variety of public and private sector privacy legislation at the federal, provincial and territorial levels that govern the collection, use and disclosure of personal information. There are provincial and territorial privacy authorities that oversee compliance with the [privacy legislation](#) at the federal, provincial and territorial levels that govern the collection, use and disclosure of personal information. There are provincial and territorial privacy authorities that oversee compliance with the privacy legislation in their respective jurisdictions, and some have [published their own statements](#) relevant to the matter of COVID-19.

Skate Canada screening Questionnaire

HEALTH SCREENING QUESTIONNAIRE (MANDATORY) UPDATED July 8, 2020

This questionnaire must be completed verbally by each individual **prior** to participation in EACH training session, whether at your Skate Canada Club or Skating School or with a Skate Canada Professional Coach at another training location. A Club or Skating School employee or volunteer may administer the questionnaire but must have received training as outlined in the Club and Skating School Protocol Checklist

Information must be recorded and initialed by the individual responsible for tracking attendance on the Contact Tracing Log.

If an individual answers **YES** to any of the questions, they must **not** be allowed to participate in the sport or activity. Children and youth will need a parent to assist them to complete this screening tool.

1.	Do you/your child have any new onset (or worsening) of any of the following symptoms?	CIRCLE ONE	
		YES	NO
	Fever	YES	NO
	Cough	YES	NO
	Shortness of breath / Difficulty breathing	YES	NO
	Sore throat	YES	NO
	Chills	YES	NO
	Painful swallowing	YES	NO
	Runny nose / Nasal congestion	YES	NO
	Feeling unwell / Fatigued	YES	NO
	Nausea / Vomiting / Diarrhea	YES	NO
	Unexplained loss of appetite	YES	NO
	Loss of sense of taste or smell	YES	NO
	Muscle / joint aches (unrelated to training)	YES	NO
	Headache	YES	NO
	Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the person attending the activity / facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close, <u>unprotected</u> * contact (face to face contact within 2 metres/ 6 feet) with someone who has travelled outside of Canada in the last 14 days and who is ill**?	YES	NO
4.	Have you/your child attending the program or activity had close <u>unprotected</u> * contact (face to face contact within 2 metres/ 6 feet) in the last 14 days with someone who is ill**?	YES	NO
5.	Have you/your child or anyone in your household been in close, <u>unprotected</u> * contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment

** "ill" means someone with COVID-19 symptoms on the list above

If you have answered YES to any of the above questions do not participate. Proceed home and use the [AHS Online Health Assessment Tool](#) to determine if testing is recommended

SCHEDULE 'D'

Facility Administration Managers Report – September 23, 2020

SAFETY

Worker incident. July 20, 2020

A yellow 20lb block was dropped on a swim instructors' toe by a student during a bronze course lesson. The block is used as a weight for swimmers to retrieve. As the student swimmer was coming up to the surface with the block, it was dropped on the instructors' toe who was standing at the ledge of the pool. The toe began to bleed from under the nail and looked detached. An injury report was submitted to WSIB.

General:

- CDRC Lifeguards were highlighted in the Shelburne Free Press July 16, 23 & 30 editions
- Streams Community Hub set up on the CDRC parking lot as a pickup location on Saturday, August 1st to distribute Imagination Boxes. The boxes contained donated craft supplies.
- Marty, Emily and I participated in a focus group on September 9th via Zoom. The discussion provided information on their future direction and working with the community
- The CDRC will now do the before, during and after cleaning and disinfecting for Canadian Blood Services (CBS) donation clinics. CBS want to move away from third party cleaners due to scheduling issues. The CDRC will invoice for the service.
- Have had a few small room rentals for meetings and small events, along with a pickleball floor rental scheduled this weekend.
- I have contacted the office of Sylvia Jones, MPP for information regarding any funding relief opportunities. I will update once I receive a response.
- Pickleball is available Monday and Thursday mornings and Tuesday and Wednesday afternoons with three (3) nets. Many of the participants are very happy and appreciative of the program. They understand it is only available on the arena floor until the ice plant is turned on. The cost is \$4 per person and there is anywhere from 6-16 participants any given day.
- The new accounting and payroll software are working well. Throughout the busy pool season, we were able to issue electronic receipts rather than handwritten.
- Dufferin County IT Services will be scheduling time to connect us to the Town of Shelburne server.

New Business:

- The 2021 CDRC Budget will be next to work on. I'd like to schedule a finance committee meeting soon.
- Arena advertising: arena walls, rink boards and lobby benches. The CDRC has been closed for six (6) months, will there be any consideration for the current advertisers? My recommendation is to extend the rental period six month, to June 2021.

Kim Fraser
Facility Administration Manager

SCHEDULE 'E'

To: CDRC Board of Management
From: Emily Francis, Recreation Program Coordinator
Date: Wednesday September 23, 2020
Subject: Recreation Program Coordinator Report

Next Steps

- Now that the pool season is completed, I would like to focus on the development and implementation of new programs as well as cleaning up our existing programs and resources.
 - o Look at staffing requirements for new programs
 - o How we could utilize the arena floor to accommodate more sport options
 - o How we can best utilize the space while following COVID protocols
- Explore and continue to develop online registration options using the Town of Shelburne website
- Promotional materials for programs and ice/room rentals
 - o Assist with ice rental and room rentals
- Develop a CDRC Orientation and Training Guide that is followed with the hiring of all staff
 - o This will include updates to the pool and camp manuals
- Develop and conduct a survey to previous program participants to see what they would like to see

Recreation Program Ideas (following COVID-19 Protocols)

- Women's Hockey Skills Development Session(s)
- Additional Red Cross Babysitting and Home Alone Safety Courses (as requested by the community)
- After School Club (weekly activity) or homework club with activities
- Day Camp Offerings
 - o Christmas Day Camp
 - o PA Day Camps
 - o March Break Day Camps
- Adult/Seniors Programming
- Pickleball Clinics
- After School Public Skating
- Adult Public Skating
- Additional Public Skating times
- Youth Friday Night Socials
- Various Art Programs
 - o Halloween crafts
 - o Paint night
- Learn to play pickleball
- Explore fitness program options

SCHEDULE 'F'

Facility Maintenance Managers Report – September 23, 2020

SAFETY

Worker incident. July 22, 2020

After ripping a piece of plywood on the table saw the unneeded piece of wood slipped from workers hands and fell on top of right foot approx. 20 lbs. Some bruising and swelling. Share incident with administration submitted claim if health care needed. Beginning of August swelling continued went for x ray small break top of foot air case for 4 weeks.

GENERAL INFORMATION:

Pool maintenance and vacuuming Shutting pool down and winterizing.

Cleaning and disinfecting facility for covid

Plan cleaning and disinfecting strategies. (See New Business fogger for dressing room)

Signage for Covid as needed. (Spacing, mask required, flow of people and protocols.

Blood donor prep and provide paid staff support for them to accommodate their protocols.

Painting, floor stripping and waxing, minor repair drywall, minor electrical repairs, Pickle ball court set up and guidelines in arena.

Schedule preventative maintenance on compressors complete (major overhaul on compressor 2 minor overhaul on compressor 1)

Providing information for meetings.

Planning for Ice start up and new facility protocols ongoing daily. Signage, close off areas, working with groups to help alleviate their issues, figuring out people traffic flows.

A lot of reading of emails regarding guidelines and protocols from Government Canada, Ontario, Board of health, ORFA, COFCA and webinars cross referencing to develop guidelines and protocols for programs.

Tracking down and providing info for the roof grant application.

Ice user Standard operating procedures and guidelines for Covid -19

Spacing Plan

Covid -19 Out break Plan

New business

Not budgeted but may like to obtain fogger after a little more research and waiting till last minute if it is cost and time effective for large area disinfecting approx. \$900.00 (Looking at Dundalk's Sept 22 2020)

Staffing requirements. Seeking approval to post **if needed** for PT arena operators and cleaners/helpers' Talking with previous operators they may not be able to commit to enough time as their jobs are being adjusted regularly due to covid 19 as well. May have update for there availability come meeting time.

Marty Lamers

Facility Maintenance Manager

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held October 29, 2020 via ZOOM

Attendance:	Steve Anderson	Shelburne
	Lindsay Wegener	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	David Thwaites	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: Darren White and Geer Harvey

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:

Request to move item 7.1 Finance and 2021 Draft 2021 Budget discussions until after item 12 In-Camera Session

MOTION #1 – Moved by D. Thwaites seconded by S. Anderson. Be it resolved we approve the agenda dated October 29, 2020 as circulated and amended.
Carried

Discussion & Approval of Minutes of Previous Meeting September 23, 2020:

MOTION #2 – Moved by D. Thwaites seconded by S. Anderson. That the minutes of the CDRC Board of Management regular board meetings held virtually on September 23, 2020 be approved as presented and circulated. Carried

New Business

Ontario Junior “A” Super League (OJSL) Ice Rental Opportunity:

See Schedule A

Dwayne Mckillop, President & CEO of the OJSL addressed the CDRC Board to review, discuss and answer questions from the Board regarding the opportunity to have the CDRC be the hub facility for the weekly OJSL games. Through a combination of corporate sponsors and seed money, the goal of the OJSL is to get Jr A hockey to a free to play model within the first three years. If both the CDRC and the OJSL are happy with the operations of the first season, the OJSL would be interested in a multi-

year relationship. Without conflicting with the regular users of the CDRC, the OJSL will be flexible with their ice schedule. The OJSL has incorporated strict COVID protocols and they will take every precaution necessary to prevent a case of COVID-19 as well as follow any additional protocols directed by the CDRC. Staff indicated that current level of arena operating staff should meet the needs to cover the additional ice rentals. However, one additional arena youth attendant may be required. Staff will review with the OJSL the needs and expectations of providing concession items during the rentals. An ice rental contract with strict payments terms will be required and the OJSL is prepared to pay upfront for ice rentals a month in advance.

In closing, Dwayne thanked CDRC staff for working with him and to the Board for their time and assured them that he wants this to be right for the community and for this to be a success story. Further board member comments, that the vision the OJSL has for affordability and accessibility is more value than the revenue generated for this rental opportunity and a lot of families will appreciate this vision.

As no Board members expressed opposition to the presentation, staff is given direction to prepare an ice rental contract and set in motion to accept this ice rental opportunity. Dwayne leaves the meeting.

Recreation Program Coordinator Report:

See Schedule B

Request to track staff time for the Trick or Treat Drive event.

Further clarity provided on popularity and growth of Pickleball. Before the ice went in and it was operating on the arena floor with three courts, there were approx. 10-15 participants everyday Monday-Thursday.

Facility Administration Manager's Report:

See Schedule C

See Schedule D

Board suggestion, approach the OJSL to see if there is interest in engaging any of their sponsors to utilize any of the advertising opportunities offered in the CDRC ie: rink boards and wall signs.

MOTION #3 – 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 E

MOTION #4 – Moved by D. Thwaites seconded by S. Anderson. That we receive the report from the Facility Maintenance Manager. Carried

In Camera Session:

At 7:28pm

E. Francis leaves the meeting

MOTION #5 – Moved by D. Sample seconded by D. Thwaites. 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:

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

MOTION #6 – Moved by L. Ryan seconded by D. Sample. That the CDRC Board of Management rise from closed session with no report at 7:56pm.

Carried

Confirmation by By-law

MOTION #7 – Moved by H. Foster seconded by D. Thwaites. Be it resolved that leave be given for the reading and enacting of by-law #06-2020 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held October 29, 2020. Carried

Adjournment:

MOTION #8 - Moved by L. Ryan seconded by D. Sample. That we now adjourn at 7:57pm to meet again at the call of the chair.

Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

TO: CDRC Board of Management
FROM: Kim Fraser
RE: Ontario Junior "A" Super League Ice Rental Opportunity
DATE: October 29, 2020

ANALYSIS:

- Received an ice rental inquiry from Dwayne McKillop on October 21, 2020 rent ice for a newly developed Junior A hockey league, Ontario Junior "A" Super League (OJSL). The league was scheduled to start in the fall of 2021, moved ahead to provide players an opportunity to play because COVID cancelled a lot of other hockey opportunities. Nine franchises owned by the league. The league is owned by current and former Jr "A" club owners.
- League Mandate:
 - Move to a free to play model for tier 2 Jr A hockey players within 3 seasons vs the current pay to play model in this age group
 - Align ourselves with Canadian Universities and Colleges to be a pipeline and help funnel players into their hockey programs as student athletes to keep Ontario players playing in Ontario & Canada
 - Reduce the number of 16-18 year old's that quit hockey after minor midget and then give them the option to graduate from our league and move on to play OJHL tier 1 Jr A (ie: Orangeville Crushers) or become student athletes
 - Become fully sanctioned by Hockey Canada as soon as they re-open and evaluate our efforts
- Looking for approximately 20 hours of ice in 2-hour blocks Fridays-Sundays each week from Nov 14th-end of March
- Have full COVID protocols in place and safety measures that work in conjunction with our host rinks which we are happy to share with your team
- Fully insured by NASHA Hockey Insurance with a \$5M liability limit
- They like the hub model as it makes for easier in game video production, allows us to control the environment and makes it easier when recruiters are allowed back in the rinks to have them see all kids in an easy travel situation where they don't have to travel across the province to see multiple players
- Would be interested in extending this setup to the following season as well if you are happy with us and how we operate
- Coaching staffs are made up of ex-professional players and coaches and are announcing some NHL player endorsements on Nov 1st.
- CDRC ice times available: Friday, Saturday and Sunday afternoons/evenings before and after SMHA other committed rentals. SMHA has cut back ice usage beginning in November, from 20 hours per week the previous two weeks in October to 14 hours per week scheduled in November.

FINANCIAL IMPLICATIONS:

November 14, 2020 – March 28, 2021:

20 hours per week x 18 weeks = 360 hours x \$200 /hour = \$72,00.00

Deposit and advance payment on rentals

Recommendation:

- Recommend to set in motion to accept this ice rental opportunity.

ATTACHMENTS:

- Introduction email and Bio
- Online tracking and Check in Tool email
- COVID approved helmet from Bauer
- Other 5 v 5 hockey leagues operating within an hour of Shelburne

Respectfully submitted,
Kim Fraser
CDRC Facility Administration Manager

SCHEDULE 'B'

Recreation Program Coordinator Report-October 29, 2020

General

- Attended a COFCA (Central Ontario Facilities) meeting Friday September 25th which discussed how other facilities are planning to operate their winter season.
- Pickleball has concluded on the arena floor and was moved to the Town and Country Room beginning on Monday October 5, 2020.
- Developed the ice user guidelines for our recreational leagues and one-off rentals. These guidelines get distributed with the rental contract and signed off by the group representative. Facilitated facility walk throughs for all groups to ensure they were comfortable with the new COVID-19 procedures and answered any questions or concerns they had. Assisted with COVID-19 signage throughout the facility.
- Assisted with the Youth Maintenance staff training and scheduling.
- Planned and coordinated the CDRC Trick or Treat Drive Thru on Saturday October 31st from 1:00-4:00pm. We have 9 businesses who are attending the event.

New Business

- Men's 55+ Shinny set to begin Friday November 6, 2020 10:00-10:50.
- Began developing 2021 Recreation Programs to include in the 2021 budget (See below)

Emily Francis

Recreation Program Coordinator

SCHEDULE 'C'

Facility Administration Managers Report – October 29, 2020

Staff:

- One concession staff employee redeployed to Part-time Operator/Maintenance Attendant
- Returning youth staff from last season until hiring process completed

General:

- October was busy preparing and sending out seasonal ice rentals contract to all user groups and collecting and reviewing ice schedules. One Sunday morning men's group not returning under the current guidelines and restrictions. The group will wait and review again for the new year.
- I have requested a meeting with Carey from the Town of Shelburne and Dianne from Crewson Insurance to explain and clarify questions we have regarding liability and insurance with respect to the events, rentals and programs offered by CDRC. There is potential loss on "last minute" or weekend ice rentals as the ability to arrange renter's insurance is only available during business hours.
- There have been a few small room rentals
- Working on the 2021 draft budget

Old Business:

- Further to CDDHS HCSA program and their request for rate reductions because they had to split their group into two cohorts and require two ice rentals each day they skate. They were also looking at a rental room to use as a classroom for each morning and afternoon cohort. They have since been given approval to operate the program as one group. Now there will only be one ice rental each day they skate, and they have found space at the school and will not need a rental room. Therefore, consideration for a rental rate reduction is not required.
- Kinettes have chosen to postpone their annual Santa Sale and will not require the Town & Country Room. They look forward to continuing their relationship with the CDRC.
- Staff met with Dufferin County IT on October 21st to review the project and the remaining items left to complete. One item to complete is an MOU for the purpose of the Town of Shelburne providing access to their internal server to the CDRC. The MOU was on the February 26, 2020 CDRC Board Meeting agenda, but the meeting was cancelled due to weather. Then COVID hit and we did not get back to it. This item is noted under Old Business.
- Arena advertising update. See attached report

New Business:

- We have a new Town & Country Room rental beginning November 2nd for a martial arts class. The tenant's current location in Shelburne has closed. The rental will be Monday, Wednesday and Friday from 5:30pm-7:30pm.

Kim Fraser
Facility Administration Manager

SCHEDULE 'D'

TO: CDRC Board of Management
FROM: Kim Fraser, Facility Administration Manager
RE: Arena Advertising Update
DATE: October 28, 2020

UPDATE:

CDRC Arena Wall Advertisers

- At the September 23rd meeting there were ten (10) unpaid arena wall signs. In consideration that the facility was closed for approx. six months, the Board gave direction to extend the annual rental term by six (6) months to June 30, 2021 for arena advertising on arena walls, lobby benches and rink boards.
- They were all contacted and notified of the extension. Anyone that I needed to give a little extra effort to were informed that payment of their invoice or contacting me further by October 31st will confirm their extension to June 30, 2021.
- Since then, three (3) signs have been removed; one (1) is no longer in business, one (1) requested their sign be taken down and one (1) has not responded to any emails or phone messages. The sign will be removed and stored for a period. If they contact me and reinstate, the sign will go back up.
- Five (5) accounts are paid in full.
- I am working with the final two (2). One is an administration error that needs to be clarified and I have been in contact and am working with the other.

SMHA Rink Board Sponsor/Advertising

- At the start of the 2019/2020 ice season, SMHA had eight (8) rink boards.
- Payment for five (5) signs was received in May 2020.
- An email was sent on May 21, 2020 to SMHA President and Vice-President requesting follow-up for the three (3) outstanding unpaid signs.
- Follow-up requests were sent on Oct 8, Oct 13, Oct 18 and Oct 26.
- I have been advised today by SMHA President that two of the three will be paid ASAP. They are looking into the third. They have a meeting tonight and will review. The third sponsor/advertiser may be removed
- Moving forward, I am requesting SMHA confirm all current season rink board sponsors/advertisers by December 15, 2020

Respectfully submitted,
Kim Fraser
CDRC Facility Administration Manager

SCHEDULE 'E'

Facility Maintenance Managers Report – October 29, 2020

SAFETY

No issues

GENERAL INFORMATION:

Pool winterized

Sept 26,2020 4 courts on arena floor Pickle tournament 32 participants went well.

Cleaning and disinfecting facility for covid ongoing.

Plant start up, a worn shaft and faulty bearing in conditioner found at start up, informed Chris repaired, had a 3-day delay in making the Arena ice. Arena was ready as planned.

New facility protocols guidelines ongoing daily. Signage, closing off areas, working with groups to help alleviate their issues, figuring out people traffic flows. CDRC and groups are working well together.

Budget info gathering.

Staff training for new protocols and rolls.

Info, cost, and scope of asset condition assessment for budget capital.

(Attachment To be received by Wed PM)

Staffing

Discussing with Chris in the short term asked previous youth staff to fill in until we advertise and interview for position.

Also 1 operator position filled by Snack bar staff Patty McLarty

Last years operators maybe able to cover minimal shifts if necessary.

Fogger

Requested information attached.

I recommend we purchase \$835.00 fogger from D&F to do a thorough cleaning during heavy usage and in the evenings.

New business



Marty Lamers

Facility Maintenance Manager

Centre Dufferin Recreation Complex

Fogger Info Requested information

Cleaning and disinfecting with a fogger will improve and help remove the covid-19 virus in a high activity usage setting on surfaces, air and in confined spaces like dressing rooms. It will improve our cleaning efforts to eliminate the virus. If there is a single case outbreak, we can get back to operating sooner and safer. I went through a demonstration at Dundalk Arena with their unit, it seems to work well. Talked with Glenbrook school cleaning staff they use a fogger for out breaks and high-level cleaning. The Hurricane Fogger dispenses both oil and water-based products. The Hurricane is capable of dispensing disinfectants, deodorizers, germicides, and insecticides. With an adjustable output of 0-4.5 gallons per hour, this versatile unit gives you the power to handle both large and small area, wherever aerosol particle chemical treatment is needed. The Hurricane is ideal for use in spraying industrial and residential areas. Farms, greenhouses, warehouses ,animal care facilities, sanitation, germicidal spraying and disease control programs are just a few of the markets where the Hurricane is used.

Some commonly sprayed solutions are:

Disinfectants, Insecticides, Fungicides, Deodorizers, Water (Humidification)
Odor Neutralizers, Poultry Vaccines, Germicides

The Hurricane design can handle both heavy impacts and corrosive liquids. Another feature of the Hurricane is its solid brass metering valve, for delivering precise outputs and maximizing use of dispersants and chemicals. In addition, the Hurricane Ultra's low silhouette/profile tank design practically eliminates tipping, whether full or empty. Droplet sizes can be controlled for both residual spraying and ULV spraying.

ETSY Hurricane fogger \$961.80 plus 82.44 shipping

Barclay Wholesale Hurricane fogger \$825.00 regular supplier no delivery charge. \$ 54.75 /4ltr disinfectant

D&F Hurricane fogger \$835.00 including shipping (minus tax) starter kit included 4 gallons Environize disinfectant.

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Special meeting held November 12, 2020 via ZOOM

Attendance:	Steve Anderson	Shelburne
	Lindsay Wegener	Shelburne
	Dan Sample	Shelburne
	Geer Harvey	Shelburne
	Chris Gerrits	Amaranth
	Laura Ryan	Mono
	Darren White	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator
	Dwayne McKillop	President, Ontario Junior Super League (OJSL)
	Mike Scace	President, Shelburne Minor Hockey (SMHA)
	Bill McCutcheon	President, Skate Canada Shelburne (SCS)
	Karen Dopson	Treasurer, Skate Canada Shelburne (SCS)
	Kerry Young	President, Shelburne Muskies
	Barry Trood	GM, Shelburne Muskies

Absent: Heather Foster & David Thwaites

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:

MOTION #1 – Moved by L. Wegener seconded by L. Ryan. Be it resolved we approve the agenda dated November 12, 2020 as circulated and presented.

Carried

Old Business

Ontario Junior Super League (OJSL):

Since the previous CDRC meeting held October 29, 2020 acknowledging and direction given to move forward to accept ice rentals from the OJSL, there have been recent public concerns that the OJSL will bring out of area people into the Town of Shelburne and CDRC facility. C. Gerrits opened the meeting and welcomed the virtual visitors. Chris clarified that, together with SMHA and SCS, CDRC staff have been working hard over the last couple of months to develop and put in place protocols and guidelines for use of the CDRC facility during COVID-19.

Staff reviewed the protocols and SOP that have been developed and approved by the CDRC Board and further reviewed maintenance, training procedures and WDGPH information.

As S. Anderson had to leave the meeting, he was provided an opportunity to share his comments and based on the community feedback, the direction the positive COVID cases are heading and the current information available, his direction would be to revisit the previous decision made and not to move forward with the proposal as previously discussed.

S. Anderson leaves at 6:50pm

D. Mckillop reviewed the OJSL program, protocols and reasons for using the CDRC to hub the league and provide a safe environment to play. Recent changes to provincial regulations have since limited the number of cohorts, therefore the league will be split reducing the number of players.

M. Scace, from SMHA acknowledged the CDRC is doing a very good job at implementing the protocols, cleaning and disinfecting. Mike indicated that in addition the OJSL guidelines, OMHA limits cohorts and bubbles to only play within their own public health unit. The feedback and sense Mike has received from SMHA membership is parents and families feel the CDRC is their community centre that is providing a safe environment for hockey and skating and it is giving a certain level of comfort as the facility is not being shared with groups outside our public health unit. It is a safe environment because it is a closed environment. Mike asked Dwayne specifically where the players are coming from and are they coming from the GTA and Peel that are considered the COVID hot spots? Dwayne estimated that the majority are from the Halton region mostly in the Oakville and Burlington areas. Mike commented that the optics and potential risks that are perceived by allowing the OJSL to use the CDRC are negative and this could become an issue for SMHA and possibly other user groups and to get people to use the facility.

B. McCutcheon from SCS echoed the similar comments and concerns expressed from their membership, that having participants that are not from same public health unit area, their members may not return to the facility if the OJSL moves forward.

K. Young and B. Trood from the Shelburne Muskies were invited to share comments. Muskies asked how many players are allowed on the ice and inquired what the relationship is between the Muskies and OJSL. Dwayne explained the only connection he has with the Muskies is that one of his league coaches is a past Muskies player. Staff reviewed the guidelines for recreational pickup hockey and the number of skaters permitted.

Board members provided an opportunity to comment:

D. White – was not in attendance at the October 29th meeting. He went into depth on facts related to the effects COVID has had on the region and County. Darren does not support the OJSL using the CDRC and asked the board to reconsider the rental proposal.

L. Ryan – commented that the Board did not make a decision at the October 29th meeting nor give authorization to accept the ice rental proposal.

D. Sample – commented that his recollection was staff was given direction to investigate and report back.

G. Harvey – was not in attendance at the October 29th meeting. He commented the CDRC Board needs to be responsible and should be protective of the community.

L. Wegener – commented that she felt a final decision had not been made.

C. Gerrits – commented that during the October 29th meeting he was in full support of the OJSL league. The comments from SMHA, SCS and Shelburne Muskies has led him to reconsider his perspective and that the CDRC Board owes it to these groups to make sure their programs are operational and viable. He cannot support the potential of these programs shutting down if the OJSL is to operate at the CDRC.

Before presenting the following motion, Laura apologized for the misunderstanding and direction given and hopes that Dwayne will continue to be in connection with the CDRC. Dwayne requested joint media release acknowledging that due to the changes in COVID the CDRC will not move forward with the ice rental. Staff is given direction to work with the OJSL to prepare the media release.

MOTION #2 – Moved by L. Ryan seconded by L. Wegener. That the CDRC Board of Management thank but refuse the offer to contract the ice time required for the Ontario Junior Super League (OJSL) to use the facility through the 2020/2021 season, due to the COVID-19 restrictions at this time. Further, any deposit paid be returned to the OJSL.

A recorded vote was requested:

Laura Ryan – Yes

Lindsay Wegener – Yes

Dan Sample – No

Geer Harvey – Yes

Darren White – Yes

Chris Gerrits – Yes

CARRIED, Chair Chris Gerrits

Confirmation by By-law

MOTION #3 – Moved by D. White seconded by L. Wegener. Be it resolved that leave be given for the reading and enacting of by-law #07-2020 being a by-law to confirm certain proceedings of the CDRC Board of Management for its special board meeting held November 12, 2020. Carried

Adjournment:

MOTION #4 - Moved by D. Sample seconded by L. Ryan. That we now adjourn at 8:07pm to meet again on November 25, 2020, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated