

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held November 24, 2021 via ZOOM

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

Absent: Geer Harvey and Darren White

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

Declaration of Pecuniary Interests:

Chair, 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 M. Mercer seconded by L. Wegener. Be it resolved we approve the agenda dated November 24, 2021 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting October 27, 2021:

MOTION #2 – Moved by M. Davie seconded by M. Mercer. That the minutes of the CDRC Board of Management regular board meeting held virtually on October 27, 2021 be approved as circulated and presented. Carried

Finance Committee Report:

After review of the CDRC bills and accounts, the following motion was presented.

MOTION #3 – Moved by M. Mercer seconded by M. Davie. That the bills and accounts as presented in the amount of \$62,915.48 be approved and paid. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #4 – Moved by L. Wegener seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

H. Foster arrives at 7:00pm

S. Anderson arrives at 7:00pm

Facility Maintenance Manager's Report:

See Schedule C

MOTION #5– Moved by D. Sample seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

Old Business

Olympia Water Heater:

The replacement of the Olympia water heater is an urgent-unforeseen purchase. The 2021 budget provides for a \$10k unforecast capital purchase. After review of the quotations the following motion was presented.

MOTION #6– Moved by D. Sample seconded by H. Foster. That the CDRC directs the Maintenance Manager to proceed with the purchase of a new high efficiency AO Smith 100-gallon BTH-250 Cyclone Mxi commercial gas water heater from Hyde-Whipp Heating and Airconditioning, including installation, fittings to the tank and 4" venting for \$17,535.00 plus HST. Carried

Service Delivery Review:

Information presented at a recent Shelburne council meeting was shared with CDRC Board Members. Will ask the Town of Shelburne to attend an upcoming board meeting for further discussion.

New Business

Town of Shelburne COVID-19 Vaccination Policy:

The Town of Shelburne COVID-19 Vaccination Policy was received and shared with CDRC Board Members for review. After discussion the following motion was presented.

MOTION #7– Moved by H. Foster seconded by S. Anderson. That the CDRC Board of Management adopt the Town of Shelburne COVID-19 Vaccination Policy effective immediately. Carried

Opposed: L. Wegener

Closed Session Meeting:

E. Francis leaves the meeting at 7:30pm

Enter closed session at 7:30pm

MOTION #8 – Moved by M. Mercer seconded by D. Sample. 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 #9 – Moved by M. Mercer seconded by M. Davie. That the CDRC Board of Management rise from closed session with a report at 7:41pm. Carried

MOTION #10 – Moved by L. Wegener seconded by D. Sample. Be it resolved that the CDRC Board of Management adopt the position of Recreation Program Coordinator and offer Emily Francis permanent employment. Carried

Confirmation by By-law:

MOTION #11 – Moved by L. Wegener seconded by H. Foster. Be it resolved that leave be given for the reading and enacting of by-law #10-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held November 24, 2021. Carried

Adjournment:

MOTION #12- Moved by D. Sample seconded by M. Davie. That we now adjourn at 7:43pm to meet again on January 26, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – November 24, 2021

General Information:

- Ice and room rental inquires and bookings including 2 party package rentals, 8 family/social skates, 2 day hockey clinic, 1 buck & doe along with rental agreements prepared.
- Continuing to review and navigate through the Provincial and Health Unit Covid regulations including proof of vaccination and contact tracing requirements, capacity limits lifted and communications with security
- Prepare employment agreements for new and returning seasonal staff.
- Employment posting for concession booth attendant. Part-time youth operator staff interested in additional casual hours.
- Secured snow removal agreement with Martin's Property Maintenance for 2021-2022 season
- Waste disposal contract changes to GFL November 29, 2021
- Internet connection issues, disconnecting. Think guest wifi is affecting it. IT suggest changing wifi password

Old Business:

Security: Estimated cost to date is:

Sept 27-Oct 3 (18.5 hrs) = \$641.00
Oct 4-10 (17.5 hrs) = \$628.00
Oct 11-17 (27.5 hrs) = \$1,010.00
Oct 18-24 (24 hrs) = \$900.00
Oct 25-31 (31.5 hrs) = \$1,104.00

Nov 1-7 (41 hrs) = \$1,425.00
Nov 8-14 (45 hrs) = \$1,550.00
Nov 15-21 (46 hrs) = \$1,600.00
Nov 22-28 (45 hrs) = \$1,550.00

New Business:

2022 Budget Preparation: Beginning the process, met with Randy Chambers and reviewed the process. Randy has provided template files to be completed.

Spring/Summer 2022 Recreation Guide: In conversation with Shelburne Free Press to produce 2022 Spring Summer Recreation Guide. Estimated distribution date March 3, 2022

Incident SMHA U18 Game-November 20, 2021: A disturbance with a SMHA rental involving fans at U18 (midget rep) game on Saturday, November 20, 2021. The incident is a police matter.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday November 24th, 2021

Subject: Recreation Program Coordinator Report

November Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc.
- Prepare and ensure that all necessary contact tracing sheets are ready for each day and COVID-19 protocols compliance.
- The 2021 Halloween Trick or Treat Drive Thru that took place on Saturday October 30th, 2021 was a huge success. See attached report for additional information.
- Registered to attend a virtual training on Tuesday November 30th, 2021 put on by Dufferin Child and Family Services (see attached poster).
- Working with the Concession Booth Manager to develop a Concession Booth Manual to be used for future training of staff. This manual will include information such as dress code, opening/closing procedures, cleaning procedures etc.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media.
- **CDRC Recreation Programs**
 - **Pickleball** numbers have been increasing over the last few weeks. We have added 1 additional day and are now offering a Saturday morning pickleball from 9:00am-12:00pm.
 - **Public Skating:** Public skating is being held Friday afternoon from 4:00-5:00/5:30pm. Additional time slots being added when there are availabilities.
 - **Adult Skate:** Numbers for adult skate have now picked up. It took a couple weeks to get the information around. Last week (November 16th) we had 8 skaters and we look forward to welcoming more skaters over the coming weeks.
 - **55+ Shinny** has seen consistent numbers since it began. On average each Friday we have 15-20 skaters.
 - **Parent and Tot Skate** is held weekly on Wednesday's from 10:30-11:30am. The fee is \$3.00 per skater.
 - **PA Day Camp:** The first CDRC PA Day Camp is being held on Friday November 26th. Registration for this program opened on Friday November 5th on the Town of Shelburne website. Campers will participate in a variety of activities including outdoor fun, games, crafts and daily skating. At this time, we have 23 campers registered. The capacity for this program is 25 campers.
 - **Winter Break Day Camp:** Registration is now open for the first Winter Break Day Camp being held Monday December 20th-Thursday December 23rd. At this time, we have 16 registrations but expect there will be more coming in over the coming weeks.
 - **Home Alone Course/Red Cross Babysitter Course:** Registration is now open for the Home Alone and Red Cross Babysitter courses being held the second week of the winter break. We expect that both programs will fill quickly.
 - **Continuing to prepare and develop new recreation opportunities.**
- **Summer 2022**
 - **Seasonal Employment Opportunities:** I would like to have 2022 seasonal positions posted before Christmas to give applicants time to prepare and submit resumes. Seasonal positions

will be posted on the Town of Shelburne website, CDRC Social Media and will be sent circulated via email to spread the word.

- **2022 Spring/Summer Recreation Guide:** In the beginning of discussions in regard to the 2022 Spring/Summer Recreation Guide including deadlines for submission of information.

2021 CDRC Trick or Treat Drive Thru

When: Saturday October 30th, 2021

Where: CDRC Parking Lot

Time: 1:00-3:00pm

The second annual CDRC Trick or Treat Drive Thru was a huge success. The preparation for this event began on Thursday September 30th, 2021 following the September CDRC Board of Management Meeting where it was concurred to move forward with this event. A total of 290 children, 19 vendors and 23 volunteers attended this event. See the chart below for a comparison from 2020.

	2020	2021
Participants Registered	200	290
Vendors	8	12
Donations	4	7
Volunteers	22	23

Registration

Registration for was required for this event and opened on Friday October 15th. Participants had the option to register for entrance between 1:00-2:00pm or 2:00-3:00pm. Tickets were obtained through Event Brite, a free online ticket platform. The event was shortened from 2020 to have a continuous flow through the drive thru increasing the enthusiasm. All attendees were required to bring their tickets with them to check in prior to entering the drive thru.

Below are the businesses/groups who supported the 2021 CDRC Trick or Treat Drive Thru

1. Carravagios IDA
2. Rusty Truck Trading
3. Domestic Diva's Cleaning Co
4. EVO Electrical Contracting
5. Dufferin Mutual Insurance
6. Besley's Farm
7. Tim and Heather's No Frills
8. Shelburne and District Lions Club
9. Skate Canada Shelburne
10. Marg McCarthy Professional Real Estate
11. Go With Crowe Real Estate
12. Shelburne Agricultural Society/Fair Ambassador
13. Tim Hortons Shelburne
14. Sylvia Jones' Office and Sylvia herself
15. Ken Bennington Royal LePage RCR Realty
16. Local Home Finder
17. Turn It Out Dance Studio
18. Maple Grove Farm
19. Haunt in the Park (The Little Family)

New this year: Pumpkin Decorating Colouring Contest: Sponsored by Ken Bennington RCR Realty

- New this year, the CDRC partnered with Ken Bennington of Royal LePage RCR Realty to host a Pumpkin Decorating colouring contest. This contest was open to all members of the community between the ages of 0-14 years. Submissions were collected at the CDRC during operating hours as well as at the event. Colouring pages were available for download on the Town of Shelburne website, sent out via email and readily accessible at the CDRC during operating hours. We received over 100 submissions across the 3 age categories (0-5, 6-9, 10-14).

Event Tasks/Hours

The goal I had set out for this event again in 2021, was to involve as many volunteers as possible to remove the jobs from my task load to ensure there were minimal costs occurred from running a free community event. I developed the idea, coordinated the event, delegated the tasks to volunteers and lead/oversaw the execution on event day.

Tasks completed prior to the event

- Event collaboration meeting with Haunt in the Park and Shelburne BIA prior to the events to discuss ideas and how we can work together to create 1 large community wide event.
- Launched 2021 registration on EventBrite (ability to duplicate last years event and change details to reflect 2021 event)
- Email communication with local businesses, volunteers, attendees
 - Email communications included event details, volunteer requirements, participant requirements, reminders etc.
- Social Media Postings
 - Created the postings for social media
- Held 2 volunteer meetings prior to event day to complete any necessary tasks
- Lead/directed volunteers and businesses/groups on event day

Volunteer tasks

We were very fortunate to have a large volunteer turn out for this event. The week prior to the event, several volunteers donated their time to ensure that we were all ready for the event. Below is a list of tasks that were delegated to volunteers to complete:

- Event signage (created all signs that were displayed within the event)
- Pumpkin carving
- Candy organizations (volunteers bagged all candy for the event)
- Assisted with preparing decorations
- Provided their own costume for this event
- Assisted with set up and tear down on event day including decorations
- Donated decorations to be used for the duration of the event

Hours of work

- 4-6 hours in preparation between September 29th and November 3rd, 2021
- Event Day: 5 hours (10:30am-3:30pm)

Event Day

COVID-19 protocols were followed by all volunteers and vendors. Each vendor chose a unique way to hand out the candy to the participants. For example, using a shovel, garbage picker, gloves and tongs, lifeguard equipment. All vendors/volunteers wore masks for the entire duration of the event from set up to tear down and gloves were worn by all who were distributing candy.

After going through the list of attendees who registered for the event, it was evident that many of the participants were not our regular pool or camp participants. This is great for the future recreation programs at the CDRC as this event acted as a hook to have people checking out our future programs. It brought people up to the facility and hopefully will have them paying attention to what the CDRC has to offer.

This event was a huge success and could not have been done without the participation from our local businesses/group and volunteers.

SCHEDULE 'C'

Facility Maintenance Managers Report – November 27, 2021

SAFETY

GENERAL INFORMATION:

Covid-19 reviewing and updating guidelines.

Shared large volume compressor with town to blow out pool lines.

Continue to work with security company to have screening and vaccination process run smoothly.

Budget information gathering. Reviewing asset management from SBA

Follow up with SBA roof grant money allocation

Busier in mornings as additional programs are running prepping for and cleaning after user groups.

Ice plant down a main fuse blew trouble shoot called electrician.

Ice maintenance on going more effort needed to keep lines and logos bright due to water issues

Guest Wi-Fi usage and interruptions discussed with Dufferin IT (CDRC is a limited use area) have begun to implement limited guest Wi-Fi access.

Hot water tank obtaining quotes.

Install snow fence

Hot water tank replacement

Large 150-gallon Olympia water heater was red tagged for high CO2.

Seeking written Quotes for new water heater. As per policy \$2,000.00-\$20,000.00 Board, 3 written Quotes.

Had second opinion Zeke Air different answer same result plugged exhaust chamber (no cost to evaluate) Red flagged

Large hot water Tank Justification

Hot water at a temperature of 140 degrees or higher freezes quicker, harder and clearer as there is less micro air bubbles in the water. From a risk management viewpoint, ice resurface manufacturers are very clear in their owners' manuals that hot water works best in their equipment. Members who shift away from this recommendation could be legally exposing their operations should ice quality be called into question. Cold **water** floods leave a bumpier surface and any slush left over will freeze lumpy A larger and quicker replenish rate is needed as floods can be every 40 min.

Discussed with hot water tank supplier AO Smith options for better understanding as this is an obsolete product.

Murray mechanical not interested

MAK mechanical not interested

Zeke Air to busy not interested

Crew Mechanical to busy not interested

Wellington very busy

Current HVAC supplier Tradium

High Efficiency AO Smith tank – 100-Gal Cap. – 250 MBH of heat input. (1 to 2 Weeks delivery)

Total price \$ 22,953.00

Hyde-Whipp heating and AC

One (1) AO Smith BTH-250 gas water heater \$17,535.00

AlITECH Climate

250,000 BTU Cyclone Mxi Commercial Gas Water Heater \$19,820.46

Model # BTH250MXI NG May submit new quote for meeting??? Sharpening pencil.

New business

Marty Lamers

Facility Maintenance Manager