

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 26, 2022 via ZOOM

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

Absent: Geer Harvey

Meeting called to order by Facility Administration Manager, Kim Fraser at 6:30pm.
A quorum was present.

Kim Fraser welcomes all board members.

Elections:

The floor is opened to nominations for Board Chair

Chairman: Moved by M. Mercer, seconded by H. Foster to nominate Chris Gerrits for CDRC Board Chair. Carried

Chris Gerrits accepts nomination.

Hearing no further nominations:

Moved by H. Foster, seconded by D. Sample to close nominations for CDRC Board Chair. Carried

Chris Gerrits accepts the position of CDRC Board Chair

Chair, C. Gerrits assumes chair of the meeting. C. Gerrits thanks the members and continues with the meeting.

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by M. Mercer, seconded by H. Foster to nominate Melinda Davie for CDRC Board Vice-Chair. Carried

Melinda Davie accepts nomination.

Hearing no further nominations:

Moved by D. Sample, seconded by M. Mercer to close nominations for CDRC Board Vice-Chair. Carried

Melinda Davie accepts the position of CDRC Board Vice-Chair

Committees for 2022:

See Schedule A

The sub-committee schedule was reviewed. Melinda Davie will replace Laura Ryan on the scheduled. The remainder of the committees will remain the same.

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 H. Foster seconded by D. Sample. Be it resolved we approve the agenda dated January 26, 2022 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting November 24, 2021:

MOTION #2 – Moved by M. Davie seconded by S. Anderson. That the minutes of the CDRC Board of Management regular board meeting held virtually on November 24, 2021 be approved as circulated and presented. Carried

Finance Committee Report:

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

MOTION #3 – Moved by S. Anderson seconded by M. Mercer. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$117,524.07, as presented by the Facility Administration Manager. Carried

L. Wegener arrives at 6:42pm

Human Resource Committee Report:

One (1) resume received for the concession booth attendant position. The candidate was interviewed on November 30, 2021 and an employment offer was sent. The following motion was presented.

MOTION #4 – Moved by M. Davie seconded by S. Anderson. Be it resolved that the CDRC Board of Management hires Zoey Kruger for the seasonal 2021-2022 contract concession booth attendant position. Carried

Policies and Procedures Committee Report:

Health & Safety Policy Statement: After review, the Board will accept as is and defer to the Policies Committee for further review. The following motion was presented.

MOTION #5 – Moved by H. Foster seconded by S. Anderson. That the Health and Safety Policy be approved, as presented at the January 26, 2022 regular board meeting
Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule B

See Schedule C

MOTION #6 – Moved by M. Davie seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager’s Report:
See Schedule D

MOTION #7– Moved by S. Anderson seconded by M. Davie. That we receive the report from the Facility Maintenance Manager. Carried

MOTION #8– Moved by S. Anderson seconded by H. Foster. That the Facility Maintenance Manager issue an RFP for a boiler replacement. Carried

New Business

Remainder of Ice Season Report #02-2022
See Schedule E

Security Required to Validate Vaccination Status Report #01-2022
See Schedule F
After discussion the following motion was presented.

MOTION #9– Moved by S. Anderson seconded by H. Foster. That the CDRC Board continue validating vaccination status using the services of a security company. Carried

Opposed: D. Sample and M. Mercer

CDRC 2022 Board Meetings:

The CDRC regular Board Meetings will continue to be the fourth Wednesday of the month.
February 23, 2022 March 23, 2022 April 27, 2022 May 25, 2022
June 22, 2022 July 27, 2022 August 24, 2022 September 28, 2022
October 26, 2022 November 23, 2022

Confirmation by By-law:

MOTION #10 – Moved by D. Sample seconded by M. Mercer. Be it resolved that leave be given for the reading and enacting of by-law #01-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 26, 2022. Carried

Adjournment:

MOTION #11- Moved by L. Wegener seconded by D. Sample. That we now adjourn at 7:36pm to meet again on February 23, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

COMMITTEES FOR 2022

PROPERTY/FINANCE COMMITTEE:	CHAIRMAN:	Heather Foster
	Member:	Steve Anderson
	Member:	Geer Harvey
	Member:	Darren White
	Member:	Melinda Davie
POOL COMMITTEE:	CHAIRMAN:	Chris Gerrits
	Member:	Darren White
	Member:	Lindsay Wegener
	Member:	Dan Sample
	Member:	Melinda Davie
POLICIES & PROCEDURES:	CHAIRMAN:	Melinda Davie
	Member:	Heather Foster
	Member:	Steve Anderson
	Member:	Margaret Mercer
HUMAN RESOURCE:	Member:	Melinda Davie
	Member:	Margaret Mercer
	Member:	Chris Gerrits
	Member:	Steve Anderson
	Member:	Lindsay Wegener
	Member:	Geer Harvey
HALL OF FAME:	Member:	Lindsay Wegener
	Member:	Chris Gerrits
	Member:	Darren White

Chris Gerrits is the CDRC Board of Management Chair for 2022 and is ex-officio on all committees.

Melinda Davie is the CDRC Board of Management Vice-Chair.

SCHEDULE 'B'

Facility Administration Managers Report – January 26, 2022

General Information:

- Received the certificate and plaque for my ORFA Certified Recreation Facilities Professional (CRFP) designation.
- One (1) resume received for the concession booth attendant position. The candidate was interviewed on November 30, 2021.
- Changes and updates to bank authorities is complete.
- Closing 2021 financial year end. Reconcile year end reports to HST, source deductions, 2021 t-4's, OMERS, WSIB, etc and preparing 2022 budget info.
- 2022 Canada Summer Job application submitted though the GCOS (Grants and Contributions Online Services) account
- Communicated with facility users and staff regarding facility closures and reopening following Ontario government announcements.

Old Business:

Spring/Summer 2022 Recreation Guide: As current restrictions and closures continue to complicate things, the distribution date for the 2022 Spring Summer Recreation Guide has been pushed back to March 31, 2022.

New Business:

- Attended a virtual technical briefing, hosted by Minister Lisa MacLeod on January 10, 2022 that discussed the new Ontario Business Costs Rebate Program (OBCRP) that will provide eligible businesses required to close or significantly restrict services as a result of provincial public health measures, with a rebate payment of up to 100 per cent for property tax and energy costs incurred. Application information was received on January 19, 2022 and as the CDRC is municipally owned and operated, we are not eligible for the OBCRP.
- Ontario Hockey Federation (OHF) hosted a zoom meeting on January 19, 2022 for Ontario arenas to discuss the remainder of the ice season.
- After the provincial announcement, I attended a virtual technical briefing on January 20, 2022, hosted by Minister Lisa MacLeod and presented by Assistant Deputy Ministers and representatives from the Office of the Chief Medical Officer of Health. The briefing was on the regulatory changes that will ease public health measures.

Kim Fraser
Facility Administration Manager

SCHEDULE 'C'

Submitted By: Recreation Program Coordinator Emily Francis
 To: CDRC Board of Management
 Date: Wednesday January 26th, 2022
 Subject: Recreation Program Coordinator Report

December/January 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 compliant (up until January closure).
- 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:** Pickleball has been busy on Wednesday afternoons from 1-3:30pm and Saturday mornings 9:30-12:30pm.
 - **Public Skating:** Public skating is being held Friday afternoon from 4:00-5:00/5:30pm. Additional public skate times were added from December 20-30th from 1:30-3:00pm. Each public skate saw between 60-75 skaters.
 - **Adult Skate:** Numbers vary weekly. Will continue once the facility is reopened to offer Adult Skate on Tuesday morning 10:00-11:00am.
 - **55+ Shiny** has seen consistent numbers since it began. On average each Friday we have 15-20 skaters. Will continue once the facility is reopened on January 31st, 2022.
 - **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 November PA Day Camp was a huge success. There were 26 campers who attended this program. Campers participated in a wide variety of activities including skating, crafts, indoor and outdoor games. We will not be holding a PA Day Camp in January as planned do to the facility being closed at that time, however we will prepare for a PA Day Camp on June 3rd.
 - **Winter Break Day Camp:** The first Winter Break Day Camp was a huge success. Participants had the option to register for the whole week or single days. Each day campers participated in a wide range of activities including outdoor games, skating, indoor crafts, and activities. See below for the Winter Break Day Camp registration numbers.
 - Monday: 26 campers
 - Tuesday: 28 campers
 - Wednesday: 33 campers
 - Thursday: 27 campers
 - **Home Alone Course/Red Cross Babysitter Course:** Both the Red Cross Babysitting Course and Home Alone Safety for Kids courses were offered over the holiday break. Both courses filled up very quickly as it was the first in person course offered in a long while.
 - **Home Alone Safety for Kids:** Wednesday December 29th, 2022: 22 participants
 - **Red Cross Babysitting Course:** Thursday December 30th, 2022: 16 participants
 - **March Break Day Camp (March 14-18th):**
 - Registration is now open for the 2022 1st ever March Break Camp. This program is designed for ages 4-12 and is running March 14-18th, 2022. Activities include outdoor play and games, daily skating, crafts etc.

- **PA Day Camp (June 3rd)**
 - Registration is now open for the PA Day Camp on June 3rd, 2020 (Upper Grand Elementary PA Day).
- Continuing to prepare and develop new recreation opportunities after the facility is re-opened.
- **Canada Summer Jobs Grant**
 - The Canada Summer Jobs grant application has now closed. The CDRC has applied for funding to support our 2022 seasonal summer employment opportunities.
- **Summer 2022**
 - **Seasonal Employment Opportunities:** The seasonal summer employment opportunities have now been posted. They are available on the Town of Shelburne website and Indeed. The CDRC is currently hiring to fill the following positions:
 - Head Day Camp Counsellor
 - Day Camp Counsellor
 - Deck Supervisor (Outdoor Pool)
 - Lifeguard/Instructor
 - **2022 Spring/Summer Recreation Guide:** Spring/Summer 2022 content for the recreation guide is due on February 18th. I have been in contact with all 4 municipalities regarding their submissions as well as the local clubs, sports, and groups to gather further content.
 - Continuing to develop CDRC spring/summer 2022 content
 - Collecting content from the 4 funding municipalities and local clubs/groups
 - Beginning program development and preparation for reopening.
- **OHF (Ontario Hockey Federation) webinar**
 - OHF hosted a zoom webinar on Wednesday January 19th, 2022, with Ontario municipalities to discuss options for the remainder of the hockey season. A follow up meeting is to be held following the announcement made by the Ontario Government.
- Attending a debrief put on by the **Ontario Ministry of Heritage, Sport, Tourism and Culture** discussing the most recent announcement. This webinar provided an overview of the announcement made on Thursday January 20th, 2022 and representatives answered any questions from attendees.
- **Canadian Red Cross Announcement**
 - The Canadian Red Cross announced on Tuesday January 11, 2022 that they have decided to wind down the involvement in swim and lifeguard training in order to direct more attention to surging humanitarian demands in other areas. Red Cross is supporting its water safety certification holders to transition to the swim and lifeguard training programs of the Lifesaving Society Canada through the course of 2022.
- Interested in attending 2-day virtual **Ontario Camps Association conference** with keynote speakers focussing on mental health, safety and risk management, COVID and marketing and promotion. The cost is \$150.00 plus HST

SCHEDULE 'D'

Facility Maintenance Managers Report – January 26, 2022

SAFETY

GENERAL INFORMATION:

Covid-19 reviewing and updating guidelines. Arena closed Jan 5, 2022

ESA (Electrical Safety Authority) inspection. 1 minor defect 240-volt receptacle worn; replacement needed electrician will replace next time in when upgrading 3 front vestibule pot lights to LEDS waiting on part this is no longer a standard hole size for pot lights.

Some budget information gathering. Reviewing asset management from SBA

New water heater installed. Working fine

Power scrubber manufacturer defect melting fusible link Part replaced

Repair smaller power scrubber bent arm.

Semi annual kitchen fire inspection completed

Follow up with SBA roof grant money allocation for 2021-year end.

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. Not resolved but light public use due to covid

Install snow fence to curb tobogganing towards Fiddle Park Lane

Dec 12, 2021, An NTI boiler one of three in series not working. (These units supply heat for all pre 2010 domestic water, old building heat and pool heat.) Control module faulty sourcing part may not be available heard from 2 company's part is hard to source.

Jan 5, 2022, Replacement part not available from manufacturer. Recommend we proceed to Request for Proposal for the replacement of 1 of the 3 boiler units with knowledge that we have another identical unit in the same heating system This and roof cost was the only identified capital in my draft budget as 1 has been rebuilt and the other replaced. Same replacement is no longer available.

Friday Dec 17, 2021, Ice plant overheating Called Kore mechanical found debris restricting water intake to pump removed debris windstorm caused debris to enter condenser

Friday Dec 17, 2021, Fire alarm fault indicated system corrupted called Orangeville Fire Service (OFE) checked system for functionality which was okay a system manufacturer tech will be required to trouble shoot, reprogram, or replace.

Quote submitted to Chris for approval. Manufacture Tech Trouble shoot reload program test system.

Order and install 3 x Emergency lighting units

Replace SMHA Banner and arena dasher board and wall advertising signs.

Continue snow removal around doors and entrances.

Reduced snow removal Parking lots. Begin Jan 3, 2022. Resumed Jan 17 22 for possible liability issues from school users.

Some extra ice maintenance will run ice thinner easier on compressor less electric cost. After week of higher ice temperature noticed heat creeping to slab along lobby wall melting and undermining ice. Lower temperature repairing ice.

Repaired in banquet hall (T&C), shutter locks, minor drywall repairs, repair heat registers. (Straighten, paint resecurd) paint doors, touched up walls paint in T&C and arena lobby,

Replaced 3 electrical receptacles T&C noticed wear.

Replaced worn unsafe Olympia manual overhead door opening mechanism. (Original 1977)

T&C plumbing repair in between wall leak. Working on repair.

Roof grant tendering hopefully will have an update on time line for process at the meeting was scheduled for spring 2022 so people could inspect roof.

New business

Recommend we proceed to acquire a new boiler following The CDRC purchasing procedures either a written quotes up to \$20,000.00 or Tender/RFP for the replacement of 1 of the 3 boiler units with the knowledge that we have another identical unit in the same heating system that may require this part as well.

Maintenance manager new printer required

For information posting, arena signage, (over size poster making) design templates, shift start information, Safety talk brochure, Logs for sign off, circle checks, consumption usage, Operating procedure, SDS sheet updates. Manual updates, Train info, Orientation of staff, Evaluation of staff, ongoing Covid Changes posting guidelines, safety plan. Meeting handouts. Old school notes and drawing on documents for trouble shooting and Updating.

Marty Lamers

Facility Maintenance Manager

SCHEDULE 'E'

Centre Dufferin Recreation Complex
REPORT

Meeting Date: January 26, 2022

To: CDRC Board of Management

From: Kim Fraser

Subject: #02-2022 Remainder of Ice Season

Recommendation

To resume ice rentals on January 31, 2022 and consider an ice extension into April 2022

Background

In December, CDDHS was set to have both girls and boys varsity hockey teams and began tryouts in early December, until the announcement on Friday, December 10, 2021 requiring proof of vaccination for youth aged 12 to 17 years participating in organized sports at recreation facilities effective December 20, 2021.

On Friday, December 17, 2021 additional public health and workplace safety measures were announced that took effect Sunday December 19, 2021. This includes reducing facility capacity limits to 50 percent and prohibiting food and drink services at sporting events.

On Monday, January 3, 2022 the Ontario government announced a temporary move to Modified Step Two of the Roadmap to Reopen. The CDRC closed effective Wednesday, January 5, 2022 for a minimum of 21 days. The closure affects two part-time operators and three part-time youth attendants. All CDRC facility users were contacted, and any room rental reservations were either cancelled or rescheduled.

On Thursday, January 20, 2022 the Ontario government released details of steps to cautiously and gradually ease public health measures, starting on January 31, 2022. The CDRC will be permitted to operate while maintaining capacity limits at 50 percent as well as enhanced proof of vaccination, and other requirements would continue to apply.

Shelburne Muskies scheduled first playoff series, best of 4 of 7, vs Ripley Wolves. Muskies have games scheduled February 5, 12 & 19.

SCS has reserved Saturday, April 2nd for their season-end carnival and Sunday, April 3rd for a workshop/seminar.

SMHA is in the process of scheduling and/or rescheduling games.

Analysis

All ice rental groups have been contacted and plan to resume ice rentals on January 31, 2022. Shelburne Minor Lacrosse (SML) has been contacted and they are fine with a delayed lacrosse start. At this point they are considering a mid-May start.

Financial Impact

From January 5-January 30, 2022, estimate 190 hours of lost ice rentals, value of approx. \$30k

Supporting Documentation and Information

December 10, 2021 New Release:

<https://news.ontario.ca/en/release/1001327/ontario-taking-action-to-protect-against-omicron-variant>

December 17, 2021 New Release:

<https://news.ontario.ca/en/release/1001366/ontario-further-strengthening-response-to-omicron>

January 3, 2022 New Release:

<https://news.ontario.ca/en/release/1001394/ontario-temporarily-moving-to-modified-step-two-of-the-roadmap-to-reopen>

January 20, 2022 New Release:

<https://news.ontario.ca/en/release/1001451/ontario-outlines-steps-to-cautiously-and-gradually-ease-public-health-measures>

Attachment: Cost for ice submitted by Marty Lamers, Maintenance Manager

Respectfully Submitted:

Kim Fraser

Facility Administration Manager

SCHEDULE 'F'

Centre Dufferin Recreation Complex
REPORT

Meeting Date:	January 26, 2022
To:	CDRC Board of Management
From:	Kim Fraser
Subject:	#01-2022 Security required to validate vaccination status

Recommendation

To utilize select existing CDRC staff to validate vaccination status at the facility entrance.

Background

On September 1, 2021 the Ontario government announced that the province will require patrons to be fully vaccinated and provide proof of their vaccination status to access certain businesses and settings starting September 22, 2021.

At the CDRC Board meeting on September 22, 2021 the Board approved staffs request to hire security to validate vaccination status as required by Ontario Regulation 645/21, for as long as the regulation requires. This request was based on not having enough staff to cover the additional requirement as well as not known how the patrons and general public would receive and cooperate with this new regulation.

Options for two security business were found, Tag Security from Orangeville, quoted \$26.00 per hour with an 8-hour minimum per shift (\$208.00 per shift) and Safestate Securities & Protection, from Barrie area quoted \$32.50 per hour, with a minimum of \$150.00 per shift. Tag Security was not readily available but Safestate was available. On September 23, 2021 staff secured Safestate Securities and a guard started that evening.

With the exception of a number of scheduling issues with Safestate, ie: guards arriving late or not showing up, Safestate was reasonable to work with and provided a reasonable service. We had an agreement with Safestate that ended in early December. As he was having staffing difficulties, he did not want to enter into another agreement but agreed to continue on an "as available" basis. He also increased the rate to \$36.50 per hour, with a minimum \$175.00 per shift plus a \$25.00 fuel surcharge per day effective December 13, 2021. As winter is heavily upon us now and travelling is more challenging, I don't expect Safestate will provide service on a regular basis for the remainder of the winter.

December 30, 2021 I contacted Tag security to inquire if they were available to provide service in the new year. Tag verbally agreed to provide service with a 1-month contract, at the previously quoted \$26.00 per hour and an 8-hour minimum shift, with a 1 month contract. As there was indication that government restrictions could be on the horizon, we did not move forward.

Tag contacted me on January 20, 2022 and provided a proposal, as per attached.

Analysis

Overall, we found patrons and the general public were reasonable and cooperated with the requirements.

On Friday, December 17, 2021 additional public health and workplace safety measures were announced that took effect Sunday December 19, 2021. This includes reducing facility capacity limits to 50 percent and prohibiting food and drink services at sporting events. Closure of the concession

booth affects three part-time CDRC staff. The concession booth is expected to reopen on February 21, 2022.

With proper training and support, staff who have not worked during the closure will benefit with the additional hours that will be available. During quiet times, they can assist with high touch cleaning and other tasks.

The CDRC requires security approx. 4-5 hours per day (Mon-Fri), and 6-10 hours per day (Sat-Sun) – total 40-45 hours per week (+/-)

Consider using security for larger events when necessary.

Financial Impact

From September 23, 2021 to January 4, 2022 the cost for security to validate vaccination status was \$16,664.15

Tag Security Proposal: \$26.50 per hour with a minimum 8-hour shift = \$212.00 per shift x 7 days = \$1,484.00 per week (56 hours) = approx. \$6k per month

CDRC staff: \$20.00 per hour x 45 hours per week = \$900.00 per week = approx. \$3.6k per month

Supporting Documentation and Information

September 1, 2021 New Release:

<https://news.ontario.ca/en/release/1000779/ontario-to-require-proof-of-vaccination-in-select-settings>

December 17, 2021 New Release:

<https://news.ontario.ca/en/release/1001366/ontario-further-strengthening-response-to-omicron>

January 3, 2022 New Release:

<https://news.ontario.ca/en/release/1001394/ontario-temporarily-moving-to-modified-step-two-of-the-roadmap-to-reopen>

Attachment: Proposal from Tag Security

Respectfully Submitted:

Kim Fraser

Facility Administration Manager