

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held February 23, 2022 via ZOOM

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

Meeting called to order by Board 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. Davie seconded by D. White. Be it resolved we approve the agenda dated February 23, 2022 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting January 26, 2022:

MOTION #2 – Moved by D. Sample seconded by L. Wegener. That the minutes of the CDRC Board of Management regular board meeting held virtually on January 26, 2022 be approved as circulated and presented. Carried

Correspondence:

The CDRC has an MOU with the County of Dufferin for emergency sheltering.

- Email from Steve Murphy re: stranded motorists update February 20, 2022

MOTION #3 – Moved by H. Foster seconded by D. Sample. That correspondence is received and placed on file. Carried

Finance Committee Report:

The bank account has recently been updated requiring two authorized users to pay bills electronically. After review of the CDRC financial reports and accounts, the following motion was presented.

MOTION #4 – Moved by M. Davie seconded by L. Wegener. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$29,094.81, as presented by the Facility Administration Manager. Carried

G. Harvey arrives at 6:38pm

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by D. Sample seconded by M. Mercer. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager’s Report:

See Schedule C

MOTION #6– Moved by H. Foster seconded by D. White. That we receive the report from the Facility Maintenance Manager. Carried

New Business

Ice Season Extension Report #03-2022

See Schedule D

MOTION #7– Moved by L. Wegener seconded by M. Mercer. That the CDRC Board of Management approves the extension of ice rentals into April. Carried

Confirmation by By-law:

MOTION #8 – Moved by M. Davie seconded by G. Harvey. Be it resolved that leave be given for the reading and enacting of by-law #02-2022 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held February 23, 2022. Carried

Adjournment:

MOTION #9- Moved by S. Anderson seconded by L. Wegener. That we now adjourn at 7:08pm to meet again on March 23, 2022 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – February 23, 2022

General Information:

- Continuing with the financial year end and reconciliations, BDO review and 2022 budget preparation.
- Ongoing, receiving and responding to various facility rental booking requests.

Old Business:

- Attended a virtual facilities meeting on January 28, 2022 hosted by Ontario Hockey Federation (OHF) prior to the MHSTCI meeting.
- Attended a virtual technical briefing on January 28, 2022 presented by Ontario Ministry of Heritage, Sport, Tourism and Cultural Industries (MHSTCI), reviewing the summary of Public Health and Workplace Safety Measures scheduled to take effect January 31, 2022. This included allowing food and drink services at indoor sporting events, therefore the concession reopened on January 31, 2022
- Attended a further briefing on February 16, 2022 presented by MHSTCI to review the next phase of reopening and ease of public health measures to take effect February 17, 2022. This included removing capacity limits to indoor public settings and allowing 50% of the usual seating capacity in sports arenas.
- Security to validate vaccination update: CDRC did not contract Tag Security, instead able to work with Safestate Securities (Barrie) on an "as needed" basis. If public health and health system indicators continue to improve then capacity limits in most remaining indoor public settings and proof of vaccination requirements will be lifted on March 1, 2022.
Security cost: Jan 31-Feb 6 (34.5 hours) = \$1,434.05
 Feb 7-Feb 13 (48 hours) = \$1,960.92
 Feb 14-Feb 20 (20 hours) = \$ 844.61 estimate
 Feb 21-Feb 28 (40 hours) = \$1,663.78 estimate
 Total = \$5,903.36 estimate

New Business:

- Assisted Marty with the RFP for the replacement boiler. Reviewed, edited and submitted the RFP to the Town of Shelburne to post on the website and MERX.
- Have had preliminary discussions with Shelburne Rotary to host a smaller version HMF in August 2022. They want an estimated facility rental cost.
- Communicated with Marty, staff and rental groups regarding weather cancellations on Saturday, as well as the potential for the CDRC being used as an emergency shelter on Sunday night.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday February 23rd, 2022

Subject: Recreation Program Coordinator Report

February 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.
- **2022 Recreation Guide**
 - Content for the 2022 Recreation Guide has been submitted to the Shelburne Free Press. This guide will be distributed on Thursday March 31st, 2022. Over the coming weeks we will be editing and approving the layout of the guide.
- **CDRC Recreation Programs**
 - **March Break Camp (March 14-18):** Registration is well underway for the first March Break Camp
 - **PA Day Camp (June 3):** Registration is now open for the Pa Day Camp on Friday June 3, 2022.
 - **Pickleball** is now back up and running on Wednesday afternoons. Saturday morning pickleball will be added.
 - **Public Skating** is running on Friday afternoons from 4:00-5:30pm. We have a steady turn out each week.
 - **March Break skating/shinny** etc. will be added to the CDRC calendar on the Town of Shelburne website over the coming week.
- **Ontario Camps Association Conference**
 - Attended the first part keynote speaker of the Ontario Camps Association conference on Thursday February 17th. This was a two-part presentation; part 1 focused on Mental Health Strategies – Overcoming Stress and Burnout and part 2 focused on Magnetize your Marketing.
- **Recreation Programmer Meetings**
 - Attended two (Friday February 11 and Friday February 18th) virtual meetings with Recreation Programmers in Wellington North, Mapleton and Town of Minto. These meetings are an opportunity to discuss upcoming programs, operations etc.
 - Attended a virtual meeting with the Sport and Senior Recreation Coordinator of the City of Orillia to discuss the operation of youth and adult sport leagues.
- Attended an Ontario Hockey Federation (OHF) Meeting on Friday January 28th, 2022, to go over the how the changes to the COVID-19 guidelines impact the arena and hockey.
- Attended a webinar put on by the Ministry of Heritage, Tourism, Culture and Sport on Wednesday February 16th, 2022 that outlined the COVID-19 changes going being implemented on Thursday February 17th, 2022.
- **Summer 2022 Preparation**
 - Continuing to prepare for the summer of 2022 through the following tasks:
 - Day Camp/Outdoor Pool Interviews
 - Program planning and preparation
 - Continue to update training documents and manuals
 - Website updates/changes and development of registration forms

SCHEDULE 'C'

Facility Maintenance Managers Report – February 23, 2022

SAFETY

Covid policy to hand out to staff.

GENERAL INFORMATION:

Covid-19 updated guidelines Feb 17, 2022, capacity limits 100% except bleacher.

Developed RFP for one NTI boiler of three in series that is not working.

RFP site visits and Q&A document for addendum.

Looking for 2 board members to open RFPs March 2, 2022, after 2pm or March 3, 2022

Olympia had a seized brake caliper. (On site repair.)

Safety Fire plan updated and sent to SDFD for Approval. After approved will send to County and Shelburne Township

Continue snow removal around doors and entrances.

Trillium Community building fund no update Feb. 18, 2022

Town reduced snow pile by exit moved some snow to gravel parking area.

Some preventative action to help prevent water damage from snow melt. Clearing drains on roof and ice melt
ORFA Short webinar on facility procurement. A broad outlook of procurement challenges of purchasing in today's workplace.

Feb 20, 2022, request from Dufferin County to use arena as an emergency shelter if needed, in the end was not needed. There is some learning we can try to address to see what options we have.

Note: CDDHS (high school) has a co-op program and asked if I will once again consider taking on a student if he wishes to apply. I would move forward pending an outcome of an interview with the student. Approx. 3 hours a day until mid-June

New business

Would like to have the CDRC purchasing policy and procedure updated and to also include e-procurement tools currently working off 2005 policy

SBA has put together a spread sheet that shows the costs from our assessment of the community centre that we feel would qualify for funding from the GICB program.

SBA would like to develop a plan for grant funding submission on the CDRC behalf. Feb 22, 2022, Approx. cost would be \$3,500 (only verbally quoted)

New business

Marty Lamers
Facility Maintenance Manager

SCHEDULE 'D'

Centre Dufferin Recreation Complex
REPORT

Meeting Date: February 22, 2022
To: CDRC Board of Management
From: Kim Fraser
Subject: #03-2022 Ice Season Extension

Recommendation

To extend ice rental season until approximately April 18, 2022

Background and Analysis

The ice rental season usually finishes on or about March 31st. Then over the course of approximately ten days, the arena shifts from ice rentals to floor rentals for ball hockey, lacrosse, pickleball, and other events including the Heritage Music Festival. The ice plant is turned off, the ice is taken out and lacrosse and ball hockey lines painted on the floor.

Shelburne Minor Lacrosse and Shelburne Minor Ball Hockey usually start mid-late April. They have both been contacted and do not plan to begin programs until late April or early May.

Due to the January closure most ice rental groups are interested in skating into April so they can finish as much of their programs as possible. SCS has reserved Sunday, April 3rd for a workshop/seminar and would like to reschedule the season end carnival to Saturday, April 9th and they are interested in skating for as long as the ice is available in April.

SMHA intends on making up ice time that was missed for their participants.

COVID closures have affected many opportunities. The short-term extension will provide a community service.

Respectfully Submitted:

Kim Fraser

Facility Administration Manager