

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held January 25, 2023 via ZOOM

Attendance:	Shane Hall	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Andrew Stirk	Amaranth
	Melinda Davie	Mono
	Darren White	Melancthon
	Ralph Moore	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

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 C. Gerrits, seconded by D. White to nominate Melinda Davie for CDRC Board Chair. Carried

Melinda Davie accepts nomination.

Hearing no further nominations:

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

Melinda Davie accepts the position of CDRC Board Chair

Chair, M. Davie assumes chair of the meeting. M. Davie thanks the members and continues with the meeting.

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by S. Hall, seconded by C. Gerrits to nominate Darren White for CDRC Board Vice-Chair. Carried

Darren White accepts nomination.

Hearing no further nominations:

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

Darren White accepts the position of CDRC Board Vice-Chair

Committees for 2023:

The sub-committee schedule was presented. After review and discussion, the Board requested terms of reference of each committee for the next meeting.

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

Board Chair, Melinda Davie 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 C. Gerrits seconded by A. Stirk. Be it resolved we approve the agenda dated January 25, 2023 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting November 3, 2022:

MOTION #2 – Moved by C. Gerrits seconded by S. Hall. That the minutes of the CDRC Board of Management regular board meeting held virtually on November 3, 2022 be approved as circulated and presented. Carried

Correspondence:

- Emails from Melancthon, Amaranth, Mono and Shelburne to appoint CDRC Board members
- Request from County of Dufferin to engage CDRC patrons regarding a Corporate Strategic Plan

MOTION #3 – Moved by A. Stirk seconded by S. Hall. That correspondence is received and placed on file. Carried

Financial Report:

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

MOTION #4 – Moved by D. Sample seconded by D. White. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$309,540.87, as presented by the Facility Administration Manager. Carried

Human Resource – Job Placement Interviews:

After acceptance of employment offers the following candidates were hired.

MOTION #5 - Moved by C. Gerrits seconded by D. White. Be it resolved that the CDRC of Management hires the following for the 2022-2023 seasonal contract positions:

- Operator-Maintenance Attendant: Megan Goulding
- Maintenance Attendant (Youth): Hailey Copeland Burchell Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #6 – Moved by S. Hall seconded by D. White. 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 #7 Moved by C. Gerrits seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

New Business:

Extension of Ice Rental Season:

On January 16th Skate Canada Shelburne (SCS) requested consideration to extend the ice season one week to April 9th to host a “Bring on the Fun” (BOTF) event. As well as the daily cost to keep the ice in with no rentals for five days, the CDRC already has mid-April floor schedule commitments. After discussion the Board supports to not extend the ice season.

Arena Floor Rental Request:

Received a July arena floor rental request that will conflict with the CDRC Day Camp program. Staff will work with inquiry to try and reach an amicable and successful outcome. After discussion the board supports to decline the rental, if needed so that it will not interfere with the CDRC program.

Change of CDRC Bank Authorities:

MOTION #8 – Moved by D. Sample seconded by C. Gerrits. Be it resolved that the signing authorities for all CDRC bank accounts be Administration Manager-Kim Fraser; Board Chair-Melinda Davie and Vice-Chair-Darren White; and further that previous signing authorities C. Gerrits and Lindsay Wegener be removed.

Carried

CDRC 2023 Board Meetings:

The CDRC regular Board Meetings will continue to be scheduled the fourth Wednesday of the month.

February 22, 2023	March 22, 2023	April 26, 2023	May 24, 2023
June 28, 2023	July 26, 2023	August 23, 2023	September 27, 2023
October 25, 2023	November 22, 2023		

Confirmation by By-law:

MOTION #9 – Moved by C. Gerrits seconded by D. White. Be it resolved that leave be given for the reading and enacting of by-law #01-2023 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held January 25, 2023. Carried

Adjournment:

MOTION #10- Moved by D. Sample seconded by D. White. That we now adjourn at pm to meet again on February 22, 2023 at 6:30pm. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – January 25, 2023

General Information:

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, payables and disbursements, rental contracts, bookings, monitoring the rental schedule and payroll administration.
- Working at closing 2022 financial year end. Reconciling year end reports to HST, source deductions, 2022 t-4's, OMERS, WSIB, etc and preparing 2023 budget info.
- 2023 Canada Summer Job application completed and submitted through the GCOS (Grants and Contributions Online Services) account on January 12th
- Ongoing, receiving and responding to numerous and various facility rental booking requests.
- Fielding numerous rink board and sign advertising inquiries and sponsorship opportunities.
- Working on CDRC Spring/Summer 2023 Recreation Guide with Emily

Old Business:

- Started ActiveNet training virtually on January 16th with weekly training sessions scheduled throughout February and March with weekly assignments to complete.
- Prepared and sent offers of employment to fill openings for Arena Operator-Maintenance Attendant and Youth Maintenance Attendant. Both offers were accepted.
- CDRC was contacted the morning of December 24th by Steve Murphy from Dufferin County requesting the CDRC open and operate as storm shelter for stranded motorists. A CDRC operator opened the facility and Jennifer Willoughby and Mayor Wade Mills sat at the facility to receive people. I participated in two virtual Storm Response Coordination calls at 9:00am and 1:30pm.

New Business:

- SMHA has expressed interest in replacing the white boards in all dressing rooms.
- I've contacted Futuresign to have an inactive monitor in the arena lobby updated and relocated to the front entrance to use for posting upcoming events and scheduled events in the facility.
- On January 16th Skate Canada Shelburne (SCS) requested consideration to extend the ice season 1-week to April 9th to host a "Bring on the Fun" (BOTF) event (as per email). This event could be 1 or 2 days, April 8th & 9th. As previously requested and communication from Shelburne Ball Hockey league on Dec 2nd, the CDRC has already committed to start floor rentals on April 16th. Therefore, the CDRC has currently scheduled April 2nd as the last day for ice rentals. We also reached out to SMHA and they are not interested in additional ice rentals the week of April 3-6th. Staff recommends not to extend the ice.

Kim Fraser
Facility Administration Manager

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday January 25, 2022

Subject: Recreation Program Coordinator Report

November/December/January Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries etc.
Completing invoices for upcoming programs.
- 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.
- **Drop In Ice Programs**
 - **Public Skating (\$3.00 per skater) has had great success.**
 - Fridays 5:30-6:20pm or 5:00-5:50pm
 - Additional days added when there is availability.
 - **Family Day sponsored skate on Monday February 20, 2023 from 2:00-4:00pm.**
 - Sponsored by Go with Crowe Realty, Shelburne Family Chiropractic, Main Street Family Dental and Shelburne Optometry.
 - **Parent and Tot Skate:** Wednesday's 10:00-11:00am
 - **Weekly Adult Skate:** Wednesday's 11:00-12:00pm
 - **New Adult Shiny** beginning on Wednesday February 1, 2023 from 12:00-1:00pm
- **Seasonal Summer Employment Opportunities** have now been posted on the Town of Shelburne website. Applications for the Head Camp Counsellor and Deck Supervisor positions are due on Friday January 27, and the Lifeguard/Instructor and Camp Counsellor positions are due on Friday February 3.
 - Employment Opportunities
 - Head Day Camp Counsellors (2)
 - Day Camp Counsellors (15-18)
 - Outdoor Pool Deck Supervisors (3)
 - Lifeguard/Instructors (12-15)
 - Where have they been posted?
 - Town of Shelburne Website
 - Sent to the CAO's of our funding municipalities (Shelburne, Melancthon, Mono and Amaranth)
 - Circulated throughout the CDRC social media channels (Instagram and Facebook)
 - Sent to Centre Dufferin District High School
 - Posted in the CDRC on bulletin board
 - Sent to the Georgian College Career Centre
 - Dufferin County Employment Resource Centre
- **2023 Spring and Summer Recreation Guide**
 - Scheduled to be distributed throughout Dufferin County on Thursday March 30, 2023 with the Shelburne Free Press.
 - Beginning to collect and update all information that will be going into this guide.
 - Editorial Content must be finished and submitted by Thursday February 24 at 5:00pm.
 - Final Approval on Wednesday March 10, 2023 by 12:00pm.
 - In the process of contacting local clubs and groups to collect information that they would like added into the guide as well as the 4 funding municipalities.

- **Red Cross to Lifesaving Society Transition for summer 2023**
 - Beginning in the summer of 2023, the CDRC will be offering the Lifesaving Society Swim for Life program as the Red Cross Swim program has now be discontinued.
 - Ongoing meetings with the Lifesaving Society to review the changes for the 2023 summer program.
 - All Red Cross certification holders were required to complete a Swim Instructor Update course prior to December 31, to transfer their certifications to Lifesaving Society.
 - I have a scheduled meeting with the Town of Orangeville Recreation Supervisor to assist with this transition. We will be following the same swim program as the Town of Orangeville to make the transition easier for swimmers who participate in lessons throughout the winter months.
- **Swim Gen:** looking to use a digital software for our swimming lesson report cards instead of written report cards. Swim Gen offers an online system that emails report cards to the participants at the end of the swim session.
 - Benefits
 - Tracks the swim progress of our swimmers instead of a manual system.
 - All reports can be printed to distribute to swimmers.
 - Pay per report no subscription required.
- **Sponsorship Opportunities**
 - Looking to expand our sponsorship opportunities. In the process of gathering information from other municipalities to compare and develop program related sponsorship opportunities.
- **Day Camp**
 - PA Day Camp on Friday December 23 was cancelled due to the inclement weather.
 - Winter Break Day camp ran from Monday January 2 – Friday January 6, 2023.
 - Preparing for upcoming PA Day Camp on Friday March 3, 2023 and March Break Camp Monday March 13 – Friday March 17, 2023.
- **Red Cross Standard First Aid CPR-C with AED Course scheduled for Friday March 3, 2023**
 - This is a blended learning course which includes 7-8 hours on self-study online work prior to attending the 8 hour in class session.
 - The CDRC is partnering with Rural Rescue to offer this course. The CDRC collects registrations and payments, and Rural Rescue teaches the course.
 - Time: 9:00-5:00pm
- **Recreation Software: Active Network Update**
 - Beginning on January 16, we will have scheduled weekly training with an Active Net consultant. There is assigned work and training to be completed prior to the next session.
 - Each weekly session is an online virtual meeting scheduled for up to 8 hours.
- **Easter Skate Event**
 - Beginning to plan an Easter Skate event tentatively for Sunday April 2, 2023. There are 2 local businesses that are interested in sponsoring this event.

Facility Maintenance Managers Report – January 25, 2023

GENERAL INFORMATION

HVAC Circulating pump replaced in dressing room 7 leaking. \$1888.65 (replaced Nov 7, 2022)
Scheduling of operation staff.
Kore mechanical diagnosing and troubleshooting ammonia alarm sensor fault, life of sensor head depleted, replacement recommended part on order. Dec 8 replaced.
Snack bar Fire arrest system semiannual inspection complete
Quarterly service on HVAC Jan 5, 2023, no issues.
Wilson electrics install new receptacle for a monitor front entrance and replaced light fixture Jan 10, 2023
Repaired pool exterior lighting as camps is using stairway early mornings retrofit to a LED bulb.
Removal of infrastructure grant sign.
Replace section rubber floor mat home player bench,
Install post for snow fence.
Replace thermostat # 7,
Working on operation budget for 2023 and capital
Reviewing grant opportunity Green and Inclusive Community Buildings looking at more efficient heating and cooling arena floor hot in summer
New youth Nov 8, 2022,
Training new Operator starting Nov 18, 2022
HVAC repair troubleshooting roof top Nov 5, 2022, intermittent power surges causing, Transformer power drop down unit to not function, power was disconnected until faulty combustion venter motor was replaced.
7am repairing unit Nov 18, 2022,
Condensers disconnect broken Jan 18, 2023
Legionnaire disease and arena condensers, Due to recent issues in Ontario arenas and supply issues for chlorine the method of delivering chemicals to the condensers will need to change at an additional cost.

Roof issues.

Recap of CDRC arena roof replacement summer 2022 new roof was installed and 1 truss was identified as needing repair.

At the last board meeting trusses was discussed as there is some trusses with old bends in the braces that were probably from the original build. We had 2 roof truss site visits. Waiting for quote for repair. SBA brought their own structural engineer who had more reasonable repairs plans than the THR roofing company sub-contractors, Discussed with Lisa Johnson SBA what options do we have. Waiting on report from SBA Nov 14, 2022. Jan 4, 2023, discussed with SBA to move ahead with assessment using Criterium engineering firm to evaluate roof trusses and necessary repairs.

January 9, 2023

Deficiency final site inspection. Roof now complete. SBA to discuss truss repair.

Some correspondence with SBA.

The CDRC Roof Replacement project is ending and is already into the warranty phase. As part of the scope of work, a review of the bent brace within the truss structure has been performed. Upon an inspection by T. Hamilton & Sons' subcontractor, Nusens Niche Contracting, SBA was notified of nine (9) other locations of damage to the brace structures along the steel trusses. A separate inspection by SBA, THR and CDRC representatives was performed, and it was confirmed that there were further locations of damage to the truss structure.

At this time, SBA has secured a quotation from Criterium Jansen to complete the necessary 3rd party inspection, and a recommendation report at an estimated cost of \$3,700. With the extra effort in coordinating Criterium Jansen and the CDRC, SBA is requesting a total reallocation of budget in the amount of \$10,000.00. SBA will then prepare cost estimates for the necessary repairs and will assist the CDRC with prioritization and next steps. The cost associated with the inspection and SBA's scope of work will be covered

through the remaining budget available through the ICIP funding program. Based on the funding project total, there remains roughly \$40k available to complete the assessment and reporting.

We have move forward and Criterium Jansen will be inspecting the trusses February 13, 2023

I would like to suggest we wait on the assessment to see what the repair cost will be and if it is within the funded grant amount we proceed with the repair.

Pool leak noticed.

Pool information Outdoor pool 85x44 11 feet deep Built in 1977 major repairs done 2009,2016 and 2017 pool shell work jets and skimmers replaced, main drain was not a concern 7 years ago.

As requested On Nov 15, 2022, Canadian leak detection came to the CDRC pool to perform pressure testing and locating areas of concerns. Inserted camera through pipes and sensitive hearing devises were used for locating leaks they were here for approx. 5 hours. When the detection was complete, refilling pool part way a requirement for the winterization of the pool. (Never leave a concrete pool empty) It was followed up with a report.

Report from Canadian Leak detection: at least two areas confirmed having leaks a third is possible depending on repair.

Areas of concern

1 During pressure test inside the pump room leak noticed bubbles beside pit.

North main drain bottom of pool water movement and noise detected.

? North wall mid-way down deep end obstruction noticed possible leak.

2 Hydro static valves to be installed in different manner.

3 Pool tile falling off, repair required. Tile falling off from high water table from previous leaks 2016 and age.

3 Areas of hollow pool shell should be repaired.

4 Rubberized pool decking is deteriorating from age and UV.

Options for solution capital and operational purposes this is for reference.

\$5,500,000 New Indoor Pool like Collingwood a **Sprung structure**

\$2,100,000 Full Outdoor pool replacement **Acapulco Pools**

\$155,000 Install 60 mil Commercial Grade pool liner **Acapulco pools**

\$ 116,000.00 Repairing of main drain (dig holes) and by installing side wall main drain Acapulco

\$ 65,000 replastering of pool **Acapulco Pools**

\$????? Painting of pool and repairing hollows in pool repainting as necessary **Acapulco pool**

\$85,000 Water line pool tile replacement **Acapulco Pools**

\$16,770 Water line pool tile replacement **Toms pool Tile**

??????? Have Acapulco pool repair pool tile in immediate areas of concern **Acapulco Pool**

\$3,000 Spot repair as needed 20 feet water line pool tile **Staff?**

\$150,000 Acapulco pool comment regarding the rubber decking, highly recommend removing it. As you've seen, it will keep deteriorating and getting into the pool filtration system and causing problems. Do you know if the pool piping has ever been replaced? If not, it may be a good time to do that, and then you can do a new deck at the same time. Budget cost to replace the piping and deck would be about \$150-170k. **Acapulco pool**

\$35,000.00 original cost for rubber decking

\$4,000.00 Rubber deck repair spot repairs 200 square feet \$20.00 a sq ft **Elite Surfacing 2019 price**

\$1,279.00 plus labour rubber deck repair spot repairs 200 square feet \$6.00 a sq ft **Staff??**

Options

1) No pool 2023

2) Shorter season

3) Run with the leak but by continuing to run with the leak it will continue to damage the pool shell by causing cavities under the pool shell and increase moisture under decking and cause further pool tile damage at the minimum. Will also increase maintenance cost more chemical more vacuuming more heating required and water.

4) Proper leak repair new main drain and main drain water line.

As Canadian leak detection does some repairs work, I asked if they would like to put a quote in and they replied was too large of a repair for them. Contact someone like Acapulco pools.

Acapulco Pools is pleased to offer the following proposal.

1.0 Main Drain Replacement

1.1 Cut pool deck as shown on sketch, remove and dispose of concrete from those areas.

1.2 Cut pool mechanical room floor from entrance to filter pit tank to allow for new piping to be installed.

1.3 Excavate as required from far side of pool deep end, out into grassed area along fence line, along shallow end deck into pool mechanical room (This option is much easier than going along pool deck in between pool and building as it is too narrow along that route even though it is shorter).

1.4 Excavate as required in mechanical room using hydrovac daylighting to avoid damaging. Buried pipes, etc.

1.5 Core drill pool wall at two (2) locations in deep end wall to allow for new main drain installation.

1.6 Core drill concrete pool filter tank to allow for new main drainpipe to enter the pit, properly sealed with link seals.

1.7 Supply and install new main drainpipe along that route using schedule 40 rigid PVC.

1.8 Supply and install two (2) new sumpless main drains including VGBA compliant frames and grates, 2" delineation around each drain as required by code.

1.9 Pressure test all new piping, provide written report to owner.

1.10 Backfill and properly compact all excavated areas with sand and topsoil as required.

1.11 Provide gravel base and wire mesh under areas to receive new concrete (pool deck and mechanical room floor)

1.12 Pour new concrete for pool deck and mechanical room floor, broom finish for deck, smooth finish for mechanical room floor.

1.13 Properly cap and fill in existing main drains with concrete leaving 3" of depth in each to allow for submersible pump to sit in in the event the pool needs to be completely drained (Each existing main drain will still have its existing grate reinstalled).

1.14 Core drill pool floor at deepest location, supply and install new hydrostatic relief valve.

1.15 Remove debris, leave broom clean.

2.0 By Owner

2.1 Provide electricity & water for the purpose of construction.

2.2 Draining and refilling of pool.

2.3 Sod/grass remediation.

2.4 Rubber deck finish repairs.

2.5 Security of pool area.

2.6 Start-up, chemical balance.

2.7 All existing mechanical equipment to remain.

3.0 Warranty

3.1 One-year labour and materials.

4.0 Schedule

4.1 TBD, Spring 2023.

4.2 3-4 weeks on site.

Jan 25, 2023, Acapulco would like to start in March or April, basically as soon as weather permits. We understand the importance of being open in June for the school etc. and will get it done in time for you for sure. We can price any tile work etc. once we get in there and see how it looks after winter.

My Recommendations for the pool

As this is time sensitive would like Acapulco pool to be the sole source for the leak repair. I feel comfortable with the previous work that they done on the pool in 2016 and 2017 the quality and ability to complete repair in a timely manner they are a reputable commercial pool company. This type of work is exposing the old pipe and making the best judgement to repair at that time, RFPs need details to be able to compare I don't have enough of that information to provide the type of materials and methods of repair.

\$5,000? Spot repair the water line tile yearly 20 feet water line pool tile and repair hollow pool shell.?

\$2,000 \$1,279.00 Rubber deck repair spot repairs 200 square feet \$6.00 a sq ft Would like to test a minimum patch to see if this is a route we can go. **Staff??**

\$500 to \$1000 Sod/grass remediation depending on size of area .80 cents a square foot.

Marty Lamers

Facility Maintenance Manager