

Digby Area Recreation Commission  
Wednesday, April 17, 2019  
6:30PM - Digby Arena, 2<sup>nd</sup> Floor

Present: Jean Brittain, Linda Gregory, Peter Turnbull, Matt Ross, Justin Oliver, Margaret Morgan, Bob Powell, Cindy O'Neil

1. Meeting called to order at 6:30PM by Chair, Jean Brittain.
2. Adoption of Agenda  
**Linda Gregory moved and it was seconded by Matt Ross to approve the amended agenda. Motion carried.**
3. Acceptance of March 20, 2019 Minutes  
**Matt Ross moved and it was seconded by Peter Turnbull to accept the minutes of the March 20, 2019, board meeting as circulated. Motion carried.**
4. Business Arising from Minutes
  - a. Active Digby Fund. The Recreation Director did a presentation to the Digby and Area Health Services Charitable Foundation on March 12, 2019 requesting financial support for the Active Digby Fund. A letter has been received stating that a donation in the amount of \$15,000.00 will be made to the Active Digby Fund. The donation will be made in three (3) annual installments of \$5,000.00 each. A press release is ready to go and will be released as soon as a picture has been taken with Oliver Janson, Cara Sunderland and Cindy O'Neil, as per request of the Digby and Area Health Services Charitable Foundation. The Recreation Director is still working with the Town of Digby, hoping the Town will be able to offer income tax donation receipts to members of the community who make a donation of \$25.00 or more. **Peter Turnbull motioned, Matt Ross seconded to approve the policy that allows the Town of Digby to receive donations for the Active Digby Fund and issue income tax receipts for those donations. Motion Carried.**
  - b. National Volunteer Week. The Provincial Volunteer Awards was on Monday, April 1, 2019 at the Casino Nova Scotia. Forty six volunteers were recognized the 2019 Digby Area Volunteer Recognition Ceremony was April 10, 2019. The new venue, DRHS Theatre, has been well received and gives us room to grow. It was nice to have Karla Kelly there doing photos and then she submitted an article and photos to the Tri-County Vanguard. 2020 national volunteer week is April 19-25. The DRHS Theatre is temporarily book for April 22, 2020.
  - c. DARC Personnel Policy #5.010. This item has been moved to the May 15<sup>th</sup> meeting.
  - d. DARC Core Values. The session on core values has been moved to the May 15<sup>th</sup> meeting.
  - e. DARC 2019/2020 Budget. The DARC budget has been sent to the Town of Digby and to the Municipality of the District of Digby. The Recreation Director has requested an advance payment from each: 50% of budget from the Municipality and the first quarter payment from the Town.

5. Approval of Accounts Payable  
**Peter Turnbull moved and it was seconded by Matt Ross, that DARC approve the amended April payables in the amount of \$35,235.37. Motion carried.**
  
6. Acceptance of Financial Reports:  
**Peter Turnbull moved and it was seconded by Matt Ross to accept the income statement as circulated. Motion carried.**
  
7. Recreation Reports:  
**Linda Gregory moved and it was seconded by Matt Ross to accept the recreation reports as circulated. Motion carried.**
  
8. New Business:
  - a. Staff in ice plant. The inspection has been done on the ice plant at Digby Arena. The inspector has indicated that only those with the Refrigeration Plant Operator -Second Class License can enter the ice plant. Facility Manager, Danny Harvieux and Recreation Director, Bob Powell, are the only employees that hold this certification. The other two facility staff will not be able to enter the ice plant room and complete checks. The ice plant, when in operation, is to be checked every 24 hours. Our staff checked the ice plant more frequently than 24 hours.
  - b. Haines Lake. Digby Area Recreation will be programming the Haines Lake property this summer. The Active Living Manager has a kayak camp planned as well as some overnight adventure camps and family days.
  - c. Summer Community Events. For the past several years Digby Area Recreation has been doing a one week summer day camp on Long Island and in Weymouth. Due to participation decreasing and facility access becoming more difficult in these areas, these programs will not be offered this summer. We are also getting several request for the bounce kingdom at community events. In the past we have always sent one staff with the bounce kingdom. This year we will allow community events to borrow the bounce kingdom without a staff member but with a security deposit and there will be guidelines to follow. This decision has been made as DARC is receiving more demands for programming, such as the Haines Lake property.
  
9. Additions to Agenda: No additions
  
10. Next Meeting: May 15 , 6:30PM at the Digby Arena, 2<sup>nd</sup> Floor.
  
11. **Linda Gregory moved and it was seconded by Matt Ross to adjourn the meeting. 7:30PM. Motion carried.**