

Digby Area Recreation Commission  
Wednesday, September 16, 2015  
6:30PM – Digby Arena, 2<sup>nd</sup> Floor

Present:           Jean Britain                           Peter Turnbull                           George Manzer  
                  Shawna Curry                       Linda Gregory                         David MacNutt  
                  Cindy O'Neil                         Bob Powell

Meeting called to order at 6:25 PM by Chair, Jean Brittain

1. **MOVED by D. MacNutt, seconded by G. Manzer, to approve the agenda with the following additions; splash pas, skate park, equipment rentals fees.**

**PASSED**
2. **MOVED by L. Gregory seconded by P. Turnbull to approve the minutes of the August 19, 2015**

**PASSED**
3. Old Business:
  - a. The Recreation Nova Scotia Conference is October 13-16, 2015. The Recreation Manager has registered George Manzer, Linda Gregory and Jean Brittain. There are now day registration options available. The Administrative Assistant will send out the information in case there are any members or Councillors who may want to attend.
  - b. Danny Lamoureux from Curling Canada will be meeting with the Host Committee on October 12, 2015.
  - c. The ACAO grant is very close to the end. Most of the event equipment is here with the exception of a few items that we have asked to hold until we have more storage, a second containers is needed.. Also the jersey barriers will not be ordered, as Wharf Rat Rally is looking at other alternatives. All equipment for capital work is here and almost complete. We will not be completing the netting. Also, we are looking for another company for input and quote on the PA system. We have a quote from Tour Tech however they have recently gone into bankruptcy. Received first payment from ACAO, the Recreation manger has a second claim in. We received the 80% on the RFD grant.
  - d. The Special Premises License for the Digby Curling Centre has been submitted to N.S. Alcohol & Gaming.
4. **MOVED by P. Turnbull, seconded by G. Manzer to approve the revised the August payables in the amount of \$209,245.64.**

**PASSED**
5. **MOVED by G. Manzer, seconded by S. Curry to accept the Financial Reports as circulated.**

**PASSED**
6. **MOVED P. Turnbull seconded by G. Manzer to accept the Recreation Reports and updates as presented.**

**PASSED**
7. New Business:
  - a. Move the Audit to the end of the meeting.
  - b. Received a thank you card from a child who participated in our day camps this summer as well as a thank you letter from Admiral Digby Library & Historical Society for our support to the SAIlabration Fundraiser.
  - c. Received an Active Kids, Healthy Kids Fund application from Westport Recreation Hall Auxiliary. They are requesting fund to provide a place for community youth and adults to engage in physical activity. The Recreation Manager would like a little more clarification on the application.  
**MOVED by L. Gregory, second by P. Turnbull that the Recreation Manger seek clarification of the application and bring back to the October Board meeting.**

PASSED

- d. The Digby Area Sports Wall of Fame Society Induction and Special Recognition Ceremony was supposed to be held on Saturday, September 19, 2015. Due to not receiving nominations and those verbal nominations that were received were incomplete as they were asked to gather a bio and picture, the ceremony has been postponed until June 2016. It is hoped that over the winter this information can be collected.

8. Additions to Agenda:

- a. Splash pad: It was brought to the Recreation Managers attention that there was a Facebook group called "Digby gets a splash pad". The Active Living Coordinator recommended that someone contacted the Recreation Manager. Courtney Freanzen made contact with the Recreation Manager. The Recreation Manager is meeting with the group on September 29th. The Recreation Manager is also meeting with ACOA tomorrow so he will get more details on the Celebration 150 grant. With the condition on the kiddie pool now may be a good time to investigate the possibility of the splash pad. The pool was operating only on three pumps during the summer, so we need to start digging to find out why the fourth pump was not working. We are still waiting for the Town Public Works Department to come in and look at the kiddie pool as well.
- b. Skate Park: The pad is completed. All left to go in is the ramps and the organization is working with a company. There are some safety concerns around the park, mostly where it is located so close to the sidewalk and road. Discussions are being held about erecting a fence.
- c. Equipment Rental Fees: Board Member Gregory asked if Clare was being charged for the equipment they are borrowing. There will be no charge right now as rental fees have not been established to date, however they have been told that there would be fees in the future.
- d. Audit: The Year-End Financial Statements have been prepared by Grant Thornton and are completed. A draft copy was circulated via email for all board members to review. The Chair, Recreation Manager and Administrative Assistant meet with Gloria Bank of Grant Thornton on Monday to review the statements as she could not attend the meeting this evening. The Chair went through the items that were discussed.

**MOVED by L. Gregory, seconded by P. Turnbull to approve the audited financial statements prepared by Grant Thornton.**

PASSED

- e. As part of the audited financial statements there is a letter regarding communication of internal control matters that outline deficiencies and/or weakness. One is that the Commission has a number of controls in place that are undocumented, more specifically accounting policies, procedures and controls should. This provides the employees with standards to adhere to and provides more clarity and guidance if someone is unsure of that correct procedure. Grant Thornton recommends that the controls are tested for operational accuracy and these tests should also be documented and initialed by the board to provide evidence of their review and to prove that the controls are being tested and operating effectively. This step provides accountability and helps the Board ensure that controls are not being regularly overridden by staff or management. This should be done at least quarterly to be effective. The audit committee will meet at 5:30pm prior to the October meeting to discuss the roles of the audit committee, do some forensic work, etc.
- f. **MOVED by G. Manzer, seconded by S. Curry that Grant Thornton LLP remains Digby Area Recreation Commission's auditors until March 31, 2016.**

PASSED

9. Next meeting; Wednesday, October 21, 2015, at the Digby Arena, 2<sup>nd</sup> Floor.

10. **MOVED by L. Gregory, seconded by G. Manzer, the meeting adjourned at 8:25pm.**

PASSED