

Digby Area Recreation Commission
Wednesday, November 16, 2016
6:30PM – Digby Arena, 2nd Floor

Present: Linda Gregory Peter Turnbull
 Shawna Curry Cindy O’Neil
 Bob Powell David MacNutt
 Matt Ross

Regrets: Jean Brittain

Meeting called to order at 6:30PM by Vice Chair, Linda Gregory.

1. **MOVED by S. Curry seconded by M. Ross, to approve the agenda as presented.**

PASSED

2. **MOVED by S. Curry seconded by M. Ross to approve the minutes of October 19, 2016.**

PASSED

3. Old Business:

- a. ACOA had bundled several official announcements together, they include the Digby Promenade, Digby Swimming Pool and Bear River Community Garden Project. This was done on October 21, 2016, at the Digby Curling Centre. Members of ACOA and MP, Colin Fraser were in attendance.
- b. The official ruling from the a Small Claims Court has been received. Everything has been paid in full including the court costs. The Recreation Manager asked Paul Carman about the medals that were presented to him on behalf of the Digby Curling Club from the 2011 Canadian Seniors Curling Championships and he stated that they were being held in trust by Rick Olsen. As President of the Digby Curling Club Matt Ross will follow up. DARC would like to see the medals displayed at the Digby Curling Centre.
- c. A meeting was held with Town of Digby's C.A.O Tom Ossinger, Sean and Julie Fredrick, Mayor Cleveland and the Recreation Manager regarding the fencing at Victoria Street Skate park. This is a bigger issue than just fencing. Tom found out where the property line is, and work will begin on cleaning the tree line up.
- d. **MOVED by P. Turnbull, seconded by D. MacNutt to approve Policy #7.004, Workplace Harassment and Discrimination.**

PASSED

- e. The Board & Staff Christmas Dinner will be Saturday, December 3, 2016, 7:00pm at the Fundy Complex.

MOVED by P. Turnbull, seconded by M.Ross that Christmas gift cards will be given to full time staff in the amount of \$150.00, DARC Citizen Representatives in the amount of \$100.00. Current part time staff will receive gift cards in the amount of \$25.00-\$50.00 and this will reflect on their employment with DARC.

PASSED

- f. The National Volunteer week is April 23-29, 2017. The 43rd Provincial Award Ceremony is April 18th at the Westin Halifax. The deadline for provincial nominations is February 24th, therefore making DARC's deadline February 10th so that DARC's Volunteer Committee can review the nominations and select the Town and Municipality Representative on at the board meeting on February 15th.
- g. As discussed at the last meeting, The Bear River to Sissiboo Trails Association received a letter from the Department of Natural Resources terminating their Letter of Authority as of October 5, 2016. The Recreation Manager will be meeting with the Municipality to

discuss who will apply for the Letter of Authority. It is hoped that the Town of Digby can apply for a Letter of Authority for the Town Trail.

- h. Bob Powell, Cindy O'Neil, Cara Sunderland and Colleen Murray attended the Serve Right Managers Course. Each has received certification. We can now get the Digby Curling Club's volunteers who will be working the bar certified. There is an online course that can be completed. Part of the Managers course was to design and implement a Responsible Beverage Service Policy. This is now completed and has been presented.
MOVED by D. MacNutt, Seconded by M. Ross to approve Policy # 11.001, Responsible Beverage Service.

PASSED

4. **MOVED by P. Turnbull, seconded M. Ross to approve the payable, including prepaids, in the amount of \$31,256.87.**

PASSED

5. **MOVED by S. Curry seconded by M. Ross to accept the Financial Reports as circulated.**

PASSED

6. **MOVED S. Curry seconded by D. MacNutt to accept the Recreation Reports as presented.**

PASSED

Updates:

- The Community Use of Schools had a meeting on November 3rd. Discussed were;
 - Revising the brochure
 - A cooling unit is being installed in the electrical room for the theatre. Community Use of Schools will pay for 50% of the cost.
 - DARC will apply for a movie license to allow movies to be shown at the theatre, including two "pre-release" movies.
 - Digby Area Theatre Society will show the movies and take care of logistics. They will also operate a canteen.
 - The legal agreement is outdated. There are no changes and has been sent to TCRSB for signatures.

7. New Business:

- a. The DARC AGM will be held January 18th, before the regular board meeting. The Administrative Assistant will send the committees to the members to review prior to the meeting.
- b. The Municipality of the District of Digby has advertised their Citizen Representative for DARC, the deadline is November 24th. David MacNutt has served one term and has reapplied. The Town of Digby representative Shawna Curry has served two terms. Councillor Peter Turnbull will look into the Town's policy.
- c. The Atlantic Events Conference is March 8-10, 2017 in St. John's, Newfoundland. The Recreation Manager and DARC feels that we should have some representation there and if we are going to continue with events than staff require some training.

8. Additions to Agenda: N/A

9. Next meeting: Wednesday, December 14, 2016, at the Digby Arena, 2nd Floor..

10. **MOVED by D. MacNutt, seconded by M. Ross, the meeting adjourned at 7:50pm.**

PASSED