

Lucknow & District Joint Recreation Board



7:00 pm - Lucknow & District Sports Complex

January 22, 2020

AGENDA

MEMBERS

Lillian Abbott	()
Jim Hanna	()
Glen McNeil	()
Jennifer Miltenburg	()
Don Murray	()
Anita Snobelen	()

OTHERS

Steve Bushell, Facility Manager / Recreation Co-ordinator	()
Mark Becker, CAO/Clerk-Treasurer (Board Secretary)	()

1.0 CALL TO ORDER

Mark Becker, Board Secretary, will call the meeting to order.

1.1 Election of 2020 Chairperson

As per the terms of the agreement it is the Township of Ashfield-Colborne-Wawanosh's term to hold the chair.

Call for Nominations / Three Times

Moved by
Seconded by

NOMINATE
CHAIR

THAT _____ be nominated for the 2020 Chairperson.

Moved by
Seconded by

CLOSE
NOMINATIO
NS

THAT the nominations be closed for the 2020 Chairperson.

6.2 Lucknow & District Kinsmen Club – Paul Henderson Hall Rental Fees

We have provided the Board with a copy of the letter that was received from the Lucknow & District Kinsmen Club requesting that the Board waive the fees for the rental of Paul Henderson Hall for the 2020 Rec Hockey Tournament on January 17th & 18th.

Staff recommends that the rental fees for Paul Henderson Hall be waived for the 2020 Lucknow Kinsmen Rec Hockey Tournament. This recommendation is based on the fact that in the minutes of January 23, 2019, the Board agreed to waive the fees and review this decision yearly based upon receiving a formal written request from the Lucknow Kinsmen Club. The Lucknow & District Kinsmen Club is a major supporter of the Lucknow & District Joint Recreation Board with their continued sponsorships and donations.

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

LUCKNOW
KINSMEN REC
HOCKEY
TOURNAMENT
WAIVE HALL
RENTAL

THAT the Lucknow & District Joint Recreation Board hereby agrees to waive the rental fees for the Lucknow Kinsmen Club for the Paul Henderson Hall for their Kinsmen Rec Hockey Tournament held in January. This will be reviewed on a yearly basis upon receiving a formal written request from the Lucknow Kinsmen Club.

6.3 Refund Policy

Staff has reviewed the past Minor Hockey refund policy and prepared a refund policy to cover all programs ran through the Lucknow and District Recreation Department. Having a set refund policy would eliminate the need to look at refunds on a case to case basis and create consistency among any refund request. We have provided the Board with the refund policy.

STAFF COMMENTS: We seek your direction.

6.4 Huron Bruce Minor Hockey Association (HBMHA) Request

We have provided the Board with a copy of the request received from HBMHA for the Arena Students to look after collecting gate admissions for minor hockey games. HBMHA would also like Arena Staff to be responsible for looking after the float, replenishing it as needed and keeping track of revenue. Staff has spoken with Huron-Kinloss Staff and neither party wishes to pursue this.

Staff recommends that HBMHA look at hiring their own staff to run the admission for hockey games rather than trying to run everything through the two Arenas. Furthermore, there is not enough staff to cover all the shifts that would be required to operate the gate admissions. Staff recommends that we do not take on this request.

STAFF COMMENTS: Staff recommends that we deny their request.

6.5 Lucknow Minor Baseball Registration Rates

Staff has reviewed the current Lucknow Minor Baseball registration rates with the other organizations in the Tri County Softball League. We have provided the Board with a copy of the baseball registration rate comparison document. The Lucknow Minor Baseball registration fees were last increased in 2019.

Staff recommends some minor changes to some of the divisions for the 2020 Lucknow Minor Baseball Registrations as follows:

T Ball	\$35
Mite	\$65
Squirt	\$90
Slo Pitch	\$75

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

APPROVE
BASEBALL
REGISTRATION
2020

THAT the Lucknow & District Joint Recreation Board hereby approves the following 2020 Lucknow Minor Baseball Registration Rates amended registration fees:

T Ball	\$35
Mite	\$65
Squirt	\$90
Slo Pitch	\$75

6.6 Lucknow Minor Soccer Registration Rates

Staff has reviewed the current Lucknow Minor Soccer registration rates with the other organizations in the North Huron Soccer League and Saugeen Mixed League and have provided the Board with a copy of the soccer registration rate comparison document. The Lucknow Minor Soccer registration fees were last increased in 2016.

Staff recommends some minor changes to some of the divisions for the 2020 Lucknow Minor Soccer Registrations as follows:

U-18G	\$105
U-18B	\$105

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

APPROVE
SOCCER
REGISTRATION
2020

THAT the Lucknow & District Joint Recreation Board hereby approves the following 2020 Lucknow Minor Soccer Registration Rates amended registration fees:

U-18G	\$105
U-18B	\$105

6.7 Ice Rental Fees

Staff has gathered ice rental rates from surrounding areas and have provided the Board with a comparison document including the average cost of ice rentals in each category.

Staff recommends increasing the Prime-Time Ice Rental Rate to \$135 per hour, and Non-Prime Time Ice Rental Rates to \$85 per hour.

Staff has spoken with Huron-Kinloss staff in regards to Huron Bruce Minor Hockey Association (HBMHA) and both agree their rental rate should be equal and be raised to \$95 per hour.

Staff also recommends increasing the Public Skating Sponsorship from \$90 per hour to \$95 per hour for the 2020/2021 season.

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

ICE RENTAL
RATES

THAT the Lucknow & District Joint Recreation Board hereby approves the following amended 2020 Ice Rental Rates:

Prime-Time	\$135 per hour
Non-Prime Time	\$85 per hour
Huron Bruce Minor Hockey Association	\$95 per hour
Public Skating Sponsorship	\$95 per hour

6.8 Ontario Trillium Grant Update

We have been advised that we have been approved for the Ontario Trillium Grant and that we can now publicly communicate about the grant and share that we have been successful in receiving \$50,000 to go towards the Pool/Fitness Centre renovation. Staff has called for tenders for the completion of the project.

STAFF COMMENTS: For your information purposes.

6.9 Dungannon Baseball Diamond

The contract for the use of the Dungannon Ball Diamond is expiring June 1 2020. The Dungannon Agricultural Society has tried to fix the infield of the Ball Diamond, but it is still in very poor shape.

It is Staff's opinion that the 'Big O' that guards the top of the fence needs replaced before any team should be permitted to use the diamond, and more fence repairs are likely required.

Last year, the Dungannon Diamond was used for 10 women's games and 21 men's games. Of the 10 women's games, a Ball Diamond went unused in Lucknow on 9 of those nights. The one game that an intown Ball Diamond was not available for, a Ball Diamond was available on a different night that week. Therefore, all of the women's games could have been played in Lucknow rather than Dungannon, with 9 of them being played on the same day. Of the 21 men's games, a Ball Diamond in Lucknow sat empty 4 times on the same night Dungannon was used, and 4 more times on a different day in the same week that Dungannon was used. The men's Slo-pitch league currently has 8 teams and have 4 available Ball Diamond times in Lucknow per week, and the women's league currently has 7 teams and 4 available ball diamond times in Lucknow per week. This means that both leagues could fit all of their games in on our Lucknow Ball Diamonds.

Staff recommends that the contract for the use of the Dungannon Ball Diamond not be renewed.

STAFF COMMENTS: We seek your direction.

6.10 5 Year Equipment Replacement Plan

We have provided the Board with a copy of the 5-year equipment replacement plan.

STAFF COMMENTS: For your information purposes.

6.11 2020 Proposed Draft Budget

We have provided the Board with a copy of the proposed draft 2020 Budget for the Lucknow & District Joint Recreation Board. Staff will review the budget in more detail at our meeting with discussion and possible revisions.

We have also included a list of Capital Project recommendations in the 2020 Proposed Draft Budget. The Capital Project recommendations include the following:

Pool Filtration Sand:

The Filtration Sand for the Pool is due to be replaced.

Pool Change Room Renovations / Accessibility:

In 2019, \$22,500 was budgeted to assist in accessibility upgrades to the Pool and Fitness Centre. This work will be completed in 2020 now rather than 2019. The quote received for the OTF grant did not include flooring for the pool, or any lighting upgrades. The Pool renovation cost vs. the Fitness Centre renovation cost are approximately 60/40 so the costs have been split accordingly. The Pool Budget has been increased to allow for updated costs, flooring, lighting upgrades and extras. The Budget for the Fitness Centre has been increased slightly to allow for updated costs and any extras that may arise. Lighting upgrades for the Fitness Centre have been budgeted with the lighting project. The OTF grant for this program was approved for \$50,000.

Sprinkler System Backflow Preventor:

A backflow preventor is a requirement on sprinkler system to prevent the black sprinkler water that sits in the piping from going backwards into the drinking water of the town/building. Since the Walkerton Water event, all new sprinkler systems require a backflow device and now municipalities are working through existing buildings to get these devices added to existing systems.

Zero Turn Lawn Mower:

The current zero turn lawn mower was purchased in 2006 and is due for replacement. Staff recommends purchasing a new lawn mower and keeping the old lawn mower to use as an extra. A second lawn mower would be extremely helpful to Staff as most mornings the lawn mower was gone to use in Dungannon and Benmiller meaning that intown grass would need to be left until the mower returned. The old lawn mower would be well suited for use while watering flowers, taking to Benmiller for dragging Ball Diamonds and for use in Dungannon if we continue to maintain the Dungannon Diamonds. This would keep the new lawn mowers hours down for activities were grass was not necessarily being cut, but the lawn mower is required. Additionally, Grass cutting could be better kept up on if a lawn mower is available for use rather than being out of town.

Engineer Approved Ramp for Stage:

In 2018 the homemade wooden stage that was used at the Lucknow & District Sports Complex was condemned following an inspection and recommendation by the insurance company for Huron-Kinloss. A new engineered approved stage at the Lucknow & District Sports Complex was deemed necessary for events including the Fall Fair, 4-H Dairy Cattle Show, Stag & Does, Minor Hockey Banquet, and other special events. However, at the time of purchasing the Stage, no ramp for accessibility was purchased. This leaves staff to use the homemade wooden ramp for events requiring an accessibility ramp to the stage.

New Door to Ice for Half Ice Boards:

In 2019, younger hockey groups started to play half ice hockey. To do this properly, half ice boards are required and were purchased and donated by the Robert Nash Memorial Golf Classic. As hockey moves forward, the half ice boards will be used more frequently, which will require more set up and take down. The half ice board system consists of 4 corner pieces and 10 board sections that are 40" H x 96" W, and a fair lift for two people to maneuver through the Visitors team bench to get on the ice surface. Staff recommends making the far removable board section into a door so persons setting up the half ice boards could more easily transfer the board sections onto the ice surface. This would save having to maneuver through the small door leading into the Visitors bench and then having to make a sharp turn through the door leading to the ice.

Manual Chain Hoist and Repairs for Overhead Doors:

The overhead door on the South side of the building is used for many events between spring and fall. The door is extremely heavy, and there is no safety mechanism in place to hold the door open other than relying on the tension cables and springs. The door has needed constant adjustment over the past few years and is becoming wore out. Replacing the door spring system and adding a manual chain hoist would allow the door to be opened and closed safely and controlled. This would also allow the door to be locked in place with the chain links, eliminating the risk of the door closing unexpectedly. A manual chain hoist is also recommended on the West overhead door(s) used for the Olympia.

Lighting Upgrades:

Upgrading to LED lighting will help reduce energy costs, create a more clear and clean light, and give a new appearance to the interior of the Lucknow and District Sports Complex. Staff Has looked into grants/rebates and found that approximately \$10,000 to \$15,000 in Save On Energy rebates would be available.

6.12 Municipal Property

Please refer to the "In-Camera Session" (the security of property of the municipality)

6.13 Personal Matters About an Identifiable Individual / Municipal or Local Board Employee

Please refer to the "In-Camera Session" (personal matters)

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Please note that this is not final for 2019 with a final following to our next meeting.

Moved by
Seconded by

REVENUE/
EXPENDITURE
REPORT

THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as written.

7.2 December 2019 Cheque Listing

Moved by
Seconded by

CHEQUE
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for December 2019 as presented in the total amount of \$ 57,543.31.

8.0 OTHER BUSINESS

No items scheduled.

9.0 IN-CAMERA / CLOSED SESSION

Moved by
Seconded by

MOVE TO
IN-
CAMERA

THAT the Lucknow and District Joint Recreation Board move into an
“In-Camera” session at p.m. for the purpose of discussing:

- 1) Personal matters about an identifiable individual, including municipal or Local board employee.
- 2) The security of property of the municipality.

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9.1 RETURN TO OPEN SESSION

Moved by
Seconded by

RISE FROM
IN-CAMERA

THAT the Lucknow and District Joint Recreation Board rise from the “In-
Camera” session at p.m.

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9.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

10.0 ADJOURNMENT

Moved by
Seconded by

ADJOURN

THAT the Lucknow and District Joint Recreation Board do now adjourn to
meet again on February 19, 2020 at 7:00 p.m. or at the Call of the
Chairperson.

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