

Lucknow & District Joint Recreation Board

AGENDA



7:00 pm - Lucknow & District Sports Complex

April 22, 2020

AGENDA

This meeting is to be held electronically through Zoom, a Video Conferencing Platform, as the crisis of COVID-19 allows Council / Boards to conduct their meetings remotely to empower municipalities to respond quickly and continue to function when in-person meetings cannot be held, and Council / Boards decisions need to be made.

MEMBERS

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

OTHERS

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

1.0 CALL TO ORDER

Chairperson Jennifer Miltenburg.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

Moved by
Seconded by

ADOPTION
OF
MINUTES

THAT the Lucknow & District Joint Recreation Board hereby adopts the February 19, 2020 Meeting Minutes as written.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

Chairperson Jennifer Miltenburg.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 Lucknow & District Sports Complex Lighting Quotations

We have received quotations for upgrading the lighting at the Lucknow & District Sports Complex. The amount of \$ 60,000 was budgeted for the lighting upgrades. The following quotations were received to upgrade the Lucknow & District Sports Complex Lighting:

- Pollock Electric - \$ 49,026.93 plus H.S.T. (Cutting and Patching is not included)
- Sepoy Wiring - \$ 52,550.85 plus H.S.T.
- Current Electric - \$ 55,280.00 plus H.S.T.

STAFF COMMENTS: Staff recommends accepting the quotation from Pollock Electric in the amount of \$ 49,026.93 plus H.S.T. for the installation of the upgraded LED lighting.

Moved by
Secoded by

ACCEPT
LIGHTING
QUOTATIONS

THAT the Lucknow & District Joint Recreation Board hereby accepts the quotation received from Pollock Electric for the upgrades to the lighting at the Lucknow & District Sports Complex in the amount of \$ 49,026.93 plus H.S.T.

6.2 Lucknow & District Sports Complex Sprinkler Backflow Quotations

We have received quotations to install a backflow preventer on the sprinkler line at the Lucknow & District Sports Complex. The amount of \$ 7,000 was budgeted for this project. The following quotations were received to complete the work:

- Forest City Fire Protection - \$ 5,995 plus H.S.T.
- Georgian Bay Fire & Safety - \$ 6,363 plus H.S.T.
- Vipond Fire Protection - \$ 13,500 plus H.S.T.

STAFF COMMENTS: Staff recommends accepting the quotations from Forest City Fire Protection in the amount of \$ 5,995 plus H.S.T. for the purchase and installation of the backflow preventer.

Moved by
Secoded by

ACCEPT
BACKFLOW
QUOTATIONS

THAT the Lucknow & District Joint Recreation Board hereby accepts the quotation received from Forest City Fire Protection for the purchase and installation of the backflow preventer in the amount of \$ 5,995 plus H.S.T.

6.3 Lawn Mower Quotations

Staff has received quotations for a new diesel zero turn lawn mower. The amount of \$ 18,000 was budgeted for this equipment. The following quotes were received.

Roberts Farm Equipment -	\$ 16,400 plus H.S.T.	(Kubota ZD1211, 24.8 HP, 60 inch)
Huron Tractor -	\$ 16,500 plus H.S.T.	(John Deere Z994R, 24 HP, 60 inch)
Connect Equipment -	\$ 16,544 plus H.S.T.	(Ferris 2600, 24 HP, 61 inch)
Stoltz Sales and Service -	\$ 17,651.20 plus H.S.T.	(Grasshopper 325D, 25 HP, 61 inch)

STAFF COMMENTS: Staff recommends accepting the quotation from Roberts Farm Equipment in the amount of \$ 16,400 plus H.S.T. for the purchase of a new zero turn lawn mower.

Moved by
Seconded by

ACCEPT
MOWER
QUOTATION

THAT the Lucknow & District Joint Recreation Board hereby accepts the quotation received from Roberts Farm Equipment for a Kubota ZD1211 Zero Turn Mower, 24.8 Horsepower Diesel with a 60 Inch Mower Deck in the amount of \$ 16,400 plus H.S.T.

6.4 Permanent Liquor Sales License Policy and Procedures

We have reviewed the current Permanent Liquor Sales License Policy and Procedures and have provided the Board with a copy with the revisions highlighted. We have also introduced cost recovery measures within the profit share agreement regarding events with low event revenue.

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

ADOPT THE
AMENDED
PERMANENT
LIQUOR
SALES
LICENSE
POLICY &
PROCEDURES

THAT the Lucknow & District Joint Recreation Board hereby adopts the amended Permanent Liquor Sales License Policy and Procedures dated April 2020 as presented.

6.5 Lucknow & District Sports Complex Surveillance System

We have provided the Board with a copy of a Surveillance System Policy for approval.

STAFF COMMENTS: We seek your direction.

Moved by
Seconded by

ADOPT THE
SURVEILLANCE
SYSTEM
POLICY

THAT the Lucknow & District Joint Recreation Board hereby adopts the Surveillance System Policy dated March 2020 as presented.

6.6 Lucknow Outdoor Pool & Fitness Centre - Revised Tender

We have received a revised tender from Hometown Custom Builder for the amount of \$ 86,128.03 plus H.S.T. As the Board may recall from our last meeting the amount was originally \$ 97,103.33 plus H.S.T.

STAFF COMMENTS: For your information purposes and adoption of the acceptance of the revised quotation received.

Hometown Custom Builders has started the work but is now on hold due to the Covid-19 emergency measures put in place.

Staff has been in contact with the Ontario Trillium Foundation to discuss different situations and scenarios regarding the shut-down of workplaces and completion timelines.

Moved by
Seconded by

ACCEPT
TENDER POOL
FITNESS
CENTRE
RENOVATIONS

THAT the Lucknow & District Joint Recreation Board hereby agrees to accept the revised tender of Hometown Custom Builders to complete the Outdoor Pool and Fitness Centre renovations for \$ 86,128.03 plus H.S.T.

6.7 Summer Staff 2020 - Update

Staff has received six resumes for summer employment at the Lucknow Outdoor Pool, two resumes for the Parks and Rec Summer Student position, and no applications for the Youth Summer Sports Camp. At this time, in light of COVID-19, these positions are on hold until further notice.

STAFF COMMENTS: For your information purposes.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by
Seconded by

REVENUE/
EXPENDITURE
REPORT

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

7.2 February 2020 Cheque Listing

Moved by
Seconded by

CHEQUE
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for February 2020 as presented in the total amount of \$ 31,276.60.

7.3 March 2020 Cheque Listing

Moved by
Seconded by

CHEQUE
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for March 2020 as presented in the total amount of \$ 36,313.21.

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.

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.

10.0 ADJOURNMENT

Moved by
Seconded by

ADJOURN

THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on May 20, 2020 at 7:00 p.m. or at the Call of the Chairperson.



7:00 pm - Lucknow & District Sports Complex

February 19, 2020

MINUTES

MEMBERS

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

OTHERS

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

1.0 CALL TO ORDER

Chairperson Jennifer Miltenburg.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

Moved by	Don Murray
Seconded by	Jim Hanna

ADOPTION #1	THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF	January 22, 2020 Meeting Minutes as written.
MINUTES	Carried.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

Nothing to report.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 R.E.D. Grant – Pool/Fitness Centre Renovations

Staff has been in contact with an advisor for the R.E.D Grant in regards to funding. The program will not cover projects associated with accessibility. The project cannot start before the grant is approved which would be June 2020. Therefore, this grant will not work in combination with the Pool/Fitness Centre project this year.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.2 Employment Grant

Staff has completed the Canada Summer Jobs Grant Application for funding towards the Pool Supervisor, Lifeguard, Parks & Recreation Summer Student, and Day Camp Leader positions.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.3 Moffitness Agreement

At the January meeting, the Board agreed to set the Moffitness rental fee at \$ 702 a year with a 5% annual increase for the space used at the Lucknow & District Sports Complex to operate the Fitness Centre. This agreement would be set until the end of the Boards term and be reviewed at that time.

We have provided the Board with a copy of the revised Moffitness Agreement. This agreement will be reviewed again at the beginning of the new Board’s Term. If the Board is content with the agreement as drafted the Board will approve the signing of the agreement.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the agreement as drafted by the following resolution.

Moved by Jim Hanna
Seconded by Glen McNeil

MOFFITNESS #2 THAT the Lucknow & District Joint Recreation Board hereby approves
AGREEMENT the agreement between the Lucknow & District Recreation Department
and Moffitness as drafted.

Carried.

6.4 Service Club Room Rental Policy

We have provided the Board with a copy of a draft policy to address waiving room rental fees for events held by local service groups. This policy will alleviate the need to bring all requests to the Recreation Board and create consistency among requests. If the Board is content with the draft policy the Board will need to approve the policy.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the policy as drafted by the following resolution.

Moved by Jim Hanna
Seconded by Anita Snobelen

SERVICE #3 THAT the Lucknow & District Joint Recreation Board hereby approves the
CLUB ROOM “Service Club Room Rental Policy” as provided.
RENTAL
POLICY

Carried.

6.5 Minor Soccer & Minor Baseball

Registration has now opened for summer Minor Soccer and summer Minor Baseball.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.6 Off-Season or Non-Prime Time Room Rental Rates

During the months from April 1st to September 30th, staff is regularly scheduled Monday to Friday, finishing work at 4:30 p.m. or 5:00 p.m. On occasion, there is interest in renting a room at the Lucknow and District Sports Complex beyond these normal hours of operation.

The current rental rates are as follows:

Dave Farrish Champion Chambers
\$25 per hour to a maximum of \$130 per day

Henderson Hall
\$25 per hour (no kitchen use) to a maximum of \$150 per day (including the use of the kitchen)

Staff recommends implementing (April 1st to September 30th) an off-season / non-prime time rental rates as follows:

Dave Farrish Champion Chambers

\$50 per hour to a maximum of \$200 per day

Henderson Hall

\$50 per hour (no kitchen use) to a maximum of \$225 per day (including the use of the kitchen)

Establishing an “off-season” rental rate could justify having staff come in later for a shift and stay longer on those possible days.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the rates as recommended by staff.

Moved by Don Murray
Seconded by Glen McNeil

RENTAL RATES OFF-SEASON #4 THAT the Lucknow & District Joint Recreation Board hereby agrees to implement (April 1st to September 30th) an off-season / non-prime time rental rates as follows:

Dave Farrish Champion Chambers

\$50 per hour to a maximum of \$200 per day

Henderson Hall

\$50 per hour (no kitchen use) to a maximum of \$225 per day (including the use of the kitchen)

Carried.

6.7 Lucknow Outdoor Pool and Fitness Centre – Renovation Tenders

Tender submissions for The Pool and Fitness Centre closed Friday February 14th 2020. We have provided the Board with a copy of the report prepared by Facility Manager / Recreation Co-ordinator Steve Bushell with regards to the tenders results.

STAFF COMMENTS: We will seek your direction.

ACTION: The Board agreed to accept the tender received and adopt the following resolution.

Moved by Lillian Abbott
Seconded by Don Murray

ACCEPT TENDER CONDITIONAL #5 THAT the Lucknow & District Joint Recreation Board hereby agrees to accept the tender of Hometown Custom Builders to complete the Outdoor Pool and Fitness Centre renovations for a revised amount, which is anticipated to be less than the submitted tender (\$97,103.33 plus H.S.T.), as the contractor agreed to requote some of the work with a different sub-contractor to bring the costs down.

Carried.

6.8 Municipal Property

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


7.0 ACCOUNTS

7.1 Revenue/Expenditure Report 

Moved by Jim Hanna
Seconded by Glen McNeil

REVENUE/EXPENDITURE REPORT #6 THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as written.

Carried.

7.2 Cheque Listing 

Moved by Don Murray
Seconded by Anita Snobelen

CHEQUE LISTING #7 THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for January 2020 as presented in the total amount of \$ 50,859.56.

Carried.

7.3 Lucknow & District Joint Recreation - Final 2019 Summary Revenue/Expenditure Report

We have provided the Board with a copy of the final report for the year ending December 31, 2019.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

8.0 OTHER BUSINESS

No items scheduled.

9.0 IN-CAMERA / CLOSED SESSION

Moved by Lillian Abbott
Seconded by Anita Snobelen

MOVE TO #8 THAT the Lucknow and District Joint Recreation Board move into an "In-Camera" session at 7:23 p.m. for the purpose of discussing:

IN-CAMERA

- 1) The security of property of the municipality.

Carried.

9.1 RETURN TO OPEN SESSION

Moved by Glen McNeil
Seconded by Anita Snobelen

RISE FROM #9 THAT the Lucknow and District Joint Recreation Board rise from the IN-CAMERA "In- Camera" session at 7:28 p.m.

Carried.

9.2 BUSINESS ARISING FROM THE IN-CAMERA SESSION

Municipal Property

ACTION: That staff proceed as directed in the "In-Camera Session".

10.0 ADJOURNMENT

Moved by Lillian Abbott
Seconded by Anita Snobelen

ADJOURN #10 THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on March 18, 2020 at 7:00 p.m. or at the Call of the Chairperson.

Carried.



**LUCKNOW & DISTRICT SPORTS COMPLEX
PERMANENT LIQUOR SALES LICENCE POLICY AND PROCEDURES**

September 18, 2013 – Approved by the Lucknow & District Joint Recreation Board

September 17, 2014 – Revised and Approved by the Lucknow & District Joint Recreation Board

March 18, 2015 – Revised and Approved by the Lucknow & District Joint Recreation Board

September 19, 2018 – Revised and Approved by the Lucknow & District Joint Recreation Board

April, 2020 – Revised and Approved by the Lucknow & District Joint Recreation Board

**LUCKNOW & DISTRICT SPORTS COMPLEX
PERMANENT LIQUOR SALES LICENCE POLICY AND PROCEDURES**

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**LUCKNOW & DISTRICT SPORTS COMPLEX
PERMANENT LIQUOR SALES LICENCE POLICY AND PROCEDURES**

Establishment Licence Number: 816242

Issued to: Township of Huron-Kinloss

For: Lucknow & District Sports Complex

Address: 662 Campbell St.
Lucknow, Ontario

Licensed Area(s):

Indoor:	Capacity:
Main Floor: Southeast Section – Dave Farrish Champions Chamber	100
Second Floor: Northwest Section – Paul Henderson Hall	245
Main Floor: West Section – Arena Floor	1416
Main Floor: West Section – Tiered Seating (Arena Stands)	550
Main Floor: East Section – Dressing Room #1	22
Main Floor: North Section – Dressing Room #2	23
Main Floor: North Section – Dressing Room #3	23
Main Floor: South Section – Dressing Room #4	23
Main Floor: South Section – Dressing Room #5	23
Main Floor: South Section – Dressing Room #6	23

Endorsement(s):

Catering

GENERAL INFORMATION

- Special Occasion Permits will not be **allowed-permitted** at the Lucknow & District Sports Complex. All events where alcohol is served shall do so under the Lucknow & District Sports Complex Permanent Liquor Sales Licence.
- All events where alcohol is served shall abide by the Lucknow & District Sports Complex Permanent Liquor Licence Policies and Procedures and the Ontario Liquor Licence Act.
- The Liquor Sales Licence, Alcohol Price list, and Fetal Alcohol Spectrum Disorder (FASD) sign must be posted and visible at all events where alcohol is sold and served.
- The Catering Endorsement can be used to sell and serve alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment.
- Bartenders and alcohol ticket sellers will be paid at **a rate of \$16.00 per hour** **an hourly rate set by the Lucknow Recreation Department** plus **allowed be permitted** to keep any tips.
- All bartenders and alcohol ticket sellers must be smart serve certified.
- ~~• Food must be available when alcohol is being sold and served at all events.~~
- **Food will be available at all events where alcohol is being served.**
- All events that operate under the Lucknow & District Sports Complex Permanent Liquor Licence are **allowed permitted** to advertise the event, **can may** profit from the sale and service of alcohol, and do not require a guest list for the event.
- Games of skill as well as silent and/or live auctions are permitted.
- Game of chance as well as 50/50 draws, raffles, and door prizes are prohibited unless a proper lottery licence is obtained.

FACILITY AND RENTERS RESPONSIBILITIES

For all events operated under the Permanent Liquor Sales Licence, the Lucknow Recreation Department will supply and be responsible for the following:

- Purchasing and serving alcohol
- Alcohol tickets
- Pop, mix, cups, ice
- Cash floats for ticket sales
- Smart serve certified bartenders
- Smart serve certified alcohol ticket sellers
- Bar supervision
- Depositing cash after the event
- Payment of applicable profit share to the rental group
- Liability insurance

- All required signage as per the Liquor Licence Act
- Scheduling security personnel

For all events operated under the Permanent Liquor Sales Licence, the rental groups and individuals will be responsible for the following:

- Supervision of event along with staff
- Provide or arrange for sufficient food during the event
- Payment of security personnel
- Facility rental fees
- SOCAN fees (if applicable)
- Liability insurance fees

GENERAL PROVISIONS

PROFIT SHARE

The Lucknow & District Sports Complex offers a “Profit Share” opportunity for events where alcohol is served. The following rules apply to all profit share events:

- A total of 30 % of the gross revenue of alcohol sales will be issued to the rental group.
- A total of 30 % of the gross revenue of alcohol sales will be issued to the Lucknow Lancers.
- A total of 40 % of the gross revenue of alcohol sales will be issued to Service Clubs.
- There will be no profit share of alcohol that is served in the dressing rooms.
- If the gross bar receipts are less than \$500, there will be no Profit Share issued.
- If the gross bar receipts are less than \$250, the renter will also be responsible for bartender wages, charged at \$20.00/hour for a minimum of 4 hours.

The Profit Share will be a percentage of the gross revenue collected from the event.

SECURITY

The Lucknow & District Recreation Department is responsible for booking security in the form of Police Officers or Private Security Companies. The rental group is responsible for payment of security. Payment of security will initially be made by the Lucknow & District Recreation Department. The rental group will then be invoiced for the security payment amount.

Security must be present for the following situations:

- All Stag & Does
- Outdoor Events
- Events on the Arena Floor where alcohol is being served

- Events on the Arena Floor and in the Multipurpose Room Dave Farrish Champions Chamber or Henderson Hall where alcohol is being served at the discretion of the Facility Manager.

A minimum of 2 security personnel is required for all aforementioned events where alcohol is being served. Events that have an estimated attendance of more than 400 attendees or events that create circumstances resulting in a higher risk event, may be required to have additional security at the discretion of the Facility Manager. All events requiring security may also be subject to additional security pending the policies of the security company.

RECOMMENDED NUMBER OF BARTENDERS/SERVERS

Up to 50 people – 1

51 to 200 people – 2

201 to 400 people – 3

401 to 500 people – 4

501 to 750 people – 6

751 to 1200 people – 8

GENERAL RULES & GUIDELINES

1. Only alcohol purchased under the Permanent Liquor Sales Licence may be sold or served.
2. All alcohol sold and served must be consumed in the licensed areas.
3. Unlicensed alcohol is not allowed on the premise.
4. Jello shooters are prohibited.
5. Non-alcoholic beverages must be available.
6. Bottles of beer and all liquor must be poured into glasses. Cans of beer can may be served to patrons without being poured into glasses.
7. Bar will close no later than at 1:00 am.
8. Alcohol ticket sales will stop no later than at 12:45 am. Last call will not be announced.
9. No more than five alcohol tickets will be sold to a person at one time.
10. No more than two drinks will be served to each patron a person at one time.

JOB SPECIFIC RESPONSIBILITIES

GENERAL

All bartenders, security, ticket sellers, event organizers and facility staff are responsible for:

- Checking identification at any time of anybody thought to be under the age of 25.
- Ensuring all persons in attendance are 19 years of age or older.
- Reporting people suspected to be under the age of 19 to security personnel.
- Patrolling the event regularly to ensure over consumption of alcohol does not occur.

- ~~Ensuring the area is smoke free~~ Ensuring that persons refrain from smoking cannabis and tobacco or the vaping of any substance while on, or within, 20 metres of the Lucknow and District Sports Complex Property.
- Ensuring no illegal activities such as drug use or consumption of personal alcohol is taking place.
- ~~No consumption of~~ Not consuming alcohol before or during the event.
- Preventing alcohol from entering unlicensed areas.

SECURITY

- Vigilantly checking I.D. of each person entering the event that appear to be under the age of 25.
- Quiz people on various areas of the I.D. shown.
- Refuse admittance to anybody under the age of 19.
- Refuse admittance to anybody who appears to be intoxicated.
- Check for outside alcohol being brought into the facility.
- Consult with other personnel at the event regularly regarding patrons suspected to be under the age of 19.
- Regularly monitor all exits, bar area, washrooms, dance floor, seating area and parking lot.
- Keep an accurate count of the number of people entering the event.
- Prevent alcohol from entering unlicensed areas.
- Clearing attendees from the facility and parking lots after the completion of the event.

ALCOHOL TICKET SELLERS

- Sell no more than five alcohol tickets to a person at any one time.
- Stop all ticket sales at 12:45 am unless instructed by Staff to stop earlier.
- Do not sell bar tickets to anybody suspected of being intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.

BARTENDERS

- Serve no more than two drinks to each patron at any time.
- Refuse service of alcohol to any person who appears to be intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.
- Do not allow people to stand around in front of the bar.
- Close bar at 1:00 am unless instructed by Staff to close earlier.
- Monitor the event location area every half hour to clear empty glasses off tables.

FACILITY OPERATORS

- Monitor the event location area every half hour to clear empty glasses off tables.
- Monitor the event location area every half hour watching for attendees who appear to be intoxicated or under the age of 19.
- Report anybody who appears to be intoxicated or under the age of 19 to security.
- Check for outside alcohol being brought into the facility.
- Prevent alcohol from entering unlicensed areas.
- Regularly monitor the parking lots to ensure alcohol is not being consumed and no illegal activities are taking place.
- Turn all lights on at no later than 1:00 am to signal the end of bar service.
- Ensure ticket sales stop at no later than 12:45 am and bar service stops at 1:00 am.

PRICING STRUCTURE

Beer	\$5.00 (H.S.T. Included)
Liquor	\$5.00 (H.S.T. Included)
Coolers	\$5.00 (H.S.T. Included)
Dressing Room Beer Service	\$3.00 (H.S.T. Included)

TYPES OF ALCOHOL AVAILABLE

(availability, brands, and products will be at the discretion of the Facility Manager)

Beer – Bud Light, Budweiser, Coors Light, Twisted Tea

Rye – Alberta Premium

Rum – Bacardi

Vodka – Smirnoff

Spiced Rum – Captain Morgan

Peach Schnapps – Dr. McGillicuddy’s

Coolers – Palm Bay, Mott’s Clamato, Gin Smash, Social Lite

A standard alcoholic drink consists of one of the following:

- 1 oz of liquor
- 341 ml bottle of beer
- 355 ml can of beer

DRESSING ROOM BAR SERVICE

Only alcohol that is purchased and served under the Permanent Liquor Sales Licence is permitted in the dressing rooms. Beer served in the dressing rooms will be sold at a price of \$3.00 per can of beer. Coolers served in the dressing rooms will be sold at a price of \$3.00 per can. Liquor will not be available in the dressing room bar service. Dressing room bar service will only be available after the ice rental has started. Dressing room bar service will not be available before the ice rental has started.

Teams that are regular ice rental users at the Lucknow & District Sports Complex have the option of having the cost of the beer included on their monthly ice rental invoices. These teams include, but are not limited to: Lucknow Old Devils, Port Albert River Rats, Lucknow Lancers, Lucknow Legends, Bad Apples, and all of the teams in the Lucknow Men's Recreation Hockey League. Any visiting teams or ice rental groups must pay for the amount of beer purchased the same night as the ice rental. It is the responsibility of the home team to make the visiting team aware that alcohol that is not purchased and served under the Permanent Liquor Sales Licence is prohibited.

Dressing room bar service will be conducted by the Facility Operator that is on duty. The following is a list of dressing room bar service procedures for the Facility Operator after the ice rental is complete:

1. Identify the number of participants in the dressing room on the team by counting the number of participants involved during the rental.
2. Allow no more than 3 beverages per participant.
3. Ensure that nobody under the age of 19 is consuming alcohol.
4. Document the amount of beverages served to the dressing rooms and the amount of beverages that were returned. Record the kind of beer that was purchased, amount of beer that was purchased, cash received, team name, date, and sign the document.
5. Put all empties away in the bar storage room after the rental group has vacated the dressing room.
6. Fill out the deposit slip for the cash deposit at the end of the night.
7. Deposit all cash received minus the float into the Bank of Montreal night deposit box at the end of the night as directed by the Facility Manager/Recreation Co-ordinator.
8. Record any incidents or concerns on the dressing room bar service sheet.
9. Notify the Facility Manager in the event that an incident occurs.

TYPES OF EVENTS

STAG & DOES

- The Lucknow & District Recreation Department will provide bartenders and alcohol ticket sellers for all Stag & Does. The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Every event will have a different colour of alcohol tickets. Alcohol tickets from past events will not be accepted.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.

- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the rental group.

LUCKNOW LANCER GAMES

- The Lucknow & District Recreation Department will provide one bartender for the sale and service of alcohol at Lucknow Lancer games.
- Members of the Lucknow Lancer Executive can assist with the sale and service of alcohol as long as they are smart serve certified. This will save on the expense of additional bartenders and create a larger profit share amount for the Lucknow Lancers.
- Alcohol tickets will not be available. A cash register will be used for the sale of alcohol.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box **or as directed by the Facility Manager/Recreation Co-ordinator.**
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the Lucknow Lancers **providing the event revenue is greater than \$500.00.**


SERVICE CLUB EVENTS

- The Lucknow & District Recreation Department will provide bartenders and alcohol ticket sellers for all Service Club Events. The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- Every event will have a different colour of alcohol tickets. Alcohol tickets from past events will not be accepted.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.

- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float into the Bank of Montreal night deposit box or as directed by the Facility Manager/Recreation Co-ordinator.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 40% of the gross revenue will be paid to the Service Club.

General Rental

- The Lucknow & District Recreation Department will provide bartenders and alcohol ticket sellers for all Stag & Does. The number of bartenders will depend on the estimated attendance as per the facility contract agreement.
- The Lucknow & District Recreation Department will purchase the alcohol prior to the event. Staff will also track the inventory of alcohol before and after the event.
- Alcohol tickets will not be available. A cash register will be used for the sale of alcohol.
- Staff will fill out the bar inventory sheet before and after the event to show how much alcohol was sold. Staff will also record the starting and ending inventory amount of mix (juice, pop, non-alcoholic beverages) and cups used at the event.
- Staff will fill out the deposit sheet with all of the cash received at the event and deposit that amount minus the float as directed by the Facility Manager/Recreation Co-ordinator.
- Staff will return all alcohol, mix, cups, alcohol tickets that were not used at the event to the locked bar storage room.
- Staff will put all empty beer and liquor bottles and/or cans from the event in the locked bar storage room.
- A profit share of 30% of the gross revenue will be paid to the Renter providing that the event revenue is greater than \$500.00

	Lucknow & District Recreation Department		
	6.5		
Subject:	Video Surveillance Policy	Date:	March 2020
Section:		Pages:	1 of 7
File:		Supersedes:	N/A

POLICY STATEMENT:

The Lucknow and District Recreation Department is committed to the ongoing safety of its employees, patrons, residents and visitors. It is also committed to the ongoing protection of Municipally owned and occupied property.

The Lucknow and District Recreation Department recognizes the need to balance an individual’s right to privacy and its responsibility to promote a safe and secure environment. To that end, The Lucknow and District Recreation Department is committed to ensuring and enhancing the safety and security of the public, its employees and property by integrating best practices with the responsible use of technology.

Video cameras, when utilized with other security measures and operational tools, is an effective means of ensuring the security and safety of Township properties and facilities, the employees who work in them, the individuals who use them and the assets housed in them.


The Township supports the use of Video Monitoring technology to promote a safe and secure environment and to protect the Township’s assets and property in accordance with established standards and procedures.

PURPOSE:

The purpose of this policy is to ensure that Video Monitoring technology is used for safety, security and operational purposes and that its use is conducted in a manner that reflects the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and any other relevant legislation.

More specifically, this policy addresses requirements and responsibilities with respect to:

- The installation of video monitoring systems;
- The operation of video monitoring systems;
- The use of the information obtained through video monitoring systems; and
- Custody, control and access to records created from video monitoring systems.

	Lucknow & District Recreation Department		
Subject:	Video Surveillance Policy	Date:	March 2020
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SCOPE:

This policy applies to all types of video surveillance systems, surveillance monitors, and camera recording devices used for security purposes and municipally owned and leased properties.

DEFINITIONS:

“MFIPPA” means Municipal Freedom of Information and Protection of Privacy Act

“Video monitoring camera” means a camera used to monitor and/or record activities as part of the video monitoring system;

“Video monitoring recording” means information transmitted from the video monitoring system to a storage device which includes videotape, computer disc or drive, compact disc, computer chip or other device used to store the recorded data or visual, audio or other images captured by the video device system;

“Video monitoring record” means monitoring information that has been extracted from video monitoring recordings; and

“Video monitoring system” or “System” refers to a video, physical or other mechanical, electronic, digital or wireless monitoring system or device that enables continuous or periodic video recording. In this policy, the term video monitoring system includes, but is not limited to, an audio device, thermal imaging technology or any other component associated with capturing an image.

LEGISLATIVE AUTHORITY:


Video surveillance involves the collection, retention, use, disclosure and disposal of personal information. These activities must be in compliance with MFIPPA.

ROLES AND RESPONSIBILITIES:

Facility Manager/Recreation Co-ordinator

The Facility Manager/Recreation Co-ordinator shall be responsible for:

- a. Providing oversight and compliance with this policy by all employees.
- b. Implementation, administration and evaluation of the Video Surveillance Policy.
- c. Storage of recorded information being kept for a specified purpose.

	Lucknow & District Recreation Department		
Subject:	Video Surveillance Policy	Date:	March 2020
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- d. Ensuring that information obtained through video surveillance is used exclusively for lawful purposes.
- e. Responding to requests for information regarding video surveillance records.
- f. Responding to requests for information, by-law enforcement or other regulatory/legal authority.
- g. Ensuring that staff with authorized access to monitoring equipment and recording information is trained to do so in accordance with this policy.

Lucknow & District Recreation Department Staff

All staff shall be responsible for:

- a. Adhering to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the policy.

GOVERNANCE, RULES AND REGULATIONS:


Location of Video Surveillance

- a. The Lucknow Recreation Department shall install video surveillance equipment in identified public areas where video surveillance is deemed to be necessary in the detection and deterrent of unauthorized or unlawful activity.
- b. In locations where video surveillance equipment is not visible, the Lucknow Recreation Department shall ensure appropriate signage is installed, in accordance with this Policy.
- c. Video surveillance equipment shall not be installed in areas where the public and employees have higher expectations of privacy, such as changerooms and washrooms.

Use of Video Surveillance

The information collected through video surveillance is used for the purposes of:

- a. Enhancing the safety and security of employees, public and municipal assets.
- b. Preventing unauthorized activities upon or involving Municipal property.
- c. Assisting in investigating unlawful activity including police, municipal or other government body investigation of an incident involving the safety or security of people, facilities or assets.
- d. Providing evidence as needed to protect the legal rights of the Municipality.
- e. Investigating an incident or allegations of serious employee misconduct.
- f. Investigating an incident involving a potential or active insurable claim against the Municipality.

	<h2>Lucknow & District Recreation Department</h2>		
Subject:	Video Surveillance Policy	Date:	March 2020
Section:		Pages:	4 of 7
File:		Supersedes:	N/A

Custody and Control of Video Surveillance Recordings

The Lucknow and District Recreation Department shall retain custody and control of all original video surveillance recordings. Video records are subject to the access and privacy requirements of the MFIPPA, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance equipment, its components, files or database for personal reasons.

Retention of Video Surveillance Recordings

Unless identified pursuant to this Policy as being related to a potential security, insurance or liability risk, potential municipal by-law/policy breaches and/or potential occurrence of provincial or criminal offenses, recordings will be kept on the system's hard drive until the storage device becomes full. Once the storage device becomes full, previously recorded information will be written over by new recordings.


Recordings and copies thereof retained by the Lucknow & District Recreation Department due to potential security, insurance or liability risk, potential breach of a municipal by-law/policy and/or potential occurrence of a provincial or criminal offenses in accordance with this Policy may be retained by the Lucknow & District Recreation Department for as long as is required in order for the Department or Municipality to address the concerns and shall be securely stored by the Lucknow & District Recreation Department for a period of not less than one (1) year. Following one (1) year, if recordings retained are identified as no longer being necessary to address concerns, such recordings will be destroyed by the Facility Manager/Recreation Co-ordinator.

Video Surveillance and Law Enforcement

The Lucknow Recreation Department shall ensure that video recordings requiring viewing by law enforcement be set aside in a clearly marked manner in a locked storage unit until retrieved by the law enforcement agency.

The Lucknow Recreation Department shall ensure that if personal information on video record is used for law enforcement or public safety purposes under MFIPPA, the recorded information shall be retained for at least one (1) year after its use, which may be extended if the video recording is used as evidence in a legal proceeding.

Following an investigation and any corresponding legal action, the law enforcement agency shall be encouraged to return the video record to the original site for retention and disposal. If the law enforcement agency does not wish to return the video record, they will be asked to provide written confirmation to the Facility Manager/Recreation Co-ordinator that the agency will take full responsibility for the information or that they will destroy the record.

	Lucknow & District Recreation Department		
Subject:	Video Surveillance Policy	Date:	March 2020
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If access to video surveillance is required for the purpose of a law enforcement investigation, the requesting officer must complete the Lucknow Recreation Department's Release of Record to Law Enforcement Form (Appendix A) and forward the request to the Facility Manager/Recreation Co-ordinator.

Access to Recorded Information

Video surveillance recordings will not be monitored in a constant real time surveillance manner but may be viewed in real time where appropriate.

Video surveillance recordings will only be viewed by the Facility Manager/Recreation Co-Ordinator and/or CAO/Clerk-Treasurer, unless otherwise directed by one of the aforementioned. Viewing will occur in the event of a potential security, insurance or liability risk, potential breach of Municipal by-law/policy and/or potential occurrence of a provincial or criminal offense has come to the attention of authorized viewing personnel, as described in this Policy.


In the event that no potential security, insurance or liability risk, potential breach of Municipal by-law/policy and/or potential occurrence of a provincial or criminal offense has been identified as a concern by authorized viewing personnel, the hard drive recordings will not be viewed by anyone and the security camera recordings will be overwritten by subsequent video surveillance recordings in accordance with this Policy.

Any requests from the general public for access to video surveillance recordings created through the video surveillance system will be processed through the MFIPPA procedure or directed to a law enforcement agency, if appropriate.

Anyone who is granted access to any record created through video monitoring systems will be required to sign a written agreement regarding his or her duties, obligations and responsibilities with respect to the use and disclosure of the record.

Public Notification

The Lucknow Recreation Department will provide notice than an area is under video surveillance. Signage will be installed in a clearly visible location at all facilities that are subject to video surveillance. The signage will advise all persons entering a facility or public area that there is video surveillance and will provide contact information to inquire further. Signage shall be a consistent size and format that will identify the Municipality's legal authority for collection of personal information through Section 28(2) of MFIPPA and contact information regarding questions about the system.

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The Lucknow Recreation Department shall ensure that information regarding this Policy and the Policy itself is readily available at all sites where video surveillance systems are located.

Annual Audit

An audit shall be completed annually by the Facility Manager/Recreation Co-ordinator to ensure that roles, responsibilities and practices comply with this Policy and to ensure that:

- a. Video surveillance continues to be justified.
- b. Logbooks, recording all activities related to video devices and records are being kept and maintained, including proper recording of all reported incidents and police contact.
- c. Video records are being properly retained.
- d. Video records are being properly destroyed in accordance with time frames and security measures.
- e. Any formal or information requests from public have been tracked.

Policy Review

The Lucknow and District Joint Recreation Board shall periodically review this Policy pending the recommendation of the Facility Manager/Recreation Co-ordinator and the outcome of the annual audit and evaluation.

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

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Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
Fund: 01 Township General Account				
Category: 9???				
9500 Lucknow & District Recreation - Admin & General				
Revenue				
01-9500-3025	Donations		1,545.00	0.00
01-9500-3030	Advertising Board Rentals		11,925.00	12,000.00
01-9500-3040	Grass Cutting / Watering Revenue		0.00	10,000.00
01-9500-3050	Catering Events		0.00	1,200.00
Total Revenue			13,470.00	23,200.00
Expense				
01-9500-7100	Wages		28,191.32	110,000.00
01-9500-7200	Benefits		7,537.19	30,000.00
01-9500-7251	Service Charges		0.00	600.00
01-9500-7252	Administration Fee		0.00	5,000.00
01-9500-7254	Office Supplies		89.47	700.00
01-9500-7255	Household Supplies		714.03	1,500.00
01-9500-7256	Office Equipment - R & M - Services		45.28	300.00
01-9500-7257	Office Equipment - R & M - Supplies		0.00	300.00
01-9500-7260	Telephone		570.67	2,500.00
01-9500-7261	Advertising		478.28	1,500.00
01-9500-7265	Association Memberships		407.04	500.00
01-9500-7266	Insurance		0.00	10,500.00
01-9500-7267	Legal		0.00	500.00
01-9500-7268	Audit		0.00	1,100.00
01-9500-7271	Meetings - Travel		0.00	100.00
01-9500-7273	Web Site Design		0.00	250.00
01-9500-7275	Miscellaneous		353.87	1,500.00
01-9500-7305	Training - Registration		0.00	3,000.00
01-9500-7306	Training - Accomodations		0.00	500.00
01-9500-7307	Training - Travel & Parking		0.00	500.00
01-9500-7308	Training - Meals		0.00	200.00
01-9500-7320	Utiilites - Hydro		16,033.02	70,000.00
01-9500-7321	Utilities - Water		0.00	6,500.00
01-9500-7322	Utilities - Sewage		0.00	650.00
01-9500-7323	Building - R & M - Services		3,688.72	18,000.00
01-9500-7324	Building - R & M - Supplies		278.30	6,000.00
01-9500-7325	Socan Fees		202.08	200.00
01-9500-7326	Elevator Lift - R & M - Services / Sup		0.00	500.00
01-9500-7327	Elevator Lift - Contract		1,001.00	1,100.00
01-9500-7330	Catering Events		0.00	1,100.00
01-9500-7348	Vehcile R & M - Services / Supplies		0.00	750.00
01-9500-7349	Vehicle Fuel - Gas		56.22	1,500.00
01-9500-7350	Equipment Fuel - Diesel		90.89	1,200.00
01-9500-7357	Equipment - R & M - Services		134.94	1,200.00
01-9500-7358	Equipment - R & M - Supplies		936.26	3,000.00
01-9500-7362	Yard & Parking Lot - Services / Supp		3,356.51	7,000.00
01-9500-7400	Transfer to Reserve		315.00	0.00
Total Expense			64,480.09	289,750.00
Dept Excess Revenue Over (Under) Expenditures			(51,010.09)	(266,550.00)

9501 Lucknow & District Recreation - Arena Winter

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
Revenue				
01-9501-3803	Ice Rental Receipts		18,651.69	58,000.00
01-9501-3804	Public Skating Receipts		3,330.00	5,500.00
01-9501-3820	Time Clock Wage Recovery		75.00	250.00
01-9501-3831	Minor Hockey Ice Rental / Sub		18,935.25	53,000.00
01-9501-3835	Learn to Skate Receipts		0.00	8,000.00
Total Revenue			40,991.94	124,750.00
Expense				
01-9501-7100	Wages		17,775.35	44,000.00
01-9501-7200	Benefits		2,506.64	8,500.00
01-9501-7318	Utilities - Propane		7,098.33	18,000.00
01-9501-7323	Ice Plant - R & M - Services		2,270.11	10,000.00
01-9501-7324	Ice Plant - R & M - Supplies		0.00	2,800.00
01-9501-7352	Olympia - R & M		328.11	500.00
01-9501-7353	Olympia - Propane		690.31	1,800.00
01-9501-7354	Health & Safety		0.00	250.00
01-9501-7356	Learn to Skate		1,065.64	2,750.00
Total Expense			31,734.49	88,600.00
Dept Excess Revenue Over (Under) Expenditures			9,257.45	36,150.00
9502 Lucknow & District Recreation - Arena Summer				
Revenue				
01-9502-3800	Rental Receipts		761.03	4,500.00
Total Revenue			761.03	4,500.00
Expense				
01-9502-7100	Wages		1,630.01	21,000.00
01-9502-7200	Benefits		266.01	4,000.00
01-9502-7301	Paid Duty OPP		0.00	1,500.00
01-9502-7354	Health & Safety		0.00	200.00
Total Expense			1,896.02	26,700.00
Dept Excess Revenue Over (Under) Expenditures			(1,134.99)	(22,200.00)
9504 Lucknow & District Recreation - Upstairs				
Revenue				
01-9504-3800	Rental Receipts		425.00	1,000.00
Total Revenue			425.00	1,000.00
Expense				
01-9504-7100	Wages		1,100.75	5,000.00
01-9504-7200	Benefits		201.59	1,500.00
Total Expense			1,302.34	6,500.00
Dept Excess Revenue Over (Under) Expenditures			(877.34)	(5,500.00)
9505 Lucknow & District Recreation - Fitness Centre				
Revenue				
01-9505-3810	Donations		702.00	700.00
Total Revenue			702.00	700.00
Expense				
01-9505-7100	Wages		0.00	300.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
01-9505-7200	Benefits		0.00	100.00
01-9505-7323	Building - R & M - Services/Supplies		0.00	300.00
Total Expense			0.00	700.00
Dept Excess Revenue Over (Under) Expenditures			702.00	0.00
9506 Lucknow & District Recreation - Multi-Purpose Rm				
Revenue				
01-9506-3800	Rental Receipts		780.00	4,500.00
Total Revenue			780.00	4,500.00
Expense				
01-9506-7100	Wages		407.29	1,500.00
01-9506-7200	Benefits		76.92	400.00
Total Expense			484.21	1,900.00
Dept Excess Revenue Over (Under) Expenditures			295.79	2,600.00
9520 Lucknow & District Recreation - Bar Sales				
Revenue				
01-9520-3025	Beer Sales		23,049.57	64,000.00
01-9520-3800	Liquor Sales		2,287.61	14,000.00
01-9520-3805	Cooler Sales		584.06	2,500.00
01-9520-3810	Pop Sales		14.16	100.00
01-9520-3820	Alcohol Ticket Sales Unused		84.07	500.00
Total Revenue			26,019.47	81,100.00
Expense				
01-9520-7100	Wages		2,143.06	7,500.00
01-9520-7200	Benefits		270.13	1,100.00
01-9520-7261	Advertising		0.00	100.00
01-9520-7266	Insurance		0.00	600.00
01-9520-7326	Chips		0.00	50.00
01-9520-7346	Refrigeration Trailer Rentals		0.00	1,200.00
01-9520-7357	Equipment - R & M - Services		717.32	500.00
01-9520-7358	Equipment - R & M - Supplies		0.00	200.00
01-9520-7510	Beer		16,743.08	34,000.00
01-9520-7511	Liquor		364.70	3,500.00
01-9520-7512	Bar Supplies		68.99	500.00
01-9520-7513	Coolers		213.84	1,500.00
01-9520-7514	Pop		321.62	750.00
01-9520-7515	Smart Serve Training		34.95	100.00
01-9520-7525	Profit Share - Lancers		1,737.00	7,250.00
01-9520-7530	Profit Share - Service Clubs		2,920.35	4,000.00
01-9520-7535	Profit Share - Stag & Does		0.00	5,000.00
Total Expense			25,535.04	67,850.00
Dept Excess Revenue Over (Under) Expenditures			484.43	13,250.00
9525 Lucknow & District Recreation - Base/Softball				
Revenue				
01-9525-3800	Registration Receipts		4,910.00	3,500.00
Total Revenue			4,910.00	3,500.00
Expense				
01-9525-7511	Association Fees		0.00	600.00

General Ledger
Annual Department Budget vs. Actual Comparison Report
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
01-9525-7513	Tournament Expenses		0.00	1,000.00
01-9525-7514	Equipment		0.00	650.00
01-9525-7517	Umpires		0.00	800.00
Total Expense			0.00	3,050.00
Dept Excess Revenue Over (Under) Expenditures			4,910.00	450.00
9535 Lucknow & District Recreation - Soccer				
Revenue				
01-9535-3025	Donations		579.70	0.00
01-9535-3800	Registration Receipts		6,880.00	7,000.00
Total Revenue			7,459.70	7,000.00
Expense				
01-9535-7266	Player Insurance		0.00	750.00
01-9535-7510	Referees		0.00	1,000.00
01-9535-7511	Association Fees		0.00	100.00
01-9535-7513	Tournament Expenses		129.31	300.00
01-9535-7514	Equipment		0.00	500.00
Total Expense			129.31	2,650.00
Dept Excess Revenue Over (Under) Expenditures			7,330.39	4,350.00
9540 Lucknow & District Recreation - Summer Camp				
Revenue				
01-9540-3800	Registration Receipts		0.00	5,000.00
Total Revenue			0.00	5,000.00
Expense				
01-9540-7100	Wages		0.00	3,000.00
01-9540-7200	Benefits		0.00	250.00
01-9540-7261	Advertising		0.00	200.00
01-9540-7326	Materials & Supplies		0.00	1,000.00
Total Expense			0.00	4,450.00
Dept Excess Revenue Over (Under) Expenditures			0.00	550.00
9542 Lucknow & District Recreation - Splash Pad				
Expense				
01-9542-7100	Wages		0.00	150.00
01-9542-7200	Benefits		0.00	50.00
01-9542-7326	Materials & Supplies		0.00	550.00
01-9542-7514	Equipment		0.00	100.00
Total Expense			0.00	850.00
Dept Excess Revenue Over (Under) Expenditures			0.00	(850.00)
9545 Lucknow & District Recreation - Swimming Pool				
Revenue				
01-9545-3800	Registration Receipts		0.00	6,000.00
01-9545-3805	Gate Receipts		0.00	3,500.00
01-9545-3810	Public Swimming Sponsorship		0.00	4,500.00
Total Revenue			0.00	14,000.00
Expense				

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
01-9545-7100	Wages		88.11	34,000.00
01-9545-7200	Benefits		10.59	4,000.00
01-9545-7261	Advertising		0.00	150.00
01-9545-7266	Insurance		0.00	2,500.00
01-9545-7271	Swim Meets - Travel		0.00	100.00
01-9545-7318	Utilities - Propane		0.00	2,000.00
01-9545-7320	Utilities - Hydro		87.97	2,250.00
01-9545-7321	Utilities - Water		0.00	750.00
01-9545-7322	Utilities - Sewer		0.00	450.00
01-9545-7323	Building - R & M - Services/Supplies		0.00	2,500.00
01-9545-7326	Materials & Supplies		0.00	5,000.00
01-9545-7354	Health & Safety		0.00	100.00
01-9545-7511	Association Fees		162.50	125.00
Total Expense			349.17	53,925.00
Dept Excess Revenue Over (Under) Expenditures			(349.17)	(39,925.00)
9554 Lucknow & District Recreation - Fitness / Zumba				
Revenue				
01-9554-3800	Fitness / Zumba Receipts		940.00	4,000.00
Total Revenue			940.00	4,000.00
Expense				
01-9554-7351	Class Services		840.00	3,000.00
Total Expense			840.00	3,000.00
Dept Excess Revenue Over (Under) Expenditures			100.00	1,000.00
9555 Lucknow & District Recreation - Lucknow Parks				
Revenue				
01-9555-3800	Slo-Pitch Receipts		0.00	9,000.00
Total Revenue			0.00	9,000.00
Expense				
01-9555-7266	Caledonia Ball Diamond & Park		166.37	9,000.00
01-9555-7267	Kinsmen Ball Diamond & Park		158.45	9,000.00
01-9555-7268	Kinsmen Soccer Field		665.87	12,000.00
01-9555-7269	Dungannon North Ball Diamond		118.60	5,000.00
01-9555-7270	Skate Board Park		0.00	400.00
Total Expense			1,109.29	35,400.00
Dept Excess Revenue Over (Under) Expenditures			(1,109.29)	(26,400.00)
9560 Lucknow & District Recreation - Capital Projects				
Revenue				
01-9560-4900	Grants/Donations		0.00	63,000.00
Total Revenue			0.00	63,000.00
Expense				
01-9560-9085	New Doors		0.00	2,500.00
01-9560-9120	Sprinkler System		0.00	7,000.00
01-9560-9125	Surveillance System		147.00	8,500.00
01-9560-9135	Arena Lighting		0.00	60,000.00
01-9560-9170	Sand for Pool Filtration System		0.00	2,500.00
01-9560-9180	Washroom Renovations		0.00	35,000.00
01-9560-9260	Pool Changeroom Upgrades		0.00	60,000.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
01-9560-9280	Chain Hoist		0.00	2,000.00
01-9560-9285	Lawn Mower		0.00	18,000.00
Total Expense			147.00	195,500.00
Dept Excess Revenue Over (Under) Expenditures			(147.00)	(132,500.00)
9595 Lucknow & District Recreation - Contributions				
Revenue				
01-9595-3040	Contributions - Ashfield-Colborne-Wa		0.00	217,787.50
01-9595-3045	Contributions - Huron-Kinloss		0.00	217,787.50
Total Revenue			0.00	435,575.00
Dept Excess Revenue Over (Under) Expenditures			0.00	435,575.00
Category Excess Revenue Over (Under) Expenditures			(31,547.82)	0.00

General Ledger

Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
REPORT SUMMARY				
01-9500	Lucknow & District Recreation - Admin & General	13,470.00		23,200.00
01-9501	Lucknow & District Recreation - Arena Winter	40,991.94		124,750.00
01-9502	Lucknow & District Recreation - Arena Summer	761.03		4,500.00
01-9504	Lucknow & District Recreation - Upstairs	425.00		1,000.00
01-9505	Lucknow & District Recreation - Fitness Centre	702.00		700.00
01-9506	Lucknow & District Recreation - Multi-Purpose Rm	780.00		4,500.00
01-9520	Lucknow & District Recreation - Bar Sales	26,019.47		81,100.00
01-9525	Lucknow & District Recreation - Base/Softball	4,910.00		3,500.00
01-9535	Lucknow & District Recreation - Soccer	7,459.70		7,000.00
01-9540	Lucknow & District Recreation - Summer Camp	0.00		5,000.00
01-9545	Lucknow & District Recreation - Swimming Pool	0.00		14,000.00
01-9554	Lucknow & District Recreation - Fitness / Zumba	940.00		4,000.00
01-9555	Lucknow & District Recreation - Lucknow Parks	0.00		9,000.00
01-9560	Lucknow & District Recreation - Capital Projects	0.00		63,000.00
01-9595	Lucknow & District Recreation - Contributions	0.00		435,575.00
Fund 01 Total Revenue		96,459.14		780,825.00
01-9500	Lucknow & District Recreation - Admin & General	64,480.09		289,750.00
01-9501	Lucknow & District Recreation - Arena Winter	31,734.49		88,600.00
01-9502	Lucknow & District Recreation - Arena Summer	1,896.02		26,700.00
01-9504	Lucknow & District Recreation - Upstairs	1,302.34		6,500.00
01-9505	Lucknow & District Recreation - Fitness Centre	0.00		700.00
01-9506	Lucknow & District Recreation - Multi-Purpose Rm	484.21		1,900.00
01-9520	Lucknow & District Recreation - Bar Sales	25,535.04		67,850.00
01-9525	Lucknow & District Recreation - Base/Softball	0.00		3,050.00
01-9535	Lucknow & District Recreation - Soccer	129.31		2,650.00
01-9540	Lucknow & District Recreation - Summer Camp	0.00		4,450.00
01-9542	Lucknow & District Recreation - Splash Pad	0.00		850.00
01-9545	Lucknow & District Recreation - Swimming Pool	349.17		53,925.00
01-9554	Lucknow & District Recreation - Fitness / Zumba	840.00		3,000.00
01-9555	Lucknow & District Recreation - Lucknow Parks	1,109.29		35,400.00
01-9560	Lucknow & District Recreation - Capital Projects	147.00		195,500.00
Fund 01 Total Expenditure		128,006.96		780,825.00
Fund 01 Excess Revenue Over (Under) Expenditures		(31,547.82)		0.00
Report Total Revenue		96,459.14		780,825.00
Report Total Expenditure		128,006.96		780,825.00

General Ledger

Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 4 Ending APR 30,2020

Account	Description	Previous Year Total	Current Year To Date Actual	Total Budget
	Report Excess Revenue Over (Under) Expenditures		(31,547.82)	0.00

Lucknow Recreation Invoices Paid February 2020

Vendor Name	Invoice #	Cheque #	Description	Amount
ANGST, MICHELLE	Janaury 2020	27672	LEARN TO SKATE	\$ 105.00
BARGER, NATHAN	43831	1194	SMART SERVE TRAINING	39.49
BELL MOBILITY	43849	750	SERVICE BILLED TO FEB 18, 2020	22.88
CIBC CREDIT CARD SERVICES	43854	745	BEER STORE #9300435261	2,202.04
CIBC CREDIT CARD SERVICES	43854	745	BEER STORE #9300442985	4,450.38
CIBC CREDIT CARD SERVICES	43854	745	LCBO - BUD LIGHT	273.00
CIBC CREDIT CARD SERVICES	43854	745	BEER STORE #9300450378	920.79
CIBC CREDIT CARD SERVICES	43854	745	LCBO #14189 SALE	205.95
CIBC CREDIT CARD SERVICES	43854	745	LCBO - COOLERS	120.24
CIBC CREDIT CARD SERVICES	43854	745	COCA-COLA CANADA #15212203339	345.40
CIMCO REFRIGERATION	90704125	1136/1192	SERVICE PER SUPPORT AGREEMENT	1,450.82
DRENNAN, KRISTINA	43831	27681	LEARN TO SKATE	135.00
ERIC COX SANITATION	198648	27684	SQUEEGEE ASSEMBLY	528.84
FAST LINE STRIPING SYSTEMS LTD.	36372	1143	WHITE SPORTS STRIPE SS	1,053.60
GIBSON, ERIKA	43831	27688	LEARN TO SKATE	70.00
HODGINS HOME HARDWARE	84201	1152	CLNR,CLOTHS,SPONGE,GLOVES	73.27
HODGINS HOME HARDWARE	84338	1152	SNOW PUSHER,FURNACE FILTER	81.26
HURON TELECOMMUNICATIONS	43862	751	ARENA:PHONE/INTERNET	105.05
HYDRO ONE NETWORKS INC.	Jan 3-Feb 3, 2020	755	0 KWH USAGE	27.96
KINCARDINE CABLE TV LTD.	Feb 3/20	752	ARENA TV FEB 01-29	47.29
LLOYD COLLINS CONSTRUCTION LTD.	8250934	1160	ARENA: SNOW CLEARING JANUARY	1,750.13
LUCKNOW & DISTRICT KINSMEN CLUB	2020 Rec Tournament	27695	PROFIT SHARE	962.63
MARCC APPAREL CO.	62811	1163	SWEATSHIRTS/POLOS/HOODIES	392.96
METSKE, MEGAN	43831	27697	LEARN TO SKATE	70.00
MICROAGE BASICS	453922	1166	SETUP SHADOW PROTECT BACKUP	50.29
MICROAGE BASICS	454163	1166	COLOURED LETTER PAPER	99.36
NELSON, BETH	43831	27701	LEARN TO SKATE	70.00
PBJ CLEANING DEPOT	164639	1173	POLY TUFT MATTING	27.97
PBJ CLEANING DEPOT	165128	1173	TOWELS/GLOVES/TISSUES/SOAP	382.98
PBJ CLEANING DEPOT	165135	1173	POLY TUFT MATTING, MOP HEADS	40.96
PBJ CLEANING DEPOT	165609	1173	POLY TUFT MATTING	24.58
PENNINGTON-FRITZ, RAEALYN	43831	27703	LEARN TO SKATE	35.00
POSTMEDIA NETWORK INC.	300006	1174	LUCKNOW RECREATION TENDER AD	237.30
SPARLINGS PROPANE	8825006441576	1183	1689L PROPANE	739.38
SPARLINGS PROPANE	88250064941577	1183	1667 L PROPANE	588.47
SPARLINGS PROPANE	88250064941578	1183	1700.60 L PROPANE	600.34
SPARLINGS PROPANE	88550008974594	1183	4 CYLINDERS PROPANE	108.57
SPARLINGS PROPANE	88550008974595	1183	2 CYLINDERS PROPANE	54.29
SPARLINGS PROPANE	88550008974596	1183	4 CYLINDERS PROPANE	108.57
SPARLINGS PROPANE	88550008974597	1183	2 CYLINDERS PROPANE	54.29
TOWNSHIP OF HURON-KINLOSS	36578	1187	2020 ORFA MEMBERSHIP	381.60
WASTE MANAGEMENT	0680627-0677-2	756	ARENA: FEBRUARY BASIC SERVICES	967.32
WILSON, CASSIE	43831	27711	LEARN TO SKATE	70.00
LUCKNOW RECREATION PAYROLL			FEBRUARY PAYROLL	11,201.35
TOTAL INVOICES PAID FEBRUARY 2020				\$ 31,276.60

Lucknow Recreation Invoices Paid March 2020

Vendor Name	Invoice #	Cheque #	Description	Amount
ANGST, MICHELLE	43862	27713	LEARN TO SKATE	35.00
BARCLAY WHOLESALE	26798	1200	10 BLADE SHARPENING	341.83
BELL MOBILITY	43880	771	SERVICE BILLED TO MARCH 18	22.88
CIBC CREDIT CARD SERVICES	Jan 25-Feb 24, 2020	767	BEER STORE 9300457986	3,298.79
CIBC CREDIT CARD SERVICES	Jan 25-Feb 24, 2020	767	BEER STORE 9300474334	1,766.41
CIBC CREDIT CARD SERVICES	Jan 25-Feb 24, 2020	767	LCBO #31407	120.24
CIBC CREDIT CARD SERVICES	Jan 25-Feb 24, 2020	767	VALU-MART - CRAN MIX	15.96
CIBC CREDIT CARD SERVICES	Jan 25-Feb 24, 2020	767	LIFESAVING SOCIETY	162.50
DRENNAN, KRISTINA	43862	27719	LEARN TO SKATE	135.00
DRENNAN, KRISTINA	Costco - Feb 15	27719	LEARN TO SKATE SUPPLIES	108.43
GIBSON, ERIKA	43862	27721	LEARN TO SKATE	35.00
GODERICH MINOR SOCCER LEAGUE	120*	27722	U15 GIRLS TOURNAMENT	129.31
HENDERSON RONA	280190	1213	S/MTL SCREW 100PC	8.79
HODGINS HOME HARDWARE	84886	1214	12 KEYS CUT/ MOTOR OIL	60.87
HURON TELECOMMUNICATIONS	43891	772	ARENA: PHONE/INTERNET	105.50
HYDRO ONE NETWORKS INC.	Feb 3-Mar 3, 2020	773	0 KWH USAGE	28.30
KINCARDINE CABLE TV LTD.	Mar 2/20	768	ARENA TV MAR 01-31	47.29
LLOYD COLLINS CONSTRUCTION LTD.	8250971	1222	ARENA SNOW CLEARING FEBRUARY	2,024.14
MID-WEST REFRIGERATION LTD.	141	27726	REPLC. COOLER POWER SWITCH	239.92
MID-WEST REFRIGERATION LTD.	146	27726	CLEAN ICE MACHINE, REPL FILTER	570.65
NELSON, BETH	43862	27729	LEARN TO SKATE	105.00
PBJ CLEANING DEPOT	166368	1229	TISSUE/TOWELS/PLASTIC CUPS	233.86
PBJ CLEANING DEPOT	166561	1229	KARCHER WINDOW VAC #WV1	102.82
PENNINGTON-FRITZ, RAEALYN	43862	27730	LEARN TO SKATE	35.00
POSTMEDIA NETWORK INC.	317178	1231	ADVERTISING FEB 5/12/19	293.80
RECEIVER GENERAL	35040-(429)	27732	OVERPAYMENT-2019 ELECTION	1,175.00
SAVARIA SALES, INSTALLATION & SERVICE INC.	IN000000051864	27733	MAINTENANCE RENEWAL	1,001.00
SPARLINGS PROPANE	88250064941579	1239	2525.10L PROPANE	865.72
SPARLINGS PROPANE	88250064941580	1239	1900.60L PROPANE	724.62
SPARLINGS PROPANE	88250064941581	1239	2201.10 L PROPANE	796.91
SPARLINGS PROPANE	88550008974598	1239	3 CYLINDERS PROPANE	84.48
SPARLINGS PROPANE	88550008974599	1239	4 CYLINDERS PROPANE	112.64
SPARLINGS PROPANE	88550008974600	1239	2 CYLINDERS PROPANE	56.32
SPARLINGS PROPANE	88550008974601	1239	3 CYLINDERS PROPANE	84.48
SPARLINGS PROPANE	88550008974603	1239	2 CYLINDERS PROPANE	56.32
SPIKE BAKKER (WELDING)	8	27734	DOOR REPAIR/ HINGES	146.90
THE BEER STORE	9300513815	780	RESTOCKING FEE	282.50
THE MUNICIPALITY OF NORTH PERTH	SWORFA'2020	1241	2020 MEMBERSHIP RENEWAL	28.25
WASTE MANAGEMENT	0682747-0677-6	776	MARCH BASIC SERVICES	967.32
WESTARIO POWER INC.	300287783	762	JAN 1 - FEB 1, 2020	23.89
WESTARIO POWER INC.	300287785	762	JAN 1 - FEB 1, 2020	23.89
WESTARIO POWER INC.	300288375	765	JAN 1-FEB 1, 2020	53.55
WESTARIO POWER INC.	300289166	777	FEBRUARY 1-MARCH 1, 2020	22.36
WESTARIO POWER INC.	2104346876	765	JANUARY 1-31, 2020	9,014.12
WESTARIO POWER INC.	2104351730	777	FEBRUARY 1-MARCH 1, 2020	48.55
LUCKNOW RECREATION PAYROLL			MARCH PAYROLL	10,717.10
TOTAL INVOICES PAID MARCH 2020				\$ 36,313.21