

# Lucknow & District Joint Recreation Board



7:00 pm - Lucknow & District Sports Complex

April 22, 2020

## MINUTES

This meeting was 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	(X)
Lillian Abbott	(X)
Jim Hanna	(X)
Glen McNeil	(X) Arrived at 7:04 p.m.
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 Lillian Abbott  
Seconded by Jim Hanna

ADOPTION #1 OF MINUTES	THAT the Lucknow & District Joint Recreation Board hereby adopts the February 19, 2020 Meeting Minutes as written.	Carried.
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### 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 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Jim Hanna  
 Seconded by Don Murray

ACCEPT #2  
 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.

Carried.

#### 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Jim Hanna  
 Seconded by Glen McNeil

ACCEPT #3  
 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.

Carried.

#### 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Anita Snobelen  
 Seconded by Lillian Abbott

ACCEPT #4  
 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.

Carried.

#### 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Jim Hanna  
 Seconded by Don Murray

ADOPT THE #5 THAT the Lucknow & District Joint Recreation Board hereby adopts the  
 AMENDED PERMANENT LIQUOR SALES LICENSE POLICY & PROCEDURES  
 April 2020 as presented. Carried.

#### 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Glen McNeil  
 Seconded by Anita Snobelen

ADOPT THE #6 THAT the Lucknow & District Joint Recreation Board hereby adopts  
 SURVEILLANCE SYSTEM POLICY the Surveillance System Policy dated March 2020 as presented. Carried.

#### 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.

ACTION: The Board agreed to adopt the following resolution.

Moved by Lillian Abbott  
 Seconded by Anita Snobelen

ACCEPT #7 THAT the Lucknow & District Joint Recreation Board hereby agrees to  
 TENDER POOL FITNESS CENTRE RENOVATIONS 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. Carried.

#### 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.

ACTION: Noted.

### 7.0 ACCOUNTS

#### 7.1 Revenue/Expenditure Report

Moved by Glen McNeil  
 Seconded by Don Murray

REVENUE/ #8 THAT the Lucknow & District Joint Recreation Board hereby accepts  
 EXPENDITURE REPORT the Revenue/Expenditure Report as written. Carried.

## 7.2 February 2020 Cheque Listing

Moved by Lillian Abbott  
 Seconded by Glen McNeil

CHEQUE LISTING #9 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.

Carried.

## 7.3 March 2020 Cheque Listing

Moved by Glen McNeil  
 Seconded by Jim Hanna

CHEQUE LISTING #10 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.

Carried.

**8.0 OTHER BUSINESS**

No items scheduled.

**9.0 IN-CAMERA / CLOSED SESSION**

Moved by Don Murray  
 Seconded by Anita Snobelen

MOVE TO IN-CAMERA #11 THAT the Lucknow and District Joint Recreation Board move into an "In-Camera" session at 7:20 p.m. for the purpose of discussing:

- 1) Personal matters about an identifiable individual, including municipal or local board employee.

Carried.

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**9.1 RETURN TO OPEN SESSION**

Moved by Glen McNeil  
 Seconded by Anita Snobelen

RISE FROM IN-CAMERA #12 THAT the Lucknow and District Joint Recreation Board rise from the "In- Camera" session at 7:21 p.m.

Carried.

**10.0 ADJOURNMENT**

Moved by Lillian Abbott  
 Seconded by Don Murray

ADJOURN #13 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.

Carried.

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