

Lucknow & District Joint Recreation Board



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