

Lucknow & District Joint Recreation Board



7:00 p.m.

January 20, 2021

MINUTES

The Lucknow & District Joint Recreation Board met on the 20th day of January 2021, at 7:00 p.m. through Zoom, an online video conferencing platform.

This meeting is being held electronically as per the Township of Ashfield-Colborne-Wawanosh By-Law #52-2020, Section 3.10 which allows for Electronic Participation of Board Meetings.

MEMBERS

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

OTHERS

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

1.0 CALL TO ORDER

Mark Becker, Board Secretary, called the meeting to order.

1.1 Election of 2021 Chairperson

As per the terms of the agreement it is the Township of Huron-Kinloss term to hold the chair.

Call for Nominations / Three Times

Board Secretary Mark Becker called for nominations from the floor.

Moved by Don Murray
Seconded by Jim Hanna

NOMINATE #1 THAT Lillian Abbott be nominated for the 2021 Chairperson. Carried.
CHAIR

Board Secretary Mark Becker asked Ms. Abbott if she would let their name stand for Chairperson and she indicated she would.

Board Secretary Mark Becker call for a second, and final third time for nominations from the floor and none were received.

Moved by Glen McNeil
Seconded by Anita Snobelen

CLOSE #2 THAT the nominations be closed for the 2021 Chairperson. Carried.
NOMINATIO NS

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

2021 CHAIR #3 THAT Lillian Abbott be appointed as the 2021 Chairperson. Carried.

The newly appointed Chairperson Lillian Abbott chaired the remainder of the meeting.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES**3.1 Lucknow & District Joint Recreation Board Minutes – November 18, 2020**

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

ADOPTION #4 THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF November 18, 2020 Meeting Minutes as written.
MINUTES Carried.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

No report.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR**6.1 Lucknow & District Sports Complex Ice**

Due to the provincial lock down, the Lucknow District Sports Complex has been closed to the Public since December 26th. With intentions of reopening when permitted to do so, staff has kept the ice in and increased the ice temperature to allow the ice to sit warmer than normally needed for use. Allowing the ice to sit warmer than normal operating temperature means the refrigeration plant runs much less and reduces energy costs. Currently the refrigeration plant runs approximately once a day for an hour (less if it is colder outside) and, uses approximately 120 - 150 kWh per day. Based on this, operating the refrigeration plant as we have since the lockdown was implemented, the energy costs to operate the refrigeration plant will be approximately \$350 to \$500 from mid-January to February 11th. Before the Provincial lock down, the refrigeration plant used approximately 450 to 500 kWh per day.

Minor Hockey as well as the Men's Recreational Hockey League and Port Albert Old Timers are committed to use the ice from Feb 11th to March 31st, if government regulations with respect to COVID19, allows for hockey to continue.

Staff recommends keeping the ice in with the current cost saving mitigations implemented.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed, in light of the health and safety of everyone due to the pandemic, that the Ice will be removed. The following resolution was adopted.

Moved by Glen McNeil
Seconded by Anita Snobelen

REMOVE #5 THAT the Lucknow & District Joint Recreation Board hereby agrees to
ICE remove the Ice as soon as possible.
Carried.

6.2 Canada Summer Jobs Grant 2020

As the Board may recall from the February 2020 Board meeting, staff completed the Canada Summer Jobs Grant application for funding towards the Pool Supervisor, 3 Lifeguards, Parks and Rec Summer Student, and Day Camp Leader positions. Due to Covid-19, these positions were put on hold, as well as any funds from the Canada Summer Jobs program. At that time, staff indicated that should funds become available, we would be interested in re-visiting.

In mid-October, Canada Summer Jobs reached out to confirm the continued interest. As most of the positions are summer positions, staff looked into the possibility of changing the positions. Canada Summer Jobs noted that if approved for the original application submitted in February, applicants would have the opportunity to modify the positions, as long as they still meet the criteria listed.

Canada Summer Jobs 2020 has approved the funding request, and staff was able to modify the positions to cover 3 Arena Student at 10 hours per week until the end of February. Due to the Provincial shut down, staff is again working with Canada Summer Jobs 2020 to see how this will affect the funding and determine the best course of action regarding the grant.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.3 Canada Summer Jobs Grant 2021

The Canada Summer Jobs Grant application process opened in late December and staff has completed applications for the same positions applied for in 2020. Additionally, and new for this year, Canada Summer Jobs Grant will be available for positions running through to February 26th of 2022 and staff has applied for funding for Arena Students from October to February 26th.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.4 OTF Grant – Update

Earlier in the year the Pool and Gym received washroom and accessibility upgrades with the assistance of a \$50,000 Ontario Trillium Foundation Grant.

Due to Covid-19, the final steps in completing the requirements of the grant were put on hold as recognition ceremonies could not be completed. As recognition ceremonies are still not able to be held, recognition through a media release is now acceptable. Staff is in the process of working with the communications advisor to complete this step and finish the requirements of the grant.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.5 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.

ACTION: It was agreed that the Facility Manager will amend the 5-year equipment replacement plan as a result of changes made to the Draft 2021 Budget, and furthermore in the hopes to attempt to evenly spread out the replacement costs over the years.

6.6 Room Rental Rates

In reviewing the Room Rental Rates for the Lucknow and District Sports Complex, staff notes that the per day rental is not sufficient for rentals lasting longer than 8 or 9 hours. When a user group rents an area such as the arena floor for 8 hours, one staff member can work the entire shift, and the rental fee is offset by \$115.00. If the same rental was to last for 12 hours, a second shift would be required, and the rental fee would be offset by \$315.00

Staff recommends that for a rental lasting longer than 8 hours, the user be charged the applicable daily rate, plus the corresponding hourly rate for any additional hours. Staff has provided a section of the rental pricing chart below as well as the proposed section to reflect this recommendation. Please note these rates are plus H.S.T.

Current:

Arena Floor (Per Hour)	\$50.00
Arena Floor (Per Day)	\$285.00
Dave Farrish Room Meeting (Per Hour)	\$25.00
Dave Farrish Room Meeting (Per Day)	\$130.00
Dave Farrish Room Meeting - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Hour)	\$50.00
Dave Farrish Room Meeting - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Day)	\$200.00
Henderson Hall (Per Hour)	\$25.00
Kitchen (Per Use)	\$30.00
Henderson Hall & Kitchen (Per Day)	\$150.00
Henderson Hall - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Hour)	\$50.00
Henderson Hall and Kitchen - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Day)	\$225.00

Proposed:

Arena Floor (Per Hour)	\$50.00
Arena Floor (Per 8 Hour Day)	\$285.00
Arena Floor (After 8 Hours)	Daily rate plus hourly rate for additional hours
Dave Farrish Room Meeting (Per Hour)	\$25.00
Dave Farrish Room Meeting (Per 8 Hour Day)	\$130.00
Dave Farrish Room Meeting - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Hour)	\$50.00
Dave Farrish Room Meeting - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per 8 Hour Day)	\$200.00
Dave Farrish Room (After 8 Hours)	Applicable daily rate plus hourly rate for additional hours
Henderson Hall (Per Hour)	\$25.00
Kitchen (Per Use)	\$30.00
Henderson Hall & Kitchen (Per 8 Hour Day)	\$150.00
Henderson Hall - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per Hour)	\$50.00
Henderson Hall and Kitchen - Apr 1 to Sept 30 After 4:00 pm and Weekends (Per 8 Hour Day)	\$225.00
Henderson Hall (After 8 Hours)	Applicable daily rate plus hourly rate for additional hours

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed with the staff recommendations, and agreed to adopt the following resolution.

Moved by Jim Hanna
Seconded by Don Murray

AMEND #6 THAT the Lucknow & District Joint Recreation Board hereby agrees to amend the Room Rental Fees after 8 hours to *“applicable daily rate plus hourly rate for additional hours”* for the Henderson Hall, Dave Farrish Room, and the Arena Floor.

Carried.

6.7 2021 Proposed Draft Budget

We have provided the Board with a copy of the proposed draft 2021 Budget for the Lucknow & District Joint Recreation Board as well as a summary of the effect Covid-19 has had on the 2020 and the 2021 Budgets. Staff reviewed 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 2021 Proposed Draft Budget. The Capital Project recommendations include the following:

Extending 10’ High Fence at Caledonia Baseball Diamond for Spectator Safety:

With the addition of the dugouts at the Caledonia Baseball Diamond, the spectator seating needed to be moved further down the baselines for spectators to see the Baseball Diamond. With the spectator seating further down the baseline, the risk of a spectator being hit with a foul line drive has dramatically increased. To fix this safety concern the current 5’ fence needs to be increased to 10’ fencing from the end of the dugouts to the edge of infield. This will stop foul line drives from exiting the Baseball Diamond and hitting a spectator.

Tractor Replacement:

The tractor is nearing its recommended and planned replacement date. The estimated preventative maintenance costs for 2021 including engine, hydraulic, and axle oil changes, coolant flushing, filter replacements, and other services required will be around \$750 plus labour. The estimated trade in value will also be reduced by approximately \$1,000 after another year of use and additional unexpected repairs may be required in this time. The current tractor has 2000 hours on it, and is showing definite signs of its age and will most likely require some additional maintenance. The hydraulic lines that control the loader are cracking and will need replaced as well as some hydraulic couplers will likely need to be replaced. The loader quick attach will also need repairs as it is starting to bend again making attaching the bucket or pallet forks very difficult.

Furnaces & Water Heater Replacement as well as addition of Water Heater Timers:

As noted in the Equipment replacement plan, there are furnaces and water heaters in use that were installed in 1995 when the Lucknow & District Sports Complex was built and rather than replacing everything on an emergency basis it would be a better approach to replace these appliances before they break down. Updating the furnaces and water heaters to more energy efficient units and adding timers to the water heaters will help reduce energy costs.

Ceiling Tiles in the Dave Farrish Champions Chamber a Recreation Department Office:

After sitting in place since 1995, the ceiling tiles in the Dave Farrish Champions Chamber and Recreation Department Office have bowed, somewhat discolored and are becoming an eye soar. The Dave Farrish Champions Chamber is used by many different groups and members of the public and anyone sitting in the room for an extended period of time would begin to notice the ceiling. There is new bright lighting throughout the room, shiny floors, and an old ceiling. Painting the ceiling tile track white instead of the old yellow/cream colour and upgrading the ceiling tiles to white 2'x2' tiles would greatly improve the appearance of this busy room. As is with the Dave Farrish Champions Chambers, the Recreation Department Office and Tourism Office ceiling is in the same situation. Especially in the summer months, the Recreation Department Office and Tourism Office is an area that has a wide range of visitors, many of which never see the rest of the facility. Painting the ceiling track and replacing the ceiling tiles in the Recreation Department Office will give a much cleaner and welcoming first impression to visitors.

Chairs and Cart for the Dave Farrish Champions Chamber:

Many chairs in the Dave Farrish Champions Chamber have been repaired over the years and are in need of repair again, or are beyond repair. Additionally, the current chairs in use for the room are large and do not stack well, causing them to fall over if a rental group stacks the chairs more than 4 chairs high. As the chairs are rather bulky to begin with, they take up a lot of space and clutter the room. New chairs with a chair dolly/cart would help to keep the room more organized, free up floor space when not all chairs or tables are in use and ensure that stacked chairs do not pose a hazard to anyone using the room.

Additional Security Cameras for the Lucknow & District Sports Complex:

In 2020, security cameras were installed around the Lucknow & District Sports Complex. There are still a few areas that cameras would prove beneficial. These additional cameras would ensure that all entrances/exits are monitored. As well as some other high traffic areas.

Arena Board Repairs:

The arena boards along the lobby have become loose and are in need of repair. The ice surface side of the boards are still safe for use, but between the boards and lobby wall will require attention before becoming a more serious issue.

Elevator/Lift Hose, Battery and Buttons:

The lift hoses, battery and buttons are due to be replaced as they are only able to be in service for 5 years.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to have staff make some changes, and look into some alternative ideas for consideration by the Facility Manager. The Draft 2021 Budget will be deferred to the February 2021 Meeting for a further review and consideration.

The Board however gave pre-budget approval to proceed with the Ceiling Tiles being replaced in the amount of \$5,500.

Moved by Don Murray
Seconded by Jennifer Miltenburg

INSTALL #7 THAT the Lucknow & District Joint Recreation Board hereby agrees to
CEILING give pre-budget approval for the replacement of ceiling tiles in the amount
TILE of \$ 5,500.

Carried.

7.0 ACCOUNTS**7.1 Revenue/Expenditure Report**

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

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

Carried.

7.2 November 2020 Cheque Listing

Moved by Jennifer Miltenburg
Seconded by Jim Hanna

CHEQUE #9 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the November 2020 cheque listing as presented in the total amount of
\$ 39,487.06.

Carried.

7.3 December 2020 Cheque Listing

Moved by Don Murray
Seconded by Jennifer Miltenburg

CHEQUE #10 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the December 2020 cheque listing as presented in the total amount of
\$ 30,832.44.

Carried.

8.0 OTHER BUSINESS

No items scheduled.

9.0 IN-CAMERA / CLOSED SESSION

No items scheduled.

10.0 ADJOURNMENT

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

ADJOURN #11 THAT the Lucknow and District Joint Recreation Board do now adjourn to
meet again on February 17, 2021 at 7:00 p.m. or at the Call of the
Chairperson.

Carried.

~

Chair, Lillian Abbott

Secretary, Mark Becker