

Lucknow & District Joint Recreation Board



7:00 pm - Lucknow & District Sports Complex

January 22, 2020

MINUTES

MEMBERS

| | |
|---------------------------------------|-----|
| Jennifer Miltenburg | (X) |
| Lillian Abbott | (X) |
| Jim Hanna | (X) |
| Glen McNeil | (X) |
| Don Murray | (X) |
| Anita Snobelen – excused at 8:12 p.m. | (X) |

OTHERS

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

Shawn Ritchie and Cam Alton – Lucknow Agricultural Society

1.0 CALL TO ORDER

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

1.1 Election of 2020 Chairperson

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

Call for Nominations / Three Times

Moved by Don Murray
Seconded by Jim Hanna

| | | | |
|----------------|----|---|----------|
| NOMINATE CHAIR | #1 | THAT Glen McNeil be nominated for the 2020 Chairperson. | Carried. |
|----------------|----|---|----------|

Moved by Glen McNeil
Seconded by Anita Snobelen

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|----------------|----|---|----------|
| NOMINATE CHAIR | #2 | THAT Jennifer Miltenburg be nominated for the 2020 Chairperson. | Carried. |
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Moved by Don Murray
Seconded by Jim Hanna

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|-------------------|----|--|----------|
| CLOSE NOMINATIONS | #3 | THAT the nominations be closed for the 2020 Chairperson. | Carried. |
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Glen McNeil thanked his nominators, however declined the nomination.

Jennifer Miltenburg agreed to accept the nomination.

Moved by
Seconded by

| | | | |
|------------|----|--|----------|
| 2020 CHAIR | #4 | THAT Jennifer Miltenburg be appointed as the 2020 Chairperson. | Carried. |
|------------|----|--|----------|

The newly appointed Chairperson Jennifer Miltenburg 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

Moved by Anita Snobelen
Seconded by Don Murray

ADOPTION #5 THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF December 18, 2019 Meeting Minutes as written.
MINUTES Carried.

4.0 DELEGATIONS**4.1 7:15 p.m. – Shawn Ritchie / Cam Alton - Lucknow Agricultural Society**

The Lucknow Agricultural Society has requested to address the Board this evening with respect to waiving the room rental fee for a Mental Health First Aid training course in which they hosted, and plan to host again. We have provided the Board with a copy of their request. The room rental is \$130 / day plus H.S.T. Shawn Ritchie addressed the Board.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to waive the rental fee and adopt the following resolution.

The Board further agreed to have staff bring back a policy to an upcoming meeting for the Boards consideration on rental fees for Service Clubs.

Moved by Don Murray
Seconded by Anita Snobelen

LUCKNOW #6 THAT the Lucknow & District Joint Recreation Board hereby agrees to
AG waive the rental fee for the January 3rd and 4th Mental Health First Aid
SOCIETY Training Courses hosted by the Lucknow Agricultural Society as well as
MENTAL any future Mental Health Courses that the Lucknow Agricultural Society
HEALTH will be hosting in 2020.
RENTAL Carried.
FEE

5.0 REPORT OF THE CHAIRPERSON

No report.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR**6.1 Moffitness Agreement – 2020 Renewal Contract Agreement**

We have provided the Board with a copy of the current agreement between the Board and Moffitness for the Fitness Centre. Starting in 2016, Moffitness was to pay a yearly fee of \$600.00, with a 3% increase every year for the space used at the Lucknow & District Sports Complex to operate the Fitness Centre. In 2019, the Board asked for a revenue and expenditure report for the Fitness Centre and adjusted the rental increase to 5%, and would review for the 2020 contract. We have also provided the Board with a copy of their revenue expenditure report that was received from Moffitness for 2016, 2017, 2018 and 2019.

Staff recommends that the future agreement states that any current agreement will carry forward until a new agreement is reached. This will show due diligence and cover any incidents that occur between the expiry of the agreement and the commencement of a new agreement

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to renew the agreement by adding in the staff recommendation with respect to carrying forward until a new agreement is reached, adjust the rental fee each year by 5%, the agreement extending to the end of this Boards Term, and that Financials will be presented each year to the Board from Moffitness for their information purposes.

Staff will bring the revised agreement back to the next Board meeting for review and approval.

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

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

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the following resolution.

Moved by Don Murray
 Seconded by Anita Snobelen

| | | |
|---|--|----------|
| LUCKNOW #7 KINSMEN REC HOCKEY TOURNAMENT WAIVE HALL RENTAL | THAT the Lucknow & District Joint Recreation Board hereby agrees to waive the rental fees for the Lucknow Kinsmen Club for the Paul Henderson Hall for their Kinsmen Rec Hockey Tournament held in January. This will be reviewed on a yearly basis upon receiving a formal written request from the Lucknow Kinsmen Club. | Carried. |
|---|--|----------|

6.3 Refund Policy

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

STAFF COMMENTS: We seek your direction.

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

Moved by Jim Hanna
 Seconded by Lillian Abbott

| | | |
|--------------------------------|---|----------|
| PROGRAM #8 REFUND POLICY | THAT the Lucknow & District Joint Recreation Board hereby approves the "Refund Policy" for all programs ran through the Lucknow & District Recreation Department as drafted and provided. | Carried. |
|--------------------------------|---|----------|

6.4 Huron Bruce Minor Hockey Association (HMBHA) Request

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

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

STAFF COMMENTS: Staff recommends that we deny their request.

ACTION: The Board agreed with the staff comments to deny their request. Staff will advise the Huron Bruce Minor Hockey Association of the Boards decision.

6.5 Lucknow Minor Baseball Registration Rates

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

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

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the following resolution.

Moved by Jim Hanna
 Seconded by Don Murray

APPROVE #9
 BASEBALL
 REGISTRATION
 2020

THAT the Lucknow & District Joint Recreation Board hereby approves the following 2020 Lucknow Minor Baseball Registration Rates amended registration fees for the balance of this Boards Term.

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

Carried.

6.6 Lucknow Minor Soccer Registration Rates

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

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

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the following resolution.

Moved by Jim Hanna
 Seconded by Don Murray

APPROVE #10
 SOCCER
 REGISTRATION
 2020

THAT the Lucknow & District Joint Recreation Board hereby approves the following 2020 Lucknow Minor Soccer Registration Rates amended registration fees for the balance of this Boards Term.

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

Carried.

6.7 Ice Rental Fees

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

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

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

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the following resolution and review again next year.

Moved by Lillian Abbott
 Seconded by Anita Snobelen

ICE RENTAL #11 THAT the Lucknow & District Joint Recreation Board hereby approves RATES the following amended 2020 Ice Rental Rates:

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

Carried.

6.8 Ontario Trillium Grant Update

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.9 Dungannon Baseball Diamond

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

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

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

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to bring back the renewal for consideration. Chairperson Jennifer Miltenburg will speak to the Dungannon Agricultural Society in conjunction with Facility Manager, Steve Bushell, with respect to the list of items that need to be repaired.

6.10 5 Year Equipment Replacement Plan

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.11 2020 Proposed Draft Budget

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

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

Pool Filtration Sand:

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

Pool Change Room Renovations / Accessibility:

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

Sprinkler System Backflow Preventor:

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

Zero Turn Lawn Mower:

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

Engineer Approved Ramp for Stage:

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

New Door to Ice for Half Ice Boards:

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

Manual Chain Hoist and Repairs for Overhead Doors:

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

Lighting Upgrades:

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

STAFF COMMENTS: We seek your direction.

Moved by Jim Hanna
Seconded by Glen McNeil

APPROVE #12 THAT the Lucknow & District Joint Recreation Board hereby approves the
2020 2020 Budget in the total amount of \$780,825.00.
BUDGET Carried.

6.12 Municipal Property

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

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

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

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

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

Moved by Jim Hanna
Seconded by Don Murray

REVENUE/ #13 THAT the Lucknow & District Joint Recreation Board hereby accepts
EXPENDITURE the Revenue/Expenditure Report as written.
REPORT Carried.

7.2 December 2019 Cheque Listing

Moved by Glen McNeil
Seconded by Lillian Abbott

CHEQUE #14 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the cheque listing for December 2019 as presented in the total amount
of \$ 57,543.31. Carried.

8.0 OTHER BUSINESS

No items scheduled.

9.0 IN-CAMERA / CLOSED SESSION

Moved by Jim Hanna
Seconded by Don Murray

MOVE TO #15 THAT the Lucknow and District Joint Recreation Board move into an
IN-CAMERA "In-Camera" session at 8:43 p.m. for the purpose of discussing:
1) Personal matters about an identifiable individual, including
municipal or Local board employee.
2) The security of property of the municipality. Carried.
~

9.1 RETURN TO OPEN SESSION

Moved by Glen McNeil
Seconded by Lillian Abbott

RISE FROM #16 THAT the Lucknow and District Joint Recreation Board rise from the
IN-CAMERA "In-Camera" session at 8:59 p.m. Carried.
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9.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

Municipal Property
(the security of property of the municipality)

ACTION: The Board agreed to proceed as outlined in the "In-Camera" Session.

Personal Matters About an Identifiable Individual / Municipal or Local Board Employee
(personal matters)

ACTION: The Board agreed and approve the wages as presented in the "In-Camera" Session for
Pool and Bar Staff.

ACTION: The Board agreed to proceed to hire a "Summer Student" as presented in the "In-
Camera" Session.

10.0 ADJOURNMENT

Moved by Don Murray
Seconded by Lillian Abbott

ADJOURN #17 THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on February 19, 2020 at 7:00 p.m. or at the Call of the Chairperson.

Carried.

~

Chair, Jennifer Miltenburg

Secretary, Mark Becker