

Lucknow & District Joint Recreation Board



7:00 p.m.

November 17, 2021

MINUTES

The Lucknow & District Joint Recreation Board met on the 17th day of November 2021 at 7:00 p.m. through Zoom, an online video conferencing platform.

This meeting was held electronically as per the Township of Ashfield-Colborne-Wawanosh By-Law #37-2021, Section 3.10 which allows for Electronic Participation of Board Meetings.

MEMBERS

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

OTHERS

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

1.0 CALL TO ORDER

Chairperson Lillian Abbott.

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 – September 22, 2021

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

ADOPTION #1 OF MINUTES THAT the Lucknow & District Joint Recreation Board hereby adopts the September 22, 2021 Meeting Minutes as written.

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 Ontario Trillium Foundation (OTF) Grant

As a follow up from the last meeting, the application for a possible expansion of the Lucknow & District Sports Complex was submitted to the OTF.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.2 Lucknow & District Sports Complex - Food Booth

LAWS (Lucknow Auxiliary to Winter Sports) have once again opened the Food Booth in the Lucknow & District Sports Complex and are looking to have the rental fees waived again. The rental fees were waived in the 2019-2020 season, and the booth did not operate in the 2020-2021 season due to the COVID-19 Pandemic.

Staff recommends waiving the \$ 450 rental fee for the food booth for the 2021-2022 season.

STAFF COMMENTS: We seek your direction.

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

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

WAIVE THE #2 FOOD BOOTH RENTAL FEE THAT the Lucknow & District Joint Recreation Board hereby agrees to waive the Food Booth Rental Fee for LAWS for the 2021-2022 season. Carried.

6.3 Furnace Water Heater Replacements

In the approved 2021 Budget, the two furnaces and two water heaters were to be replaced. Rather than replacing the two water heaters, staff explored options including re-routing water lines to eliminate the two water heaters.

The Facility Manager and the CAO reviewed the three quotations received and accepted the lowest from Lippert’s Plumbing, Heating & Cooling in the amount of \$ 11,460 plus H.S.T.. The amount budgeted for this project was \$ 14,000, however by re-routing water lines to eliminate two water heaters, approximately \$ 2,500 was saved in appliance purchases on top of future energy costs.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.4 Proof of Vaccination Checks

Staff continues to conduct Proof of Vaccination checks for any members of the public entering the Lucknow & District Sports Complex. At this time, there is no indication on how long this practice will need to continue. Staff will continue to monitor the regulation and have part time staff conduct vaccination checks at the entrance of the Lucknow & District Sports Complex until such a time where it is no longer a requirement for opening.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.5 Safety (Work) Boot Allowance – Full Time Staff

As a follow up from the last meeting, we have provided the Board with a copy of the Safety (Work) Boot Allowance Policy for full time staff which will be in effect starting 2022.

STAFF COMMENTS: That the Board adopt the following resolution.

ACTION: The Board agreed to approve the policy and adopt the following resolution.

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

WORK #3 BOOT ALLOWANCE THAT the Lucknow & District Joint Recreation Board hereby approves the “Safety (Work) Boot Allowance Policy” as provided and dated November 2021 to a maximum of \$ 250 a year. Carried.

6.6 2022 Pool Staff Wages

We have provided the Board with a copy of the report prepared by Facility Manager Steve Bushell in this regard.

STAFF COMMENTS: That the Board approve the recommended wages for 2022 and adopt the following resolution.

ACTION: The Board agreed to increase the recommended Pool Wages and adopt the following resolution reflecting the increased wage for 2022.

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

2022 POOL #4 THAT the Lucknow & District Joint Recreation Board hereby approves the
STAFF STAFF 2022 Pool Staff Wages as follows:
WAGES WAGES

- Supervisor - \$19.00 per hour
- Head Guard - \$18.00 per hour
- Lifeguard - \$17.00 per hour
- Assistant Guard - \$16.00 per hour

Carried.

6.7 2022 Bartender Wages

We have provided the Board with a copy of the report prepared by Facility Manager Steve Bushell in this regard.

STAFF COMMENTS: That the Board approve the recommended wages for 2022 and adopt the following resolution.

ACTION: The Board agreed to increase the recommended Bartender Wages and adopt the following resolution reflecting the increased wage for 2022.

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

2022 #5 THAT the Lucknow & District Joint Recreation Board hereby approves the
BARTENDER STAFF 2022 Bartender Wages to be \$18.00 per hour.
WAGES WAGES

Carried.

6.8 2022 Summer Parks Attendant Wages

We have provided the Board with a copy of the report prepared by Facility Manager Steve Bushell in this regard.

STAFF COMMENTS: That the Board approve the recommended wages for 2022 and adopt the following resolution.

ACTION: The Board agreed to increase the recommended Summer Parks Attendant Wages and adopt the following resolution reflecting the increased wage for 2022.

Moved by Glen McNeil
Seconded by Jennifer Miltenburg

2022 #6 THAT the Lucknow & District Joint Recreation Board hereby approves the
SUMMER STAFF 2022 Summer Parks Attendant Wages to be \$18.00 per hour.
PARKS STAFF
ATTENDANT WAGES WAGES

Carried.

6.9 2022 Rates & Fees

We have provided the Board with a copy of the current rates and fees with the recommended changes highlighted in red. The proposed increases and/or changes reflect average fees in surrounding municipalities, keeping the Lucknow & District Recreation Department fees in line with the current standard. In addition to the rate changes, staff has added a "Holiday/Stat" day rental rate to accommodate users requesting rentals on these dates. This will allow facilities, meeting rooms and athletic fields to be rented during these times, while recovering the additional wages incurred by staff working during the rental(s). The Aquatic Lesson rate changes are being recommended to align with Lifesaving Society Programming which the pool switched to in 2021 from Red Cross. These changes would go into effect January 1, 2022.

STAFF COMMENTS: That the Board accept the recommended changes and adopt the following resolution.

ACTION: The Board agreed to approve the recommended rate & fee changes with one exception, that the Skating Club rate be \$95.00 per hour. The following resolution was adopted to reflect the rate & fee changes including the amended exception.

Moved by Glen McNeil
Seconded by Anita Snobelen

RATES & #7
FEES 2022

THAT the Lucknow & District Joint Recreation Board hereby adopts the revised 2022 Rates & Fees for the Lucknow & District Recreation Department as amended.

Carried.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

REVENUE/ #8
EXPENDITURE
REPORT

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

Carried.

7.2 September 2021 Cheque Listing

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

CHEQUE #9
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the September 2021 cheque listing as presented in the total amount of \$ 40,461.39.

Carried.

7.3 October 2021 Cheque Listing

Moved by Anita Snobelen
Seconded by Jennifer Miltenburg

CHEQUE #10
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the October 2021 cheque listing as presented in the total amount of \$ 24,599.10.

Carried.

8.0 OTHER BUSINESS

(items to be brought forward to a future meeting)

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 December 22, 2021 at 7:00 p.m. or at the Call of the Chairperson.

Carried.

~

Original Signed by

Chair, Lillian Abbott

Original Signed by

Secretary, Mark Becker