

Lucknow & District Joint Recreation Board



7:00 p.m.

September 22, 2021

MINUTES

The Lucknow & District Joint Recreation Board met on the 22nd day of September 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	Absent
Jim Hanna	(X)
Glen McNeil	(X)
Don Murray	(X)
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

In the absence of Chairperson Lillian Abbott, Jim Hanna chaired 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 – June 16, 2021

Moved by	Jennifer Miltenburg
Seconded by	Glen McNeil

ADOPTION #1 OF MINUTES	THAT the Lucknow & District Joint Recreation Board hereby adopts the June 16, 2021 Meeting Minutes as written.	Carried.
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4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

None.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 Ontario Trillium Foundation (OTF) Grant

On September 1st the Ontario Trillium Foundation opened the Community Building Fund Grant for applications. This grant provides support for municipalities in the community sport and recreation sector by helping fund the repair, renovation or retrofitting of existing sport and recreation facilities, to address local community need or public health requirements identified through Covid-19. Municipalities with a population of less than 20,000 can apply for up to 100% of their total project cost up to a maximum of \$500,000.

The application is open to more than one area or project provided the projects are located at the same address. Staff has started a draft application that would apply for funding to replace the Electrical Panel in the Refrigeration Plant, which is currently planned for 2023 at a cost of approximately \$ 75,000. Also included in the application is replacing the flooring in the front entrance and dressing rooms, which is currently planned for 2024 at approximately \$ 40,000. Lastly, staff has included costs for engineered drawings that would see the Lucknow & District Sports Complex expanding the arena portion of the facility to the west, adding dressing room space, a storage room for equipment, and an area for senior fitness activities or meeting area. Staff recommends submitting an application to the Community Building Fund in hopes to receive funding towards the aforementioned projects. Staff is in the process of determining the distance in which the facility could expand to the North to ensure that a future expansion is possible and will update their findings at the time of the meeting.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to support staff's recommendations as outlined above, and have staff submit an application for the anticipated work. Staff will contact B.M. Ross & Associates Engineers to assist to obtain an estimate for the purpose of the application only, for the estimated costs of engineered drawings and estimated costs to construct such an expansion.

6.2 Summer Sports

Lucknow Minor Soccer and Baseball were able to proceed with modified practices in late June, and were able to start regular season play in mid-July. As the season start was approximately one month later than in a normal year, many teams also extended their playing season by approximately the same time. Benmiller Minor Baseball did not run this year which led to less time spent in Benmiller maintaining Baseball Diamonds.

Lucknow Men's & Ladies Slo-Pitch leagues, as well as the slo-pitch teams that use the Benmiller Baseball Diamond, were able to start in July, and extended their seasons to the end of September to make up for the seasons late start.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.3 Lucknow Outdoor Pool

The Lucknow Pool was able to open with capacity restrictions in place on July 12th. Due to a shortage of lifeguards, the Pool was operated at reduced hours. There was a demand for swimming lessons, which filled most of the time slots available, leaving little extra time for private rentals. Most public swimming events were sponsored again this year, however due to the reduced hours of operation, public swimming revenue is down from what was expected. Wage expenses are also less than expected due to the reduced hours of operation.

The Pool required some repairs this year, possibly due to sitting unused for the summer of 2020. When preparing the pool for opening, water was leaking behind the liner, causing the liner to lift. Staff contacted pool maintenance companies to inquire about leak detection, and other possible methods to fix the issue. Any company that offered a full leak detection service either didn't travel this far, or would not be available until September. Byers Pools from Hanover was able to conduct a pressure test on the pool and determined a return line had burst. Byers Pools was able to fix this issue, however when performing a second pressure test, was unable to build adequate pressure in the lines, meaning that there was still a small leak somewhere. Byers Pools was able to install a temporary pump under the diving board that could be run periodically to pump out water from behind the liner which allowed the pool to open and operate. The pool closed for the season on August 20th and staff is now waiting for gaskets to arrive and be installed on the supply and return lines in hopes of solving the leak before winterizing the pool.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.4 Summer Rentals

The Lucknow & District Sports Complex was closed to the Public for most of the summer, however was able to start renting meeting & event space as of August 9th. Staff did not anticipate many summer rentals this year due to the Covid-19 pandemic. The Lucknow Agricultural Fall Fair is operating this year, however in a reduced capacity with most events taking place outdoors.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.5 Ice Installation

Staff has Cimco Refrigeration scheduled to start the refrigeration plant on Monday September 20th. This will see staff putting ice in for the remainder of this week with ice rentals starting on September 27th. The Ripley Arena has ice in early this year as their fall fair was not using the Arena Floor, and therefore, Huron Bruce Minor Hockey will be doing the majority of their tryouts in Ripley prior to the Lucknow & District Recreation Department having ice available. This will result in a small reduction of ice revenue as Huron Bruce Minor Hockey would generally have one to two weeks of try outs in Lucknow only with all Huron Bruce Minor Hockey teams using the ice until Ripley had ice available.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.6 Dave Farrish Champion Chambers – Replacement of Chairs

As included in the 2021 budget, the chairs in the Dave Farrish Champion Chambers were set to be replaced this year for a budgeted amount of \$ 5,000. The Facility Manager and the CAO reviewed the three quotations received and accepted the lowest from MicroAge Basics in the amount of \$ 4,428.25 plus H.S.T.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.7 Work Boots Allowance

As per R.R.O 1990, Reg 851, s. 82, a worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances. At the present time, staff is required to provide their own personal foot protection while at work and must wear said foot protection when performing maintenance duties or operating equipment. Both Ashfield-Colborne-Wawanosh and Huron-Kinloss have recognized the need to provide protective footwear to employees within their own departments with Ashfield-Colborne-Wawanosh currently providing eligible full-time employees with a \$ 350 clothing/work boot allowance, and Huron-Kinloss providing eligible full-time employees with a \$ 450 allowance for clothing/work boots.

Staff recommends that starting 2022, a work boot allowance policy be incorporated for \$ 250 for all Full Time Lucknow & District Recreation Employees. Staff further recommends that clothing not be included in this amount so that winter staff can be fitted with "Staff/Uniform" clothing to help keep a professional appearance and be easily identifiable to the public.

STAFF COMMENTS: That the Board support the staff recommendations and bring back a policy for approval at the next meeting.

ACTION: The Board agreed to support the staff recommendations and bring back a policy for approval at the next meeting.

6.8 Ice Rental Agreement Cancellations

In the terms and conditions of the Lucknow & District Recreation Departments Ice Rental Agreement, staff must receive seven days of notice for an ice time cancellation, or the renter will be liable for the said rental. This condition serves its intended purpose for most users as most rentals are only cancelling one event periodically, however, if a user/group that has a reoccurring ice rental is to cancel their remaining ice times mid-season, an ice time slot is left empty for the remainder of the season with no penalty, as all remaining times would have been cancelled with more than seven days of notice.

Staff recommends implementing the following condition into the Ice Rental Agreement: *In the event that a renter cancels more than 2 consecutive ice rentals or must cancel their remaining scheduled ice rentals, the renter will be liable for 50% of the rental rate in which the ice was rented, for each of the scheduled ice times being cancelled.* This will allow for recovery of some costs in reoccurring ice rentals that would have otherwise been rented by other groups, should this situation arise.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed with the staff recommendations with respect to the proposed changes and that they be incorporated into the rental agreement.

6.9 Proof of Vaccine

As of September 22nd 2021, anyone who is eligible to be vaccinated will be required to show proof of double vaccination when entering the indoor areas of a meeting and event space or facilities used for sports and recreational fitness activities. To ensure this is completed, staff will direct the person responsible for any rental at the Lucknow & District Sports Complex to assign a member of their group or team to conduct this, along with contact tracing and active Covid-19 screening. Staff will be available to assist periodically and will check in with the person conducting vaccine, contact tracing and screening checks to ensure compliance. Any group or team failing to enforce the restrictions in place may result in having their current rental, as well as future rentals terminated. Terminated rentals are treated as cancelled rentals in terms of compensation for lost ice bookings, should the issue arise.

STAFF COMMENTS: For your information purposes.

ACTION: The Board agreed with the process as outlined above for hall rentals, however for hockey games (ice rentals), staff will be responsible to conduct proof of vaccine, along with contact tracing, and active Covid-19 screening. Staff will facilitate this until December 31st, however prior to that, staff will report back to the Board their experience and anticipated recommendations moving forward beyond that date.

6.10 Winter Employment

Staff has reviewed the applications received, contacted those chosen for interviews, performed the interviews, and offered the position of part time winter student to the following individuals, who have all accepted the position.

Treyton Stanley (returning from last year)
Damon Murray (returning from last year)
Nelson Helm
Dylan Murray

STAFF COMMENTS: For your information purposes.

ACTION: Noted. The Township of Ashfield-Colborne-Wawanosh will appoint the winter employment positions by by-law at their next meeting.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

REVENUE/ EXPENDITURE REPORT	#2	THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as written.	Carried.
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7.2 June 2021 Cheque Listing

Moved by Anita Snobelen
Seconded by Jennifer Miltenburg

CHEQUE LISTING	#3	THAT the Lucknow & District Joint Recreation Board hereby accepts the June 2021 cheque listing as presented in the total amount of \$ 16,763.15.	Carried.
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7.3 July 2021 Cheque Listing

Moved by Anita Snobelen
Seconded by Glen McNeil

CHEQUE LISTING	#4	THAT the Lucknow & District Joint Recreation Board hereby accepts the July 2021 cheque listing as presented in the total amount of \$ 26,350.62.	Carried.
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7.4 August 2021 Cheque Listing

Moved by Don Murray
Seconded by Jennifer Miltenburg

CHEQUE LISTING	#5	THAT the Lucknow & District Joint Recreation Board hereby accepts the August 2021 cheque listing as presented in the total amount of \$ 60,178.27.	Carried.
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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 Glen McNeil

ADJOURN #6 THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on October 20, 2021 at 7:00 p.m. or at the Call of the Chairperson.

Carried.
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Original signed by

Chair, Lillian Abbott

Original signed by

Secretary, Mark Becker