

Lucknow & District Joint Recreation Board



7:00 pm – Via Zoom

December 21, 2022

MINUTES

The Lucknow & District Joint Recreation Board met on the 21st day of December, 2022 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 83-2021, Section 3.10 which allows for Electronic Participation of Board Meetings.

MEMBERS

Larry Allison	(X)
Wayne Forster	(X)
Scott Gibson	(X)
Jim Hanna	(X)
Glen McNeil	(X)
Jennifer Miltenburg	(X)

OTHERS

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

1.0 CALL TO ORDER

Mark Becker, Board Secretary called the meeting to order.

Mark Becker introduced the members of the 2022-2026 Lucknow & District Joint Recreation Board as well as staff present. Mr. Becker called upon each to introduce themselves and to tell us a bit about them.

1.1 Election of 2022/23 Chairperson

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

Secretary Mark Becker called for nominations from the floor for a first time.

Moved by	Jim Hanna
Seconded by	Glen McNeil

NOMINATE	#1	THAT Scott Gibson be nominated for the 2022/23 Chairperson.	
CHAIR			Carried.

Secretary Mark Becker called for nominations from the floor for a second time, and again for a third and final time. No further nominations were received.

Moved by	Larry Allison
Seconded by	Jennifer Miltenburg

CLOSE	#2	THAT the nominations be closed for the 2022/23 Chairperson.	
NOMINATIO			Carried.
NS			

Secretary Mark Becker asked Scott Gibson if he would accept the nomination and let his name stand as the 2022/23 chair, at which time he accepted.

Moved by	Wayne Forster
Seconded by	Jim Hanna

2022/23	#3	THAT Scott Gibson be appointed as the 2022/23 Chairperson.	
CHAIR			Carried.

Due to technical issues with Mr. Gibson’s connection, Jim Hanna was asked to chair the meeting on behalf of Mr. Gibson. Jim Hanna took the chair the remainder of the meeting, however Mr. Gibson continued to be part of the meeting.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

Moved by Wayne Forster
Seconded by Glen McNeil

ADOPTION #4 THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF
MINUTES September 21, 2022 Meeting Minutes as written. Carried.

4.0 DELEGATIONS

No delegations scheduled.

5.0 REPORT OF THE CHAIRPERSON

No report.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 Lucknow & District Recreation Department – Introduction

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

6.2 Lucknow & District Recreation Department Seasonal Staff – Winter

Staff has hired the following people for the Winter Student Positions:

Treyton Stanley – Returning
Nelson Helm – Returning
Hailey Moffat
Alexis Grieg
Wade MacKay

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.3 EV Level 3 Charging Station

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

STAFF COMMENTS: That the Board supports the recommendation as provided.

Moved by Jennifer Miltenburg
Seconded by Glen McNeil

APPROVE #5 THAT the Lucknow & District Joint Recreation Board hereby supports the
EV EV Strategy Report proposal in concept and support the proposed
LOCATION location at the Lucknow & District Sports Complex. Carried.

6.4 Lucknow & District Sports Complex Sound System

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

STAFF COMMENTS: That the Board supports the recommendation as provided.

Moved by Wayne Forster
Seconded by Jennifer Miltenburg

APPROVE #6 THAT the Lucknow & District Joint Recreation Board hereby accepts the
SOUND quote received from Balaklava Audio in the amount of \$13,599.56 plus
SYSTEM H.S.T. for the upgrades to the Lucknow & District Sports Complex Sound
System.
Carried.

6.5 Summer Sports Proposed Registration Rates

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.
STAFF COMMENTS: That the Board supports the recommended adjustments to the 2023 summer sport registration rates.

ACTION: The Board agreed to make a few minor changes to the recommended registration fees.

Moved by Jennifer Miltenburg
Seconded by Larry Allison

ACCEPT #7 THAT the Lucknow & District Joint Recreation Board hereby accepts
PROPOSED the recommended revised, as amended, summer sports registration
REGISTRATION fees for the 2023 Summer Sports Programs.
FEES
Carried.

6.6 2023 Rates and Fees

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.
STAFF COMMENTS: That the Board supports the recommended adjustments to the 2023 Rates and Fees.

Moved by Jennifer Miltenburg
Seconded by Wayne Forster

ACCEPT #8 THAT the Lucknow & District Joint Recreation Board hereby accepts the
PROPOSED recommended revised rates and fees effective January 1, 2023.
RATES/FEES
Carried.

6.7 Staff Charge Out Rate

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.
STAFF COMMENTS: That the Board supports the recommended adjustments to the staff charge out rate.

Moved by Scott Gibson
Seconded by Larry Allison

INCREASE #9 THAT the Lucknow & District Joint Recreation Board hereby agrees to
STAFF increase the staff charge out rate for work completed outside of the
CHARGE Lucknow & District Joint Recreation agreement to \$60/hour for 2023, with
OUT RATE an annual adjustment percent based on the average rate of inflation as
measured by the Statistics Canada Ontario Consumer Price Index for the
year ended September.
Carried.

6.8 Extended Ice Season

We have provided the Board with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.
STAFF COMMENTS: That the Board supports the recommendation to keep the ice in at the Lucknow & District Sports Complex until the end of May 2023.

Moved by Jennifer Miltenburg
Seconded by Wayne Forster

AGREE TO #10
EXTEND ICE
SEASON

THAT the Lucknow & District Joint Recreation Board hereby agrees to extend the ice season at the Lucknow & District Sports Complex until the end of May, and furthermore that the Board supports the recommended 90-day cancellation policy for the Bruce County Kings booked in April and May.

Carried.

6.9 Staffing Compliment

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

STAFF COMMENTS: That the Board supports the recommendation of hiring an additional full-time Facility Operator/Parks Maintainer.

Moved by Glen McNeil
Seconded by Jennifer Miltenburg

SUPPORT #11
STAFFING
COMPLEMENT

THAT the Lucknow & District Joint Recreation Board hereby agrees to support staff's recommendations to hire a third full-time Facility Operator/Parks Maintainer as outlined in staff's report.

Carried.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by Wayne Forster
Seconded by Jennifer Miltenburg

REVENUE/ #12
EXPENDITURE
REPORT

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

Carried.

7.2 Cheque Listing – September 2022

Moved by Larry Allison
Seconded by Scott Gibson

CHEQUE #13
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for September 2022 as presented in the total amount of \$ 40,853.29.

Carried.

7.3 Cheque Listing – October 2022

Moved by Glen McNeil
Seconded by Wayne Forster

CHEQUE #14
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for October 2022 as presented in the total amount of \$ 110,035.73.

Carried.

7.4 Cheque Listing – November 2022

Moved by Wayne Forster
Seconded by Scott Gibson

CHEQUE #15
LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for November 2022 as presented in the total amount of \$ 32,978.24.

Carried.

8.0 OTHER BUSINESS

(items to be brought forward to a future meeting)

Jennifer Miltenburg suggested that a staff report come to the next meeting for review with respect to wages and incentives for the anticipated Pool Staff that will be applying for the summer of 2023.

ACTION: The Board supported and a staff report will follow to the next meeting.

9.0 **IN-CAMERA / CLOSED SESSION**

No items scheduled.

10.0 **ADJOURNMENT**

Moved by Wayne Forster
Seconded by Jennifer Miltenburg

ADJOURN #16 THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on January 18, 2023 at 7:00 p.m. or at the Call of the Chairperson.

Carried.
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