

# Lucknow & District Joint Recreation Board



7:00 pm – Via Zoom

January 18, 2023

## MINUTES

The Lucknow & District Joint Recreation Board met on the 18<sup>th</sup> day of January, 2023 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 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	Absent
Jennifer Miltenburg	(X)

### OTHERS

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

#### 1.0 **CALL TO ORDER**

Chairperson Scott Gibson.

#### 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 Meeting Minutes – December 21, 2022

Moved by	Jennifer Miltenburg
Seconded by	Wayne Forster

ADOPTION #1	THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF	December 21, 2022 Meeting Minutes as written.
MINUTES	Carried.

#### 4.0 **DELEGATIONS**

No items scheduled.

#### 5.0 **REPORT OF THE CHAIRPERSON**

Chairperson Scott Gibson.

#### 6.0 **REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR**

##### 6.1 Canada Summer Jobs Grant 2023

The Canada Summer Jobs Grant application process opened in late December. Staff has applied for funding for our Aquatic and Day Camp positions.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.2 Conceptual Drawings & Future Expansion Possibilities

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

STAFF COMMENTS: That the Board have staff to look into whether the Bruce County owned land that is required to expand the Lucknow & District Sports Complex is obtainable, and report back to the Board at a later date.

ACTION: The Board agreed to have staff confirm that the lands located to the north owned by Bruce County is required. Once confirmation is received, staff will look into whether the Bruce County owned land is obtainable. The Board further asked staff for a report to come back to a future meeting on the usage of the facility.

6.3 Lifeguard Incentives

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 support the recommendation to offer a signing/completion bonus of \$300 to pool staff, to be made in two payments. The first payment is recommended to be \$100 and to be released on the first pay cheque. The second payment is recommended to be \$200 and to be released with the employee's final pay cheque providing that the employee completed the employment term. Furthermore, staff recommends that returning pool staff be given a loyalty bonus of \$1.00/hour over the established pay scale for each year they work, to a maximum of \$3.00 over the established pay scale.

ACTION: The Board agreed to proceed with the staff recommendations.

Moved by Larry Allison  
Seconded by Jennifer Miltenburg

LIFEGUARD #2 INCENTIVES      THAT the Lucknow & District Joint Recreation Board hereby approves the signing/completion bonus of \$300 to pool staff, as well as providing a loyalty bonus of \$1.00 per hour over the established pay scale for each year they work for returning pool staff, to a maximum of \$3.00 per hour over the established pay scale.

Carried.

6.4 Lifeguard Training

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 support the recommendation to pay for the registration of the National Lifeguard Certification or Re-Certification and the Swim Instructor Certification or Re-Certification in exchange for one season of employment, to be paid to the employee upon completion of the season's employment.

ACTION: The Board agreed to proceed with the staff recommendations.

Moved by Jennifer Miltenburg  
Seconded by Wayne Forster

APPROVE #3 LIFEGUARD TRAINING      THAT the Lucknow & District Joint Recreation Board hereby agrees to pay for the registration of the National Lifeguard Certification or Re-Certification and the Swim Instructor Certification or Re-Certification in exchange for one season of employment, to be paid to the employee upon completion of the season's employment.

Carried.

6.5 Fitness Centre Lease Agreement – Mindy Porter

We have provided the Board with a copy of the existing lease agreement and suggested changes highlighted in red for the Fitness Centre operated by Mindy Porter.

STAFF COMMENTS: That the Board authorizes the signing of the agreement as provided.

ACTION: The Board agreed to authorize the signing of the agreement as provided.

Moved by Larry Allison  
Seconded by Wayne Forster

APPROVE #4 THAT the Lucknow & District Joint Recreation Board hereby authorizes  
FITNESS the signing of the agreement for the Fitness Centre Lease between the  
CENTRE Board and Mindy Porter as presented.  
LEASE  
PORTER Carried.

6.6 Dungannon Baseball Diamond Lease Agreement – Dungannon Agricultural Society

We have provided the Board with a copy of the existing lease agreement and suggested changes highlighted in red for the Dungannon North Ball Diamond owned by the Dungannon Agricultural Society.

STAFF COMMENTS: That the Board authorizes the signing of the agreement as provided.

ACTION: The Board agreed to authorize the signing of the agreement as provided.

Moved by Jennifer Miltenburg  
Seconded by Wayne Forster

APPROVE #5 THAT the Lucknow & District Joint Recreation Board hereby authorizes  
DUNGANNON the signing of the agreement for the Dungannon Ball Diamond Lease  
BALL between the Board and the Dungannon Agricultural Society as  
DIAMOND presented.  
LEASE Carried.

6.7 Lucknow & District Sports Complex Wi-Fi Sponsorship Agreement - Protekta

We have provided the Board with a copy of the existing agreement and suggested changes highlighted in red for the Wi-Fi at the Lucknow & District Sports Complex which is sponsored by Protekta.

STAFF COMMENTS: That the Board authorizes the signing of the agreement as provided.

ACTION: The Board agreed to authorize the signing of the agreement as provided.

Moved by Jennifer Miltenburg  
Seconded by Larry Allison

APPROVE #6 THAT the Lucknow & District Joint Recreation Board hereby authorizes  
WI-FI the signing of the agreement for the Wi-Fi at the Lucknow & District  
SPONSORSHIP Sports Complex between the Board and Protekta as presented.  
AGREEMENT Carried.

6.8 15-Year Asset Assessment / Replacement Plan

We have provided the Board with a copy of the 15-year Asset Assessment / Replacement Plan for the Board to review, along 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: Received and noted.

6.9 2023 Draft Budget

We have provided the Board with a copy of the 2023 Draft Budget for the Board to review and possible consideration for approval, along with a copy of the report prepared by Facility Manager/Recreation Co-ordinator Steve Bushell in this regard.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to adopt the budget as presented.

Moved by Jennifer Miltenburg  
Seconded by Jim Hanna

APPROVE #7 THAT the Lucknow & District Joint Recreation Board hereby approves the  
2023 2023 Budget in the total amount of \$ 908,950 as presented.  
BUDGET Carried.

7.0    **ACCOUNTS**

7.1    Revenue/Expenditure Report – Not Final for 2022

Moved by        Larry Allison  
Seconded by    Wayne Forster

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

7.2    Cheque Listing - December 2022

Moved by        Jennifer Miltenburg  
Seconded by    Wayne Forster

CHEQUE        #9        THAT the Lucknow & District Joint Recreation Board hereby accepts  
LISTING        the cheque listing for December 2022 as presented in the total amount  
of \$ 60,739.84.  
Carried.

8.0    **OTHER BUSINESS**  
*(items to be brought forward to a future meeting)*

None.

9.0    **IN-CAMERA / CLOSED SESSION**

No items scheduled.

10.0    **ADJOURNMENT**

Moved by        Jim Hanna  
Seconded by    Wayne Forster

ADJOURN        #10        THAT the Lucknow and District Joint Recreation Board agrees to adjourn  
and to meet again tentatively on February 22, 2023 at 7:00 p.m. or at the  
Call of the Chairperson.  
Carried.  
~