Lucknow & District Joint Recreation Board



7:00 pm - Via Zoom

September 20, 2023

MINUTES

The Lucknow & District Joint Recreation Board met on the 20th day of September, 2023 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	Absent
Wayne Forster	(X)
Scott Gibson	(X)
Jim Hanna	(X)
Glen McNeil	(X)
Jennifer Miltenburg	(X)
Carl Sloetjes – Alternate for Larry Allison	(X)

OTHERS

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

1.0 CALL TO ORDER

Jim Hanna opened the meeting and chaired as Chairperson Scott Gibson had not yet joined the meeting.

2.0 <u>DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST</u>

None disclosed.

Chairperson Scott Gibson joined the meeting and resumed the chair.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Lucknow & District Joint Recreation Board Meeting Minutes – April 26, 2023

Moved by Wayne Forster Seconded by Glen McNeil

ADOPTION #1 THAT the Lucknow & District Joint Recreation Board hereby adopts the

OF April 26, 2023 Meeting Minutes as written.

MINUTES 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 2023 Pool Staff - Update

Staff interviewed and hired the following applicants which were appointed by by-law by the Township of Ashfield-Colborne-Wawanosh.

Pool Supervisor – Rachael Hogg Lifeguard – Eric Hogg Lifeguard – Olivia Brown Part Time Lifeguard – Gryffin Langis Part Time Lifeguard – Esther Groothuis

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STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.2 Lifeguard Minimum Age Requirements

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.

6.3 Ice Allocation Policy

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

STAFF COMMENTS: That the Board supports the recommended policy as provided.

ACTION: The Board agreed to support the policy and adopted the following resolution.

Moved by Jennifer Miltenburg Seconded by Jim Hanna

ICE TIME ALLOCATION POLICY THAT the Lucknow & District Joint Recreation Board hereby agrees to

support the "Ice Time Allocation Policy" as drafted.

POLICY Carried.

6.4 Coaching / Volunteer Appreciation

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 provide Minor Soccer and Minor Baseball coaching staff \$25.00 in Huron-Kinloss Dollars as a token of appreciation starting in 2024.

ACTION: The Board agreed to support the recommendation of staff and adopt the following resolution.

Moved by Jennifer Miltenburg Seconded by Wayne Forster

COACHING #3
APPRECIATION

THAT the Lucknow & District Joint Recreation Board hereby agrees to support the recommendation of staff to provide Minor Soccer and Minor Baseball coaching staff \$25.00 in Huron-Kinloss Dollars as a token of appreciation starting in 2024.

Carried.

6.5 Lucknow Pool Incidents

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.

6.6 Revised Refund Policy

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

STAFF COMMENTS: That the Board agrees to approve the recommended amended refund policy as provided.

ACTION: The Board agreed to support the recommended amended refund policy and approve by adopting the following resolution.

Moved by Wayne Forster Seconded by Jennifer Miltenburg

REFUND #4 POLICY THAT the Lucknow & District Joint Recreation Board hereby agrees to

approve the revised "Refund Policy" as drafted.

Carried.

6.7 Lucknow & District Recreation Department Seasonal Winter Staff

Staff has reviewed the applications received, contacted those chosen for interviews, performed the interviews, and successfully hired the following applicants for Winter Student Positions.

Annan Moffat Nolan Moffat Morgan Rintoul Colton Maki Alyssa Moffat

Greg Morningstar will continue his employment as a Part Time Facility Operator and has worked for the Lucknow & District Recreation Department in different roles since 2019. Easton Stanley will also be returning as a Part Time Facility Operator however will only be available for periodic shifts.

STAFF COMMENTS: For your information purposes.

ACTION: Noted, with the Township of Ashfield-Colborne-Wawanosh adopting the appointment by-law for the Seasonal Winter Staff as outlined above.

6.8 Extended Ice Season

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

STAFF COMMENTS: That the Board agree to support extending the regular ice season to the end of April annually.

ACTION: The Board agreed to support the recommendation to extend the regular ice season to the end of April and approve by adopting the following resolution.

Moved by Jennifer Miltenburg Seconded by Glen McNeil

AGREE TO #5 EXTEND ICE SEASON ANNUALLY THAT the Lucknow & District Joint Recreation Board hereby agrees to extend the regular ice season at the Lucknow & District Sports Complex

to the end of April annually.

Carried.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by Jim Hanna Seconded by Glen McNeil

REVENUE/ EXPENDITURE REPORT #6 THAT the Lucknow & Distri

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

Carried.

7.2 Cheque Listing – April 2023

Moved by Jennifer Miltenburg Seconded by Wayne Forster

CHEQUE #7 LISTING THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for April 2023 as presented in the total amount

of \$ 34,327.00.

Carried.

7.3 Cheque Listing - May 2023

Carl Sloetjes Moved by Seconded by Glen McNeil

CHEQUE #8 **LISTING**

THAT the Lucknow & District Joint Recreation Board hereby accepts

the cheque listing for May 2023 as presented in the total amount

of \$ 30,979.42.

Carried.

Cheque Listing - June 2023 7.4

Wayne Forster Moved by Seconded by Jim Hanna

CHEQUE #9 LISTING

THAT the Lucknow & District Joint Recreation Board hereby accepts the cheque listing for June 2023 as presented in the total amount

of \$ 62,980.15.

Carried.

Cheque Listing - July 2023 7.5

Moved by Jennifer Miltenburg Seconded by Wayne Forster

CHEQUE LISTING

#10 THAT the Lucknow & District Joint Recreation Board hereby accepts

the cheque listing for July 2023 as presented in the total amount

of \$ 108,130.76.

Carried.

Cheque Listing - August 2023

Moved by Jim Hanna Seconded by Carl Sloetjes

CHEQUE LISTING

#11 THAT the Lucknow & District Joint Recreation Board hereby accepts

the cheque listing for August 2023 as presented in the total amount

of \$ 44,979.68.

Carried.

8.0 **OTHER BUSINESS**

(items to be brought forward to a future meeting)

9.0 **IN-CAMERA / CLOSED SESSION**

No items scheduled.

10.0 **ADJOURNMENT**

Jennifer Miltenburg Moved by Seconded by Wayne Forster

ADJOURN THAT the Lucknow and District Joint Recreation Board do now adjourn to #12

meet again on October 18, 2023 at 7:00 p.m. or at the Call of the

Chairperson.

Carried.

Chairperson, Scott Gibson

Secretary, Mark Becker