

# Lucknow & District Joint Recreation Board



7:00 pm - Via Zoom

November 22, 2023

## MINUTES

The Lucknow & District Joint Recreation Board met on the 22<sup>nd</sup> day of November, 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	(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

Chairperson Scott Gibson.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

### 3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Board Meeting Minutes – September 20, 2023

Moved by Jennifer Miltenburg  
Seconded by Jim Hanna

ADOPTION  
OF #1  
MINUTES

THAT the Lucknow & District Joint Recreation Board hereby adopts the September 20, 2023 Meeting Minutes as written.

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 Lucknow & District Recreation Department Rates & Fees

We have provided the Board with a copy of the report prepared by Facility Manager / Recreation Co-ordinator Steve Bushell with respect to adjusting the rates & fees for ice rentals. We have also provided a copy of a draft Rates & Fees Policy for consideration.

STAFF COMMENTS: That the Board supports the revised rates & fees as provided, and furthermore, supports the Rates & Fees Policy as provided.

ACTION: The Board supported revising the rates & fees, however requested that the rates be more than recommended by staff by \$5.00 per hour. Furthermore the Board supported the Rates & Fees Policy as provided, however requested that Figure Skating Club be included in the Non-Prime Time ice rental rate, and rather than 3% increase annually that the annual CPI from September to September be used to be applied to the rates moving forward. The Board adopted the following resolution.

Moved by  
Seconded by

ICE RENTAL  
RATES #2  
2024/25 AND  
RATES &  
FEES POLICY

THAT the Lucknow & District Joint Recreation Board hereby agrees to set the Prime Time Ice Rental Rate at \$150 per hour and the Minor Hockey Ice Rental Rate at \$115 per hour effective September 1, 2024.

Furthermore the Board hereby agrees to approve the Rates & Fees Policy as presented with two minor amendments to include the Figure Skating Club in the Non-Prime Time ice rental rate, and increase annually using the annual CPI from September to September to be applied to create the rates moving forward.

CARRIED.

6.2 Furnace Replacement

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

6.3 Parking Lot Agreement – Lucknow Agricultural Society

We have provided the Board with a copy of the report prepared by Facility Manager / Recreation Co-ordinator Steve Bushell with respect to the parking lot at the Lucknow & District Sports Complex. We have also provided a copy of a draft agreement for consideration.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to proceed as recommended by having staff contact the Lucknow Agricultural Society to see if they are receptive to the proposal. Staff will bring back to the next Board meeting their findings. Staff was also asked to bring back a revised estimate to the same meeting for consideration.

6.4 Community Emergency Preparedness Grant

We have provided the Board with a copy of the report prepared by Facility Manager / Recreation Co-ordinator Steve Bushell with respect to the Community Emergency Preparedness Grant.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to support the recommendation of staff and make an application to the Community Emergency Preparedness Grant for a generator for the Lucknow & District Sports Complex. Staff was unable to obtain a quote for tonight’s meeting, and will bring back to the next Board meeting an estimate of what the costs are anticipated to be for the installation of a generator.

**7.0 ACCOUNTS**

7.1 Revenue/Expenditure Report

Moved by Wayne Forster  
 Seconded by Glen McNeil

REVENUE/ #3 THAT the Lucknow & District Joint Recreation Board  
 EXPENDITURE hereby accepts the Revenue/Expenditure Report as  
 REPORT presented.

CARRIED.

7.2 Cheque Listing – September 2023

Moved by Jennifer Miltenburg  
 Seconded by Larry Allison

CHEQUE #4 THAT the Lucknow & District Joint Recreation Board  
 LISTING hereby accepts the cheque listing for September 2023 as  
 presented in the total amount of \$ 23,229.46.

CARRIED.

7.3 Cheque Listing – October 2023

Moved by Jennifer Miltenburg  
Seconded by Wayne Forster

CHEQUE #5 THAT the Lucknow & District Joint Recreation Board  
LISTING hereby accepts the cheque listing for October 2023 as  
presented in the total amount of \$ 80,012.97.

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 Jennifer Miltenburg  
Seconded by Wayne Forster

ADJOURN #6 THAT the Lucknow and District Joint Recreation Board do  
now adjourn to meet again on December 20, 2023 at 7:00  
p.m. or at the Call of the Chairperson.

CARRIED.

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Chairperson, Scott Gibson

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Secretary, Mark Becker