

# Lucknow & District Joint Recreation Board



7:00 pm - Via Zoom

January 17, 2024

## MINUTES

The Lucknow & District Joint Recreation Board met on the 17<sup>th</sup> day of January, 2024 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.

#### 1.1 Election of 2024 Chairperson

As per the terms of the agreement it is the Township of Ashfield-Colborne-Wawanosh's term to hold the chair.

Call for Nominations / Three Times

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

Moved by	Jennifer Miltenburg
Seconded by	Glen McNeil

NOMINATE #1	THAT Wayne Forster be nominated for the 2024
CHAIR	Chairperson.

Carried.

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

Moved by Wayne Forster  
Seconded by Glen McNeil

NOMINATE #2 THAT Jennifer Miltenburg be nominated for the 2024  
CHAIR Chairperson.

Carried.

Secretary Mark Becker called for nominations from the floor for a third and final time.

Moved by Glen McNeil  
Seconded by Scott Gibson

CLOSE #3 THAT the nominations be closed for the 2024 Chairperson.  
NOMINATI Carried.  
ONS

Secretary Mark Becker asked Wayne Forster if he would accept the nomination and let his name stand as the 2024 chair, at which time he accepted.

Secretary Mark Becker asked Jennifer Miltenburg if she would accept the nomination and let her name stand as the 2024 chair, at which time she declined.

Moved by Jim Hanna  
Seconded by Jennifer Miltenburg

2024 #4 THAT Wayne Forster be appointed as the 2024  
CHAIR Chairperson.

Carried.

The newly appointed Chairperson Wayne Forster chaired the remainder of the meeting.

**2.0 DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**3.0 ADOPTION OF PREVIOUS MEETING MINUTES**

3.1 Board Meeting Minutes – November 22, 2023

Moved by Jennifer Miltenburg  
Seconded by Jim Hanna

ADOPTION #5 THAT the Lucknow & District Joint Recreation Board  
OF hereby adopts the November 22, 2023 Meeting Minutes  
MINUTES as written.

Carried.

#### **4.0 DELEGATIONS**

##### 4.1 7:30 p.m. – Joe Scott, President / Huron Bruce Minor Hockey

We have provided the Board with a copy of the request of the Huron Bruce Minor Hockey Board. Mr. Scott addressed the Board on this topic via Zoom this evening.

STAFF COMMENTS: None.

ACTION: The Board agreed that they are willing to consider the Huron Bruce Minor Hockey proposal of September ice provided they continue talks with the Lucknow Agricultural Society.

Staff will prepare a report for a future meeting as to the estimated costs that would be occurred if the Board agreed to proceed with the Huron Bruce Minor Hockey proposal of September ice.

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

No report.

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

##### 6.1 Furnace Replacement – Second Unit

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.

##### 6.2 Bruce County Owned Land

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: We seek your direction.

ACTION: The Board agreed to proceed to pursue the lands as outlined in the staff report. Staff will bring back further details to the Board once known.

##### 6.3 Bar Staff Pay 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 approve the bar staff pay rate of \$21.00 per hour effective January 1, 2024 and furthermore that bar staff rates be increased annually, based on the average rate of inflation as measured by the Statistics Canada Ontario Consumer Price Index for the year ended September.

Moved by Glen McNeil

Seconded by Jim Hanna

BAR #6  
STAFF PAY  
RATE

THAT the Lucknow & District Joint Recreation Board hereby approve the bar staff pay rate of \$21.00 per hour effective January 1, 2024 and furthermore that bar staff rates be increased annually, based on the average rate of inflation as measured by the Statistics Canada Ontario Consumer Price Index for the year ended September.

Carried.

#### 6.4 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 in this regard.

STAFF COMMENTS: For your information purposes.

ACTION: Noted. Staff will bring back further details to the Board once known.

#### 6.5 Lucknow Community Centre Benches

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

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to support with financial assistance for the replacement of the benches and adopt the following resolution. Staff was asked to work with the Lucknow Community Centre Board and the Lucknow Chamber of Commerce to keep as many trees as possible.

Moved by Jennifer Miltenburg

Seconded by Larry Allison

COMMUNITY #7  
CENTRE  
BENCHES

THAT the Lucknow & District Joint Recreation Board hereby agrees to support the contribution of \$2,500 towards the replacement of the Lucknow Community Centre Benches with the balance of the costs cover by the Lucknow Chamber of Commerce and the Lucknow Community Centre Board.

Carried.

#### 6.6 Minor Hockey Ice Rental 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: For your information purposes.

ACTION: The Board agreed to reconsider their decision in November 2023 and agreed to amend the Minor Hockey Ice Rental Rates.

Moved by Jim Hanna  
 Seconded by Scott Gibson

MINOR #8 THAT the Lucknow & District Joint Recreation Board  
 HOCKEY hereby agrees to amend their decision made on  
 ICE November 22, 2023 with respect to the Minor Hockey Ice  
 RENTAL Rental Rate. The Minor Hockey Ice Rental Rate will be  
 RATES \$110 per hour effective September 1, 2024.

Carried.

#### 6.7 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: Noted.

#### 6.8 2024 Draft Budget

We have provided the Board with a copy of the 2024 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 amend the draft budget as provided by including the anticipated Ontario Trillium Foundation Grant of \$50,000 for the proposed generator. Once the OTF determine if we were successful, the generator proposed will come back to the Board for a final decision to proceed or not.

Moved by Jennifer Miltenburg  
 Seconded by Larry Allison

APPROVE #9 THAT the Lucknow & District Joint Recreation Board  
 2024 hereby approves the 2024 Budget in the total amount  
 BUDGET of \$ 764,975 being the total dollars to be raised.

Carried.

## 7.0 ACCOUNTS

### 7.1 Revenue/Expenditure Report – Not Final for 2023

Moved by Jennifer Miltenburg  
 Seconded by Glen McNeil

REVENUE/ #10 THAT the Lucknow & District Joint Recreation Board  
 EXPENDITURE hereby accepts the Revenue/Expenditure Report as  
 REPORT presented.  
 Carried.

### 7.2 Cheque Listing – November 2023

Moved by Jim Hanna  
 Seconded by Jennifer Miltenburg

CHEQUE #11 THAT the Lucknow & District Joint Recreation Board  
 LISTING hereby accepts the cheque listing for November 2023 as  
 presented in the total amount of \$ 45,440.68.  
 Carried.

### 7.3 Cheque Listing – December 2023

Moved by Larry Allison  
 Seconded by Jennifer Miltenburg

CHEQUE #12 THAT the Lucknow & District Joint Recreation Board  
 LISTING hereby accepts the cheque listing for December 2023 as  
 presented in the total amount of \$ 157,300.06.  
 Carried.

## 8.0 OTHER BUSINESS

*(items to be brought forward to a future meeting)*

The Board requested that staff bring back a report to a future meeting on the contracted services that the Recreation Department provide to both municipalities.

## 9.0 IN-CAMERA / CLOSED SESSION

No items scheduled.

## 10.0 ADJOURNMENT

Moved by Jennifer Miltenburg  
 Seconded by Jim Hanna

ADJOURN #13 THAT the Lucknow and District Joint Recreation Board does  
 now adjourn to meet again on February 21, 2024 at 7:00  
 p.m. or at the Call of the Chairperson.  
 Carried.

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