

# Lucknow & District Joint Recreation Board



7:00 pm - Via Zoom

March 19, 2025

## MINUTES

The Lucknow & District Joint Recreation Board met on the 19<sup>th</sup> day of March, 2025 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 Larry Allison.

### 2.0 DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

### 3.0 ADOPTION OF PREVIOUS MEETING MINUTES

3.1 Board Meeting Minutes – January 22, 2025

|             |                     |
|-------------|---------------------|
| Moved by    | Scott Gibson        |
| Seconded by | Jennifer Miltenburg |

ADOPTION  
OF #1  
MINUTES

THAT the Lucknow & District Joint Recreation Board hereby adopts the January 22, 2025 Meeting Minutes as written.

Carried.

**4.0 DELEGATIONS**

None.

**5.0 REPORT OF THE CHAIRPERSON**

Chairperson Larry Allison.

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

6.1 Unique Minds Childcare Rental Proposal

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

STAFF COMMENTS: That the Board supports staff’s recommendation to rent the Dave Farrish Champions Chamber and Henderson Hall on weekdays from July 7<sup>th</sup> to August 22<sup>nd</sup> in 2025, for the reduced rate of \$100/day for each room, and furthermore adopts the following resolution.

ACTION: The Board agreed to support the proposal and adopt the following resolution.

Moved by Jennifer Miltenburg  
Seconded by Wayne Forster

|   |   |          |
|---|---|----------|
| UNIQUE<br>MINDS #2<br>CHILDCARE<br>APPROVAL<br>REDUCED<br>RATES | THAT the Lucknow & District Joint Recreation Board hereby agrees to rent the Dave Farrish Champions Chamber and Henderson Hall on weekdays from July 7 <sup>th</sup> to August 22 <sup>nd</sup> in 2025, for the reduced rate of \$100/day for each room. | Carried. |
|---|---|----------|

6.2 Pool Filter System Replacement – Quotations

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

STAFF COMMENTS: That the Board agrees to accept the quote received from Acapulco Pools in the amount of \$51,900 plus H.S.T. for the replacement of the Pool Filter system.

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

Moved by Jennifer Miltenburg  
Seconded by Wayne Forster

|  |  |          |
|--|--|----------|
| POOL FILTER<br>SYSTEM #3<br>REPLACEMENT<br>QUOTE<br>ACCEPT | THAT the Lucknow & District Joint Recreation Board hereby agrees to accept the quote received from Acapulco Pools in the amount of \$51,900 plus H.S.T. for the replacement of the Pool Filter System. | Carried. |
|--|--|----------|

6.3 Summer Pool Staff Hiring Report

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

STAFF COMMENTS: For your information purposes. The Township of Ashfield-Colborne-Wawanosh will appoint the summer students by by-law at the next Council meeting.

ACTION: Noted and filed.

6.4 Lucknow & District Recreation Department Rates & Fees Policy - Update

We have provided the Board with a copy of the report and updated policy prepared by Facilities Manager/Recreation Co-ordinator Steve Bushell.

STAFF COMMENTS: For your information purposes and adoption of the following resolution.

ACTION: The Board agreed to approve the amended policy by adopting the following resolution.

Moved by Jennifer Miltenburg  
Seconded by Glen McNeil

RATES & FEES #4 POLICY AMENDMENT THAT the Lucknow & District Joint Recreation Board hereby agrees to approve amended Rates & Fees Policy dated March 19, 2025. Carried.

**7.0 ACCOUNTS**

7.1 Revenue/Expenditure Report – 2024 Final

Moved by Scott Gibson  
Seconded by Wayne Forster

REVENUE/ #5 EXPENDITURE REPORT THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as presented for year-end 2024. Carried.

7.2 Revenue/Expenditure Report – February 2024

Moved by Wayne Forster  
Seconded by Glen McNeil

REVENUE/ #6 EXPENDITURE REPORT THAT the Lucknow & District Joint Recreation Board hereby accepts the Revenue/Expenditure Report as presented. 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**

Moved by Wayne Forster  
Seconded by Jennifer Miltenburg

ADJOURN #7 THAT the Lucknow and District Joint Recreation Board do now adjourn to meet again on April 16, 2025 at 7:00 p.m. or at the Call of the Chairperson.

Carried.

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Chairperson, Larry Allison

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Secretary, Mark Becker