

Lucknow & District Joint Recreation Board



January 19, 2022

MINUTES

The Lucknow & District Joint Recreation Board met on the 19th day of January 2022 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

Glen McNeil	(X)
Lillian Abbott	(X)
Don Murray	(X)
Jennifer Miltenburg	(X)
Anita Snobelen	(X)
Jim Hanna	Absent

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 2022 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

Board Secretary Mark Becker called for nominations from the floor.

		Moved by Jennifer Miltenburg	
		Seconded by Glen McNeil	
NOMINATE CHAIR	#1	THAT Anita Snobelen be nominated for the 2022 Chairperson.	Carried.
		Moved by Anita Snobelen	
		Seconded by Don Murray	
NOMINATE CHAIR	#2	THAT Glen McNeil be nominated for the 2022 Chairperson.	Carried.
		Moved by Don Murray	
		Seconded by Glen McNeil	
NOMINATE CHAIR	#3	THAT Jennifer Miltenburg be nominated for the 2022 Chairperson.	Carried.
		Moved by Anita Snobelen	
		Seconded by Don Murray	
CLOSE NOMINATIONS	#4	THAT the nominations be closed for the 2022 Chairperson.	Carried.

Board Secretary Mark Becker asked Anita Snobelen if she would let her name stand for Chairperson and she indicated she would decline.

Board Secretary Mark Becker asked Glen McNeil if he would let his name stand for Chairperson and he indicated he would.

Board Secretary Mark Becker asked Jennifer Miltenburg if she would let their name stand for Chairperson and she indicated she would decline.

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

2022 CHAIR #5 THAT Glen McNeil be appointed as the 2022 Chairperson.

Carried.

The newly appointed Chairperson Glen McNeil chaired the remainder of the meeting.

2.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None disclosed.

3.0 ADOPTION OF PREVIOUS MEETING MINUTES

Moved by Anita Snobelen
Seconded by Jennifer Miltenburg

ADOPTION #6 THAT the Lucknow & District Joint Recreation Board hereby adopts the
OF November 17, 2021 Meeting Minutes as written.
MINUTES

Carried.

4.0 DELEGATIONS

No items scheduled.

5.0 REPORT OF THE CHAIRPERSON

Chairperson Glen McNeil reported that he is looking forward to 2022.

6.0 REPORT OF FACILITY MANAGER / RECREATION CO-ORDINATOR

6.1 Lucknow & District Recreation Department - Staff

Please refer to the "In-Camera Session" (personal matters related to an employee and identifiable individual)

6.2 Canada Summer Jobs Grant 2022

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

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.3 Ontario Trillium Foundation (OTF) Grant

In 2021, staff applied for the Ontario Trillium Building Fund Capital Stream Grant. Unfortunately, we have received notification that the Ontario Trillium Fund will not be able to fund our application.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.4 Lucknow & District Recreation Department - Part Time Hiring

The Lucknow & District Recreation Department has generally employed three Part Time Facility Operators to assist in the operation of the Lucknow & District Sports Complex. In 2020, programming was running at a reduced capacity and two operators were able to cover the additional shifts required. By the end of October 2021, the Lucknow and District Sports Complex ice schedule was near pre-covid-19 bookings and by the end of November, a third part time operator was required. Before posting for applicants, past Arena Student Easton Stanley came forward expressing interest in becoming a Part Time Facility Operator at the Lucknow & District Sports Complex. Understanding that part time help is becoming more difficult to find and through discussion with CAO Mark Becker, it was felt that we should take advantage of the opportunity and hired Easton as the third Part Time Facility Operator. Easton started training with other operators on December 13th and is planned to be ready to work regular shifts once the Lucknow & District Sports Complex is permitted to re-open to the public.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.5 Lucknow & District Sports Complex Programming

Due to the provincial restrictions put in place, the Lucknow District Sports Complex is scheduled to be closed to the Public from January 5th to January 26th 2022. The 2022 proposed budget has been prepared taking a three-week programming break into consideration. The Refrigeration plant and heating systems have been adjusted to “set back” settings to reduce energy costs during the programming break.

STAFF COMMENTS: For your information purposes.

ACTION: Noted.

6.6 15 Year Asset Assessment / Equipment Replacement Plan

Staff has created an asset assessment with replacement plan to replace the past equipment replacement plan. In previous years, the 5-year, followed by the 15-year equipment replacement plan focused on capital items and equipment, however missed periodic maintenance, upkeep costs as well as smaller equipment costs that require attention as they age. By creating the asset assessment with replacement plan, areas that may have been overlooked in the past will receive attention as required, including an annual review of all items. This in turn should reduce unexpected costs, create a more equalized budget from year to year and allow for better budget planning for periodic maintenance beyond annual maintenance costs. Staff has provided the Board with a copy of an updated 15-year asset assessment/equipment replacement plan highlighting only the areas with replacement plans established.

STAFF COMMENTS: For your information purposes.

ACTION: Noted and filed.

6.7 2022 Proposed Draft Budget

Staff has provided the Board with a copy of the proposed Draft 2022 Budget for the Lucknow & District Joint Recreation Board to review. 2022 has started similar to 2021, however in hopes of returning to winter programming again, the draft budget has been adjusted to reflect regular summer programming as well as the resumption of winter programming in late January.

With annual Consumer Price Index (CPI) increases as well as staff moving up their respective pay scales, approximately one third of the increase from the 2021 operating expenses is wages and benefits. Another third of the increase is due to the addition of COVID-19 expenses which has previously not been budgeted for. The remaining increased amount reflects the 2022 maintenance requirements, as well as costs associated with goods, services, and equipment due to uncontrollable measures such as inflation.

Staff has included a list of Capital Project recommendations in the 2022 Proposed Draft Budget.

The 2022 Capital Project recommendations include the following:

Computer & Printer/Copier:

As per the asset assessment/equipment replacement plan provided, the Facility Manager/Recreation Co-Ordinator's computer and printer/copier has reached its recommended and planned replacement date. The computer has become noticeably slower making it less reliable for the day-to-day operations. The printer/copier paper feed rollers are starting to weaken resulting in having to manually feed documents to be copied from time to time. The toner will need replaced at some point again as well and therefore, staff would replace the computer and printer/copier at this time.

Truck Replacement:

As per the asset assessment/equipment replacement plan provided, the truck is nearing its recommended and planned replacement date. In 2019, staff had budgeted for a new trailer to haul the tractor to the Dungannon and Benmiller Baseball Diamonds, however learned that the current 2012 truck is slightly undersized for the departments use and would not be able to haul the tractor back and forth. To properly maintain the Baseball Diamonds in Dungannon and Benmiller, the ability to transport the tractor and groomer back and forth is of great value. With the work truck being out of town for extended periods of time through the day, staff working in town is required to use other equipment to commute from one work area to another. While this practice works in some instances, it also reduces staff's ability to transport tools, ladders, materials or smaller equipment to different locations. The current 2012 work truck is a bare-bones single cab truck that will require some maintenance work soon and therefore the trade in value is estimate to be low. For the estimated trade in value, keeping the 2012 work truck for in lighter duty jobs would be of added value to the Lucknow & District Recreation Department. The second truck would allow for staff to more easily complete tasks at remote facilities when one truck is out of town. This would also allow for staff working in town to assist staff out of town should an issue arise that requires a second staff members assistance.

Landscape Trailer:

In 2019, the Board approved the purchase of a larger landscape trailer to allow for the tractor to be transported to out of town Baseball Diamonds. Due to the limitations of the 2012 work truck, the trailer was not purchased. With purchasing a new work truck capable of towing the tractor, a larger landscape trailer is once again required.

Floor Scrubber:

As per the asset assessment/equipment replacement plan provided, the floor scrubber is nearing its recommended and planned replacement date. The floor scrubber is in need of a new drive motor, valued at approximately \$1500.00 plus labour, as well as regular maintenance at an additional cost of approximately \$500. The batteries in the scrubber are also expected to need replaced at some point in 2022 which would add an estimated \$300-\$400 to the maintenance costs for 2022.

Arena Sound System:

As per the asset assessment/equipment replacement plan provided, the Arena Sound System is nearing its recommended and planned replacement date. The current sound system has given problems over the past year plus with the source selectors and remote mixers. This means that user groups are unable to use the designated inputs as intended for playing music during events, using a microphone during events, or having the inputs broadcast into certain areas of the Facility. Due to the age of the system, replacing the source selectors and remote mixers is only an option if used parts can be obtained. If used equipment was able to be obtained, there would be no guarantee as to how long the equipment would last.

Engineered Drawings:

Engineered Drawings of future expansions to the Lucknow & District Sports Complex were included in a grant application submitted in 2021. As the grant is unsuccessful, staff plans to obtain the engineered drawings that were applied for in the grant and have on hand should a grant become available to assist in funding an expansion. One area in which the OTF recommended improvement was more clearly demonstrating that planning to date supports project implementation. By having engineered drawings already completed, planning efforts to support project implementation would be greatly increased.

Pool Diving Board:

As per the asset assessment/equipment replacement plan provided, the Pool Diving Board is nearing its recommended and planned replacement date. The diving board at the pool passed its Public Health inspection last year, however it was noted at the time that replacement was strongly recommended.

STAFF COMMENTS: We seek your direction.

ACTION: The Board agreed to amend the draft budget as follows:

- increase the amount of the Truck Replacement Budget by \$10,000
- include \$10,000 for the Natural Gas Conversion
- include the transfer from reserves for the Natural Gas Conversion

Moved by Jennifer Miltenburg
Seconded by Don Murray

APPROVE #7	THAT the Lucknow & District Joint Recreation Board hereby agrees to	
2021	transfer \$10,000 in 2021 to Reserves for the Natural Gas Conversion	
TRANSFER	anticipated to be completed in 2022.	
TO		Carried.
RESERVE		

Moved by Lillian Abbott
Seconded by Anita Snobelen

APPROVE #8 THAT the Lucknow & District Joint Recreation Board hereby approves the
2022 2022 Budget in the total amount of \$ 773,600.
BUDGET Carried.

7.0 ACCOUNTS

7.1 Revenue/Expenditure Report

Moved by Don Murray
Seconded by Anita Snobelen

REVENUE/ #9 THAT the Lucknow & District Joint Recreation Board hereby accepts
EXPENDITURE the Revenue/Expenditure Report as written.
REPORT Carried.

7.2 Cheque Listing – November 2021

Moved by Jennifer Miltenburg
Seconded by Anita Snobelen

CHEQUE #10 THAT the Lucknow & District Joint Recreation Board hereby accepts
LISTING the cheque listing for November 2021 as presented in the total amount
of \$ 53,485.94.
Carried.

7.3 Cheque Listing – December 2021

Moved by Don Murray
Seconded by Jennifer Miltenburg

CHEQUE #11 THAT the Lucknow & District Joint Recreation Board hereby accepts the
LISTING cheque listing for December 2021 as presented in the total amount of
\$ 49,612.05.
Carried.

8.0 OTHER BUSINESS

(items to be brought forward to a future meeting)

9.0 IN-CAMERA / CLOSED SESSION

Moved by Anita Snobelen
Seconded by Don Murray

MOVE TO #12 THAT the Lucknow and District Joint Recreation Board move into an
IN- "In-Camera" session with the CAO and Facility Manager/Recreation
CAMERA Co-ordinator remaining in attendance at 7:54 p.m. for the purpose of
discussing:

- 1) Personal matters related to and employee and an identifiable individual.

Carried.

~

9.1 RETURN TO OPEN SESSION

Moved by Don Murray
Seconded by Jennifer Miltenburg

RISE FROM #13 THAT the Lucknow and District Joint Recreation Board rise from the
IN-CAMERA "In- Camera" session at 8:00 p.m.
Carried.

~

9.2 BUSINESS ARISING FROM IN-CAMERA / CLOSED SESSION

Nothing to report.

10.0 ADJOURNMENT

Moved by Jennifer Miltenburg
Seconded by Lillian Abbott

ADJOURN #14 THAT the Lucknow and District Joint Recreation Board do now adjourn to
meet again on February 16, 2022 at 7:00 p.m. or at the Call of the
Chairperson.

Carried.
~

Chairperson, Glen McNeil

Secretary, Mark Becker