

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday September 21, 2017

Minutes of a meeting of the Lunenburg County Multi-Purpose Centre Corporation held in the Meeting Room at the Lunenburg County Lifestyle Centre, 135 North Park Street, Bridgewater, Nova Scotia. Meeting called to order at 6:00 pm on September 21, 2017.

Chair:	Wayne Foster
Attending:	Andrew Tanner, Andy Selig, Eric Hustvedt, Heather Fralic, John Vissers and Carolyn Bolivar-Getson
Regrets:	David Mitchell
Also in Attendance (Non-Voting Reps):	Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL) Ken Smith, CAO, Town of Bridgewater (Town)
Also in Attendance (Resource):	Kevin Benjamin, General Manager Vicky Grace, Accountant
Recording Secretary (Resource)	Isobel Leslie
Also in Attendance (Delegation)	Nick Brown, Development Officer, Town Larry Feener, Town Engineer

ADDITIONS/DELETIONS TO THE AGENDA

MOVE:

- ***Skate Park to the top of the Agenda***

2017-40 MOVED BY Andrew Tanner and SECONDED BY John Vissers that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of September 21, 2017, be approved as amended. Motion Carried.

MINUTES

2017-41 MOVED BY John Vissers, SECONDED BY Andrew Tanner that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of July 20, 2017, be approved as circulated. Motion Carried.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Delegation: Nick Brown

Skate Park – Development Permit Application

Nick Brown and Larry Feener were in attendance to discuss the Town's current Skate Park development. As the LCMPPC is presently the owner of the lands the Skate Park is being built on, the Town seeks landowner authorization for a development permit application.

The original lease agreement allocated approximately 1.9 acres to the Bridgewater Development Association to build the skate park. Zoning has changed for that land so staff from the Town feels the lease agreement may no longer be necessary.

LCLC Doc #17-033, distributed to the Board, showed the original piece of land allocated and now the proposed subdivision. The Town now is asking for about 3.5 acres. This would allow the town to create park amenities, which would include trails.

Discussion ensued and the Board raised some concerns. They included:

- What if there was something in the future that the LCMPPC Board would want to use the land for?
- The LCLC would have to lose some of the parking.
- Currently, the Board is in discussions with the Tennis Club as well. Providing space for the Tennis Club would also take away some parking spaces.
- Wentzell Drive is a reserved street, eventually to be expanded by the Town.
- Perhaps the Board could do an interim agreement in principle in order to handle the immediate problem of going ahead with the skate park, presently under construction. If the Corporation only provided the original parcel now, it was noted that the land would then have to be surveyed twice at an extra cost
- Nick mentioned the possibility of "trading" some other industrial land for the land that the LCMPPC would be providing to the Town for the Skate Park.

The Board members thanked Nick and Larry for attending and they left the meeting at 6:35 pm.

The Board members discussed the proposal from the Town's staff and decided that they should run everything by their solicitor. He would need to look at the original lease agreement to ascertain if it is still valid, and then redo it to remove Bridgewater Development Association, as the BDA no longer exists, and then with a solicitor's advice, sign the original development permit for the original parcel of land. The Board would also require proof that the Town is carrying full liability insurance for the Skate Park. The Board would consider, at a later date, the additional request of the 1.6 acres added to the original parcel.

Kevin Malloy, Ken Smith and Wayne Foster would meet with solicitor J.C. Reddy to review.

Income Statement

The July 2017 Income Statement (LCLC Doc. #17-031) and August 2017 Income Statement (LCLC Doc. #17-32) was circulated for discussion. John reported that line items are in sync with expectations. Staffing is down from this time last year and the Day Camps made a small profit this year. Forecasts will be presented after September Statements.

2017-42 MOVED BY John Vissers, SECONDED by Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-031, Income Statement for July, 2017 and LCLC Doc #17-032, Income Statement for August, 2017. Motion Carried.

Update on Library Lighting

Kevin reported that he had an electrician in to look at the lighting system in the library. New fixtures are needed. Unfortunately, the light fixtures that go with the software systems are discontinued. The electrician is searching for and then getting quotes for other fixtures.

Aquatics Centre Discussion

Kevin reported that the Interim Aquatics Manager, Olivia Pitman, would be returning to school full time in January. Therefore, the LCLC would be coming out with a competition to hire a new Manager. Kevin noted that he had talked to the YMCA about a possible partnership regarding aquatics but they were not in a position to do anything at this time so the LCLC would advertise and then interview for an Aquatics Manager.

Governance Committee Update

Eric reported that the Governance Committee had met and had reviewed Policies 17 through 22 in the Governance Manual. Circulated to the Board was LCLC Doc # 17-035, the aforementioned policies and the proposed changes. Only Policy 17 was changed; the remainder of the policies remained the same.

As all policies and Appendixes had now been reviewed, Isobel would make revised copies of the Governance Manual and provide all board members with copies for their binders at the October meeting.

2017-43 MOVED BY Eric Hustvedt, SECONDED by Andrew Tanner, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors approves the changes made to LCLC Doc #17-035, Policies 17 through 22, of the Governance Manual. Motion Carried.

General Manager Update

LCLC Doc #17-034, General Manager's report, was circulated to the LCMPPC Board members. Kevin stated that the Membership promotion was going well – steadily up in numbers. As well, there was great hockey action on Friday with a double header – Lumberjacks at 4:00 pm and AUS Hockey at 7:00 pm.

The Summer Day Camp Report was attached to the General Manager's Report (LCLC Doc #17-034A) and Kevin advised that the LCLC summer camps realized a small profit, registrations were up dramatically and there was a good staff to camper ratio.

Chair's Report

Marketing Coordinator

LCLC Doc. #17-036, Memo from MoDL regarding the hiring of a Marketing Coordinator was circulated to the Board. Wayne Foster noted that by a slim margin, the municipality had voted to approve the hiring of a Marketing Coordinator and agreed to cost share the expenses with the Town of Bridgewater.

Wayne asked that an ad-hoc Marketing Sub-Committee get together and rejig the draft of the Job Description. Eric, Andrew and Heather, along with GM Kevin Benjamin would form the sub-committee, rework the job description and then forward the draft to all board members for any suggestions/changes. Then staff would be directed to advertise for the position.

Wayne also noted that he had received an email from MoDL CAO Kevin Malloy asking him to answer a councillor's list of questions regarding operations at the LCLC and a marketing position. Wayne advised that he and Kevin would review the questions and come up with detailed responses within 10 days of this meeting.

Draft Capital Budget Proposal

Wayne circulated a draft capital budget proposal that he wanted to provide to the Councils (LCLC Doc. #17-037) and asked for the Board's feedback. The memo explained how the Board was requesting that the process of the Board's Capital expenditure suggestions be changed at the municipal levels. Discussion ensued and Wayne advised he would provide more explanation and detail to the memo and would come back with revisions at the October LCMPPC Board meeting.

The board moved to an In Camera format to discuss a personnel issue.

2017-044 MOVED BY Eric Hustvedt, SECONDED BY Andrew Tanner, that the Lunenburg County Multi-Purpose Centre Corporation move to an In Camera format pursuant to Section 22 (2) (c) and (e) of the *Municipal Government Act* to discuss personnel matters. Motion Carried.

At 7:50 pm, the Lunenburg County Multi-Purpose Centre Corporation moved to an In Camera format.

At 8:15 pm, the Lunenburg County Multi-Purpose Centre Corporation moved out of Camera to a regular meeting format.

NEXT MEETING

The next regular meeting is scheduled for:

Date: October 19, 2017
Time: 6:00 pm
Location: Meeting Room, LCLC

ADJOURNMENT

The September 21, 2017, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 8:20 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair