

Minutes of a Board Meeting of the
Lunenburg County Multi-Purpose Centre Corporation (LCMPCC)
Held virtually via Microsoft Teams.
Thursday, January 20, 2022 at 6:00 p.m.

Attendance

Municipality of the District of Lunenburg

Councillor Pam Hubley, Chair
Mayor Carolyn Bolivar-Getson
Councillor Reid Whynot
Bill Schurman, Director of Recreation, Parks & Tourism
Sandra Challis, Administrative Assistant

Town of Bridgewater

Mayor David Mitchell
Deputy Mayor Andrew Tanner
Councillor Jennifer McDonald, Vice-chair
Tammy Crowder, CAO

LCLC

Kent Walsh, General Manager

Guests

Aaron Caldwell, MCW

Regrets

Councillor Stacey Colwell (Alternate), TOB
Councillor Chasidy Veinotte (Alternate), MODL
Tom MacEwan, CAO, MODL

1. Call to Order

Councillor Hubley called the meeting to order at 6:00 p.m.

2. Information Sharing (Questions by the Board Members and attending members of the public).

3. Approval of Agenda

The agenda was approved as circulated.

2022-01 Moved by Councillor Whynot, seconded by Mayor Mitchell that the agenda be approved as circulated. Carried.

4. Presentation – Energy Project Update & Dehumidification Project Design/Tendering

Mr. Caldwell and Mr. Walsh provided an update on the Energy Project, the Solar and Dehumidification projects noting the following:

Dehumidification Project:

- Design of Dehumidification project complete.
- Draft tender documents for project complete – initial tender will be for the purchase of the dehumidification unit, with the installation tender to follow.
- Procuring the equipment separately will provide greater control of project timelines.
- Intending that the project can be completed at the same time as Energy project, but this project can go ahead with the ice in.

Energy Project:

- Energy Project (Glycol, redirection/storing of Heat, piping etc.) expected to begin April 25th with a twelve-week schedule.
- All equipment for Energy Project has been ordered.

Solar Project:

- Solar Project should generate enough power to recover costs in ten years, with ICIP funding (65% of costs), this cost-recovery timeline is greatly reduced.
- Working with original structural engineer to check options for roof placement of solar panels; a ground location for unit has been determined if roof placement is not an option.

Mr. Caldwell left the meeting at 6:19 p.m.

Mr. Walsh presented the tender scoring document for the LED Lighting Project. This project would achieve one of the biggest energy savings for the facility, switching fifty-two 400watt heads with 128watt heads. Three responses to the tender had been received with the highest scoring offer from ASAP Electrical/Gray Bar for the sum of \$136,290.00 plus HST.

Mr. Walsh would report back to the Board if the light system in the aquatics centre was light-reactive, able to dim/turn-off if there was sufficient natural light.

2022-02 Moved by Councillor Whynot, seconded by Mayor Mitchell that the Board award the tender for the LED Lighting Project to ASAP Electrical / Graybar for the sum of \$136,290.00 plus HST. Carried.

5. Approval of Minutes – December, 16th 2021

2022-03 Moved by Councillor McDonald, seconded by Councillor Whynot that the Minutes of the December 16, 2021 LCMPCC Board meeting be approved as circulated. Carried.

6. In Camera

2022-04 At 6:29 p.m. it was moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the Board go In Camera to discuss the following item(s):

- 6.1** Personnel Matter under Section 22(2)(c) of the MGA – Budget - Organizational Structure & Wages
- 6.2** Contract Negotiations under Section (22)(2)(e) of the MGA – Lumberjacks Update
- 6.3** Contract Negotiations under Section (22)(2)(e) of the MGA – Naming Rights Contracts Review
- 6.4** Contract Negotiations under Section (22)(2)(e) of the MGA - Food Services Contract Proposal
- 6.5** Personnel Matter under Section 22(2)(c) of the MGA– GM Review

Carried.

The LCMPCC Board In Camera in session.

2022-05 At 7:19 p.m. it was moved by Councillor Whynot, seconded by Mayor Bolivar-Getson that the Board come out of In Camera and return to open session. Carried.

The LCMPC Board in session.

2022-06 Moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the Board approve the draft contract with Fancy Pants Café to provide food services to the LCLC. Carried.

6. Business Arising from the Minutes & Unfinished Business

None.

8. Correspondence

None.

9. New Business

9.1 Capital & Operating Budget Proposal

Capital Budget

The Capital Budget Workbook, circulated in advance of the meeting, was presented by Mr. Walsh. The workbook detailed specific capital items, with associated costs, which had been

prioritized. A sheet further explaining the need for the items was provided. In addition, the following comments were noted:

- FCM standing offer for Electric Vehicle Charging Stations (EVCS).
- EVCS budgeted price was assuming receipt of 50% in grants or incentives. The price did not include required electrical cord upgrades or installation.
- Expectation that new EVCS would be chargeable to the consumer.
- EVCS would require Wi-Fi.
- Investing in equipment (Spin bikes, weights and kettle balls) would offer a bridge towards a gymnasium and could be located in the Active Living Studio-

A discussion followed regarding there being no provision in the proposed budget for life-cycle planning, or unplanned emergency expenditure. It was noted that MODL was already budgeting long-term for the LCLC and options for emergency expenditure had been previously brought forward of:

1. Amending the agreement to automatically transfer any surplus to reserve.
2. Have Councils consider surplus transfers on annual case-by-case basis (current procedure).
3. Amending the agreement to provide authority for emergency expenses up to a determined threshold, \$50,000 had been previously mooted.

Ms. Crowder advised that an Equipment Reserve amount could be included in either the Capital or Operating Budget for emergency expenditure.

2022-07 Moved by Councillor McDonald, seconded by Councillor Whynot that the Board recommend the approval of the proposed 2022/ 23 LCLC Capital Budget of \$272,472.12 to the respective Councils for approval with each Council's contribution being \$136,236.06 each. Carried.

Operating Budget

Mr. Walsh presented the Operating Budget proposal, circulated in advance of the meeting. He highlighted the following:

- Cautiously optimistic on revenue improving as Covid restrictions removed
- Budgeted for the arena to be closed for twelve weeks for the Energy Project-
- IT Licensing Fee included Connect2Rec.
- Facility Maintenance & Repairs included insurance.
- Wages & Benefit allowed for CPI increase of around 5%, increased salary for Events & Marketing position and the proposed new position.
- Arena revenue factored in an increase to ice rates approximately 4.2%
- Membership prices to increase

The following comments were noted:

- Members do not receive preferred rates for ice bookings, could be considered.

- Time needed to reflect wage increases for Guards/Instructors had increased retention.
- Membership prices should not increase, the facility needs to be affordable, a decrease in rates would be preferred.
- Membership already provides discounts on Swim Lessons and Day Camps.
- Suggestion to combine Family/Couples rate and offer a reduced membership rate of \$399.00 to coincide with Family Day in February.
- Family rate could be opened to allow grandparents to bring their grandchildren.
- Equipment Reserve for emergency expenses in operating budget.
- Repairs & Maintenance line does permit some discretionary expenditure.

It was agreed that Mr. Walsh would submit a revised proposed Operating Budget, allowing for possible wage increases for Guards/Instructors, reduction in membership rates and Equipment Reserve, to the Board and a meeting would be arranged to consider this revised Operating Budget for 2022/23.

9.2 Agenda Planning

The Agenda Planning Document reviewed in 2019 and circulated with the agenda, was included for the Board's information.

9.3 Anti-Racism Task-Force – Letter of Introduction

A letter of introduction of the Anti-Racism Task-Force was circulated with the agenda for information purposes. Mr. Walsh reported that Anti-Racism/Inclusion training plans were moving forward.

9.4 Events & Marketing Job Description

The updated job description for the Events and Marketing position, circulated with the agenda, was discussed. The following comments were noted:

- Shifted focus of position to events attraction and delivery to the facility.
- Proposed salary increase to attract higher calibre of applicants.
- Graphic Design would not be essential, as design outside person's capability could be outsourced, but graphic layout experience would be beneficial, i.e., Canva.

10. Information/Updates

10.1 General Manager's Monthly Report

Mr. Walsh reviewed his monthly report, circulated with agenda. In addition, the following items were discussed:

- Exploring holding outdoor events, commitments from participants a challenge due to Covid uncertainty.
- Suggested Board composition for Luke Wentzell Tournament would include representation from the Lumberjacks, South Shore Minor Hockey Association, LCLC, Town of Bridgewater and Municipality of Lunenburg.

- Programming offered by LCLC had doubled.
- Studded tires organized for Fat Bikes.
- Ice bookings running at around 60% capacity, there has been a slow return due to Covid restrictions.

10.2 Aged Receivables

The aged receivables report, circulated with the agenda, was presented.

10.3 Financial Statements

The financial statement for period ending October 31st 2021, circulated with the agenda package, was reviewed. In addition, the following items were discussed:

- First period that the unplanned expense of vaccine-checking was reflected.
- During lockdown March 2021, facility had laid-off staff and saved money, but the ever-changing Covid restrictions since then had severely impacted revenues and expenditure.
- As a Municipally owned facility, the LCLC was not eligible for financial assistance from Provincial or Federal levels.
- Predictions for year-end operating deficit were suggested of between \$280,000 to \$480,000 with the deficit liability to be split between the municipal units.

A discussion followed regarding the expected deficit and Ms. Wilson referred to the *Agreement* which stated that if approved budget is expected to be exceeded, an additional budget appropriation must be submitted to both units for approval. It was noted that the facility was not over budget per-se, but revenue was severely below expectations. It was noted that both Municipal Units should be made aware of predicted deficit, so this information could be included at budget deliberations.

It was agreed that Mayor Mitchell would draft a letter to the Province in relation to revenue shortfalls and the lack of access to provincial financial support due to the organizational structure of the facility.

2022-08 Moved by Deputy Mayor Tanner, seconded by Mayor Mitchell that the financial statements for periods ending October 31st, 2021 be received and approved as presented. Carried.

11. Next Meeting – Thursday, February 17, 2022 at 6:00 p.m.

A meeting to discuss a revised Operating Budget would be held prior to the February meeting, date to be determined.

12. Adjournment

2022-09 There being no further business at 9:11 p.m., it was moved by Mayor Mitchell, seconded by Councillor Whynot that the meeting adjourn. Carried.