

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Wednesday January 27, 2016**

Minutes of a meeting of the Lunenburg County Multi-Purpose Centre Corporation held in the Multi-Purpose Room at the Lunenburg County Lifestyle Centre, 135 North Park Street, Bridgewater, Nova Scotia. Meeting called to order at 4:07 pm on January 27, 2016.

Chair: Andrew Tanner

Attending: Eric Hustvedt, John Vissers, Bill McInnis, Carolyn Bolivar-Getson, Malcolm Pitman, Heather Frallic and Wayne Foster

Attending (Non-Voting Reps): Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)

Regrets (Non-Voting Reps): Ken Smith, CAO, Town of Bridgewater (TOB)

Also in Attendance (Resource): Kevin Benjamin, General Manager, LCLC  
Vicky Grace, Accountant, LCLC

Delegation in Attendance: Siew Secord, COO, MJSB  
David Muise, Director of IT, MJSB

Recording Secretary (Resource): Isobel Leslie

**PRESENTATION – Municipal Joint Services - IT shared services initiative**

David Muise, Director of IT and Siew Secord, COO of the Municipal Joint Services were in attendance to present a Power Point demonstration regarding Information Technology shared services. They reviewed the background of the MJSB and what they could offer the LCLC by way of IT Services.

The MJSB uses Eastlink for their Anti-Virus / Anti-Spam / Security. As well they are utilizing a third party facility – again an Eastlink facility - outside of Halifax to physically store data and backup. There is a savings in cost if all municipal entities in the region joined the MJSB. Some of the benefits of shared services, David explained, was standardization of processes and systems, enhanced services for internal customers, improved utilization, ability to share best practices, improved security.

The preliminary estimated yearly cost for the LCLC would be \$20,642. This was based on offsite storage, shared licensing and IT support. David was asked if the costs could be broken down even further for the LCLC – i.e., could the LCLC buy into just the security, storage, email licensing, network connectivity and not the technical support as the LCLC had its own technical person on site for desktop support. They would look into this.

At 4:40, David and Siew were thanked for their time and presentation and exited.

## **ADDITIONS/DELETIONS TO THE AGENDA**

Under **Request for Decision/Direction**, add:

- Subcommittee Positions – HR Committee

2016-01            MOVED BY Wayne Foster SECONDED BY Carolyn Bolivar-Getson, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of January 27, 2016, be approved as amended. Motion Carried.

## **MINUTES**

2016-02            MOVED BY Carolyn Bolivar-Getson SECONDED BY Heather Fralic, that the Regular Meeting Minutes of the Lunenburg County Multi-Purpose Centre Corporation of December 17, 2015, be approved as circulated. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

### **Request for Decision/Direction**

#### HR Subcommittee – General Manager Evaluation

With Claudette's term on the board over, Eric volunteered to sit in on the HR Committee. Carolyn would step back. Going forward therefore, Andrew Tanner, as Chair, Heather Fralic and Eric Hustvedt now make up the HR Subcommittee.

#### Finance Committee Update

John reported that the Finance Committee had met on Tuesday to review the financials. LCLC Doc #16-001, Income Statement ending December 31, 2015, was circulated to the Board members for review and discussion. The financials were discussed and suggestions were made to improve:

- Did we make money on the World Sledge Hockey Challenge? Yes
- How are memberships doing? Membership numbers are up.
- Aquatic Centre – is there a possibility of reducing costs in relation to staff hours at the pool? Kevin explained that the Aquatic Centre always needs a minimum of two guards, even if there is only 1 person swimming in the pool.
- Perhaps closing the Aquatic Centre in mid-day when numbers are low – would that make a difference in expenses? The opinion was expressed that in its role as a service to the community, the pool should not have its hours reduced.

2016-03            MOVED BY John Vissers, SECONDED BY Bill McInnis, that the Board of Directors of the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Doc. #16-001, *Income Statement ending December 31, 2015* as presented. Motion Carried.

## MJSB Information Technology shared services – discussion / direction

After discussion, it was decided that Kevin would sit down with Josh Wamboldt, the LCLC's IT Data Coordinator, and Kevin would have a report at the February meeting.

## **Information/Updates**

### General Manager Update

LCLC Doc #16-002, GM Status Report was circulated to the Board for information. Of note:

- World Sledge Hockey Challenge was a complete success. Kevin reported that the 112 volunteers and staff were excellent and rose to the challenge. Kevin pointed out that at the Board level, Carolyn was in charge of the over 100 volunteers and John was a host for the Russian team – both played important roles in the success of the event. Kevin discussed the host organizing committee, the organizations and the schools that took part in the event. Another bid would be submitted for a future World Sledge Hockey Challenge.
- A Legacy Fund was established and Introduction to Sledge Hockey (a program for everyone over the age of 10) begins in February.
- Memberships – Membership is up since the end of December which is partially attributed to New Year's Resolutions. As well, a grant had been received from the Lunenburg Queens Recreation Directors purchasing \$7000 worth of memberships for family resource participants in Lunenburg Queens.

### *Communication Issues*

In December an email was received by the Board from a client who was not happy with an issue with Aquatics. Kevin reported that this issue had been dealt with by the Aquatic Manager and the individual has now signed up for private lessons.

### *Memberships Changes and New Strategy*

Kevin reported that one of the Guest Services staff would begin to take on more duties in the office. Her prime job would be to assist with membership sales, in particular corporate memberships.

### Governance Committee Update

Malcolm reported that the Governance Committee had met briefly and there was a concern about Policy 3 – Board members and terms of office, the GM Policy and a Harassment Policy. As well, the Governance Committee needed to draft a policy on Non-Profits and Charitable Organizations and if they would receive a discounted rate for services at the LCLC. Once changes/additions were made to the Governance Document, it would be circulated to the Board for approval.

### Fundraising Committee Update

Carolyn reported and the Board discussed the MOU between the Town and the Municipality with respect to capital fundraising. The fact that the Capital Fundraising had not officially concluded was impeding further fundraising as the feeling was that people did not want to donate money to a building that was

already here – i.e., capital - but would rather donate to the ongoing operating expenditures. There are presently motions from both municipal units with respect to returning all capitally raised funds to the municipal units. This matter would need to be delved into further.

Chair's Report

Andrew asked about Low Income Seniors and Programming. Was there anything in place for subsidies for seniors? Kevin reported that the LCLC has no subsidies presently for seniors – the LCLC does offer a discounted rate for memberships for seniors. Subsidies for seniors should be looked at in the future in conjunction with other groups such as Lunenburg Queens Recreation Directors.

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2016-04            MOVED BY Carolyn Bolivar-Getson, SECONDED BY Wayne Foster, that the Lunenburg County Lifestyle Centre Board of Directors move to an In Camera format in accordance with Section 22 (2) (e) of the *Municipal Government Act*. Motion Carried.

At 5:30 pm, the meeting moved to an In Camera Format to discuss library lease status as well as the Union discussion regarding the Town's employees.

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At 5:50 pm, the regular meeting of the Lunenburg County Multi-Purpose Centre Corporation resumed.

**NEXT REGULAR MEETING**

The next regularly scheduled meeting of the LCMPPC was scheduled for:

Date:            February 18, 2016  
Time:            6:00 pm  
Location:        Multi-Purpose Room, LCLC

**ADJOURNMENT**

By consensus, the Lunenburg County Multi-Purpose Centre Corporation was adjourned at 5:52 pm.

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Isobel Leslie, Recording Secretary

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Andrew Tanner, Chair