

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday October 20, 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 6:00 pm on October 20, 2016

Chair: Andrew Tanner

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

Also in Attendance (Non-Voting Reps): Ken Smith, CAO, Town of Bridgewater (Town)  
Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)  
Trudy Payne, Recreation Director, MoDL  
Sandy Mair-Dodman, Recreation Director, Town

Also in Attendance (Resource): Kevin Benjamin, General Manager

Recording Secretary (Resource): Isobel Leslie

**ADDITIONS/DELETIONS TO THE AGENDA**

2016-44        MOVED BY John Vissers, SECONDED BY Carolyn Bolivar-Getson that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of October 20, 2016, be approved as circulated. Motion Carried.

**MINUTES**

2016-45        MOVED BY Eric Hustvedt, SECONDED BY Heather Fralic, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of September 15, 2016, be approved as circulated. Motion Carried.

**BUSINESS ARISING AND UNFINISHED BUSINESS**

**Information / Updates**

Recreation Reports – Town of Bridgewater

LCLC Doc #16-025, Bridgewater Parks and Recreation Fall, Winter, Spring Program Facility Use document was circulated to the Board for information and discussion. Town of Bridgewater's Recreation Director, Sandy Mair-Dodman went through the highlights of the report and discussed how Bridgewater Parks and Recreation tries to focus on grass roots programming and tries not to duplicate programs from other

departments. As well, she explained that the recreation department staff tries to utilize the spaces at the LCLC as much as possible when they program. However, the LCLC is more expensive in some cases and often doesn't have the space required at prime time. Sandy noted that the rec department also likes to support community non-profit groups as well; hence another reason to go elsewhere for space.

Trudy asked if perhaps MODL and the Town could be given reduced rates for rooms and active living space as they were partners with the LCLC. Board members explained that they were a municipal corporation under the Town and the Municipality and had a budget to stick to as mandated by the two councils. This kind of question would really have to come back to the councils. The Town and the Municipality, in the long run would have to fund the deficit.

LCLC Doc 16 -026, Summer Day Camp Analysis, was reported on briefly by Sandy as well. Both the LCLC and the Town's rec department had hosted day camps for the summer months. The report noted that the LCLC's day camp's numbers have grown substantially since they began a few years ago whereas the Town of Bridgewater's have stayed consistent but not grown. Both entities saw a loss in revenue; the LCLC – a small loss and the Town, a much greater loss. Sandy noted that she was not ready to combine day camps because she felt the outdoor pool and guide cabin (home base), along with walking trails were a much sought after part of the day camps for many children/parents.

Sandy and Trudy were thanked for their input and left the meeting at 6:20 pm.

The board members discussed the reports and decided that as a Request for Proposals for a Recreation Services Study from the Municipal Joint Services Board was being released soon and an in-depth study would be completed with all partners taking part, the board would wait before delving any further at this time.

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

#### Finance Committee Update

John Vissers reported on LCLC Doc # 16-031, Monthly Income Statement for September. He noted there was nothing out of the ordinary and the LCLC is on budget. There is a slight raise in income and expenses were normal. Collection of Accounts Receivable was going well. John also reported, in answer to Carolyn's question, that the LCMPPC was in better shape than last year at this time, and next month, forecasts would be added to the statement.

2016-46            MOVED BY Bill McInnis, SECONDED BY Wayne Foster that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Document #16-031, Income Statement for September, as circulated and presented to the Board of Directors. Motion Carried.

#### Fundraising – MOU between LCMPPC and municipal councils

The Board members discussed the original Memorandum of Understanding between the Town and the Municipality and the Capital Fundraising piece. Andrew explained that the MOU was put together years prior to the construction of the building and should be revisited. Essentially, because of the confines of

the present MOU, the LCLC is not able to accept any fundraising dollars operationally. This would need to be brought before both councils in late November once all the new councillors have settled in after the recent municipal elections.

### Signage and Flags

Kevin reported that these items are continually being asked about by the general public visiting the LCLC; particularly no sign on the building and no flags (national/provincial) anywhere on site. Kevin advised that he would be putting these items back on the capital budget item list. Last year, he had lumped all items together but this year, he would price items individually for the board.

### **Information/Updates**

#### General Manager Update

LCLC Doc. #16-035 General Manager written update was circulated to the board for information and discussion. Attached to this report, Kevin had attached reports from Book King software to illustrate that the reporting feature of the new POS software was much better than the previous.

Of note:

- Aquatic program enrollment was up from last year.
- Membership numbers were also up with the Fall promotion.
- Ice rentals and public skates were in full swing. Kevin was asked to break down the numbers between parent & tot and adult skate.
- Partnerships – Kevin reported that there was a meeting in September with the Town and REMO regarding the water shortage in the municipality due to lack of rain. The LCLC opened its doors to allow the public to have showers and fill up water jugs. To date, the LCLC has had 57 people come in to use the showers.
- The LCLC is hosting the Canadian Sledge Hockey team in mid-November for a high performance camp prior to heading to PEI for another World Sledge Tournament.
- Glen Murray High School Hockey Tournament will be held shortly after.
- Asked about marketing, Kevin reported that staff was looking at individual events and doing marketing around the events. He noted that staff would soon delve into the Dalhousie students' marketing project and work out if there were parts of it that could be used.
- Membership – working on programs and incentives in house. As an example – tax free memberships over the holidays.

Discussions ensued around marketing, concerts, trade show business, food and wine shows and other possible uses of the arena when the ice was out. It was noted that there was not a lot of time when the ice is out and current staff's time is tight to be able to put events on. Should the LCLC budget for a marketing person or a special event person? John noted that lighting and sound was one of the biggest costs of incoming events and without having its own systems at the LCLC, that cost ate a lot of possible profits.

2016-47        MOVED BY Wayne Foster, SECONDED BY Heather Fralic that the Lunenburg County Multi-Purpose Centre Corporation accepts LCLC Document #16-035, General Manager's October Status Report as circulated and presented to the Board of Directors. Motion Carried.

#### Governance Committee Report

The Corporation Board of Directors received two policies for approval: LCLC Doc#16-027, Draft Alcohol Policy and LCLC Doc#16-028, Policy 3 Board Composition and Terms.

With respect to the Alcohol Policy, Wayne reported that they had drafted a simple Alcohol Policy and noted minimal alcohol advertising.

2016-048        MOVED BY Wayne Foster, SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Board of Directors accepts document LCLC Doc#16-027, LCLC Alcohol Policy as drafted and circulated. Motion Carried.

With respect to the Board Composition, Wayne reported that the Governance Committee simply added the allowance for reappointment of non-elected representatives for a second term. This item was simply missed in the initial draft.

2016-049        MOVED BY Wayne Foster, SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Board of Directors accepts document LCLC Doc#16-028, LCLC Policy 3, Board Compensation and Terms as circulated. Motion Carried.

#### *Agenda Planning Calendar*

Wayne reviewed the Agenda Planning Calendar (LCLC Doc#16-029 and Doc#16-030) with the Board. The items on the planning calendar were identified as key items that the Board must address on a regular basis. Wayne noted that the calendar can get as detailed as the Board would like. Isobel was asked to change the date on the Planning Calendar and recirculate to the Governance Committee members. Wayne advised that if any of the board members felt that a policy should be reviewed in a certain priority, to please let the Governance Committee know.

Wayne reported that the Governance Committee would follow the Agenda Planning Calendar and would report to the Board every two months.

#### Report of Joint Committee Meeting Subcommittee – YMCA and LCMPPC Board

Bill, Wayne and Kevin met with members of the YMCA Board and agreed to continue the preliminary discussions. It was noted that the recreation study being planned by Joint Services Committee would assist with the YMCA/LCLC Board discussions moving forward.

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2016-050      MOVED BY Eric Hustvedt, SECONDED BY Carolyn Bolivar-Getson, that the Lunenburg County Multi-Purpose Centre Board of Directors move to an In Camera format in accordance with Section 22 (2) (e) of the *Municipal Government Act*.

At approximately 7:41 pm, the meeting moved to an In Camera Format to discuss the two applications to fill the vacant position on the Board of Directors for the LCMPPC.

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At 7:50 pm, the regular meeting of the Lunenburg County Multi-Purpose Centre Corporation resumed. A decision had been made to interview the two applicants for Board members. Wayne, Andrew and Heather would interview and would set up a time prior to the next board meeting.

**NEXT MEETING**

After discussion, it was decided to move the next regular meeting of the LCMPPC forward one week. The meeting is scheduled for:

Date:            November 24<sup>th</sup>, 2016  
Time:            6:00 pm  
Location:       Meeting Room, LCLC

**ADJOURNMENT**

The October 20, 2016, Meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation was adjourned at 7:53 p.m.

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Isobel Leslie, Recording Secretary

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Andrew Tanner, Chair