

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday May 18, 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 6:01 pm on May 18, 2017.

Chair: Wayne Foster

Attending: Andrew Tanner, David Mitchell, Eric Hustvedt, Heather Fralic, and Andy Selig and via conference call: Carolyn Bolivar-Getson

Regrets: John Vissers

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

ADDITIONS/DELETIONS TO THE AGENDA

Under Information/Update

➤ Governance Committee

2017-25 MOVED BY Andrew Tanner, SECONDED BY Eric Hustvedt, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of May 18, 2017, be approved as amended. Motion Carried.

MINUTES

2017-26 MOVED BY Eric Hustvedt, SECONDED BY Andrew Tanner, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of April 20, 2017, be approved as circulated. Motion Carried.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

LCLC Doc#17-024, Income Statement for April 2017, was circulated to the board for review and discussion. Heather reported that everything looked good and there was nothing out of the ordinary in the statement. As had been reported at the last meeting, the Finance Subcommittee would be separating the Special Events section out of the main body of the statement and report on it separately at the bottom of the statement. They would try to make this change at the June meeting for the May income statement.

2017-27 MOVED BY Heather Fralic, SECONDED by David Mitchell that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-024, Income Statement of April, 2017. Motion Carried.

New Signing Officers

Kevin reported that there are four signing officers for the corporation (past chair Andrew Tanner, Carolyn Bolivar-Getson, Heather Fralic and General Manager Kevin Benjamin) but as there has been a change in chairs, Wayne should now be added as a signing officer. Therefore, to keep the number at four, Carolyn would step down as signing officer and Wayne would be added. Vicky would contact the Bank of Montreal and begin the process to add Wayne Foster and remove Carolyn Bolivar-Getson as signing offices for the corporation.

2017-28 MOVED BY Eric Hustvedt, SECONDED BY Andrew Tanner, that the signing officers for the Lunenburg County Multi-Purpose Centre Corporation would now consist of LCMPPC Board Chair, Wayne Foster, Andrew Tanner, Heather Fralic and Kevin Benjamin. Motion Carried.

Membership Information Request from Municipality

Kevin reported that there had been a request from the Municipality of the District of Lunenburg to provide them with a report as to where the members / users of the LCLC currently reside. Eric and Carolyn noted that this request had come from a few of the councillors from MoDL. This was an issue that had been discussed before at the Board level and previously it was noted that this information was difficult to pull from the software. However, with the BookKing software that the LCLC is currently using, it would be easy to export the member information by either community or postal code.

2017-29 MOVED BY David Mitchell, seconded by Eric Hustvedt, that the Lunenburg County Multi-Purpose Corporation authorize General Manager and his staff to forward the LCLC membership information sorted by the various communities that MoDL has requested. Motion Carried.

Library Lighting

LCLC Document #17-019, letter from the Town of Bridgewater regarding the outstanding lighting problem, was circulated to the Board for information and discussion. The letter was regarding the lighting issue in

the far corner of the library. The Town's Inspection and Facilities Manager, Gordon Hopkins had advised that this lighting issue was a flaw with the original design and needed to be fixed by the landlord, the LCLC.

After discussion, the Board instructed Kevin to take the next step and get a quote as to what it would cost to fix the lighting problem at the back of the library and bring the information back to the next board meeting.

Marketing Coordinator

LCLC Document #17-023, Draft Marketing Coordinator Job Description, was circulated for the board's review and discussion. The board members agreed that a Marketing Coordinator would be beneficial to the LCLC but the money for such a position is not in the budget.

2017-30 MOVED BY Andrew Tanner, SECONDED BY Eric Hustvedt that the Lunenburg County Multi-Purpose Centre Corporation instruct General Manager Kevin Benjamin to move forward with the hiring of a Marketing Coordinator. Chairman Wayne Foster would approach both municipal units to request a change to the Operating Budget to add an extra \$50,000 per year to cover the costs for this position. Motion Carried.

As well, it was noted that a meeting with both councils and the LCMPPC Board of Directors should be convened soon in order to discuss the change required to the Capital Fundraising Memorandum of Understanding. As well, the municipality had advised that they wanted clarification as to what was requested from both municipal units of the yearly capital funding requirements. This matter would be brought forward to the next Finance Subcommittee meeting to provide a clearer direction for the councils in that regard.

Dates to Visit Truro Facility

Kevin advised that he would gather some more dates for the Board to visit the Truro facility as the earlier dates chosen had previously failed. He would try again for June.

Dates for Strategic Planning Review

Kevin advised that he would get some dates from Max Chauvin for another Board Strategic Planning session and would forward possible dates to the Board members.

Information/Updates

Governance Committee

On behalf of the Governance Committee, Eric Hustvedt reported that he would be forwarding the Board Self Evaluation to be completed by all board members.

Award Received from Lifesaving Society

Kevin showed an Affiliate Award that the Aquatic Centre had received from the Lifesaving Society.

Correspondence from South Shore Regional School Board

LCLC Doc. #17-020, letter from school board was circulated to the board for information. The letter thanked the staff of the LCLC for its assistance hosting the Regional Science and Heritage Fairs and complemented the facility as a whole.

Correspondence from the Province – Canada 150 Grant rejection

LCLC Doc. #17-021, letter from the province regarding the LCLC's application to the Nova Scotia, 150 Forward Fund. Unfortunately, the LCLC's application was rejected.

Tennis Club Update

Kevin reported that after the last Board meeting wherein the Tennis Club had presented, he had had a discussion with Nick Brown, Development Officer for the Town of Bridgewater. Presently the LCLC has 440 parking spaces. If the Tennis Club was to move to the LCLC, the LCLC would lose 66 parking spaces which is 16 spaces short from the original development permit numbers. David advised that they need not worry about the few parking spaces. This would be a decision of the Town Council.

General Manager Update

LCLC Doc. #17-024, General Manager's written update, was circulated to the board for information and discussion.

Of note:

- Ice is now out – first day of ice rentals for the new ice season will be August 14th.
- New Membership promotion is being rolled out in keeping with the Canada 150 theme – for new members only.
- Aquatic Programming is way up.
- Annual Shutdown for Maintenance and cleaning is June 28, 29 and 30th.
- Summer Camps – registration has begun. Camps are expected to be another success this year.
- Upcoming events: Army Cadet Corp May 18th – annual parade in the arena; Walk the Walk for Autism June 10- arena; Michelin Junior Bike event June 10 – outside; Michelin Tire Trot June 17 – five kilometre run event; Parkview Graduation June 28th – arena.

Chair's Report

Nothing further to report at this time.

At this juncture, with regard to personnel discussions, the Board moved in to an In Camera format.

2017-031 MOVED BY Andrew Tanner, SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation move to an In Camera format pursuant to Section 22 (2) (c) of the *Municipal Government Act* to discuss a personnel matter. Motion Carried.

At 7:06 pm, the Lunenburg County Multi-Purpose Centre Corporation moved to an In Camera format.

At 7:37 pm, the Lunenburg County Multi-Purpose Centre Corporation moved out of Camera to a regular meeting format.

NEXT MEETING

The next regular meeting would be changed from June 15th to June 22, 2017:

Date: June 22, 2017
Time: 6:00 pm
Location: Multi-Purpose Room, LCLC

ADJOURNMENT

The May 18, 2017, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 7:38 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair