

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday October 19, 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 6:04 pm on October 19, 2017.

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

**ADDITIONS/DELETIONS TO THE AGENDA**

***ADD under Finance Committee:***

- ***Results of RFP for External Financial Auditor***

2017-45      MOVED BY Andrew Tanner and SECONDED BY John Vissers that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of October 19, 2017, be approved as amended. Motion Carried.

**MINUTES**

2017-46      MOVED BY Eric Hustvedt, SECONDED BY Andrew Tanner that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of September 21, 2017, be approved as circulated. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

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

#### Income Statement

The September Income Statement (LCLC Doc. #17-041) was circulated for discussion. John reported that there were no troublesome areas and most line items were trending where they should be. He noted that a separate section had been added entitled "Special Events" into the revenue and expense to take into account events such as AUS Hockey and 55 Plus Games – separating it from the regular rentals and providing a more accurate picture of special events income as opposed to strictly rental income.

2017-47        MOVED BY John Vissers, SECONDED by Andy Selig that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-041, Income Statement for September, 2017. Motion Carried.

#### Response to External Audit Services RFP

Two responses for audited services were received. Vicky conducted a thorough review of both and presented to the Finance Subcommittee. As a result of this thorough review and scoring of both responses, Grant Thornton was chosen as the new auditors for the LCMPPC.

2017-48        MOVED BY Andy Selig, SECONDED by John Vissers that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts the Response to the RFP LCMPPC #2017-001, External Audit Services, submitted by Grant Thornton Limited. Grant Thornton would be retained for the year-end of March 31, 2018 audit through to year-end March 31, 2020 audit. Motion Carried.

#### Terms of Office for LCMPPC Board of Directors

LCLC Doc#17-038, End of Terms of Office for the LCMPPC board members, was circulated for review and discussion. It was noted that Andrew Tanner, Town elected official was completing his second 2-year term. As well MoDL elected official, Mayor Carolyn Bolivar-Getson was also finishing her second 2-year term on the Board. Finishing his first 2 year term was Eric Hustvedt who was willing to stay for a second term if MoDL's council so wished.

Isobel was instructed to send a memo to the municipal units as to the terms of the elected officials on the LCMPPC Board of Directors.

Completing his first 3-year term and in line for a possible second term on the Board was Wayne Foster, MoDL's citizen appointee on the Board. On Wayne's behalf, Kevin advised that he was willing to stay on the board for a second term if MoDL agreed to reappoint him. Andy Selig, the Town's citizen appointee who finished off another resigning citizen's first term on the Board was willing to stay on the Board for what would be his first 3-year term if the Town agreed to reappoint him.

2017-49        MOVED BY Eric Hustvedt and SECONDED BY Andrew Tanner, that in accordance with Policy 3, Section 2.1.1, of the Lunenburg County Multi-Purpose Centre Corporation Board of Directors Governance Manual the Lunenburg County Multi-Purpose Centre Corporation Board recommends that Council for the Town of Bridgewater appoints Andy Selig as one of its non-elected representatives on the Lunenburg County Multi-Purpose Centre Corporation Board for a three year term. The term would be complete on October 31, 2020. Motion Carried

2017-50        MOVED BY Eric Hustvedt and SECONDED BY Andrew Tanner, that in accordance with Policy 3, Section 2.1.1, of the Lunenburg County Multi-Purpose Centre Corporation Board of Directors Governance Manual the Lunenburg County Multi-Purpose Centre Corporation Board recommends that Council for the Municipality of the District of Lunenburg reappoints Wayne Foster as one of its non-elected representatives on the Lunenburg County Multi-Purpose Centre Corporation Board for a second three year term. The second term would be complete on October 31, 2020. Motion Carried.

#### Efficient Energy Discussion

Kevin reported that this agenda item stemmed from a discussion in a board meeting a few months ago. Carolyn and David were to check with respective municipal staff about any energy efficient programs that the municipal units might use and bring back ideas/suggestions for costs savings for use at the LCLC. As both Carolyn and David were not in attendance, Kevin would follow up with the absent board members prior to the next meeting. Therefore, this discussion would be deferred.

Andy noted that the Regional School Board, along with some other businesses had taken part in a very informative study regarding a Strategic Energy Program. He advised that the study was worthwhile and the LCMPPC should look into being a part of that as well. He would forward information to Kevin with respect to this study.

#### Skatepark Land

Kevin reported that he had a conversation with solicitor J.C. Reddy regarding the block of land required for the skateboard park. The solicitor's advice was to deed the land back to the Town and not have a leasing arrangement.

The Board directed Kevin to revisit Town staff and come up with an exact boundary for the Skate Park and then bring it back to the Board. Once this is done, they would decide on further steps.

### Feedback from MoDL on Responses to Questions from MoDL's Council regarding marketing position

Kevin Malloy reported that for the most part there was positive feedback from the Council regarding LCLC Staff's response to questions that a member of MoDL's had asked as to the necessity of a Marketing Manager and Job Descriptions for the remainder of the administration staff. Eric advised that when there was a question from a council member regarding operations at the LCLC, he deferred to the CAO and would be continuing to do this in the future.

### Strategic Planning Document

LCLC Doc #17-039, Strategic Plan Update September 2017, was distributed to the Board for information and discussion. As not all Board members were in attendance and it was discussed that everyone needed more time to review the document, the board members were asked to explore the document fully and then revisit it at the next meeting. If there were items in the document that needed to be changed or reworded, Staff would review/discuss with facilitator Max Chauvin.

### General Manager Update

LCLC Doc #17-040, General Manager's report, was circulated to the LCMPPC Board members. Kevin stated:

- Membership numbers were way up after the Fall promotion and staff would now work at retaining present memberships
- Three separate hockey games next weekend, all of which will be supporting the "Pink in the Rink"
- With respect to the Capital Budget, there were still some outstanding items to complete:
  - such as flag poles - working on finding a contractor to do the work; and
  - Office storage and reconfiguration in the administration offices.

### *Possible Leased Space*

Kevin reported that he had an individual approach him about the possibility of renting out one of the rooms – the party room – for space to set up a permanent business. Kevin noted that fixed revenue as opposed to variable revenue for that room might be a positive thing and this was something to explore.

Regardless, if talks go any further with respect to this possibility, Kevin would bring it back to the board.

### Chair's Report

Nothing to report at this time.

### *Draft Capital Budget Proposal*

Circulated to the Board was an updated Draft Proposal for the Capital Budget Process of the LCLC that Chair, Wayne Foster had penned.

The Board discussed this proposal and the following motion was unanimously approved:

2017-51        MOVED BY John Vissers, SECONDED BY Andrew Tanner and in accordance with LCLC Doc #17-037A, Draft Proposal for the Capital Budget Process of the LCLC, that the Lunenburg County Multi-Purpose Centre Corporation Board forwards this document to both the Town of Bridgewater and the Municipality of the District of Lunenburg for discussion and the LCMPPC Board also recommends that both municipal units adopt this proposal for capital expenditures. Motion Carried.

### **NEXT MEETING**

The next regular meeting is presently scheduled for November 16, 2017. However, the GM was unable to attend on that day along with some Board members. Isobel was asked to send an email to the Board members and poll them about dates for the next meeting and if a combination of November and December meetings was in order.

### **ADJOURNMENT**

The October 19, 2017, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 6:58 pm.

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Isobel Leslie, Recording Secretary

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Heather Fralic, Acting Chair