

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday December 14, 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 December 14, 2017.

Chair: Wayne Foster

Attending: Heather Fralic, Andy Selig, Eric Hustvedt, John Vissers, David Mitchell and Michael Ernst

Regrets: Bill McInnis

Also in Attendance (Non-Voting Reps): Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)
Richard MacLellan, CAO, Town of Bridgewater

Also in Attendance (Resource): Kevin Benjamin, General Manager
Sarah Kucharski, Communications Officer, MoDL

Guest attending: Deputy Mayor Andrew Tanner, Town

Recording Secretary (Resource): Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

- ***Move topic 3 Year Capital Plan after Correspondence from the Town of Bridgewater re: Capital Budget Process***

2017-52 MOVED BY John Vissers, SECONDED BY David Mitchell that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of December 14, 2017, be approved as amended. Motion Carried.

MINUTES

2017-53 MOVED BY David Mitchell, SECONDED BY John Vissers that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of October 19, 2017, be approved as circulated. Motion Carried.

WELCOME

Chair Wayne Foster advised that the terms had ended for serving on the LCMPPC Board for Andrew Tanner, Deputy Mayor for the Town of Bridgewater and Carolyn Bolivar-Getson, Mayor for the Municipality of the District of Lunenburg. The Chair acknowledged and thanked both outgoing members for their service to the Board.

Welcomed to the Board was the new appointee from Town Council, Councillor Bill McInnis and the new appointee from MoDL's Council, Councillor Michael Ernst.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

The October Income Statement (LCLC Doc. #17-042) and November Income Statement (LCLC Doc. #17-043) were circulated for discussion and information.

Of note:

- John noted that staff was on top of collecting trade accounts receivables and everything was running as expected.
- Heather reported that with respect to revenue, the LCLC arena revenue was slightly down as two gentlemen's teams had decided not to play this year because of the late hour that was available to them.
- Aquatics numbers were down slightly from last year as the LCLC had been without a permanent Aquatic Manager; however a new manager had been hired and would be starting in the new year.
- With respect to advertising, Kevin advised that he was waiting for the South Shore Lumberjacks to provide him with a report on advertising. Advertising seemed to be going well to date.

2017-54 MOVED BY David Mitchell, SECONDED by Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #17-042, Income Statement for October, 2017 and LCLC Doc. #17-043, Income Statement for November, 2017. Motion Carried.

Skate Park – Update and Discussion

Kevin provided a brief history of what was being requested by the Town with regard to the Skate Park and the lands that the Town were asking for to house the Park. Nick Brown, Development Officer with the Town had provided three suggested options of parcels of land for the park: 1 acre; 2 acre and a 3.5 acre (as shown in LCLC Doc. #17-033A). Kevin reminded the Board that at the last meeting they had agreed that they would deed back whatever parcel of land back to the

Town so as not to get into a leasing arrangement. The Board was asked to review all three suggestions and decide which option they felt most comfortable with.

Richard suggested that staff of the Town was supposed to meet first and decide what the future of Wentzell Road was – would the road be extended in the future or remain as is? This would have a major impact on any decision that the Board would make regarding the size of the parcel of land. Richard also advised that he would make certain that the Town was fully insured for the skate park. This matter would be revisited at the January, 2018 meeting.

Strategic Planning Document

LCLC Doc. #17-039, Strategic Planning Document, previously distributed and then deferred from the last meeting was brought forward. Wayne reviewed the four Strategic Priorities in detail with the board members to make certain that all board members understood and agreed with the priorities as listed. The board members discussed the priorities, in particular, priority 1 with respect to the Board's relationship with both municipal units. It was noted that this Strategic Plan Update was presently a 3-year working document for the LCMPPCC Board of Directors and was reviewed on a yearly basis.

2017-055 MOVED BY David Mitchell, SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Board of Directors accepts LCLC Doc. # 17-039, Strategic Plan Update, September 2017. Motion Carried.

Library Lighting Update

Kevin reported that the electrician had sourced out a fixture that would work with the building's automated lighting system. The quote for four rows of lighting (three fixtures per row) would cost over \$10,000. It was suggested that perhaps the library did not require all four rows of lighting. Would it be possible to do something else to save the high cost of fixing the lighting problem? GM Kevin Benjamin questioned who would be responsible for the cost of the lighting.

The board members then took a few minutes and visited the library to review the situation and perhaps come up with an economic solution to the lighting problem.

Suggestions included:

- Not using the automated system for this particular area and simply putting separate lighting in the affected area on a dimmer;
- Swinging the way the current lights are to see if this action would make a difference;
- Moving the shelving more in line with the existing lighting; Work with the existing setup to improve the visibility between the rows.

Kevin advised that he would communicate with Chief Librarian, Troy Myers and electrician Andrew Richardson and see if there was a compromise that could be made and he would report back at the next meeting.

Fundraising and Capital Budget Process

Town's Position: LCLC Doc #17-045, Correspondence from the Town of Bridgewater re: Town Council's appointments to the Board of Directors was received by the Board. As well, LCLC Doc #17-046, Correspondence from the Town of Bridgewater in agreement with the LCMPPCC's recommendations regarding the capital budget process was received by the Board. Wayne reported that at an earlier Town meeting in the year, the Town also endorsed the recommendation of staff to amend the Memorandum of Understanding (MOU) between the two municipal units regarding reopening the capital fundraising piece.

MoDL's Position: Wayne reported that he had received letters from MoDL's council advising that it would not reopen the MOU with respect to fundraising and it did not agree to the LCMPPCC's suggestions regarding the capital budget process.

The Board decided that the Capital Budget would be submitted to both councils and council representatives of the Board would provide any necessary information to their respective councils. Presumably, councils would at some point meet to provide a joint response to the capital budget request back to the LCLC.

3-Year Capital Plan

LCLC Doc. #17-044, 3-Year Capital Plan was reviewed and discussed by the LCMCPP board members. Kevin explained that this was the first draft of the capital plan. He had formed the plan in discussions with staff and their identified projects. Discussed by the board members was that the items listed in the 3-year plan appeared to be more of a maintenance budget than a capital budget. Michael asked why the Board did not have a reserve fund built into the operating budget. Kevin explained that he simply did not have the room to build a reserve fund in the operating budget. However, he recognized that moving forward, the capital list could be much smaller but the operating plan would have a much larger number at the bottom if he were able to take that route – all dependant on the municipal units. It was discussed that for this current fiscal year, the Board would keep the status quo with the present 3-Year Capital Plan.

Wayne noted that under the current situation, there was no way to build a genuine reserve as any monies over and above, both in capital and operating that the LCMPPCC did not use in the fiscal year went right back to the municipal units. To resolve this issue, the MOU would need to be changed.

With respect to the IT component and the hardware that was required, Kevin was asked to revisit the Municipal Joint Services Board (MJSB) in respect to shared IT.

2017-056 MOVED BY David Mitchell, SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation instruct Kevin Benjamin to invite the Municipal Joint Services Board to appear at a LCMPPCC board meeting and make an IT proposal for joint services. Motion Carried.

Information / Updates

Efficient Energy Discussion

Andy advised that he had made contact with Efficiency Nova Scotia about being part of their next audit study which they perform throughout the province at a fair cost to participating organizations. Andy advised that the School Board had taken part in a previous audit and found it very helpful. The School Board was saving money by tweaking certain things. Kevin noted that the LCLC has realized some savings over the last couple of months just by constantly monitoring systems and changing time of day scheduling etc. Andy advised that he would touch base again with the province to find out when the next energy audit would be and if the LCLC could take part.

Geographic Distribution of Memberships

Michael Ernst reported that he had received geographical information from LCLC staff with respect to the locations of the current members. He noted that 35% of LCLC members were from the Town, almost 13% from Lunenburg and Mahone Bay combined, 44% from the Municipality of the District of Lunenburg and 8% from other districts. He had received a report in 2015 and noted that the geographical information from over 2 years ago was almost identical to what it was presently.

General Manager Update

LCLC Doc #17-047, General Manager's report, was circulated to the LCMPPC Board members. Kevin stated:

- Membership numbers were slightly down; Staff was meeting early in the new year to strip down the membership and do a full analysis. The LCLC had seen a spike a few months back with a promotion and now the plan was to maintain the numbers with another promotion in the new year.
- New Aquatic Manager has been hired and will be beginning in early January.
- Well over 50 applications had been received for the marketing position. The applications were presently being vetted and Kevin needed to establish a hiring subcommittee.
 - Sarah Kucharski, Communications Officer with MoDL, Eric Hustvedt, Andrew Tanner from Town Council along with GM Kevin Benjamin would form a hiring subcommittee.
- There would be a provincial funding announcement on December 16th for the Esso Cup held at the LCLC.
- Farmer's Market, held in the galleria for four Sundays before Christmas has been a success.
- Upcoming hockey games between Christmas and New Years: NS Major Bantam Showcase, Junior A game, AUS Women's Hockey – Dalhousie v. Saint Mary's, and South Shore Mustangs vs. Dartmouth.

Chair's Report

Wayne had nothing to report on at this time but did note that neither he, nor the Board, had received official word of his reinstatement on the LCMPPC Board of Directors as MoDL's citizen appointee, for a 2nd three year term. Kevin Malloy would have staff send documentation.

NEXT MEETING

The next regular meeting was scheduled for:

Date: January 18, 2018
Time: 6:00 pm
Location: Meeting Room, LCLC

ADJOURNMENT

The December 14, 2017, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 8:09 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair