

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday January 18, 2018

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 6:02 pm on January 18, 2018.

Chair: Wayne Foster

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

Also in Attendance (Non-Voting Reps): Richard MacLellan, CAO, Town of Bridgewater

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

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

Guest attending: Aquatics Manager, Daniel O'Brien

Recording Secretary (Resource): Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

- ***Introduction of new Aquatic Manager, Daniel O'Brien***
- ***Governance Committee requests***
- ***Date for tour of the facility***

And an In Camera item

- ***Personnel***

2018-01 MOVED BY John Vissers, SECONDED BY Eric Hustvedt that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of January 18, 2018, be approved as amended. Motion Carried.

MINUTES

The minutes of the last meeting were discussed. Michael asked that a change be made to the wording of the draft minutes to better reflect the membership report that he had provided as information. Isobel would make the changes and forward the amended minutes to all members via email.

2018-02 MOVED BY David Mitchell, SECONDED BY John Vissers that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of December 14, 2017, be approved as amended. Motion Carried.

WELCOME

Kevin Benjamin welcomed and introduced new Aquatics Manager Daniel O'Brien. Daniel provided a run-down of his past work experience. He comes to the LCLC from the Canada Games Centre in Halifax.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

The December Income Statement (LCLC Doc. #18-001) was circulated for discussion and information.

Of note:

- Memberships were down from last year; Kevin advised that presently there was a membership special and in June and July, staff would be focusing on retention of members.
- Trade account receivables are good. Policies were in place and were being followed.
- All HST and all employer remittances are up to date.

2018-03 MOVED BY John Vissers, SECONDED by Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-001, Income Statement for December, 2017. Motion Carried.

John Vissers advised that he would be stepping down as Chair of the Finance Committee effective immediately and would resign from the Corporation Board at the end of October of this year.

Three Year Capital Plan

Items on the Capital Plan (LCLC Doc #18-002) were discussed. Kevin reviewed the list item by item. Of note:

- The Digital Pylon Sign (year 1) was once again discussed as important for both property marking and marketing.
 - Some board members were of the opinion that wayfinding signs were more important than a digital sign. Kevin advised that there were wayfinding signs up around Town but they had faded with weather. He had been informed by the Town's Developer that the LCLC would be part of the Town's wayfinding sign project which would be rolled out in the very near future. Richard would follow up with the Town's Developer and find out if this was the case.
 - David advised that the sign currently at the new Bridgewater Baptist Church was far less expensive than what was quoted in the Capital Budget report for the LCLC. He would see if he could locate the specs/invoice for that sign as a comparison.
- Intake Lines (year 1) were required in the arena due to heavy condensation in the milder months.
- John noted that one item - currently located in year 2 and year 3 - was the cooling coil unit and duct which causes ongoing humidity and moisture issues in all dressing rooms. This could cause long-term building problems and possible health problems. This item needed to either be moved up to year 1 or be brought to the table separately as an imperative operations item.
 - It was decided to get a mechanical engineering study down immediately on this building for a professional opinion on all the buildings operating functions. A second opinion on costs would be needed as well. After the engineering study, the LCLC would have a more accurate number for costs.
- Auto Scrubber (year 2) identified as a wear and tear item which will need to be replaced every few years.
- Galleria Furniture (year 3) - wear and tear on this item as well.
- Replace library carpeting (year 3) - wear and tear.
- Barrier Free Door operators (year 1) are needed for both levels of the arena. This appeared to have been missed in the original design.
- Change Sliding to Swing Door at Entrance. Kevin noted that there was a lot of maintenance needed on the present sliding doors in cold weather and the doors tended to stay open at events due to the crowds (i.e., hockey). He felt a swing door might alleviate some of the problem.
- Lower parking lot (year 3) – add a gate to close it off when it was not needed which was the majority of the time. This should help cut down on some of the vandalism.
- Exterior Security Camera (year 2) cut down on vandalism
- IT hardware and software systems (mix of years 1, 2 and 3).
 - Kevin was asked about the Municipal Joint Services Board and if they had been approached about partnerships. Kevin advised that he had met with Siew Secord

of MJSB and acknowledged that the LCLC would be a client for hardware but there is an automation side that MJSB could not service.

2018-04 MOVED BY David Mitchell, SECONDED by John Vissers, that the Lunenburg County Multi-Purpose Centre Corporation Board approves the LCLC Three Year Capital Plan as recommended by the Finance Committee and moving the cooling unit to year 1, and that this plan be forwarded to both Councils of the Municipality of the District of Lunenburg and the Town of Bridgewater for their approval.

For: David Mitchell, Heather Fralic, Andy Selig, John Vissers, Bill McInnis and Eric Hustvedt
Against: Michael Ernst

Skate Park

LCLC Doc. #17-033B, Property Request to accommodate Skate Park was circulated to the Board for information and consideration. Richard advised that for now, it was felt that the LCLC should deed back a two-acre parcel of land to the Town for the permanent skate park. It was noted that the Town carried the insurance of the lands, therefore not the LCLC. In the future, if need be, further options for a larger portion of land could be reviewed.

2018-05 MOVED BY Heather Fralic SECONDED by Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors deed back two acres of land as explained further in LCLC Doc #17-033B. Motion Carried.

Library Lighting Update

Kevin advised that he had met with Troy Myers, Chief Librarian. Troy felt that there may be enough fixtures in the library that can be reconfigured without going to the expense of providing more new features. The fixtures closest to the window were redundant – may be able to move those fixtures in the three affected rows to the other side where the light was low. Kevin would once again touch base with electrician Andrew Richardson to see if this was a possible fix.

Governance

Wayne, Eric and Kevin had met with respect to the Governance Committee going forward. With outgoing Governance Committee member Andrew Tanner leaving the Board, the board was short a member. The Committee recommended that Andrew Tanner continue to serve on the Governance Committee.

2018-06 MOVED BY Eric Hustvedt, SECONDED BY Bill McInnis, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors appoint Town Councillor Andrew Tanner to the Governance Committee. Motion Carried.

Finance Committee

With present Finance Chair, John Vissers, stepping down from the Finance Subcommittee, the Board unanimously appointed Bill McInnis. Bill graciously accepted the position and agreed to act as the new Chair of that Subcommittee.

Ad Hoc Committee

Eric and Wayne reported that the Governance Committee would like to propose an Ad Hoc subcommittee to look at the history of the Memorandum of Understandings (MOUs) between the municipal units and the LCLC and resolve some of the issues that are related to the municipal partners. This Ad Hoc subcommittee would provide recommendations for changes that would help the successful operation of the LCLC.

David and Michael would make up two members of this ad hoc committee. Up to two outside members would be added.

Wayne reported that he would draft up some Terms of Reference and circulate back to the Board for comments.

2018-07 MOVED BY Bill McInnis SECONDED by Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors agrees to form an Ad Hoc subcommittee to look into and provide recommendations regarding the various MOUs and other issues that affect the Lunenburg County Lifestyle Centre. Motion Carried.

Information / Updates

Procedure for Dealing with Complaints

Kevin advised that LCLC staff keeps track of complaints at the Guest Services Desk. Other complaints come through the website, Facebook, email and phone call as well. Complaints are dealt with on a case-by-case basis, generally by the staff responsible for the department that is effected by the complaint. All complaints are responded to in a timely manner.

General Manager Update

LCLC Doc #18-03, General Manager's report, was circulated to the LCMPPC Board members. Kevin stated:

- Aquatics Manager was hired.
- Marketing Interviews are currently underway.
- January Membership promotion is doing very well.
- Weather related problems over Christmas break – nasty wind and rain storms resulted to power outages in the areas. The LCLC was utilized for showers for those residents in the municipality without power.
- A further home game for the Major Midget female hockey was scheduled in February.

Tour of the Facility

Kevin would provide dates via in which those that wished from the Board could come and tour the LCLC.

Chair's Report

Nothing else to report on at this time.

The board then moved to an In Camera format to discuss a personnel issue.

2018-08 MOVED BY David Mitchell, 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 personnel matters. Motion Carried.

At 7:40 pm, the Lunenburg County Multi-Purpose Centre Corporation moved to an In Camera format.

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The regular meeting resumed at 8:07 pm.

NEXT MEETING

The next regular meeting was scheduled for:

Date: February 15, 2018
Time: 6:00 pm
Location: Meeting Room, LCLC

ADJOURNMENT

The January 18, 2018, meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 8:10 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair