

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday February 22, 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 February 22, 2018.

Chair:	Wayne Foster
Attending:	Heather Fralic, Eric Hustvedt, David Mitchell, Michael Ernst and Bill McInnis
Regrets:	John Vissers and Andy Selig
Also in Attendance (Non-Voting Reps):	Richard MacLellan, CAO, Town of Bridgewater Kevin Malloy, CAO, Municipality of the District of Lunenburg (MoDL)
Also in Attendance (Resource):	Kevin Benjamin, General Manager Vicky Grace, Accountant Josh Wamboldt, IT/Data Services
Guests attending:	David Muise and Siew Secord, Municipal Joint Services
Recording Secretary (Resource):	Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

Discussions ensued around the present agenda regarding information and updates and capital improvements. Kevin advised that all would be discussed in this meeting during his report.

The delegations from the 55+ Games Committee, Carroll Randall and Robin Scott, originally scheduled to appear before the Board at tonight's meeting, were unable to attend and were rescheduled to the next meeting.

Also, Under Chair's Report, add LCLC Doc. #18-09, Terms of Reference, Ad Hoc Committee

2018-09 MOVED BY Eric Hustvedt, SECONDED BY David Mitchell, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of February 22, 2018, be approved as amended. Motion Carried.

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2018-10 MOVED BY Eric Hustvedt, SECONDED BY David Mitchell, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of January 18, 2018 be approved as circulated. Motion Carried.

DELEGATION

Kevin Benjamin welcomed and introduced David Muise, Director Information Technology and Siew Secord, COO of the Municipal Joint Services Board (MJSB). David and Siew were in attendance to do a presentation regarding the sharing of IT services. Presently, the Town of Bridgewater, the Municipality of the District of Lunenburg, Town of Shelburne and the YMCA utilizes the MJSB services.

David presented a Power Point regarding sharing services such as servers, software licensing, Wi-Fi, off-site storage and computer replacement services. Discussion ensued amongst the board members and questions were raised regarding either the possible savings or extra costs involved in making the change to shared services.

Kevin noted that he was uncertain about some of the financial numbers presented in the PowerPoint in the comparisons between the LCLC and the MJSB; he wanted to make sure that the numbers were correct and that all necessary information was included. Wayne asked that Kevin and David meet to review the numbers once again to make sure both parties were on the same page.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

The January Income Statement (LCLC Doc. #18-004) was circulated for discussion and information. Bill reported that all was good and the budget was on track.

2018-11 MOVED BY Bill McInnis, SECONDED by Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-004, Income Statement for January, 2018. Motion Carried.

Letter from Town of Bridgewater – Financial Direction

LCLC Document #18-05 was circulated to the Board for information and discussion. Richard McLellan explained that the Town was having a challenging year with respect to budget and they were making a request to all external agencies to tighten their respective budgets as much as possible.

Wayne advised that the LCMPPCC would prepare the budget and see what changes could be made and in addition provide how each decision would effect the running of the centre.

Letter from Town of Bridgewater – Volunteer Ceremony & Reception

LCLC Document #18-07, letter from the Town was circulated inviting two members of the Corporation Board to attend the Town's Annual Volunteer Recognition Ceremony and Reception on April 18, 2018. Kevin Malloy advised that the Corporation would also receive a letter from the municipality inviting members to attend their ceremony as well. Kevin was asked to make some recommendations, either the volunteer members of the Board or other committed volunteers of groups utilizing the LCLC.

Letter from the Town of Bridgewater re: Wayfinding Signage

LCLC Document #18-06 regarding the Town of Bridgewater's proposed wayfinding signage, was circulated and discussed. The letter illustrated the design of the Town's wayfinding program of which the LCLC would be a part. The signs were due to be erected in early spring. Kevin advised that the LCLC would revamp its signage and place at the two exits at Highway 103 when the weather was better.

Information / Updates

General Manager Update

LCLC Doc #18-08, General Manager's report, was circulated to the LCMPPCC Board members. Kevin stated:

- Membership numbers are increasing
- Marketing coordinator, Grace Russell, has been hired and begins on March 5th.
 - Eric noted that there was an economic study tool put out by the government that perhaps could be part of what the new hire could look into. Kevin would get that information and pass it on to Grace.
- Library Lighting – Kevin was presently getting a quote for moving the existing light fixtures in the library.
- Kevin advised he had talked to Bob Kelly, the original engineer on the project, regarding doing an engineering study. Mr. Kelly advised that he would review the original specs but in the meantime, was certain that he would be able to fix some the problems in the building.
- Upcoming events: March Break Hockey Tournament, West Nova Day of Championships, Gospel Hall Easter Weekend, and Esso Cup.
- Through a grant, an accessibility audit of the building was taking place on March 9th. This audit would help identify all the areas in the building that required upgrades with respect to being fully accessible.
- Ice rentals would be up slightly due to the Jacks Spring hockey program.

- Another bid has been submitted for Sledge Championships for December, 2019.
- Capital budget has been sent to the municipalities.

Chair's Report

Further to the January 18, 2018 meeting, Wayne circulated LCLC Doc. #19-09, draft Terms of Reference for the newly formed Ad Hoc Committee. The Board reviewed and endorsed the draft Terms as written.

2018-12 MOVED BY Eric Hustvedt, SECONDED BY Michael Ernst, that the Lunenburg County Multi-Purpose Centre Corporation endorses the Terms of Reference as drafted in LCLC Doc. #19-09 as the Terms of Reference for the Ad-Hoc Committee formed to look into and provide recommendations regarding the various MOUs that affect the Lunenburg County Lifestyle Centre. Motion Carried.

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

2018-13 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 7:39 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 originally scheduled for March 15, 2018, however it was noted that this date falls right in the middle of the schools' March Break. Isobel would poll the Board to ascertain if the meeting could be held a week later.

ADJOURNMENT

The February 22, 2018 meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 8:13 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair