

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Tuesday March 20, 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 6:01 pm on March 20, 2018.

Chair:	Wayne Foster
Attending:	Eric Hustvedt, Any Selig, Michael Ernst, John Vissers and Bill McInnis
Regrets:	Heather Fralic and David Mitchell
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
Guests attending:	Carroll Randall, 55+ Games Society Grace Russell, Marketing Coordinator
Recording Secretary (Resource):	Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

Change: Move In Camera – Municipal Joint Service Board (MJSB) discussion (LCLC Doc 18-11)

2018-14 MOVED BY Eric Hustvedt, SECONDED BY John Vissers, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of March 20 2018, be approved as amended. Motion Carried.

MINUTES

2018-15 MOVED BY Eric Hustvedt, SECONDED BY Michael Ernst, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of February 22, 2018 be approved as circulated. Motion Carried.

DELEGATION

Carroll Randall

Kevin Benjamin welcomed and introduced Carroll Randal, Co-Chair of the 55+ Games Committee.

Carroll explained that the Nova Scotia 55+ Games, held on the South Shore in late 2017, was 2 years in the making, hosted 23 separate events in separate age categories (55 and over), involved 150 volunteers, included all six municipalities on the south shore and made enough money to cover costs.

Carroll thanked the Lunenburg County Lifestyle Centre, GM and staff for their part in making the 55+ Games a huge success. The LCLC was the headquarters of the 55+ Games Society and was instrumental in both planning and assisting with the events. Carroll noted that the staff of the LCLC were remarkable from the GM to the custodians – a great group to work with. In particular, he mentioned that Josh Wamboldt, IT and Data Services at the LCLC, went above and beyond as a support for the volunteers and the complex scheduling of the games into the LCLC software.

Because of the great success of this event, the Lunenburg County 55+ Games Committee would be able to pass down their wisdom to Antigonish as they host the 2019 Nova Scotia 55+ events.

Carroll presented Chair Wayne Foster with a plaque from the 55+ Games Society. He left the meeting at 6:09.

Grace Russell, Marketing Coordinator

Grace was introduced to the board. Grace had been hired as a Marketing Coordinator with the LCLC. Grace reviewed her past work in marketing and Music Nova Scotia and other various events. She noted that she was thrilled for this new opportunity. The Board members introduced themselves and Grace left the meeting at 6:13 pm

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

The February Income Statement (LCLC Doc. #18-009) was circulated for discussion and information. Bill reported that all was good with not a lot of changes from last month.

2018-16 MOVED BY Bill McInnis, SECONDED by Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-009, Income Statement for February, 2018. Motion Carried.

Operational Budget with Various Documents

LCLC Doc# 18-15, Operating Budget Summary Notes

Kevin began with his explanations of the budget by reviewing LCLC Doc#18-15, Operating Budget Summary Notes, going through the new marketing position, wage increases, ice rate increase by \$1 across the board, slight membership increases, IT Services, reduction of .5 FTE staff equivalent at Guest Services and operating hours of the components of the facility.

LCLC Doc#18-12, Analysis of Operating Hours

Kevin explained that he looked at two scenarios to determine if closing the facility 1 hour earlier in the evening or opening the facility 1 hour later in the morning would garner any savings in expenses. After review of the cost of ice rentals lost due to losing billable hours and wages saved because of early or late closures, the consensus was that closing the facility an hour earlier would decrease wage cost but would result in a huge loss of ice rentals – gentlemen's teams. On the flip side, moving to an hour later open time, we would lose the rentals of the schools' hockey teams and member swims would be affected. Essentially neither scenario was productive.

LCLC Doc#18-13 Analysis of the Maintenance and Repairs Budget

Kevin reported that this building was a very complex one with the majority of the maintenance and repairs budget fixed expenses tied to service contracts and inspections. The remainder of the budget, which amounts to \$37,500 was set aside for general maintenance. Andy noted that with a building as complex as the LCLC, repairs and maintenance expenses could add up very quickly. He felt that this was a very important part of the annual budget.

LCLC Doc#18-14, Wages and Benefits Analysis

Kevin advised that the wages and benefits piece was constantly being monitored through operations throughout the year. Labour costs have in fact been dropping consistently from one year to the next. This varies a bit this year as there was the addition of the marketing coordinator to the staff.

LCLC Doc#18-010, Operating Estimates

With respect to the full budget, of note:

- When asked about Special Events, Kevin reported that there were two parts to the special events – the concert piece (or special events that the LCLC does) and a strictly rental piece.
- Two rentals coming up:

- Over the Easter Weekend, the Nineveh Gospel Hall rented the ice surface for a two day event - \$6,000 facility rental.
- Esso Cup - \$30,000 facility rental over a 10-day period. Events Lunenburg County has a full budget of \$220,000 for this event. This event was good for the facility and good for economic development as a whole.
 - Kevin Malloy asked if the GM could forward the Events Lunenburg County budget.
- As well, it was suggested by Councillors Ernst and Hustvedt that an independent operational study be conducted which was partially tied to the MJSB proposal

Chair’s Report

Deferred.

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

2018-17 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 7:35 pm, the Lunenburg County Multi-Purpose Centre Corporation moved to an In Camera format.

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The regular meeting resumed at 8:22 pm.

General Manager Update

Kevin advised:

- He had not yet received a timetable for the engineering study but would follow up
- The library lighting problem is now being fixed
- An Accessibility Audit of the building was performed by Fulcome Consultants last week

NEXT MEETING

The next regular meeting was originally scheduled for April 19, 2018, however it was noted that the Board needed to meet again with respect to changes to the Budget Document. Therefore, it was decided that the Board would meet at 6:00 pm on April 4, 2018 to discuss the Operating Budget.

ADJOURNMENT

The March 20, 2018 meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 8:31 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair