

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Wednesday April 4, 2018**

Minutes of a meeting of the Lunenburg County Multi-Purpose Centre Corporation held in the Multi-Purpose Room at the Lunenburg County Lifestyle Centre, 135 North Park Street, Bridgewater, Nova Scotia. Meeting called to order at 6:00 pm on April 4, 2018.

Chair:	Wayne Foster
Attending:	Eric Hustvedt, David Mitchell, Michael Ernst, John Vissers, Heather Fralic and Bill McInnis
Regrets:	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
Recording Secretary (Resource):	Isobel Leslie

**ADDITIONS/DELETIONS TO THE AGENDA**

2018-18      MOVED BY Bill McInnis, SECONDED BY Heather Fralic, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of April 4, 2018, be approved as circulated. Motion Carried.

**MINUTES**

As the draft minutes of March 20, 2018 were received late today, the Board felt it prudent to defer the approval of the minutes until the next regular board meeting to give everyone time to review them.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

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

#### Operation Budget (draft 2) and Operation Budget Summary of Changes

LCLC Doc #18-10A, the 2<sup>nd</sup> draft of the Operation Budget along with LCLC Doc #18-10B, Summary of Changes, was circulated to the Board for review and discussion. The summary was reviewed in detail by Kevin.

The first point on the Summary of Changes document was the IT discussion. Kevin explained that the LCLC could keep the status quo or partner with Municipal Joint Services Board (MJSB) for IT services.

- Presently as the proposal stands, there would be a savings of \$150 per year if they were to partner with MSJB.
- A dedicated network would be needed and would cost \$3000 per year.
- There would need to be an assessment conducted to connect the communications part to the LCLC servers.
- Partnering with the MJSB does not include building management or Ticketpro or other software the LCLC was presently using.
- Presently, the LCLC was with Eastlink for their cell phones (budgeted in the telecommunications line of the LCLC's income statement – not IT) and if they made the switch to MJSB, they would switch to Bell, for a savings of \$900 per year.

Bill made note that the MJSB provided excellent, unparalleled service and noted that the Town's bill was \$7,000 less than last year for IT. He pointed out that the LCLC is jointly owed by MoDL and the Town and as they are using the MJSB services, the LCLC should follow suit.

The board discussed the MJSB proposal.

2018-19        MOVED BY Bill McInnis SECONDED BY Eric Hustvedt, that the Lunenburg County Multi-Purpose Board of Directors accept the proposal for IT Service Support from the Municipal Joint Services Board and direct staff to report back on implementation progress within two months. Motion Carried.

The second point of the Summary of Changes document was dealing with operational reductions in spending such as marketing and promotions budget, office supplies, professional services, aquatic programming supplies etc. Wayne noted that he was concerned about reducing the electrical and plumbing budget as this might diminish the operating standard of the facility.

Items 3 and 4 if the Summary of Changes were tied together and involved student grants for day camps. The LCLC would have to increase the hours of the summer day camp staff somewhat but to offset, would be able to receive another grant for hiring students, bringing the total to three work grants for students, as opposed to two from the previous summer.

Item 5 – Kevin noted that as the LCLC would be running the outdoor pool this summer, and he added a \$10,000 management fee from the Town of Bridgewater, to the revenue side.

Item 6 – Kevin added an expense of \$5,000 for an operations audit. Bill noted that this seemed very low.

In total, Kevin showed a reduction of \$26,000 in this draft of the operating budget. He noted that this figure was close to what Richard MacLellan, on behalf of the Town, had asked for, with the exception of the marketing manager.

Some discussion ensued about the line items in the budget regarding special events – on both the revenue and expense side. Kevin explained that a good portion of the revenue projection were strictly rentals. As for music events, he and the marketing manager would do some work and due diligence to find the right fit, the right time and perhaps the right partner (to keep costs and risks to a minimum), to bring another music or similar event to the facility in the near future. Richard noted that as in Queens County, when these events are brought in to the area, the whole area benefits economically.

#### Draft 3 Year Capital Plan 2018-2021 (draft 2)

Kevin presented Draft 2 of the Capital Budget, LCLC Doc#18-02A. Of note:

- Reduction of \$100,000 in Year 1 – now at \$240,000
  - Moved the pylon sign to Year 2
  - Moved the change in the doors of the Galleria to Year 2
  - Computer replacement drops down to \$5500
  - Software Licensing has been dropped
  - NAS backup system has been dropped
  - The biggest part of the capital was the cooling unit of the air in the dressing rooms at \$175,000 which of course will have to be a tendered project.

The LCLC board members discussed the capital items and agreed that most items listed on the capital document were actually operational items and should be part of the Operation Budget. Kevin was asked to combine the two documents and simply present one complete budget to the Councils of both the Town of Bridgewater and the Municipality of the District of Lunenburg. Michael noted that by combining the two documents, it made the process more transparent.

The board members discussed the cooling unit. David proposed that perhaps there was some other way that they could look at fixing the Cooling Coil Unit. This could be either a permanent solution or a short-term temporary one. It was agreed by the board members that the first step was to hire an engineer to do a review of the entire building system. After that, the decision

would then be made how they would move forward both with the Cooling Unit and other items on the list.

After discussion, Year 1 projects, moved to the operating budget would now be:

- \$28,250 for the condensation issue with fresh air intake lines over ice surface;
- \$25,000 added for an Engineering Study – proper scope and design;
- \$5,500 for computer hardware;
- \$8,000 for the LED conversion needed for the Aquatic Centre;
- \$10,000 for the Barrier Free door operators;
- Moved out of the Year 1 budget was the cooling unit – as this would follow an engineering study, the lower parking lot gate, and the renovations to the concessions window and electrical in the South Concessions.

These items would now be added to the Operation Budget. This makes a total of \$76,750.00 split two ways. Added to the \$418,000 from each municipal unit, the adjusted amount for the now combined Operation Budget and what was originally the Capital Budget was \$456,375.00.

The Board noted that there was a forecasted surplus for this year of \$5000. The Board agreed that rather than the LCLC writing a cheque back to the municipal units, that surplus should stay with the LCLC operating budget. It was agreed that this would be discussed at Council level. Michael noted that the amount of \$5,000 for the Operational Audit could be removed from the Operation Budget and should come to the Board as a recommendation to the Ad Hoc Audit Sub-Committee.

After thoughtful discussions, the Board brought the following motion to the table:

2018-20        MOVED BY Bill McInnis, SECONDED BY Michael Ernst that the Lunenburg County Multi-Purpose Centre Board of Directors recommends a total funding request for 2018 / 2019 including Capital and Operating funding, of \$440,000 from each of the municipal funding partners. Motion Carried.

Kevin was tasked with combining the budgets, making the necessary changes and reductions to present at the next regular Board meeting for final approval of the operational budget document and then for Board recommendation to each of the municipal units. The Board would meet again at the regular April 19<sup>th</sup> meeting to pass the final budget document.

Wayne mentioned a couple of housekeeping items. He noted that years 2 and 3 of the original Capital Budget would now be combined in the Operating Budget's forecasts for years 2 and 3 – but it would not change the total picture.

2018-21        MOVED BY Bill McInnis, SECONDED BY Eric Hustvedt that the Lunenburg County Multi-Purpose Centre Board of Directors recommends a grant request from each of the municipal funding partners for the LCLC Operating Budget of 2018 / 2019. Motion Carried.

The Chair thanked all of the Board members for the positive and productive discussions they had and the way they all worked together to come to a satisfactory conclusion.

The recently struck Ad Hoc Committee which is discussing operations of the LCLC, focusing on budgeting issues and the various Memorandums of Understanding between the two municipal partners and the LCLC, will have met prior to April 19<sup>th</sup> and would have a report at the next meeting as well.

#### **NEXT MEETING**

The next regular meeting was scheduled for:

Date:            April 19, 2018  
Time:            6:00 pm  
Location:        Meeting Room, LCLC

#### **ADJOURNMENT**

The April 4, 2018 meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 7:42 pm.

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Isobel Leslie, Recording Secretary

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Wayne Foster, Chair