

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday April 19, 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 April 19, 2018.

Chair: Wayne Foster

Attending: Heather Fralic, Eric Hustvedt, Michael Ernst, John Vissers and Bill McInnis

Regrets: Andy Selig and David Mitchell

Regrets (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**

*Add:* Timeliness of receiving documents for Board meetings (Heather Fralic)

*Add:* Correspondence from constituents with questions re: LCLC (Michael Ernst)

*Move:* Governance Committee after Ad Hoc Committee on the order of the agenda.

2018-22 MOVED BY John Vissers, SECONDED BY Heather Fralic, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of April 19, 2018, be approved as amended. Motion Carried.

**MINUTES**

2018-23 MOVED BY Eric Hustvedt, SECONDED BY Heather Fralic, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of March 20, 2018 be approved as circulated. Motion Carried.

2018-24        MOVED BY Eric Hustvedt, SECONDED BY Heather Fralic, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of April 4, 2018 be approved as circulated. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

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

#### Income Statement

The March Income Statement (LCLC Doc. #18-16A) was circulated for discussion and information. Bill reported that revenue was up from the same period last year and was more than forecasted. In fact, the LCLC is reporting a surplus of almost \$51,000, the majority of which can be explained because of staffing matters. A manager and two other staff members had been off on medical leave and their positions had not been replaced while they were on leave. The wage expense was therefore reduced from what was originally forecasted. Bill advised that the Finance Subcommittee was recommending that of the total net surplus, \$30,000 remain with the LCLC for capital reserve and the remainder be used to establish an operating reserve. However, Bill also advised that it was the general view of the Town's council that the money be returned to the municipal units as directed in the Memorandum of Understanding (MOU) between all parties and then put in a reserve fund at the Council level.

This matter was discussed at length. Either way, whether the LCLC kept the funds in its reserve or the municipal units keep the funds in their reserves earmarked for the LCLC, it amounted to a similar outcome; the ask to utilize the funds for whatever purpose would have to be brought before the individual councils either way.

Nonetheless, the financials needed to be audited before a final decision could be made so the Board would wait for the audited financials to make a recommendation regarding the MOU between parties and the financials. The Ad Hoc Committee would also be reporting at the next meeting of the Board.

2018-25        MOVED BY Michael Ernst, SECONDED by Eric Hustvedt, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-16A, Income Statement for March, 2018. Motion Carried.

#### Operational Budget with Various Documents

*LCLC Doc# 18-15D, Operating Budget Summary Notes and LCLC Doc#18-10C, 2018-19 Operating Estimates*

Kevin advised that as instructed at the April 4<sup>th</sup> meeting, he made some changes in the budget documents.

- He removed the \$5,000 for the Organizational Assessment. This assessment would come to the Board as a recommendation from the Ad Hoc Committee.

- On Schedule A, Page 2, added \$5,500 for computer hardware replacement to the IT Services Budget.
- Added Special Projects to Page 19, Appendix G, Building Maintenance – four projects have been combined from capital and operating budgets. 60% of the funding was secured for these projects. Staff would source funding for the remainder. Kevin was reminded that the municipality has a funding coordinator and the LCLC would be able to utilize them if need be.
- From the original capital budget, Kevin had deleted the gate in the parking area and concessions window which meant this year there were no capital requests.

With discussions completed, the following motion was brought forward:

2018-26            MOVED BY Bill McInnis, SECONDED BY Michael Ernst, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors recommends that the Lunenburg County Lifestyle Centre Operating Estimates of 2018-19, as presented in LCLC Doc#18-10C be approved as presented by the Finance Committee, and forwarded to both the Town of Bridgewater and the Municipality of the District of Lunenburg for their final approval. Motion Carried.

#### Ad Hoc Committee

Michael reported on the progress of the Ad Hoc Committee. The members of this subcommittee (Michael Ernst, Greg Amos, David Mitchell) were working on a report to bring to the Board meeting of May 17<sup>th</sup>. Recommendations were in hand and Michael noted that he would strive to get all documentation to the Board in plenty of time prior to the May meeting. Michael noted that making changes to the MOU would be a lengthy process.

Kevin mentioned the Operational Agreement that the Rath Eastlink Centre in Truro had put in place to essentially supersede the MOU they had in place prior to their facility being built as that MOU no longer made sense operationally. He wondered if it would be possible to draft an Operational Agreement for the LCLC.

#### Correspondence received – Michael Ernst

Michael noted that two emails had been received from citizens of the municipality regarding:

- The lack of privacy in the Aquatics Centre – would there be a possibility of putting a frosting on the windows. Kevin noted that this had been addressed in the past.
- The lack of skating frames for older people. Kevin noted that staff had tried to source Skating Aids for adults but was unable to find them commercially.

Michael was asked to forward the emails with the suggestions to Kevin.

### Governance Committee Update

Eric advised that the Governance Committee meets every two months and the next meeting would be in early May. To be reviewed at the Governance Committee level was the Planning Calendar and the Strategic Plan.

Of the four major priorities for 2017 – 2020, things were moving forward.

- An Ad Hoc Committee had been established and were making recommendations developing the agreement between the LCLC and its municipal partners.
- Increasing the usage of the facility, its services etc.; this was also underway. The LCLC had hired a marketing manager to assist in this regard. Kevin was asked to have a report from the Marketing Coordinator at the June meeting.
- Create a fitness opportunity for LCLC customers. This would happen through partnerships and expansions and would need to be developed.
- Business Model – budget formation and business plan. Staff is working towards this.

Eric also noted that the Board did a self-evaluation last April but it was never really discussed at a board meeting. The full report from the Governance Committee would be presented at May's meeting.

### Timeliness of receipt of Board documentation for meetings

Heather brought this item forward on behalf of David Mitchell who asked that all documents for the meetings be delivered earlier. Board members were receiving documents too late and did not have time to review prior to a meeting.

Wayne noted that the previous month's draft minutes were now being delivered in a timely fashion but the main documents discussed at the board meetings, being the financials, were delivered after the Finance Committee meeting which was held the Tuesday directly before the Thursday board meeting. Perhaps the dates of either the finance committee meeting and/or the regular board meetings could be changed. This matter would be discussed again at the next meeting when David was in attendance.

### General Manager Update - Verbal

Kevin advised:

- Kevin advised that he had received word from Siew Secord, COO of the Municipal Joint Services Board (MJSB) that she would be putting out an RFP for standardized insurance

costs on all of the facilities that are under the MJSB umbrella. This should result in a savings of costs in insurance premiums for the LCLC.

- Kevin reported that the LCLC would be assisting the Town of Bridgewater with the staffing of the outdoor pool in the summer. The pool opens on the July 1<sup>st</sup> weekend.
- Esso Cup kicks off on Sunday April 22<sup>nd</sup>. The arena is presently being transformed into the Esso Cup “stage”. Ticket sales were going well. Along with the weekly passes, individual game passes and individual day passes went on sale on April 18<sup>th</sup>. For the noon games through the week, local school children have been invited to attend. A total of over 2000 students are expected to attend the noon hour games throughout the week.
- On Wednesday morning, the LCLC was hosting the Esso Fun Day; an on-ice meet and greet as well for Peewee and Bantam players.
- Natalie Spooner and Jillian Saulnier would be on site Wednesday and Thursday to sign autographs and meet and greets during the intermissions of the hockey games.
- Kevin was asked about the HB Studio Fieldhouse and whether the LCLC would be assisting them operationally. He advised he had not heard anything more about it. Bill advised that he would follow up with them.

#### Chair’s Report

There was nothing extra to report.

#### **NEXT MEETING**

The next regular meeting was scheduled for:

Date: May 17, 2018  
Time: 6:00 pm  
Location: Meeting Room, LCLC

#### **ADJOURNMENT**

The April 19, 2018 meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 7:24 pm.

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Isobel Leslie, Recording Secretary

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Wayne Foster, Chair