

MINUTES
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Thursday May 17, 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 May 17, 2018.

Chair: Wayne Foster

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

Regrets: Eric Hustvedt

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

Guests in Attendance: Carolyn Bolivar-Getson, Mayor, MoDL
Greg Amos, Ad Hoc Committee Member

Regrets (Resource): Kevin Benjamin, General Manager

Recording Secretary (Resource): Isobel Leslie

ADDITIONS/DELETIONS TO THE AGENDA

Move: Ad Hoc Committee on the order of the agenda immediately following the Income Statement.

2018-27 MOVED BY John Vissers, SECONDED BY Bill McInnis, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of May 17, 2018, be approved as amended. Motion Carried.

MINUTES

2018-28 MOVED BY David Mitchell, SECONDED BY Michael Ernst, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of April 19, 2018 be approved as circulated. Motion Carried.

BUSINESS ARISING AND UNFINISHED BUSINESS

Request for Decision/Direction

Income Statement

The April Income Statement (LCLC Doc. #18-18) was circulated for discussion and information. Bill reported on the statement and the Board members discussed.

2018-29 MOVED BY Bill McInnis, SECONDED by Heather Fralic that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-18, Income Statement for April, 2018. Motion Carried.

New Signing Officer

A new Board signing officer was needed. After discussion it was decided that Bill McInnis would act as new signing officer and former Board member, Andrew Tanner would be removed from the bank's list. Isobel would inform LCLC Accountant, Vicky Grace to get in touch with Councillor McInnis to set him up in the banking system.

Ad Hoc Committee

LCLC Doc#18-19, Ad Hoc Committee Report, was circulated to the Board. Michael Ernst thanked his co-committee members, Greg Amos and David Mitchell. David in turn noted that Michael had put a lot of effort into the committee's mandate and had drafted the written report. Michael reviewed this preliminary document with the board members.

It was noted that in the Memorandum of Understanding (MOU) between the municipal units dated April 19, 2010, there were many parts that were not relevant to the operations of the LCLC. What would be the direction moving forward? How could the MOUs be opened up with just the fundraising piece and operations of the LCLC being dealt with? The LCMPPC Board had no interest in the unrelated areas of the MOUs.

Previously mentioned by the general manager at the last meeting, Wayne asked about the possibility of an Operational Agreement such as the one that the Rath Eastlink Centre in Truro had put in place. Once the Rath Eastlink Centre was operational, the original MOU between the municipal units (prior to construction) no longer made sense operationally. Therefore, they drafted an Agreement that superseded the original MOU. The LCLC's case was similar.

The Ad Hoc Committee reviewed some of the points that were in the report, i.e., that the shortfall in the original capital fundraising piece be written off by the municipal units and the fundraising activities were undertaken operationally for the future capital items and maintenance of the LCLC. As in other centres, this fundraising could go toward an *LCLC Legacy Fund* to help offset the future of the building.

Section 3 of the Ad Hoc Committee Report dealt with budget issues. The Ad Hoc Committee suggested that an operational audit be done of the Centre which would make beneficial financial and staffing decisions.

After discussion it was decided that the first step would be to share the LCLC Doc#18-19, Report of the Ad Hoc Committee with the two municipal councils to give both councils a sense of what the Board is working on and to get the feedback from the councils. The Board will need to look at short/medium and long term goals but first and foremost the Board needs to get the endorsement of both municipal councils that they are on the right track.

Wayne noted that the Board would be presenting a Power Point presentation to MoDL on June 5th. At that time, they would also address the inaugural Ad Hoc Committee Advisement Report with MoDL.

At the LCMPPC Board meeting on June 21, 2018, the Board would address this matter further.

Carolyn Bolivar-Getson and Greg Amos left the Board meeting at 7:15 p.m.

Timeliness of receipt of Board documentation for meetings

Discussed once again was the importance of receiving minutes from the last meeting, Agenda for the upcoming meeting and all documents pertaining to the upcoming meeting in a timely fashion.

Wayne advised that where possible, Isobel had been getting the minutes out to the members within two weeks following the meeting and she advised she would continue to do so. With respect to the next meeting documents, it was requested that all documents be forwarded via email to the board members the Friday previous to the next Board meeting. This included the monthly financial statement with the caveat that it was a "draft" as it would not have been vetted by the Finance Committee until the Tuesday prior to the meeting.

After Friday, nothing could be added to the Agenda. Isobel would relay this directive to the General Manager.

Governance Committee Update

Strategic Plan

On behalf of Eric, Wayne brought up the Strategic Plan. Once a quarter, Kevin was asked to present a progress report. For this quarter, Kevin was asked to have his report for the June meeting.

Board Assessment

The Board was advised that they would soon receive Self Evaluation Assessments and ask that all Board members have the completed assessments back before the end of June to be reviewed in-depth at the July board meeting.

Alcohol Policy

LCLC Doc #18-20 was circulated to the Board. Bill advised that members of the Municipal Alcohol Project had asked that the LCLC revisit its policy. The board discussed the policy and it was agreed that the LCLC Policy addressed what was necessary at this time.

General Manager Update

LCLC Doc#18-17, General Manager Update was circulated for review. Of note:

- Marketing Coordinator had left for a new position. It was decided that instead of recruiting right away, the role and its responsibilities be revisited. Richard asked that he receive the final report from the marketer as soon as it is received.
- Fixing of the lighting in the library was underway. The process was time consuming and was being done on Sunday mornings while the library was closed.
- MJSB / IT Services partnership is underway. First project is the hardware replacement.
- Aquatic Partnerships. LCLC will be providing staff for the outdoor pool in Bridgewater as well as instructors to the lakes in MoDL.
- Esso Cup complete and a success all around.
 - The members discussed the Esso Cup and how much economic benefit it brought to the whole community. This was a good news story and should be highlighted to our municipal partners and in the media.
- Upcoming events in the next month included: the Home Show; Army Cadet annual inspection; Sea Cadets annual inspection; Michelin Junior Bike; Walk the Walk for Autism and PVEC Graduation.

Chair's Report

Wayne noted that the General Manager had still not heard anything about the Fieldhouse and helping them with their operations. Richard MacLellan advised he would resurrect that conversation and would report at a future meeting.

NEXT MEETING

The next regular meeting was scheduled for:

Date: June 21, 2018
Time: 6:00 pm
Location: Meeting Room, LCLC

ADJOURNMENT

The May 17, 2018 meeting of the Board of Directors of Lunenburg County Multi-Purpose Centre Corporation adjourned at 7:34 pm.

Isobel Leslie, Recording Secretary

Wayne Foster, Chair