

**MINUTES**  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
**Thursday September 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 6:00 pm on September 20, 2018.

Chair: Wayne Foster

Attending: Eric Hustvedt, Michael Ernst, Heather Fralic, Andy Selig  
Bill McInnis and David Mitchell

Regrets: John Vissers

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

Resource: Kevin Benjamin, General Manager

Recording Secretary (Resource): Isobel Leslie

**ADDITIONS/DELETIONS TO THE AGENDA**

David Mitchell asked that the Ad Hoc Committee Report discussion be removed from tonight's Agenda and put back on after a Joint Council meeting scheduled for October.

2018-38        MOVED BY Heather Fralic, SECONDED BY Michael Ernst, that the Agenda of the Lunenburg County Multi-Purpose Centre Corporation of September 20, 2018, be approved as revised. Motion Carried.

**MINUTES**

2018-39        MOVED BY Eric Hustvedt, SECONDED BY Michael Ernst, that the Minutes of the Lunenburg County Multi-Purpose Centre Corporation of July 19, 2018 be approved as circulated. Motion Carried.

## **BUSINESS ARISING AND UNFINISHED BUSINESS**

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

#### Income Statements and Summer Day Camp Statement

The July Income Statement (LCLC Doc. #18-29) and August Income Statement (LCLC Doc. #18-30) were circulated for discussion and information. Bill reported that both months were good with revenue very strong and for most areas, up from last year.

As well, LCLC Doc #18-31, Summer Day Camp Financial Statement was also reviewed. It was noted that summer camps once again were very successful this year and in fact had an increase in Revenue. Michael noted that the wage grants from the Province and Federal Government should be taken out of the general revenue report.

2018-40        MOVED BY Bill McInnis, SECONDED by Heather Fralic, that the Lunenburg County Multi-Purpose Centre Corporation Board of Directors accepts LCLC Doc. #18-29, Income Statement for July, 2018 and LCLC Doc.#18-30, Income Statement for August, 2018. Motion Carried.

#### Job Description re: Special Events/Marketing Coordinator

Circulated to the Board was LCLC Doc. #18-33 Job Description for Special Events & Marketing Coordinator.

Eric reported that he, Kevin and Sarah Kucharski met to discuss the marketing position again, taking a fresh view and discussing what the Board envisioned a marketer to do. They changed the original Marketing Coordinator job description to put more of an emphasis on special events. The board members discussed the draft job description and agreed that the changes were made as discussed. However, some of the board members wondered if this draft job description should be taken back to the municipal units prior to advertising.

After discussion it was agreed that there was already an earlier motion from the Board at the May 18, 2017 meeting to proceed to the Councils requesting a change to the Operating Budget to cover the cost of the hiring of a marketing coordinator. Both Councils had agreed to the change and Kevin was instructed in September of 2017 to proceed to advertise.

As this position had previously been agreed to and funded by both councils, the Board did not need to approve it again. Kevin was instructed to have staff advertise once again for this position using the revamped job description.

## **Information/Updates**

### Governance Committee Update

#### *Review of Agenda Planning Calendar*

Eric advised that he had not yet initiated a meeting but would call a meeting of the Governance Committee before the next meeting.

#### *Sexual Harassment Policy*

Kevin reported that the LCLC's Sexual Harassment Policy needed to be updated and the Governance Committee would be reviewing this policy at its next meeting. There is a policy in place for work place abuse and sexual harassment and the staff has had training on how to deal with abuse at the patron level. However, the Board should adopt an abuse policy at the Board level.

#### *Correspondence re: Alcohol Policy*

LCLC Doc #18-32, letter from Wayne Foster in May of 2018 to the Lunenburg County Community Alcohol Partnership Committee, in response to its request that the LCLC revamp its policy on alcohol. Wayne advised in that letter that the Board had reviewed the LCLC's existing Alcohol Policy and would not presently be making changes. On July 5<sup>th</sup>, the Chair of the Lunenburg County Community Alcohol Partnership responded to that letter (18-32A) and again asked that the policy be revisited, citing an infringement of the rules that had occurred at the centre with a minor serving alcohol in the LCLC during a hockey game. This was an error of the manager of the Café.

LCLC Doc #18-35 and 18-34A, correspondence from the Liquor Licensing Board was received and reviewed by the Board. Wayne advised that the one incident involving a minor was taken care of properly and they had appeared before the Licensing Board. All was positive and staff had been trained.

With everyone in agreement, the Board would not revisit this policy at this time.

#### *Economic Report*

LCLC Doc.#18-035, Economic Valuation Report was distributed to the Board for information.

### General Manager Update

LCLC Doc#18-30, LCLC Strategic Priorities was circulated for review. Of note:

- The LCLC is participating in a joint insurance RFP with MJSB, TOB, MODL and Fire Services;
- Sport Hall of Fame 2<sup>nd</sup> annual yearly Induction will be at the LCLC in November.
- September membership promotion is going well.
- Tim Hicks, Tebey and Madeline Merlo concert ticket sales are approaching the 1000 mark.

- In early October, the LCLC would be utilizing the ice cover for an education workshop put on by the Nova Scotia Teachers Union with over 1000 teachers expected to be in attendance. Any volunteers to help with the arena conversion would be welcomed.
- Through an initiative by the Province, an accessibility audit was performed on the centre. The report was very positive but there were a few things that should be changed. Staff has drafted a grant application to the federal government for funding for those changes and will be applying at the provincial level as well.
- An engineering study is presently being done on the building. We are waiting on that report.
- There is a potential opportunity to do a New Year's Eve concert. There would be a risk involved. Kevin would put together some numbers and send it out to the Board for their input.

### Chair's Report

#### *Fieldhouse*

Wayne asked the Town CAO, Richard MacLellan what the update was on the Fieldhouse. He explained that at one point last year, the LCLC's management had been approached about the possibility of helping to manage the Fieldhouse as well but nothing more was brought forward. He inquired as to the status of this request. The CAOs advised that this had been tabled for the time being.

#### *Board Members*

Further to the board meeting in July of this year, the CAOs of both municipal units had advised they would be putting together a dual advertisement for new LCLC board members in October. Wayne asked the CAOs of both municipal units if this had taken place and was informed that it had not.

### **NEXT MEETING**

The next regular meeting was scheduled for:

Date: October 18, 2018  
Time: 6:00 pm  
Location: Meeting Room, LCLC

**ADJOURNMENT**

The September 20, 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