

Minutes of a Board meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
Held in the Meeting Room, LCLC, 135 North Park Street, Bridgewater
Thursday, November 15, 2018 – 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson, Chair
Councillor Eric Hustvedt
Councillor Michael Ernst
Kevin Malloy, CAO
Trudy Payne, Director of Recreation Services
Sarah Kucharski, Communications Officer
Sherry Conrad, Municipal Clerk

Town of Bridgewater
Deputy Mayor Andrew Tanner (arrived 6:15 p.m.)
Councillor Bill McInnis
Tammy Wilson, CAO

Regrets: Mayor David Mitchell, Vice Chair, Town of Bridgewater

1. **CALL TO ORDER**

Mayor Bolivar-Getson called the meeting to order at 6:00 p.m.

2. **APPROVAL OF AGENDA**

2018-55 Moved by Councillor McInnis, seconded by Councillor Hustvedt that the agenda be approved as circulated. Motion carried.

3. **APPROVAL OF MINUTES**

2018-56 Moved by Councillor Hustvedt, seconded by Councillor Ernst that the Minutes of the October 25, 2018 LCMPPC meeting be approved with an amendment to Section 6.1, page 2, by deleting the last sentence and replacing it with "In turn, LCLC could offer \$10.00 off their membership to individuals that have memberships at 902 Athletics". Motion carried.

4. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**

It was noted that no decision was made at the last meeting with regard to using a real Christmas Tree in the foyer of the LCLC this year. Ms. Payne noted that she spoke to staff and the reason it was not done in the past was due to allergies, but they suggested a real one be erected outside.

It was suggested that a tree be erected outside this year and that next year consideration be given to putting up a white pine in the foyer as people may not have allergic reactions to this specie of tree.

2018-57 Moved by Councillor Ernst, seconded by Councillor Hustvedt that a real Christmas tree be erected outside the LCLC building; and further, that staff be authorized to purchase lights for the tree. Motion carried.

It was suggested that patrons be asked as to whether they preferred a real or artificial tree in the foyer of the LCLC.

4.1 Tour of 902 Athletics

It was agreed that the tour of 902 Athletics facility would be scheduled for 5:30 p.m. prior to the January LCMPPC Board meeting.

4.2 Wheelchair Accessible Door to Arena

Ms. Payne advised that she made arrangements to have the middle door(s) of the foyer level entrance into the arena equipped with an automatic door opener. The cost is approximately \$2,800 for one door or \$5,000 for both. The Board agreed both doors should be equipped.

5. CORRESPONDENCE

5.1 Location of Library

Correspondence was received from Sylvia Hawkesworth regarding the location of the library in the facility and making the rear entrance more accessible to serve as another entrance to the library. She noted that she would like consideration given to this request as there are times when there are events happening in the foyer, and it is difficult to walk through the crowds to get to the library.

The Board discussed the matter. It was noted that the matter should be referred to the Committee established to develop an accessibility plan for Lunenburg County, with recreation being one piece of that plan. It was agreed that Ms. Payne would write a letter to Ms. Hawkesworth advising that her concerns would be referred to the Accessibility Committee and making her aware that there will be an advertisement for members to serve on this Committee, should she wish to apply.

6. NEW BUSINESS

6.1 Adult Skate Frames

Councillor Ernst reported that he was approached by an individual with regard to having adult skate frames available to users of the LCLC. He noted that this individual is prepared to buy one to donate to the LCLC if it can be stored at the facility.

The matter was discussed, and it was noted that this would be a great marketing opportunity as it may be an option for getting adults that are not comfortable skating to use the ice surface.

Two examples of skate frames were circulated. It was noted that a community group or a business may even want to purchase some to have available at the LCLC.

2018-58 Moved by Councillor Ernst, seconded by Councillor McInnis that the Board authorize the purchase of three skating aids to have available for patron use at the LCLC. Motion carried.

Ma. Payne agreed to follow-up with the individual that offered to purchase and donate a skate aid and agreed to have staff look at getting sponsorships or donors to purchase the remaining aids.

It was suggested that once these get purchased, the availability of the loan of these skate aids be marketed on the website and in the paper.

6.2 Public Engagement

Ms. Kucharski gave a presentation on Public Participation. The presentation highlighted the following:

- What is Public Participation?
- The Public Participation Spectrum
- Planning the Engagement
- Determine the Decision
- Selecting the Right Level
- Executing a Plan

Ms. Kucharski spoke to the tools to be used to get the information out to the public and to set the right parameters in order to be aware of what the community wants in order to buy memberships. It was noted that before a plan can be put in place, the Board needs to determine its goal and a vision of what information the Board wants from its public engagement. This may play into the transition plan.

It was noted that this presentation was made tonight for information purposes and will be used as the Board transitions through the process.

Ms. Kucharski left the meeting at this time.

6.3 IT Services – David Muise, MJSB

Mr. David Muise, Director Information Technology, MJSB, was in attendance to seek clarification from the Board around public Wi-Fi access at the LCLC. He noted that in March, he was asked to review the operating and capital budgets items relating to

technology supporting the LCLC improving the public Wi-Fi access in the arena area to support large events. He explained his opinion to the previous Board and his recommendation to the Board that if they felt the investment was worth it, that they engage the services of an experienced company that can recommend enhancements to the existing system.

Mr. Muise advised that he had Eastlink conduct an on-site evaluation of the Wi-Fi implementation in September, and they submitted a formal quote for implementing a new managed service on November 1, 2018. He reviewed the Eastlink quote.

Mr. Muise spoke to the three options he provided in his report to the Board: 1) Maintain Status Quo; MJSB Implemented Solution (which he did not recommend) and the Eastlink Solution.

A discussion was held with regard to the cost of improving the service to meet the needs in the arena area. It was asked if short term solutions could be sought for big events. It was noted that with regard to selling tickets in the arena area, a Wi-Fi puck should provide sufficient service for the ticket machines to work.

It was agreed that this item would be referred to budget deliberations.

It was noted that the LCLC does not have a generator to use for back-up should something happen during a big event. It was noted that the Town of Bridgewater Public Works has a generator that could be borrowed for big events.

6.4 Transition Plan

Mr. Malloy reviewed his report "Lunenburg County Multi-Purpose Centre Corporation Transition Plan" (circulated with the agenda). He noted that the draft plan was intended to guide the activities of the Board going forward. He divided the plan into the following three sections and highlighted the steps in each section:

- 1) Governance
 - Partnership Agreement
 - Corporate Entity
 - Committee Terms of Reference
 - Update Board Governance Manual

- 2) Strategic / Policy
 - Mandate
 - How will our mandate be delivered?
 - Elements of Recreation Integration
 - Define Economic Sustainability
 - Annual Strategic Plan
 - What does success look like?
 - Salary Structure for LCLC staff

- 3) Operational
- Organizational Structure
 - Public Engagement
 - Understanding our Demographics
 - Membership Strategy
 - Other

Mr. Malloy noted there may be an overlap of the actions in each section, but pieces could be done in conjunction with each other as the Board moves forward. This has to be a Board led process.

It was agreed the Board would have two sessions to discuss the draft plan. The following dates were set:

Tuesday, January 29, 2019 9:00 a.m. to 12:00 noon
Tuesday, February 12, 2019 2:00 p.m. to 5:00 p.m.

2018-59 Moved by Deputy Mayor Tanner, seconded by Councillor Hustvedt that the LCMPCC Board approve the Lunenburg County Multi-Purpose Centre Corporation Transition Plan. Carried.

7. INFORMATION / UPDATES

7.1 Director of Recreation Services Update

Ms. Payne reviewed her Report dated November 15, 2018 (circulated with the agenda) which updated the Board on the Tim Hicks Concert, the activities of the LCLC from October 29 – November 4, the current focus, World Sledge 2020, Accessibility Funding, Maintenance and Staff at LCLC.

A discussion was held with regard to the Tim Hicks concert.

Ms. Payne asked the Board if there should be a designated smoking area. She explained that as a recreation facility, we should not be promoting smoking, but people are smoking any way, and they are not staying the distance required from the front door. A number of suggestions were put forth for a smoking area. The item was referred to budget deliberations.

Ms. Payne advised that a policy has been implemented now whereby people have to sign out keys for the arena dressing rooms. As well, a Code of Conduct Document for the users of the facility has been developed. It will be included in the membership package and posted on the wall. She will circulate a copy to the Board.

7.2 Financial Statements – Period 7

Ms. Payne reviewed the financial report for Period 7 that was circulated with the agenda and answered questions posed by Board members.

7.3 Event Calendars

Circulated with the agenda, for information, were copies of events booked in for the arena, aquatic centre, and meeting spaces for the period from November 14 to the end of December.

7.4 United Way Partnership Information

Circulated, for information, was a report from the United Way outlining the usage of the LCLC Swimming Passes (57) and Skating Passes (3) for the month of October 2018.

8. IN CAMERA

2018-60 At 8:20 p.m., it was moved by Councillor Hustvedt, seconded by Deputy Mayor Tanner that the Board go In Camera to discuss a Personnel Matter under Section 22(2)(c) of the *Municipal Government Act*. Motion carried.

LCMPCC Board In Camera in session.

2018-61 At 8:40 p.m., it was moved by Councillor Hustvedt, seconded by Deputy Mayor Tanner that the Board come out of In Camera and return to open session. Motion carried.

LCMPCC Board in session.

8.1 Personnel Matter

2018-62 Moved by Deputy Mayor Tanner, seconded by Councillor Hustvedt that LCLC staff's salary be increased by CPI to be retroactive April 1, 2018 and that staff, on a go forward basis, receive an annual CPI increase on April 1st of each year. Motion carried.

9. NEXT MEETING

It was agreed there would be no Board meeting in December. Ms. Payne advised that she would like to arrange a Christmas Dinner for staff and would like the Board to attend. She will confirm date with the Board.

There being no further business at 8:41 p.m., it was moved by Councillor Hustvedt, seconded by Councillor Ernst that the meeting adjourn. Carried.