

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
Held in the Multi-purpose Room, LCLC, 135 North Park Street, Bridgewater
Thursday, March 13, 2019 – 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson, Chair
Councillor Eric Hustvedt
Councillor Michael Ernst
Alex Dumaresq, Deputy CAO
Trudy Payne, Director of Recreation Services
Sherry Conrad, Municipal Clerk

Town of Bridgewater
Mayor David Mitchell, Vice Chair
Deputy Mayor Andrew Tanner
Councillor Bill McInnis
Tammy Wilson, CAO

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

2019-06 Moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the agenda be approved as circulated. Motion carried.

3. APPROVAL OF MINUTES

2019-07 Moved by Councillor Hustvedt, seconded by Mayor Mitchell that the Minutes of the January 17, 2019 LCMPPC Board meeting be approved as circulated. Motion carried.

4. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

Ad Hoc Committee Report (Councillor Ernst)

Councillor Ernst noted that, at the last meeting, he had added the Ad Hoc Committee Report to the agenda to get an update on when it would be discussed. It was advised that the report would be discussed at the strategic planning sessions. The report was not discussed during the strategic planning session so he would like it put on the next agenda.

5. CORRESPONDENCE - Nil

6. **NEW BUSINESS**

6.1 Update re M & R Engineering Report – Condensation Issue at LCLC

Stephen Pace, MODL Director of Engineering & Public Works, and Matt Appleby, MODL CIT, were in attendance to review the M & R Engineering Report and recommendations (copy of report attached to original minutes). The report outlined the background of the two condensation issues, site observations, Option 1A & 1B and Option 2, conclusion and recommendations.

Option 1(A) & (B) - Insulate Cold Surfaces

- 1(A) – Insulating Dressing Room Walls – estimate \$75,000
- 1(B) – Insulate Ducting within Rink Area – estimate \$45,000

Option 2 – Installation of Cooling Coils in AHU-5 and AHU-6 Systems – estimate \$135,000

The Board discussed the condensation issues and the options. The following comments were made:

- A lot of the facilities built around the same time have condensation issues
- Check out foam for insulation versus vapour barrier
- Would taking the ice out for August and September make any difference to the condensation issues. Mr. Pace noted that M & R Engineering may be able to answer that question. Concern was raised that the teams that practice during those months may move their home location to another arena. Staff was asked to check into the ice rental for August and September for the last five years to determine usage.

2019-08 Moved by Mayor Mitchell, seconded by Councillor Hustvedt that options 1A and 1B from the M & R Engineering Report re Condensation Investigation LCLC be referred to the budget process as two separate items. Motion Carried.

Mr. Pace and Mr. Appleby left the meeting.

6.2 Referral from Bridgewater Town Council re Grant Request – Gary L. Wentzell March Break Hockey Tournament

Deputy Mayor Tanner reported that Bridgewater Town Council received a grant request from the Gary Wentzell Tournament organizers requesting \$2,000 to assist in covering the ice rental costs at the LCLC and that Council had referred the request to the LCMPCC Board for consideration of donating ice rentals in this amount.

It was noted that Municipal Council did not receive the same request. Municipal Council received a request for a sponsorship grant.

The Board discussed the request. Concern was raised with regard to the number of requests from other tournament organizers if ice rental was discounted for this tournament.

Ms. Payne advised that the LCLC already offered discounted ice rental for the tournament. The tournament ice rental is \$148/hr which is based on the youth and minor hockey rate. Prime time ice is \$158/hr and non-~~profits~~ **prime** ice rental is \$138/hr. She noted that even if the ice was discounted to the non-~~profit~~ **prime** rate, they would only be saving approximately \$200 in total. As well, the multi-purpose room has been booked all week for the tournament free of charge. (amended May 16, 2019)

It was suggested that the two Councils look at a joint ad next year promoting the facility.

2019-09 Moved by Deputy Mayor Tanner, seconded by Councillor Hustvedt that a letter be written to the Gary Wentzell Tournament Organizers outlining the current cost savings being realized through the LCLC (i.e. minor hockey ice rate versus prime-time rate and the use of the multi-purpose room at no rental fee for the entire length of the tournament). Motion Carried.

6.3 Letter of Request for Funding to other Lunenburg County Municipalities

It was noted that the LCLC is a regional facility and that the surrounding municipal units should be paying a grant towards the operation of the facility as it is used by residents in Lunenburg and Queens counties.

2019-10 Moved by Mayor Mitchell, seconded by Councillor Hustvedt that a letter be written to the Region of Queens, Town of Lunenburg, Town of Mahone Bay and District of Chester asking for an annual operating grant for the LCLC as it is a regional facility and statistics show their residents use the facility.

Staff were directed to come up with a number between \$2,000 and \$5,000 using the statistics from Councillor Ernst's report. It was noted that Councillor Ernst's report only included memberships and did not include daily traffic.

The motion on the floor was voted on and carried.

6.4 Two Additional Signatures & EFT Authorization

It was noted that there are currently only two signing authorities for the LCMPPCC banking information – Councillor McInnis and Trudy Payne. Another Board member and staff person should be appointed in case one of the two signing authorities is not available to sign.

2019-11 Moved by Councillor Hustvedt, seconded by Councillor McInnis that the Board add an additional Board member and staff person as signing officers to LCMPCC banking information being Mayor Carolyn Bolivar-Getson as the Board member and Angela Veinot as the staff person; and further, that Angela Veinot be appointed to authorize EFT transactions. Motion carried.

With the addition of two more signing authorities, it was clarified that when two signatures are required, one would be a Board member and one would be a staff person.

6.5 Strategic Priorities – 18 Month Plan

Ms. Crowder reviewed the report from the Strategic Planning Session held on February 12, 2019 (circulated with the agenda). The report identified the following points from the session:

- Revised Mission Statement
- Long Term Success
- 18 Months out – What does success look like?
- Keys to Success

The report included the priorities identified by the Board on What will we do over the next 18 months. The following priorities, with their outcome and actions to achieve them, were listed as follows:

- 1A. Needs to understand budget and operation
- 1B. Existing Operations Arrangement by MODL not sustainable
2. Host more events
3. Positive promotion of LCLC
4. Increase usage and members, and offerings in the facility through partnerships
5. Have Community Engagement in the facility
6. Increase revenues from sponsorship and fundraising
7. Increase usage of entire facility
8. Increase membership

After the review of the strategic priorities and how they would be achieved, the Board reviewed a draft Request for Proposal for a Transition Coordinator, an Organization Review and Interim Operations (copy circulated with agenda) that are necessary to be undertaken to achieve these priorities.

It was noted that the request for proposal was prepared so that each component could be quoted on separately or one company could quote on all three components.

Ms. Payne advised that money was allocated in the budget for this work under professional services.

2019-12 Moved by Councillor Hustvedt, seconded by Mayor Mitchell that the Board recommend to the two respective Councils the approval to move forward with the Request for Proposal for the work outlined in the proposal for the Transition Coordinator, Organization Review and Interim Operations. Motion carried.

2019-13 Moved by Mayor Mitchell, seconded by Councillor McInnis that the Strategic Priorities for 2019-2020 be referred to the respective Councils for review and feedback. Motion carried.

6.6 Review of Alcohol Policy

A copy of the Alcohol Policy was circulated with the agenda. It was noted that the Policy states “Advertising within the facility will be minimal and discreet”. The intent of the policy was that alcohol beverages be served out of cups versus bottle or can. Ms. Payne noted that she checked into the LCLC liquor license for the Tim Hicks concert and was advised that the license allowed liquor to be served from the bottle or can, and as a time saver, this was done at the concert. She noted that she was not aware of the policy and that the concession’s operator may have continued with the practice at hockey games as he may not be aware of the policy.

A discussion was held, and it was noted that for concerts or events, it would be advantageous and permissible to serve alcohol by can, bottle or from a keg; but, for regular events where there is not a high density of people to serve in a limited time, that it would be served in a cup.

6.7 Budget Meeting Date

The budget meeting was scheduled for March 28, 2019 at 5:00 p.m.

7. INFORMATION / UPDATES

7.1 Director of Recreation Services Update

Ms. Payne reviewed her monthly Director of Recreation Services Report dated February 21, 2019 that was circulated with the agenda. The report updated the Board on the following items: Upcoming Events; Membership Drive; Maintenance Updates; Nova Scotia Power Claim; Lumberjacks; Capital Projects; Non-profit Fund-raising Policy at LCLC; Budget; Rath Eastlink Centre; and Emera Centre – Queens Place.

In addition to the events outlined in the report, Ms. Payne spoke to the Tanya Tucker concert scheduled for May 11, 2019 at the LCLC.

The report outlined the status of the 2018/19 capital projects and staff’s recommendation for postponing the LED Light Conversion Project until after the energy audit was completed as grant funding may be available as a result of the audit. Ms.

Payne outlined a number of projects that were necessary and could be completed with the money allocated for the LED Light Conversion Project.

During the discussion of the projects for the back-up motors for the Zamboni, staff was directed to contact Emera Centre to see if the motors for their Zamboni would fit the LCLC Zamboni.

2019-14 Moved by Councillor Hustvedt, seconded by Deputy Mayor Tanner that the Board direct the Interim Manager to spend \$22,000 from the 2017/18 capital budget on the items listed in her report. Motion carried.

Financial Update

Ms. Payne reviewed the LCMPPCC financial report for period ending January 31, 2019 that was circulated with the agenda and answered questions posed by Board members.

With regard to the energy audit, staff was asked to check to see if there would be any energy cost savings if the floor heating in the arena was not on all year round.

It was asked if interest was charged on overdue accounts. Ms. Payne advised that she would check to see if there was a receivables policy and advise of same.

7.2 Events 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 February 14 to March 31, 2019.

7.3 United Way Partnership Information

Ms. Payne advised that Mr. Graves, Coordinator of the United Way, asked the Board to consider waiving the \$1.00 fee that the organization pays for each swimming or skating pass it passes out. The Board had requested staff to get more information with regard to what organizations receive their passes, how many they give out and other partnerships between LCLC and the United Way.

Circulated with the agenda and reviewed was a report from the United Way outlining the mutually beneficial relationship between the LCLC and the United Way of Lunenburg County.

2019-15 Moved by Mayor Mitchell, seconded by Councillor Ernst that the LCMPPCC Board waive the \$1.00 fee for passes up to 1,000 passes. Motion carried.

8. IN CAMERA

2019-16 At 8:13 p.m., it was moved by Mayor Mitchell, seconded by Councillor Ernst that the LCMPCC Board go In Camera to discuss the following matters:

- 8.1 Personnel Matter re Salary Review under Section 22(2)(c) of the MGA;
 - 8.2 Personnel Matter re Staff Benefits under Section 22(2)(c) of the MGA; and,
 - 8.3 Contract Negotiations re SS Fieldhouse under Section 22(2)(e) of the MGA.
- Motion Carried.**

LCMPCC Board In Camera in session.

2019-17 At 9:07 p.m., it was moved by Councillor Hustvedt, seconded by Mayor Mitchell that the Board come out of In Camera and return to open session. **Motion Carried.**

9. NEXT MEETING

The next meeting of the Board will be a Budget Meeting scheduled for March 28, 2019.

A discussion was held regarding the start time of meetings, and it was agreed that all Board meetings would start at 5:00 p.m.

2019-18 There being no further business at 9:10 p.m., it was moved by Councillor Hustvedt, seconded by Mayor Mitchell that the meeting adjourn. **Motion carried.**