

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, April 25, 2019 – 5:00 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  
Sherry Conrad, Municipal Clerk

Town of Bridgewater  
Mayor David Mitchell, Vice Chair  
Deputy Mayor Andrew Tanner  
Councillor Bill McInnis (arrived 5:45 p.m.)  
Tammy Crowder, CAO

**1. CALL TO ORDER**

Mayor Bolivar-Getson called the meeting to order at 5:00 p.m.

**2. APPROVAL OF AGENDA**

**2019-24** Moved by Deputy Mayor Tanner, seconded by Mayor Mitchell that the agenda be approved as circulated. Motion carried.

**3. APPROVAL OF MINUTES**

**2019-25** Moved by Councillor Hustvedt, seconded by Deputy Mayor Tanner that the Minutes of the March 13, 2019 LCMPPC meeting be approved as circulated. Motion carried.

**2019-26** Moved by Councillor Hustvedt, seconded by Deputy Mayor Tanner that the Minutes of the March 28, 2019 LCMPPC meeting be approved as circulated. Motion carried.

**4. NEW BUSINESS**

**4.1 LCLC Ad Hoc Committee Report – May 17, 2018**

Councillor Ernst noted that it was one year since the report was written and he asked for an update on the following recommendations:

- 1) Consolidation of MOU's – MOUs have been put aside until the operational review and transition report are completed.

- 2) Write off of Debt – Town of Bridgewater Council approved write-off. MODL's Council did not. It was agreed this item would be brought back to MODL Council to reconsider as the decision was made under the previous structure and now the municipalities have control of the financial decisions.
- 3) Creation of Legacy Fund – look at creating this fund. MOUs need to be completed before a Legacy Fund is created. Board will have to look at what fundraising policies it wants to establish and under what parameters once the review is completed.
- 4) Operational Audit – it is part of the Request for Proposal Work

#### 4.2 Letters to Other Municipal Units for Funding

An update was requested. Mayor Bolivar-Getson advised that letters were sent out to the Region of Queens, Towns of Mahone Bay and Lunenburg, and the District of Chester requesting funding towards the LCLC as it is a regional facility. No responses have been received to date.

### 5. CORRESPONDENCE

#### 5.1 TOB Council re Approval of Recommendations for Issuance of RFP and Endorsement of 2019-20 LCMPPC Strategic Priorities

Circulated, for information, was correspondence from the Town of Bridgewater advising that Town Council, at a meeting held on March 25, 2019, approved issuing a Request for Proposals for the work outlined in the proposal for the Transition Coordinator, Organization Review and Interim Operations and endorsed the finalized strategic priorities of the Lunenburg County Multi-Purpose Centre Board for 2019-2020 as presented.

#### 5.2 MODL Council re Approval of Recommendation for Issuance of RFP

Circulated, for information, was correspondence from the Municipality of the District of Lunenburg advising that Municipal Council, in session on March 26, 2019, approved the release of the LCMPPC's Request for Proposal to secure a Transition Coordinator, Organization Review and Interim Operations.

#### 5.3 MODL Council re Approval of Recommendation – Endorsement of Strategic Priorities

Circulated, for information, was correspondence from the Municipality of the District of Lunenburg advising that Municipal Council, in session on March 26, 2019, endorsed the Lunenburg County Lifestyle Centre Strategic Priorities for 2019-20.

#### 5.4 TOB Council re Approval of 2019/20 LCLC Budget

Circulated, for information, was correspondence from the Town of Bridgewater advising that Town Council, at a meeting held on April 9, 2019, approved the Town's 2019/20

Budget, which included an amount of \$507,500 as the Town's portion of the LCLC's 2019/20 Budget.

It was reported that the Municipality of the District of Lunenburg will be approving its 2019-20 Budget on May 14, 2019.

## **6. NEW BUSINESS**

### **6.1 Skatepark Committee re Update**

Councillor Hustvedt provided the following Skatepark Committee update:

- Plans are in the works for a potential path from the Skatepark to the LCLC
- Potential Construction of a shelter/gazebo
- A request has come forward from the Skatepark volunteers to keep cleaning supplies at the LCLC.

It was clarified that the Committee was looking at storing their squeegee and brooms at the LCLC. Ms. Payne advised that there is no extra storage room at the LCLC but suggested they were welcome to store them in the backdoor vestibule at their own risk.

It was further suggested that the Committee build a storage area into their gazebo.

Councillor Hustvedt agreed to take the discussions back to the Committee.

### **6.2 Policy for Non-profit Groups asking to Fundraise / Sell Goods out of Galleria**

Ms. Payne advised that requests have been received from non-profit groups to set up fundraising events and to sell goods in the galleria of the LCLC. The groups are requesting free rental space to set up to sell their goods.

A discussion was held with regard to allowing groups to fundraise and sell goods out of the galleria. It was noted that most organizations will want to fundraise when there is an event being held at the LCLC. It was also asked if such a policy should include an organization that wants to set up in the galleria to speak about their programs (i.e. alternative programs, religion, etc.).

The Board directed staff to contact other facilities around the Province to see if they have policies with regard to this matter.

### **6.3 Staff Wearing LCLC Branded Clothing**

It was suggested that staff wear LCLC branded clothing to identify themselves to the public and to promote the LCLC. The Board agreed that it would be professional for staff to wear branded clothing, especially front-line staff to identify themselves to the public. Ms. Payne advised that there was money allocated in the budget for uniforms.

The Board directed staff to investigate what would be needed for clothing and the budget to address same.

#### 6.4 Waste Generated by Concessions

It was noted that the plastic waste generated by the concessions goes directly to the garbage. It was asked if LCLC should promote a minimal waste policy.

A discussion was held, and it was noted that an educational component should be the first step to address the plastic waste generated. It was suggested that the vendor be encouraged to use organic material so that most of the waste generated is organic.

Staff was directed to contact Kirk Symonds, Region 6 Regional Educator, to work with the concessions vendor to address the plastic waste generated from concessions.

### 7. INFORMATION / UPDATES

#### 7.1 Director of Recreation Services Update

Ms. Payne reviewed her monthly Director of Recreation Services Report dated April 25, 2019 that was circulated with the agenda. The report updated the Board on the following items: Events; Membership Drive; Membership; Garden; Energy Audit; Capital Projects; Non-profit Fund Raising Policy at the LCLC; 2019/20 Budget; and, the Request for Proposal for Transition Coordinator and Interim Management.

In addition to the report, Ms. Payne noted the following:

- As of today's date, 1,258 tickets to the Tanya Tucker concert have been sold
- LCLC doing a Mother's Day promotion for the Tanya Tucker concert
- The partnership with Truro regarding events is working very well

It was noted that MODL has a booth at the Saltscape 2019 Expo and that perhaps the Tanya Tucker concert could be promoted at this event (banners, draw for tickets, etc.) It was suggested that other LCLC promotional material could be taken for display as well. Ms. Payne agreed to contact Chasidy Veinotte-Dorey with regard to displaying information and promoting the concert.

Councillor McInnis arrived at 5:45 p.m.

The matter of the cost of power to keep the ice in the facility during the month of April and May was raised. It was noted that this cost would be investigated as well as the usage of the rink during that period. Staff was directed to contact staff at the Emera Centre to see if they would have the capacity to accommodate the April / May bookings that the LCLC would have normally scheduled if it chose to take the ice out on April 1st.

Concern was raised with regard to the cost of having the lights on in the arena area all day when it is not being used and whether or not the concrete around the seats is heated at the same temperature at all times. Staff was directed to ensure that the energy audit would address the efficiency of these two items.

Staff was directed to include the item re the efficiency of ice in the arena during April and May on a future agenda.

It was noted that Dr. Hughie Fraser hosts medical students at his place to encourage them to move to the area once they finish their medical training. He requested that the fee for swimming passes to the pool for these students be waived. It was noted that bringing these individuals to the LCLC could be beneficial in encouraging them to practice in this area.

The Board directed staff to waive the fee for swimming passes for these individuals and to keep track of the number of passes that are issued.

## 7.2 Financial Update

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

Ms. Payne advised that letters were sent out requesting payment on outstanding accounts and some individuals and organizations have been in to pay their accounts.

## 7.3 Update on RFP

Ms. Crowder provided the following update on the RFP:

- Closes May 10, 2019
- Looking for quick turn-around time on evaluation
- Price is not the only criteria for the RFP Evaluation
- RFP included three components. Proponents can bid on one component or all three.
- Evaluation Committee will evaluate proposals and recommend award to the Board.

**2019-27      Moved by Councillor Hustvedt, seconded by Mayor Mitchell that the Evaluation Committee to review the RFP to secure a Transition Coordinator, Organization Review and Interim Operations Service consist of Deputy Mayor Tanner, Councillor Ernst, Tammy Crowder, Kevin Malloy and Trudy Payne. Motion carried.**

## 8. IN CAMERA

**2019-28      At 6:00 p.m., it was moved by Councillor Hustvedt, seconded by Mayor Mitchell that the LCMPCC Board go In Camera to discuss the following items:**

- 8.1 Contract Negotiations – Lumberjacks – Section 22(2)(e) of MGA**
- 8.2 Contract Negotiations – Molson – Section 22(2)(e) of the MGA**
- 8.3 Contract Negotiations – Naming Rights – Section 22(2)(e) of the MGA**

**Motion carried.**

LCMPCC Board meeting In Camera in session.

Deputy Mayor Tanner declared a Conflict of Interest in regard to agenda item 8.2 Contract Negotiations – Molson and removed himself from the room for that discussion.

**2019- 29      At 7:00 p.m., it was moved by Councillor Hustvedt, seconded by Mayor Mitchell that the LCMPCC Board come of In Camera and return to open session. Motion carried.**

LCMPCC Board meeting in open session.

8.2      Contract Negotiations – Molson

Deputy Mayor Tanner declared a Conflict of Interest and removed himself from the discussion.

**2019-30      Moved by Mayor Mitchell, seconded by Councillor Hustvedt that the LCLC does not enter into any agreements for exclusivity for the sale of alcoholic beverages. Motion carried.**

Deputy Mayor Tanner returned to the meeting.

**9.      NEXT MEETING DATE**

The next meeting of the LCMPCC Board will be held on Thursday, May 16, 2019 at 4:00 p.m.

**10.      ADJOURNMENT**

**2019-31      There being no further business at 7:05 p.m., it was moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the meeting adjourn. Motion carried.**