

Minutes of a Board Meeting of the  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
Held in the LCLC, 135 North Park Street, Bridgewater  
**Thursday, March 12, 2020 at 5:00 p.m.**

Attendance: Municipality of the District of Lunenburg  
Mayor Carolyn Bolivar-Getson  
Councillor Michael Ernst, Vice Chair  
Councillor Errol Knickle  
Tom MacEwan, CAO  
Sandra Challis, Administration Assistant

Town of Bridgewater  
Mayor David Mitchell  
Deputy Mayor Andrew Tanner, Chair  
Tammy Crowder, CAO, Town of Bridgewater

LCLC  
Kent Walsh, General Manager  
Ed Pavao, Nustadia (from 5.51pm via Conference Call)

GUESTS  
Elsbeth McLean-Wile, Lunenburg County YMCA  
Harland Wyand, Lunenburg County YMCA  
Jeff Maxwell, Trak International (via Conference Call)

Regrets: Councillor Bill McInnis, Town of Bridgewater

**1. CALL TO ORDER**

Deputy Mayor Tanner called the meeting to order at 5:00 p.m.

**2. APPROVAL OF AGENDA**

The following changes were requested to the agenda:

1. Move item 7.2 Sponsorship to In Camera – Contract Negotiations under Section 22(2)(e) of the MGA;
2. Add Personnel Matter – Staff Compensation re Covid-19 to In Camera under Section 22(2)(c) of the MGA; and,
3. Membership Analysis under Information/Updates.

**2020-22 Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the agenda be approved with the above noted three changes  
Carried unanimously.**



It was agreed that the General Manager contact the other facilities that had used their services, East Hants Sportsplex and Rath Eastlink Community Centre, to gauge their opinion on possible next steps and report back to the Board at the April 2020 meeting.

### **5.2 2020/21 Operating & Capital Budget Update**

The Board was advised that both Councils for the MODL and TOB had approved the LCLC Operating & Capital budgets.

## **6. CORRESPONDENCE**

None

## **7. NEW BUSINESS**

### **7.1 Strategic Priorities Review**

The Strategic Planning document created in February 2019 (circulated with agenda) was discussed. Mr. Kent advised that the document did not provide any tangible figures for the General Manager / Facility to work towards that could be used as performance measures. It was noted that the document was intended to be reviewed to coincide with the Municipal election in October 2020. It was agreed that a review was required in order to arrive at some key performance indicators and this would be done at the April 2020 meeting of the Board.

### **7.2 General Manager's Review/Quarterly Check-in: Procedure**

It was reported that in the past, the quarterly review of the General Manager had been done by an HR Sub-Committee. It was agreed that the General Manager's report was his monthly check-in. Deputy Mayor Tanner suggested that a review of the Strategic Priorities could set targets for the General Manager to be measured against and requested the Board members to consider their willingness to be part of the HR Sub-Committee.

### **7.3 Capital Project: delivery options report (Nustadia/Trak International)**

A tentative project schedule had been circulated with the agenda and the feasibility of the timeline was discussed. Mr. Maxwell explained that certain equipment (compressors from Europe and heat exchangers from China) had a long lead time so it would be necessary to move quickly. Trak International would provide an open book quotation for the work to enable additional quotations to be received so that the entire project's schedule and pricing would be understood before construction started.

It was asked if any phases of the work could be collapsed, shortened or if there was any advantage to considering each phase as a separate project. Trak International advised that while it was possible, it would not be the most cost-effective way to run the project

as the schedule had been arranged to focus on getting different work carried out in the same area, at the same time, using the same contractor.

Procurement methods were discussed. It was agreed that an independent review of the Trak Report would be required before taking the project any further. It was reported that Efficiency Nova Scotia was waiting on some calculations from Trak before they would be able to authorize the \$15,000 funding for the study. Efficiency Nova Scotia would then also be able to indicate if the project was eligible to be considered for the next phase of funding valued at \$150,000. Nustadia would be responsible for getting the information to Efficiency Nova Scotia and it was agreed verifying their funding opportunities would be the first step.

Cllrs. Knickle and Ernst left the meeting at 6:16 p.m., and returned at 6:17 p.m.

It was noted that perhaps Efficiency Nova Scotia's review of the Trak Report would provide valuable insight into the validity of its claims and hiring someone to carry out a further review may be overkill. Nustadia was asked if they would be able to provide a project engineer under their Contract. They advised that they could be project consultants but do not have the engineering expertise, a separate owner's-engineer would be required. It was suggested that if an engineer was hired, this individual write the RFP for the project.

#### **7.4 Best Practices (Nustadia)**

Mr. Pavao presented a working document of best practices for both aquatic and arena operations. He was asked if there had been any areas of concern identified. Mr. Pavao advised that the documents were still being worked on and needed to be facility specific. He was working with the General Manager and Mr. Wamboldt to identify the LCLC's needs. The intent is that the document would allow the facility to be operational, even with change in staff. Mr. Pavao advised of some online staff training which would be available as part of the best practices project. The final documents should be deliverable in the next few months.

#### **7.5 Sponsorship (Nustadia)**

This item was moved to In Camera under Personnel Matter re Staff Compensation regarding Covid-19 under Section 22(2)(c) of the MGA.

### **9. IN CAMERA**

**2020-24 At 6.43 p.m., it was moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the Board go In Camera to discuss the following items:**

**9.1 Contract Negotiations re Scope of Nustadia Contract under Section 22(2)(e) of the MGA**

- 9.2** Contract Negotiations re Sponsorship Opportunities under Section 22(2)(e) of the MGA (formally item 7.2)
- 9.3** Personnel Matter re Staff Compensation regarding Covid-19 under Section 22(2)(c) of the MGA **Carried.**

LCMPCC Board In Camera in session.

- 2020-25** **At 7.38 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Knickle that the Board come out of In Camera and return to open session. Carried.**

LCMPCC Board in session.

## **8. INFORMATION / UPDATES**

### **8.1 General Manager's Monthly Report**

Mr. Walsh presented his report (circulated with agenda), highlighting the following items:

- IHF has cancelled the Swiss event – it is intended to bump everything to 2021, but no dates have been provided yet.
- Registration for March Break camps is quite good. There may be an impact on registration with Covid-19, but there will be no fees charged for cancelled camps.
- As a result of the Covid-19 Pandemic, active annual/monthly members will be permitted to freeze their membership if desired.
- Should the facility be closed for a period of time due to the pandemic, the time will be added on to active memberships.
- Advance bookings for the hypnotist show were slow and in light of Covid-19, it was agreed to cancel the event. The only non-recoverable losses would be marketing expenses.
- A sign had been erected to advise of No Parking unless charging at the electric vehicle charging stations. Erecting a post was problematic in that location. Response, so far, had been good.
- The helmet recommendation had been included in the recreation guide and a legal opinion is still being sought. United Way had been asked to consider providing helmets as well as skates as part of their program.
- The Town of Bridgewater had approached the facility to host the Canada Day Triathlon, previously the LCLC was closed for this holiday, but had indicated that they would be happy to help.
- The ice-machine only required a belt to be replaced, not a motor. Costs were less as a result.
- The washrooms by the library would be made gender neutral.
- There was a possibility of an event being held in September for an old-time country singer. However, the Board advised that due to Covid-19, that negotiations should not be entered into.

- The Concession transition had been seamless, and early indications suggest this will be a viable operation and good results are expected. A more detailed report will be provided at the next meeting.

A discussion followed regarding the intended ice-closure, with the General Manager suggesting to push the tentatively scheduled date back to the end of July / beginning of August. It was agreed to defer any decision on timeline until the RFP for the Trak project had been awarded.

## **8.2 Financial Statements**

Mr. Walsh presented the financial statements for January 2020 (circulated with the agenda).

It was noted that the arena revenue was down, which would be investigated. The increase in professional fees was a result of the Nustadia contract and the year-to-date figures reflected the loss of approximately \$30,000 from the Lumberjacks contract.

**2020-26 Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the financial statement for period ending January 31, 2020 be received and approved as presented. Carried.**

## **8.3 United Way Report – LCLC Swim & Skate Pass Usage for February 2020**

Circulated with the agenda was a copy of the United Way LCLC Swim /Skate Pass Usage for February 2020 broken down into redeemed passes by activity and redeemed passes by community group or school. It was noted there was a cap of 500 passes for this arrangement.

## **8.4 Membership Comparison (Councillor Ernst)**

Councillor Ernst circulated the breakdown of LCLC membership by postal code. The results showed that membership extends beyond the TOB & MODL, with members from Chester Municipality, Town of Mahone Bay, Region of Queens Municipality, Town of Lunenburg and beyond. It was agreed that this was a valuable source of information in respect to targeting areas for membership or perhaps seeking additional municipal funding. The Board thanked Councillor Ernst for his efforts.

**10. NEXT MEETING – Thursday April 16, 2020 at 5:00 p.m.**

## **11. ADJOURNMENT**

**2020-27 There being no further business at 8:03 p.m., it was moved by Councillor Knickle, seconded by Mayor Bolivar-Getson that the meeting adjourn. Carried.**