

Minutes of a Special Board Meeting of the  
**LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)**  
Remote Meeting – Via TEAMS  
**Thursday, April 16, 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 (joined meeting from 5.21pm)  
Deputy Mayor Andrew Tanner, Chair  
Councillor Bill McInnis  
Tammy Crowder, CAO

LCLC  
Kent Walsh, General Manager

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**2020-28** Moved by Councillor McInnis, seconded by Councillor Knickle that the agenda be approved as circulated. Carried.

**3. APPROVAL OF MINUTES**

**2020-29** Moved by Councillor Knickle, seconded by Mayor Bolivar-Getson that the Minutes of the March 12th, 2020 LCMPCC meeting be approved as circulated. Carried.

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

4.1 Intermunicipal Service Agreement Amendments

The Board was advised that both Councils have approved the changes to the Intermunicipal Service Agreement allowing for amendments to the composition of the Board by allowing Councils to appoint alternate members.

#### 4.2 Strategic Priorities Review

It was agreed to defer this review until the future post Covid-19 is more certain.

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

It was agreed to defer defining an H.R. Committee until a later date. Mr. Walsh was commended on the work he has done to date. Capital Project Update

Mr. Walsh reported that he had participated in a meeting with Trak International and Efficiency Nova Scotia (ENS) which was very beneficial. It is expected that the ENS approval of the capital project should be received by early next week.

### 5. CORRESPONDENCE

None

### 6. NEW BUSINESS

#### 6.1 Capital Budget

Mr. Walsh was seeking direction from the Board on proceeding with the approved capital expenditure- namely WiFi upgrades, flooring, and the purchase of inflatables. He explained that no commitments had yet been made. He reported that he had met with David Muse, prior to the pandemic, to discuss the WiFi needs and would touch base again to get a report on the feasibility of the project. It was agreed that it was an ideal time to replace the flooring in the Active Living Studio and having the inflatables could be an incentive for people to visit the facility once it reopens. The normal procurement processes would be followed.

#### 6.2 Membership Rates

Mr. Walsh explained that the current suspension of membership provided an ideal opportunity for restructuring membership rates. It was discussed that lowering rates by possibly 15-20% could be an incentive for attracting new members *and* retaining existing members who may be facing financial hardship following the pandemic. The possibility of seeking Provincial funding was discussed – the benefits of having this facility in the Community increasing membership and promoting physical activity would be beneficial to the Province in the long-term as a healthy population would not place as much pressure on the healthcare system. Mr. Walsh had already mentioned this to the Province. Mr. Walsh agreed to come back with membership rate proposals for the next Board meeting. It was noted that the most successful membership promotion to date had been the Canada 150 promotion.

### **6.3 Budget Reforecast**

Mr. Walsh presented a re-forecast budget (circulated with agenda) based on the assumption that the facility would open some time in August and be fully operational by September. He believed that revenue may be affected initially but would be hopeful for Provincial support. The budget reflected a minor reduction in the operating due to payroll and utility costs. The revised budget did not consider any of the possible energy cost savings as a result of the anticipated capital project.

## **7. INFORMATION / UPDATES**

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

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

- Ice was removed on 20<sup>th</sup> March
- All refrigeration elements turned-off
- Dehumidification decreased
- Therapy pool & Play pool have both been emptied; it wasn't viable to empty the main pool
- Building is only accessibly 9am-5pm, saving considerable power – running at approximately 30-35% of normal energy use
- Routine maintenance is being carried out in all areas and this has been a great opportunity for a deep clean of all areas.
- Memberships have been frozen
- Swim Lessons and March Break Camps were cancelled and refunded; people were also given the option to keep the funds in their "booking wallet" for future use.
- Carrying out all the normal "ice-out" maintenance
- Sourced a great product for removing scale build-up effectively
- Working on finalising Community Access Plan

Mr. Kent requested that Personnel matters to be added to the In-Camera section of the meeting under Section 22(2)(c) of the MGA. This was agreed.

### **7.2 Financial Statements**

Mr. Walsh reviewed the financial statements which had been circulated separately to the agenda. There had been significant expenditure on facility maintenance and repairs which had not been budgeted for and these items were itemized for clarity. Attention was drawn to amount of lapsed accounts reaching 90-days and questions were raised on procedures for collecting these amounts and if interest is charged. Mr. Walsh agreed to look into how these debts are followed up and to check for policy surrounding late payment penalties. He was also requested to circulate the accounts receivable list as part of the financial statements at the monthly Board meetings.

**2020-30 Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the financial statement for period ending February 29, 2020 be received and approved as presented. Carried.**

**7.3 United Way Report – LCLC Swim & Skate Pass Usage for March 2020**

The information was not received this month.

**8. IN CAMERA**

**2020-31 At 5.49 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor McInnis that the Board go In Camera to discuss the following items:**

- 8.1 Discussion under Section 22(2)(g) of the MGA – M&R Engineering**
- 8.2 Contract Negotiations re Scope of Nustadia Contract under Section 22(2)(e) of the MGA**
- 8.3 Contract Negotiations re Lumberjacks under Section 22(2)(e) of the MGA**
- 8.4 Contract Negotiations re Recommendation RFQ2020-01 under Section 22(2)(e) of the MGA**
- 8.5 Personnel Matters under Section 22(2)(c) of the MGA (Added item)**  
**Carried Unanimously.**

LCMPCC Board In Camera in session.

**2020-32 At 6.25 p.m., it was moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the Board come out of In Camera and return to open session. Carried.**

LCMPCC Board in session.

**2020-33 Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the Board award RFQ 2020-01 - Review of Detailed Engineering Study to MCW Maricor for the sum of \$8,450.00. Carried.**

**9. NEXT MEETING – Thursday May 21st, 2020 at 6:00 p.m.**

The incorrect date had been stated on the agenda. It was agreed to move the meeting time to 6:00 p.m. going forward.

**10. ADJOURNMENT**

**2020-34**      **There being no further business at 6.29 p.m., it was moved by Councillor McInnis, seconded by Mayor Bolivar-Getson that the meeting adjourn. Carried.**