

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Held in the LCLC, 135 North Park Street, Bridgewater and Remote Meeting – Via TEAMS
Thursday, October 15, 2020 at 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson (Remote from 6:16p.m.)
Councillor Michael Ernst, Vice Chair (Remote)
Councillor Errol Knickle (Remote)
Tom MacEwan, CAO (Remote)
Sandra Challis, Administration Assistant

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

LCLC
Kent Walsh, General Manager

Regrets: Councillor Bill McInnis (TOB)

1. CALL TO ORDER

Deputy Mayor Tanner called the meeting to order at 6:05 p.m.

2. INFORMATION SHARING (Questions by Board Members & attending Members of Public)

No members of the Public were present.

3. APPROVAL OF AGENDA

The following items were requested to be added to the agenda; 1. General Manager Review, 2. Serving Alcohol in Cans during events, 3. Transfer of Funds from Capital to Operating, 4. Signing Authority, 5. Contract Negotiations re Lumberjacks under Section 22(2)(c) of the MGA and 6. Contract Negotiations re Snow Removal under Section 22(2)(c) of the MGA.

2020-62 Moved by Mayor Mitchell, seconded by Councillor Knickle that the general agenda be approved with the addition of items 1-4 noted above and the In Camera agenda be approved with the addition of items 5-6 noted above.

Carried Unanimously.

4. APPROVAL OF MINUTES

**2020-63 Moved by Mayor Mitchell, seconded by Councillor Ernst that the Minutes of September 17th, 2020 be approved, as circulated.
Carried Unanimously.**

5. PRESENTATIONS

None

6. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

6.1 Energy Project – Update

Mr. Walsh reported that the submissions received from the RFP would be reviewed In Camera. He advised that nothing had been heard regarding the grant that had been applied for, and he believed it might not be announced until February 2021.

6.2 WiFi Upgrades – Update

Mr. Walsh reported that MJSB had received the equipment and had advised that they would be able to give a better timeline for implementation in early November. It was discussed that the current project for the lighting retrofit would require much of the same electrical work and it may be more efficient, in time and money, to get the equipment installed by the electrician. Ms. Crowder would propose this to MJSB.

6.3 LCMPCC Board Governance Manual Review

Mr. Walsh advised that the some edits had been made to the Governance Manual, but there were several items, circulated with the agenda, that required Board discussion. The following decisions were made:

- Q1 -Both Capital & Operating Budgets should be ready by 31st January.
- Q2 - In the event of a vacancy, the alternate member would step in at full capacity until the municipal unit designates a new member.
- Q3 - In the event of a tie for an elected position, the result would be determined by “lot”.
- Q4 – The words “At the discretion of the chair” to be added to Section 6.2 regarding Speaking to a Motion.
- Q5 – Votes would be recorded by request.
- Q6 – 3-Year Strategic plan should be a task for the Board with input from the General Manager.
- Q7 – The General Manager’s Review should take place annually, on the anniversary of their hire.

- Q8 – HR would be requested to consider the GM’s review document for any suggestions. MJSB is in the process of creating a new evaluation tool, this would be reviewed to see if it fits the requirements for the GM’s Review.
- Q9 – The GM’s Review would take place In Camera under Personnel Matters.
- Q10/Q11 – A HR Committee will be formed, consisting of three board members, to carry out the GM’s Review.
- Q12 – MJSB would not be required to review the HR Management Policy as this is a high-level document of the Board’s expectations of the General Manager.
- Q13 – It was agreed that there would be benefit to having In Camera procedures clearly defined but this should be further discussed by the new Board.
- GM Q1 – Committees would be assigned at the same time as the as the positions for Chair and Vice Chair are chosen. Committees would be comprised of three Board members.
- GM Q2 – Elections for Board positions would continue to take place at the November Board meeting.
- GM Q3 – The workload of the Board should be reviewed by the in-coming Board. It was agreed there should be regular feedback from the Committees.

The stated changes would be made to the document and brought back to the Board for the next meeting.

7. CORRESPONDENCE

None

8. NEW BUSINESS

8.1 “Catch All” Garbage Bins

An email had been circulated regarding removing the “catch-all” garbage bin as it discouraged recycling of garbage, this subject was highlighted at a recent Region 6 meeting. Following discussion, it was agreed that this, and the consideration of a “butt” bin in the smoking area, would be an operational decision for the General Manager.

8.2 General Manager’s Review (added item)

The Board appointed Councillor Ernst, Mayor Mitchell and Deputy Mayor Tanner to form an HR Committee to carry out the General Manager’s Review. This would be done in the next couple of weeks and they would report to the Board at the next meeting.

8.3 Serving Alcohol in Cans at Events (added item)

Guidelines received from the Province specified that alcohol must be served “in-seat” at events. The only way for the facility to do this would be to sell alcohol in cans. The LCLC’s Alcohol

Advertising Policy prevents this as normally alcohol is decanted at service and, therefore, no advertising takes place.

2020-64 **Moved by Mayor Mitchell, seconded by Councillor Ernst that the Alcohol Advertising Policy be suspended while the State of Emergency is in effect; and further that the patron be required to open the can in the presence of the server.** **Carried.**

9. INFORMATION / UPDATES

9.1 General Manager's Monthly Report

Mr. Walsh reviewed his monthly report, circulated with agenda. He advised that standardized general guidelines had been formulated with Queens Place Emera Centre, Lunenburg Arena and the LCLC as they shared many overlapping patrons.

Since the report was written, guidelines had been received from the Province regarding holding hockey games. The facility would meet the guidelines by dividing the arena into four distinct venues, each with their own designated entry/exit points, washrooms and concession. By doing this, it is hoped that the Lumberjacks would be able to get close to 650 attendees.

9.2 Aged Receivables

The aged receivables report, circulated with the agenda, was discussed.

9.3 Financial Statements

The September statements were not ready at the time of the meeting and will be circulated to Board members as soon as they are available.

10. IN CAMERA

2020-65 **At 7.17 p.m. it was moved by Mayor Mitchell, seconded by Councillor Knickle, that the Board go In Camera to discuss the following items:**

10.1 Personnel Matter under Section (22)(2)(c) – Performance review of Nustadia

10.2 Contract Negotiations under Section (22)(2)(e) – RFP Engineering Services for Energy Reduction Upgrades

10.3 Contract Negotiations under (22)(2)(c) – Lumberjacks Contract

10.4 Contract Negotiations under (22)(2)(c) – Snow Removal Contract **Carried.**

The LCMPCC Board In Camera in session.

- 2020-66** At 7:50 p.m. it was moved by Mayor Mitchell, seconded by Councillor Knickle that the Board come out of In Camera and return to open session. **Carried.**

LCMPCC Board in session.

10.2 Contract Negotiations under Section (22)(2)(e) – RFP Engineering Services for Energy Reduction Upgrades

- 2020-67** Moved by Mayor Mitchell, seconded by Councillor Knickle, that the LCMPPC Board award Tender RFP2020 for Engineering Services for Energy Reduction Upgrades to MCW Maricor for the sum of \$93,800 plus HST. **Carried.**

10.3 Contract Negotiations under Section (22)(2)(e) – Lumberjacks Contract

- 2020-68** Moved by Councillor Knickle, seconded by Councillor Ernst, that the LCMPPC Board direct Mr. Walsh to work with the lawyer to extend the current Lumberjack's contract, for the new owners, to expire on December 31st, 2020 while a new contract is being worked on. **Carried.**

Added Items

Transfer of Funds from Capital to Reserve

- 2020-69** Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson that the LCMPPC Board move funds of \$20,000 from capital reserve to the operation budget for "capital expenses". **Carried.**

Signing Authority

- 2020-70** Moved by Mayor Bolivar Getson, seconded by Mayor Mitchell that the following people be added as signing authority on the LCLC's bank account – Andrew Tanner, David Mitchell. **Carried.**

- 11.** **NEXT MEETING – Thursday November 26th, 2020 at 6:00 p.m.**

12. **ADJOURNMENT**

- 2020-71** There being no further business at 7:57 p.m., it was moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson that the meeting adjourn. **Carried.**