

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Held in the LCLC, 135 North Park Street, Bridgewater and via Microsoft Teams
Thursday, November 26, 2020 at 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson
Councillor Reid Whynot
Councillor Pam Hubley
Councillor Chasidy Veinotte (Alternate member)
Tom MacEwan, CAO (via Teams)
Sandra Challis, Administration Assistant
Bill Schurman, Director of Recreation Services (via Teams)

Town of Bridgewater
Deputy Mayor Andrew Tanner
Councillor Jennifer McDonald
Councillor Stacey Colwell
Tammy Crowder, CAO

LCLC
Kent Walsh, General Manager (arrived 6:24 p.m.)

Members of the Public
Michael Ernst (left 6:24 p.m.)

Regrets: Mayor David Mitchell

1. CALL TO ORDER

Deputy Mayor Tanner called the meeting to order at 6:00 p.m.

11. IN CAMERA

2020-72 At 6:00 p.m. it was moved by Mayor Bolivar Getson, seconded by Councillor Hubley, that the Board go In Camera to discuss the following item:

11.1 Personnel Matter under Section (22)(2)(c) – General Manager’s Review

The LCMPCC Board In Camera in session.

2020-73 At 6:24 p.m. it was moved by Mayor Bolivar-Getson, seconded by Councillor Whynot, that the Board come out of In Camera and return to open session.

Carried.

Mr. Ernst left the meeting.
LCMPCC Board in session.
Mr. Walsh joined the meeting.

2. ELECTION OF CHAIR & VICE CHAIR

Ms. Crowder called for nominations by ballot for the position of Chair. Deputy Mayor Tanner was the only nominee and was, therefore, appointed to the position of Chair by acclamation.

Deputy Mayor Tanner called for nominations, by ballot, for the position of Vice Chair. Those nominated by ballot were: Mayor Bolivar-Getson, Mayor Mitchell, Councillor Hubley and Councillor McDonald. Councillor Hubley declined the nomination.

The second ballot resulted in a tie between Mayor Bolivar-Getson and Councillor McDonald. Mayor Bolivar-Getson was appointed to the position of Vice Chair by lot.

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

No members of the Public were present.

4. APPROVAL OF AGENDA

2020-74 Moved by Councillor Colwell, seconded by Councillor Hubley that the agenda be approved as circulated. **Carried Unanimously.**

5. APPROVAL OF MINUTES

2020-75 Moved by Mayor Bolivar-Getson, seconded by Councillor Colwell, that the LCMPPC Board Minutes of October 15th, 2020 be approved, as circulated. **Carried Unanimously.**

6. PRESENTATIONS

None

7. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

7.1 Energy Project – Update

Mr. Walsh reported that the timeline had been moved back for the Energy Project, due to delays with the contract; the project is scheduled to begin in February 2021 for a 10-week period.

7.2 WiFi Upgrades – Update

Mr. Walsh reported the firewall installation is due next week and the access points hardware upgrade shortly after. MJSB had supplied the equipment and the installation was going to be done in-house as the upgraded equipment is being installed on the existing access points, and no additional electrical work is required.

7.3 LCMPCC Board Governance Manual Review

The Board was advised that the Governance Manual was still in review, some edits had been made to the terminology, but further amendments would be required once strategic priorities had been determined. The governance structure of the Board allows for committees, and they have been used when needed, but not consistently. It was discussed that the committees should be active and report back monthly to the Board. Committees for consideration were:

- Budget & Finance
- Governance Committee – used for looking at policy items, etc.
- Fundraising Committee – could be used if a specific capital project was being undertaken.
- HR Committee – used to carry out the GM review, etc.

The Board was asked to review the document in preparation for a Board meeting dedicated to an in-depth review.

8. CORRESPONDENCE

8.1 Memo from MODL re Council appointments to LCMPCC Board

Correspondence was received from the Municipality of the District of Lunenburg advising that Council, in session on November 10th, 2020, appointed Councillor Pam Hubley and Councillor Reid Whynot to the LCMPCC Board until November 2022. Councillor Chasidy Veinotte was appointed as alternate member.

8.2 Email from TofB re Council appointments to LCMPCC Board

Correspondence was received from the Town of Bridgewater advising that Council, in session on November 9th, 2020, appointed Deputy Mayor Andrew Tanner and Councillor Jennifer McDonald to the LCMPCC Board. Councillor Stacey Colwell was appointed as alternate member.

9. NEW BUSINESS

9.1 Directional Signage (MODL)

Deputy Mayor Tanner requested an update from MODL on directional signage for the facility. Mayor Bolivar-Getson and Mr. MacEwan reported a wayfinding strategy is currently being worked on and MODL is optimistic that something will happen within the fiscal year. It was noted highway signage would be considered when the new exit is constructed. It was noted that an electronic sign had been included in a previous budget, but the item had never been purchased.

9.2 Ad-Hoc Committee Report (2017) - Review

A copy of the 2017 Ad-Hoc Committee report had been circulated with the agenda for information purposes. The Board was requested to review the document and bring any items of interest or questions forward at future meetings.

9.3 Planning Calendar - Review

The Planning Calendar, which forms part of the Governance Manual, was circulated with the agenda for information purposes. Previously, this document had been reviewed at each meeting, looking at the Committee and Board tasks, but this had not been happening more recently. The Board was requested to look at the document for discussion and consideration at future meetings.

10. INFORMATION / UPDATES

10.1 General Manager's Monthly Report

Mr. Walsh reviewed his monthly report, circulated with agenda. The following additional items were noted:

- Lumberjacks attendance was around 400, pre-Covid, attendance was around 700. Changes to the Province's directive regarding Covid restrictions last week will reduce numbers further, to allow for a two-seat buffer around spectator bubble groups of between 2-10 persons, but the ticketing system is able to adapt and cope with this change.
- Following recent restrictions, South Shore Mustang's season has been paused and high school games have been cancelled. Training is still on-going, and it is hoped that the ice bookings will be maintained. Currently the MHL is still operational, the opponents may have changed, but not the number of games.

- Eastlink has become a major sponsor of the MHL and is looking to televise games from two facilities, the LCLC and Pictou Wellness Centre. Possibility of monetizing the broadcast, for the benefit of the LCLC, is being considered.
- Mr. Walsh is working with HR from MJSB to develop salary administration and performance review policies.
- Live Barn installation is going well and should be active in the next couple of weeks.

10.1 a) Catch-all Litter Bin

The cigarette disposal unit had been received and will be installed once the catch-all litter bin is removed.

10.1 b) Marketing

Mr. Walsh advised the Board of current marketing activities. Social media is maintained by the General Manager and Covid-19 restrictions on participant numbers have meant that organized activities have not been pushed via this medium. It was discussed that the website could do with a refresh and it was suggested that Sarah Kucharski from MODL be contacted regarding the recent accessible refresh of the MODL website. Mr. Walsh said he would bring some costs for the refresh back for the next meeting. It was highlighted that there had previously been a Marketing position on the LCLC staff, and it was agreed that this could be a consideration for the 2021/22 budget.

10.1 c) Strategic Planning Session

Mr. Walsh reported that he had been in contact with Matt Moore, GM of the Rath Centre, who is the driving force behind the Atlantic Venue Partnership (a group of facilities involved in concert attraction for the Maritimes), and a consultant with LEADco (offering consultative services to facilities). It was been discussed for them to use existing data from residents/user surveys carried out by Nustadia (November 2019) and a more recent survey carried out by TOB to do some strategic planning for the LCLC including a SWAT analysis including feedback from higher level organizations like RFANS and bring this back to the Board for the December meeting. Following receipt of this information, the Board could hold a Strategic Planning Session in January to determine a direction for the facility and to develop key performance indicators. Mr. Moore would attend these two meetings and also provide a written report, and a price of \$3,000 had been quoted.

It was noted that the findings from the TOB survey would be from a different perspective than residents living within the Municipality but not necessarily close to the facility, as the further away you are, the more different the opinion is likely to be. Mr. Walsh advised that more focus could be taken on the results from the Nustadia survey, as a wider net had been cast.

It was suggested that the Recreation Directors from both municipal units be involved also.

2020-76 Moved by Mayor Bolivar-Getson, seconded by Councillor Whynot, that the LCMPCC Board approve \$3,000 for carrying out a Strategic Planning Session.

Carried Unanimously.

10.1 d) Library – Additional Rent

The rent arrangements for the library were circulated with the agenda for informational purposes. South Shore Libraries pay rent (Basic and Additional) on the administrative area and the Town of Bridgewater pays rent (Additional only) on the public space.

10.2 Aged Receivables

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

10.3 Financial Statements

The Financial Statements, circulated prior to the meeting, were discussed.

Mr. Walsh presented forecasts through to year-end which projected that should use of the facility continue at the current levels, it should result in breaking-even. He noted that March 2021 was forecasted optimistically, including play-offs and tournaments. However, should the facility have to shut down again for two weeks, have a slowly phased reopening, and not have the usual events in March 2021, then a deficit of \$72,972 was forecasted. It was discussed that should the shut-down be prolonged, with a clear timetable, the predication would be closer to break-even, as it would be possible to remove the ice and plan for a long-term shut down.

2020-77 Moved by Councillor McDonald, seconded by Councillor Hubley, that the financial statements for periods ending September 30, 2020 and October 31, 2020 be received and approved as presented. Carried.

11. IN CAMERA

2020-78 At 7:47 p.m. it was moved by Mayor Bolivar Getson, seconded by Councillor Colwell, that the Board go In Camera to discuss the following items:

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

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

The LCMPCC Board In Camera in session.

2020-79 At 7:55 p.m. it was moved by Mayor Bolivar-Getson, seconded by Councillor Whynot that the Board come out of In Camera and return to open session. Carried.

LCMPCC Board in session.

2020-80 Moved by Councillor Whynot, seconded by Councillor Hubley, that the current Lumberjack's contract be extended to the new owners until the end of the 2020/21 season.

Carried.

12. **NEXT MEETING – Thursday December 17th, 2020 at 6:00 p.m.**

13. **ADJOURNMENT**

2020-81 There being no further business at 7:57 p.m., it was moved by Mayor Bolivar-Getson, seconded by Councillor Whynot that the meeting adjourn. Carried.