

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Held in the LCLC, 135 North Park Street, Bridgewater
Thursday, January 21st, 2021 at 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson – Vice Chair
Councillor Reid Whynot
Councillor Pam Hubley
Sandra Challis, Administration Assistant

Town of Bridgewater
Mayor David Mitchell
Deputy Mayor Andrew Tanner - Chair
Councillor Jennifer McDonald
Tammy Crowder, CAO

LCLC
Kent Walsh, General Manager

Regrets
Tom MacEwan, CAO, MODL

1. CALL TO ORDER

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

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

No members of the Public were present.

3. APPROVAL OF AGENDA

2021-01 Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell that the general agenda be approved as circulated. **Carried Unanimously.**

4. APPROVAL OF MINUTES

2021-02 Moved by Councillor Hubley seconded by Councillor McDonald that the Minutes of December 17th, 2020 meeting be approved, as circulated. **Carried Unanimously.**

5. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

5.1 LCMPCC Board Governance Manual Review

Mr. Walsh advised he had made the necessary changes to the Manual to reflect the Governance Board model and the changes to committees discussed at the previous meeting. Once the final Strategic Planning document was updated, it would be included, and the final draft of the manual would be brought to the Board for approval. It was not felt that a legal review of the document would be required. It was noted that Section 3.0 should be removed along with any other references to citizen appointments.

5.2 Wifi Project Update

Mr. Walsh reported that the project was almost complete, with just two terminals remaining to be installed over the ice. The effectiveness of the upgrades was questioned, but as capacity has been reduced, it was difficult to gauge at this time. Once the install is complete, the terminals would need to be realigned for maximum performance. MJSB has data of the performance prior to the upgrade, so performance information could be compared. It was suggested that social media should be used to notify users of the upgrades.

5.3 Energy Project Update

Mr. Walsh advised that the ICIP Gas Emissions grant was still pending and MCW Maricor had been requested to provide more information. MCW was finishing the design phase for the Energy Project and was visiting the facility next week, when hopefully a construction timeline could be established. Mr. Walsh reported MCW was behind schedule due to high demands for this type of project.

6. CORRESPONDENCE

None.

7. NEW BUSINESS

7.1 Strategic Priorities

A Strategic Priorities meeting, facilitated by Matt Moore, had been held. Feedback had been received from residents in both in the ToB and MODL, user groups, venue partners and Provincial partners. Each group had a big set of priorities. The next step is for the Board to prioritize the list.

7.2 Annual Budget

The budget documents were circulated prior to the meeting in addition to the agenda package.

PROPOSED OPERATING BUDGET - Mr. Walsh summarised the budget, noting it was a conservative budget.

The following points were discussed:

- Assumed that revenues would not return to near normal until September.
- The Arena would be open in the summer, which would be new.
- Lumberjacks revenue was predicted to be 30% down, based on the attendance restrictions.
- Aquatics Line included that LCLC would be providing staffing for ToB's outdoor pool and MODL's lake programs in the summer.
- Active Living line included camp programming.
- Camp programming would be more profitable, once participant numbers increase. Hoping to create another space in LCLC to accommodate more camps.
- Would like to be able to offer more programming for Active Living Studio, but finding instructors is difficult; additional training is being considered.
- Maintenance Line is down a little, as preventative maintenance was carried out during lockdown.
- Utilities line is budgeted to drop from July, assuming the energy project is complete and based on MCW's conservative savings. The savings had been pro-rated from July.
- All staff are now recorded under Wages & Benefits, this line item has increased due to staffing programs for the municipal partners. A Marketing position had also been included.
- It was discussed that in order to show the viability of Centre Ice properly, staff costs for this service should be included in the Centre Ice line.
- Perhaps budget should increase for travel and training?
- Could the LCLC investigate being able to offer Bronze Cross courses?
- Exploring options to incentivise trained staff to instruct; possible break down their pay by task and offer bonuses for instructing.

A discussion followed regarding Special Events; no budget was provided for this item, and attracting special events was a focus of the Strategic Priorities session. It was discussed that creating a reserve, although perhaps not in 21/22, would be beneficial so that the facility could react quickly to event opportunities \$10,000 was discussed as a starting point, with an amount allocated each year. Mr. Walsh advised he would create a structure for a reserve and bring it back for consideration.

The draft Municipal Operating Grant was presented at \$817,256, an increase of approximately \$60,000 over 2020/21. It was agreed that a revised operating budget would be circulated to Board members prior to January 31st, 2021.

PROPOSED CAPITAL BUDGET – Mr. Walsh presented the Capital Budget explaining the following capital request items:

- Changing from Trak to MCW for the Energy Project had increased the cost by \$86,000.

- Phase 2 of the Energy Project for the Dehumidification Upgrade was included for the next fiscal, as it would influence the type of events that could be attracted, and summer ice may exacerbate the problem.
- Wifi Upgrade was included for terminals in the pool area.
- Website re-design.
- There would be a request to carry-over the unspent capital funds from 2020/21.

The following points were discussed:

- Time is critical in getting the dehumidification upgrade project started, MCW would have to scope the work and then a tender issued before any work could begin and pre-budget approval of the Capital Budget should be sought from both Municipalities.
- There should be no WiFi hubs in the pool area. Phones are not permitted in this area, offering Wi-Fi would be contradictory. Would rather funds be spent on a revenue generator.
- The inflatables have been ordered.
- Will the municipal contributions continue at this level, what is likely to be the next capital project? Perhaps a capital reserve could be established.
- The proposed budget did not include any strategic priorities, as they had not been determined.

2021-03 **Moved by Mayor Bolivar-Getson seconded by Mayor Mitchell, that the LCMPCC's unspent capital funds from 2020-21, estimated to be \$751,000, be placed in a reserve at year-end and used as funding in the 2021-22 LCMPCC Capital Budget, to fund the incomplete Energy Project work being carried over into the 2021-22 Capital Budget. Carried Unanimously.**

2021-04 **Moved by Councillor Whynot, seconded by Mayor Mitchell, that the LCMPCC Board recommend to both municipal units that the LCMPCC Capital Budget for 2021/22 be pre-approved in the amount of \$1,586,600 (which includes the reserve amount of \$751,000), with each Council's contribution being \$417,800. Carried Unanimously.**

7.3 Pickleball Courts

Mr. Walsh reviewed his Capital Funding Request Memo for Pickleball Courts, circulated with agenda, adding the following information:

- The group was an informal group and there was no desire to become a society.
- They were asking Municipal units for 100% of the financing, with respective Grant Coordinators sourcing and applying for grants.

A discussion raised the following points:

- Bridgewater Tennis Club had made a similar request to both councils, but the funding request had not been for 100%. They had been denied.
- Would be uncomfortable providing funding without any outside contributions.
- Pickleball Courts are not a strategic priority for the LCLC.
- The LCLC would be responsible for bookings, and on-going maintenance and the courts could become a liability.
- There is a potential to attract major events and courts could be an asset to the LCLC.
- The LCLC is not a decision maker, a professional proposal should be made directly to each municipal council in Lunenburg County with a business case showing annual maintenance costs and expected revenue.

2021-05 Moved by Mayor Mitchell, seconded by Councillor McDonald that a letter be written to the pickleball group, advising that the LCLC supports the pickleball court concept, however, the group should be making a financial request, with a full proposal to the municipal councils of Lunenburg County.

Carried Unanimously.

7.4 Traffic Calming Measures for Parking Lot

Reports had been received of traffic moving quickly through the parking lot, especially cars travelling between Wentzell Drive and Cook Road. Following discussion, Mr. Walsh was requested to obtain quotes for a gate for the back parking-lot, so there would be no thoroughfare.

8. INFORMATION/UPDATES

8.1 General Manager's Monthly Report

Mr. Walsh reviewed his monthly report, circulated with agenda. A discussion followed regarding Covid-19 funding, which was not available to the LCLC due to its status as a municipal corporation. Mr. Walsh was requested to investigate what opportunities there would be to being a registered non-profit and to look into the lapsed Society status.

8.2 Aged Receivables

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

8.3 Financial Statements

Mr. Walsh reported that the preliminary statements presented for November 30, 2020 were the actuals, the necessary edit did not affect the outcome. The reports for December were circulated prior to the meeting in addition to the agenda package.

- 2021-06** Moved by Councillor McDonald, seconded by Councillor Hubley, that the financial statement for period ending December 31, 2020 be received and approved as presented. Carried Unanimously.

9. IN CAMERA

- 2021-07** At 7:57 p.m. it was moved by Mayor Bolivar-Getson, seconded by Councillor Whynot, that the Board go In Camera to discuss the following item:
9.1 Litigation Update under Section 22(2)(f) – Slip & Fall Claim Carried.

The LCMPCC Board In Camera in session.

- 2021-08** At 8:01 p.m. it was moved by Councillor Whynot, seconded by Councillor McDonald, that the Board come out of In Camera and return to open session. Carried.

The LCMPCC Board in session.

10. NEXT MEETING – Thursday February 18th, 2021 at 6:00 p.m.

11. ADJOURNMENT

- 2021-09** There being no further business at 8.01 p.m., it was moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson, that the meeting adjourn. Carried.