

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION (LCMPCC)
Held Virtually via Microsoft Teams
Thursday, December 17, 2020 at 6:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson – Vice Chair
Councillor Reid Whynot (from 6:11 p.m. to 6:42 p.m.)
Councillor Pam Hubley
Tom MacEwan, CAO
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

Not Present
Councillor Chasidy Veinotte (Alternate member)
Councillor Stacey Colwell (Alternate member)

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

A Bank Signatories item was requested to be added under New Business and that the In Camera items be re-ordered so that Item 9.1 was the last for discussion.

2020-82 Moved by Mayor Mitchell, seconded by Mayor Bolivar-Getson that the general agenda be approved with the addition of Bank Signatories under New Business and the re-ordering of the In Camera items. Carried Unanimously.

4. APPROVAL OF MINUTES

- 2020-83** **Moved by Councillor Hubley, seconded by Councillor McDonald, that the Minutes of November 26th, 2020 be approved, as circulated.**
Carried Unanimously.

5. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

5.1 LCMPCC Board Governance Manual Review

Ms. Crowder noted that the Governance Manual references contradictory Board configurations. The Governance had been amended in 2018 to allow the Board to be involved in management to accommodate the change in Board composition (the removal of members-at-large) and the vacancy of the GM's position. The differences between the original governance structure and the current structure were explained, and Ms. Crowder advised that the selection of the required functions of the Board would shape the Governance Manual.

Following discussion, it was agreed that the Board should be a Governance Board and should continue to receive monthly financial reports.

A discussion was held regarding required standing committees, and it was agreed that the Governance standing committee would remain, with it reporting quarterly to the Board; the Budget/Finance standing committee would be the entire board; both the HR and Fundraising standing committees were no longer necessary as the GM's Performance Review would be carried out by a sub-committee of the Board and then report back to the Board. It was noted that the Fundraising Committee had not been used since the facility had opened.

With the direction given by the Board, Mr. Walsh, Ms. Crowder and Mr. MacEwan would begin working on the required changes to the Governance Manual and bring it back to the next Board meeting.

6. CORRESPONDENCE

None.

7. NEW BUSINESS

7.1 Communications & Marketing Coordinator

A job description for a Communication and Marketing Coordinator was circulated with the agenda package and discussed. It was noted that the previous position at the facility was focused on events whereas the proposed position was more focused on social/print media and driving campaigns with specific deliverables. It was agreed that the events component could

Mr. Walsh had provided a timeline for the Energy project, noting that the projection will cross Lumberjack's play-offs. He advised that ICIP had requested additional information on the project for the grant. MCW was assisting with providing this information.

8.2 Aged Receivables

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

8.3 Financial Statements

The preliminary financial reports for November were circulated prior to the meeting in addition to the agenda package. Mr. Walsh added that revenues were lower than projected in November due to the fears around Covid's second wave. He was hoping to be able to scale down expenses to offset revenue decreases.

Financial support from the Province was discussed, and it was mentioned that some of the assistance given for Municipalities could be directed towards operating grants due to loss of revenue.

2020-85 **Moved by Mayor Bolivar-Getson, seconded by Mayor Mitchell, that the preliminary financial statements for period ending November 30, 2020 be received and approved as presented.** **Carried.**

8. IN CAMERA

2020-86 **At 7.10 p.m. it was moved by Mayor Bolivar-Getson, seconded by Councillor Hubley that the Board go In Camera to discuss the following items:**
8.2 Contract Negotiations under Section 22(2)(e) – Crime Insurance
8.3 Contract Negotiations under Section 22(2)(e) – RFP 2020-003- External Financial Audit Service
8.1 Personnel Matter under Section 22(2)(c) – General Manager's Review
Carried.

The LCMPCC Board In Camera in session.

2020-87 **At 7.18 p.m. it was moved by Mayor Mitchell, seconded by Councillor Hubley, that the Board come out of In Camera and return to open session.**
Carried.

The LCMPCC Board in session.

Item 8.2

2020-88 Moved by Mayor Mitchell, seconded by Councillor Hubley, that the LCMPPCC Board approve the removal of the Crime Coverage section of the LCLC's insurance, providing that Electronic Theft is covered elsewhere. Carried.

Item 8.1

2020-89 Moved by Councillor Hubley, seconded by Mayor Bolivar-Getson, that the LCMPPCC Board authorize a 10 percent bonus as provided for in the current General Manager's employment contract. Carried.

2020-90 Moved by Councillor McDonald, seconded by Councillor Hubley, that the LCMPPCC Board approve the General Manager's proposed employment contract, and present the same to the General Manager for agreement and signing. Carried.

Mayor Bolivar-Getson declared a conflict of interest and left the meeting at 7:21 p.m.

Item 8.3

2020-91 Moved by Mayor Mitchell, seconded by Councillor McDonald, that the LCMPPCC award RFP 2020-003 External Financial Audit Services to Grant Thornton. Carried.

10. **NEXT MEETING – Thursday January 21st, 2021 at 6:00 p.m.**

11. **ADJOURNMENT**

2020-92 There being no further business at 7:22 p.m., it was moved by Mayor Mitchell seconded by Councillor Hubley, that the meeting adjourn. Carried.