

**Lunenburg County Multi-Purpose Centre Corporation
Meeting Minutes**

Wednesday, June 15, 2022 | 6pm
Multi-Purpose Room | LCLC

Present	<p><i>Municipality of the District of Lunenburg</i> Councillor Pam Hubley (chair) Councillor Reid Whynot – <i>via Teams</i> Councillor Chasidy Veinotte (alternate) – <i>via Teams</i></p> <p><i>Town of Bridgewater</i> Mayor David Mitchell Deputy Mayor Andrew Tanner Jessica McDonald, Director of Community Development Kayla Byrne, Administrative Assistant (recorder)</p> <p><i>LCLC</i> Kent Walsh, General Manager Leah Visser, Events and Marketing Coordinator Anil Chakraborty, User Experience Manager</p>
Regrets	<p>Mayor Carolyn Bolivar-Getson – MODL Councillor Jennifer McDonald (vice-chair) – TOB CAO Tammy Crowder – TOB CAO Tom MacEwan – MODL</p>
Call to order	<p>The June 15, 2022 meeting was called to order at 5:59pm.</p>
Information sharing	<p>The Board welcomed the LCLC’s new Events and Marketing Coordinator Leah Visser and the new User Experience Manager Anil Chakraborty.</p>
Approval of agenda	<p>Moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the agenda for the June 15, 2022 LCMPPC Board meeting be approved as presented. ALL IN FAVOUR - CARRIED</p>
Approval of minutes	<p>Moved by Mayor Mitchell, seconded by Deputy Mayor Tanner that the minutes from the May 19, 2022 LCMPPC Board meeting be approved as presented. ALL IN FAVOUR - CARRIED</p>
Strategic Plan Review	<p>The Board reviewed the Strategic Plan Review, which focused on marketing, events, facility-use, and regional collaboration.</p> <p>Board members inquired about alternative options for the publication of the Rec Guide. Staff indicated it is exploring other alternatives that would minimize cost and staff time. Some alternatives include monthly program advertising in the local newspaper and printing less copies but delivering them to key locations.</p>

Moved by Mayor Mitchell, seconded by Councillor Whynot to accept the Strategic Plan Review as presented by the General Manager.

ALL IN FAVOUR - CARRIED

Events Strategy	<p>The Board reviewed the Events Strategy, which focused on event descriptions, objectives and deliverables.</p> <p>The Board also reviewed an event evaluation form for the recent LCLC Craft Beer and Cider Fest. Using the criteria outlined in the evaluation form, the event scored 56 per cent, which indicates a fully satisfactory event. It was noted the event made a small profit, that attendees and vendors were satisfied with the event, and that the shuttle service received positive feedback. Staff are already considering improvements for next year's event.</p> <p>Board members inquired about public satisfaction survey options for events. It was suggested surveys could be included with digital tickets.</p>
Correspondence	None.
General Manager Q&A	Board members inquired about ticket sales for the upcoming Kim Mitchell concert. About 300 tickets have been sold so far.
General Manager's monthly report	The Board reviewed the General Manager's monthly report, which highlighted events, facility-use and ongoing engineering projects.
Aged receivables	The Board reviewed the aged receivables report.
Financial statements	<p>The Board reviewed the financial statements for the period ending April 30, 2022.</p> <p>Moved by Deputy Mayor Tanner, seconded by Mayor Mitchell to receive the financial statements as presented. ALL IN FAVOUR - CARRIED</p>
In camera	<p>Moved by Deputy Mayor Tanner, seconded by Councillor Whynot to move in camera at 6:58pm to discuss the following agenda items:</p> <ul style="list-style-type: none">• 9.1 Contract Award for consultation services around valuation and sale of facility naming and advertising – MGA, S.22(2)(e)• 9.2 Contract Award for Dehumidification Installation – MGA, S.22(2)(e) <p>ALL IN FAVOUR - CARRIED</p>
Revert to open meeting	<p>Moved by Mayor Mitchell, seconded by Councillor Veinotte to revert to open meeting at 7:28pm. ALL IN FAVOUR - CARRIED</p>
Contract award – facility naming and advertising	<p>Moved by Mayor Mitchell, seconded by Deputy Mayor Tanner to award the RFP to Performance Sponsorship Group Inc. for the flat fee plus performance fee to be negotiated by the General Manager. ALL IN FAVOUR - CARRIED</p>

Contract award – dehumidification installation Moved by Councillor Veinotte, seconded by Councillor Whynot to award the contract for the dehumidification installation to Gil-Son Construction Limited in the amount of \$386,550. **ALL IN FAVOUR - CARRIED**

Next meeting The next meeting is scheduled for Thursday, July 21 at 6pm at the LCLC Multi-Purpose Room.

Adjournment Moved by Councillor Whynot, seconded by Mayor Mitchell that, there being no further business, the June 15, 2022 LCMPPC Board meeting be adjourned at 7:31pm. **ALL IN FAVOUR - CARRIED**