

Rath Eastlink Community Centre

Meeting #98

6:00 PM March 30, 2021

Members Present:

Bill Mills, Mayor, Town of Truro
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester – Chair
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester
Stephen Johnston, Citizen Representative, Truro
Ellen Marshall, Citizen Representative, Town of Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Christine Blair, Mayor, Municipality of Colchester

Call to Order:

The meeting was called to order by Dwayne Boudreau, Chair, at 6:01 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by: Bill Mills

Seconded by: Wade Parker

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #97 from the meeting held on February 23, 2021 were circulated for review.

Moved by: Amy Atkinson

Seconded by: Duane Rath

“That the minutes from Board Meeting #97 be approved as presented.”

Motion Carried.

Correspondence:

Communication was received by the Municipalities regarding the lack of cultural equality in the artwork on the pool windows.

The original purpose of the artwork was to prevent an unfair sun glare in some of the pool lanes during the World Down Syndrome Event as well as allowing pool staff to have better visibility for safety reasons. At the time, the decision was made to choose artwork from a limited branding package rather than just tint the windows. The plan has always been to expand the mural and the RECC is still committed to doing so.

Matt previously had a verbal conversation with the resident and thought they understood the RECC's position, but then the municipalities received communication regarding the issue. The resident who made the complaint asked that the mural be taken down. As the need to have window coverings still exists, it will stay in place. A letter from the Chair of the Board was sent to the resident informing them that the intent was always to add to the mural and the plan is to form a subcommittee in the next several weeks to look at adding images from recent branding packages received by the RECC.

It was suggested that another letter be sent to the resident once the mural has been expanded.

Committee Reports:*Finance Committee:*

Duane Rath presented the February financial statements to the Board.

The facility is still in a good overall position, receivables and inventory levels are low, membership revenue is approaching the goal that staff has set, ice rental revenue exceeded this time last year and advertising and sponsorship revenues are down. The power expense is still over budget but staff expects to receive a rebate at the end of the fiscal year which would put the number on trend with past years. Salary and Budget numbers are on budget and the majority of full-time staff are back to work. Part time salaries are under budget, which is no surprise given the lack of events being held.

Matt presented the operational budget for 2021/22.

Highlights included:

- Membership revenues have reached 33% of pre-covid numbers and it is expected that those numbers will increase to 50% by the end of the next fiscal year, but at this point the facility has reached its capacity.
- Rentals are expected to have near normal revenue while food and beverage numbers will likely be down due to less major events taking place.
- The grant from the municipalities will be the same as previous years while the current projection only has included the wage subsidy until June as there is no word it will continue past then.

- For expenses, building and contract services number is up due to a few projects that are scheduled for this fiscal year.
- The electricity expense is a conservative number for now.
- The expense for cleaning supplies has increased due to the price of products.
- Advertising costs are still a bit undetermined at this point.
- Insurance costs are on par with the previous fiscal year.
- Currently, staffing costs are higher than previous years. This is due to the increase in minimum wage as well as the additional staff that is needed during Covid. Once restrictions change this expense should go down.

Since the current projections see the facility taking a loss, discussion was held on way to cover that.

Moved by: Stephen Johnston
Seconded by Bill Mills

"That the 2021/2022 Operating Budget be accepted, with the understanding that a \$350,000 reserve be set aside to offset any potential deficit."

Motion Carried.

*Infrastructure and Maintenance
 Committee:
 Board Policy Committee:
 Executive Committee:
 HR Committee:
 Strategic Planning Committee:*

Nothing to report.
 Nothing to report.
 Nothing to report.
 Nothing to report.
 Nothing to report.

Moved by: Wade Parker
Seconded by: Bill Mills

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt presented his GM report to the Board which included updates on membership, events and operations.

The RECC is currently at capacity and is waiting for expanded restrictions from public health. Each area of the facility is following the reopening plan of a different organization i.e. Hockey Nova Scotia, Swim Nova Scotia etc.

An overview of the World Women's Hockey event was given including arrival dates, arena access dates and information on medical volunteers. During the time the arena will be unavailable to other user groups, the

stadium will be able to accommodate the overflow. Discussion was also held on potential events for the upcoming year.

Other updates included mandatory safety training for staff as well as a fire safety plan specific to the World Women's event; discussion on fund development for ongoing capital projects; and an update on the Honeywell plan.

Moved by: Duane Rath
Seconded by: Wayne Talbot

"That the General Managers report be accepted."

Motion Carried.

Next Meeting:

The next meeting will be held on Tuesday, April 27th.

Adjournment:

Moved by: Wade Parker
Seconded by: Bill Mills

"That the meeting be adjourned at 7:10 pm."

Motion Carried.

Dwayne Boudreau, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #99

6:00 PM June 29, 2021

Via Zoom

Members Present:

Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester – Chair
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester
Laura M, Grant Thornton

Regrets:

Bill Mills, Mayor, Town of Truro
Ellen Marshall, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Dwayne Boudreau, Chair, at 6:03 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by: Stephen Johnston

Seconded by: Amy Atkinson

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #98 from the meeting held on March 30, 2021 were circulated for review.

Moved by: Christine Blair

Seconded by: Wade Parker

“That the minutes from Board Meeting #98 be approved as presented.”

Motion Carried.

Correspondence:
AGM Planning

None.

With the timing of the facility reopening due to Covid, staff are looking to hold the AGM in the fall this year. This would also hopefully allow for an in-person meeting rather than virtual. A date of Wednesday, October 6th was selected with a start time of 1:00 pm.

Committee Reports:
Finance Committee:

The audited draft financial statements were reviewed by the Finance Committee last week. No changes were made. Laura MacLaughlin from Grant Thornton was available to present the statements to the Board for approval.

Given Covid, there are many changes from last year's statements to this years. The statements present fairly and are in accordance with Canadian public sector accounting standards.

Grants from the Town and County were consistent with previous years, but revenues and expenses were both down due to Covid. The overall gain reported was mainly due to the wage subsidy provided by the Federal Government.

Next, Laura presented the Auditor's Report. There were no journal entries needed and no disclosure matters. The internal control letters notes several improvements made by management to the segregation of duties that was mentioned in last years report.

Discussion was held on an active appeal to the CRA regarding the wage subsidy grants. Currently the statements have not been changed, but a note has been included until a decision is reached.

Moved by: Duane Rath

Seconded by: Christine Blair

"That the draft financial statements be approved as presented."

Motion Carried.

Duane presented the financials from April and May. Since the last fiscal year was not a normal one due to Covid, the monthly financial statements are now showing prior statements from the last 2 years so that a more accurate comparison can be made.

Food inventory has been completed. The electricity expense for April was still higher than expected so staff have reached out to NSP for an explanation on this. This expense was down in May, most likely due to the ice being covered and the pool heater being off.

Matt Moore explained to the Board that given the uncertainty with reopening the facility, budgets will be set monthly for the time being

rather than for the entire year. This will make it easier to make changes as Nova Scotia moves through its reopening plan.

Infrastructure and Maintenance Committee:

Although the Committee has not met recently, a brief update was provided.

- Have been back in contact with Honeywell and are looking to start updating some fixtures.
- An exterior holding tank for muriatic acid for the pool is being sourced and will come to the Board for approval.
- Hot water tanks broke and were replaced with more economical units.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

Moved by: Amy Atkinson

Seconded by: Melani Lane

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt Moore presented his GM report for the month.

- There are currently 750 active members at the RECC. In a typical year there would be an increase in student memberships during the summer.
- Matt has been appointed the Event Atlantic Society Chairman for another 2 years.
- The Bearcats season will kick off in September. They are expecting to have a full 26-game season.
- Waiting for the official word on Phases 4 and 5 to determine the expectations for travelling athletes/performers as well as for identifying venue capacity.
- Progress is being made on the mural project.

Matt also presented the RECC's working document for each of the Province's phases, which outlines the RECCs actions.

Moved by: Stephen Johnston

Seconded by: Christine Blair

"That the General Managers report be accepted."

Motion Carried.

Next Meeting:

The next meeting will be held on September 21st.

Adjournment:

**Moved by: Stephen Johnston
Seconded by: Amy Atkinson**

"That the meeting be adjourned at 7:57 pm."

Motion Carried.

Dwayne Boudreau, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #100

6:00 PM September 21, 2021

Via Zoom

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester – Chair
Ellen Marshall, Citizen Representative, Town of Truro
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Stephen Johnston, Citizen Representative, Truro

Call to Order:

The meeting was called to order by Dwayne Boudreau, Chair, at 6:06 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by: Bill Mills

Seconded by: Amy Atkinson

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #99 from the meeting held on June 29, 2021 were circulated for review.

Moved by: Amy Atkinson

Seconded by: Bill Mills

“That the minutes from Board Meeting #99 be approved as presented.”

Motion Carried.

Correspondence:

Will be discussed in closed session.

Committee Reports:***Finance Committee:***

Financial statement for June, July and August were provided to the Board in tonight's meeting package. Duane Rath presented the August financials, which included:

- The balance sheet is still looking strong.
- Although membership revenue is still down from this same time two years ago, it was well over the Covid budgeted number.
- Ice rentals were actually ahead of this same time two years ago. Pool rentals were also strong in August.
- The electricity expense is still high, even throughout Covid closures. Discussion was held on this being an ongoing issue and it being time to start look at other contact options for NSP.
- Salaries and benefits are also below budget, but this is expected to change with the return to major events.

Discussion was also held on the replacement of the hot water tank, which was an emergency expenditure and therefore did not come to the Board for approval being the purchase.

Infrastructure and Maintenance Committee:

Nothing to report.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

Moved by: Bill Mills

Seconded by: Duane Rath

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- Memberships are about 40% of pre-Covid numbers. This is expected to rise when Phase 5 begins.
- Upcoming events include the Bearcat season opener, Nova Scotia Music Week and the Professional Women's Hockey Players Association event. Matt will also be attending the Event Atlantic Summit in Halifax and presenting at the Atlantic Mayor Conference.
- Installations by Honeywell are ongoing
- Staff are preparing for Phase 5 re-opening with training and public communications.

- Additions to the window mural are being planned and implemented.
- An update on recruitment for various positions was given.

Moved by: Ellen Marshall
Seconded by: Christine Blair

"That the General Managers report be accepted."

Motion Carried.

Closed Session:

Moved by: Christine Blair
Seconded by: Amy Atkinson

"That the meeting go into closed session at 7:14 pm."

Motion Carried.

Moved by: Bill Mills
Seconded by: Duane Rath

"That the meeting go into open session at 7:28 pm."

Motion Carried.

Next Meeting:

The next meeting will be held on October 26th.

The AGM will be held on November 23rd at 1:00 pm.

Adjournment:

Moved by: Bill Mills
Seconded by: Amy Atkinson

"That the meeting be adjourned at 7:29 pm."

Motion Carried.

Dwayne Boudreau, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #101
6:00 PM October 26, 2021
Via Zoom**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Duane Rath, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester - Vice Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Amy Atkinson, Citizen Representative, Town of Truro
Dwayne Boudreau, Citizen Representative, Colchester – Chair

Call to Order:

The meeting was called to order by Raj Makkar, Vice Chair, at 6:04 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by: Bill Mills

Seconded by: Wayne Talbot

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #100 from the meeting held on September 21, 2021 were circulated for review.

Moved by: Christine Blair

Seconded by: Bill Mills

“That the minutes from Board Meeting #100 be approved as presented.”

Motion Carried.

Correspondence:

An action item from a Colchester County Council meeting was included in the package, giving an update on the solar panel project at the RECC.

Committee Reports:*Finance Committee:*

Financial statements for September were provided to the Board in tonight's meeting package. Duane Rath presented the financials, highlights included:

- A/R balances are small, which is great given the Covid situation.
- Membership revenue is over the Covid budget number but still below the pre-Covid numbers.
- The new computer system for memberships has been installed. There is a concern that some people will choose not to renew their membership when asked for their banking information for the new system.
- Rental revenue is actually higher than this time Pre-Covid.
- Electricity expenses are under budget this month.

Infrastructure and Maintenance Committee:

Nothing to report.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

Moved by: Stephen Johnston

Seconded by: Wade Parker

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- A proof of vaccination policy was implemented and Commissionaires were hired to cover the doors and check vaccination status of those entering the facility.
- An overview of the Event Atlantic Summit, which had its highest enrollment to date.
- Upcoming events including Nova Scotia Music Week and the Professional Women's Hockey Players Association.
- Outstanding positions that need to be filled.
- An update on the mural which should be installed later this week.
- Lifecycle planning considerations.

Moved by: Bill Mills

Seconded by: Stephen Johnston

"That the General Managers report be accepted."

Motion Carried.

Closed Session:

**Moved by: Christine Blair
Seconded by: Wade Parker**

"That the meeting go into closed session at 6:39 pm."

Motion Carried.

**Moved by: Wade Parker
Seconded by: Christine Blair**

"That the meeting go into open session at 6: 44 pm."

Motion Carried.

Next Meeting:

The next meeting will be held on November 30th.

The AGM will be held on November 23rd at 1:00 pm.

Adjournment:

**Moved by: Bill Mills
Seconded by: Melani Lane**

"That the meeting be adjourned at 6:48 pm."

Motion Carried.

Raj Makkar, Vice Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

Annual General Meeting 1:00PM – Tuesday, November 23rd, 2021 Zoom Virtual Meeting

Members Present:

Bill Mills, Mayor, Town of Truro
Wayne Talbot, Councillor, Town of Truro
Ellen Marshall, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Municipality of Colchester
Dwayne Boudreau, Citizen Representative, Colchester – Chair
Melani Lane – Citizen Representative, Municipality of Colchester
Wade Parker – Councillor, Municipality of Colchester
Patrick Dunn – Citizen Representative, Municipality of Colchester
Amy Atkinson – Citizen Representative, Town of Truro
Rob Simonds – CAO, Municipality of Colchester
Mike Dolter – CAO, Town of Truro
Raj Makkar – Citizen Representative, Municipality of Colchester

Others Present:

Matt Moore, General Manager, RECC
Brad Lawrence, Director of Finance, RECC
Heather Fraser, Director of Recreation and Leisure Services, RECC
Kevin Bushey, Director of Events, RECC
Jennifer McCabe, Accounting Coordinator RECC
Rachel Farrell, Booking and Administrative Coordinator, RECC
Christine Cutler, Rockwall and Aquatics Manager, RECC
April Crawford, User Experience Manager, RECC
Allison Butcher, Grant Thornton
Marie Benoit, Councilor, Municipality of Colchester
Alison Graham, Councilor, Town of Truro
Laurie Sandeson, Councilor, Municipality of Colchester
Allison Haley, Director of Parliamentary Affairs, Dr. Stephen Ellis

Regrets:

Stephen Johnston, Citizen Representative, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Chair's Welcome:

The meeting was called to order by Dwayne Boudreau, Chair, at 1:09 PM.

Agenda for 2020 AGM was circulated for review.

**Moved by: Bill Mills
Seconded by: Wayne Talbot**

Approval of Minutes:

Minutes from the 2020 AGM were circulated for review.

**Moved by: Amy Atkinson
Seconded by: Wade Parker**

“That the minutes from the 2020 AGM Minutes be approved as presented.”

Motion Carried.

Chair’s Report

Dwayne Boudreau presented his report to the Board and staff in attendance, which focused on the sustainability of the RECC over the pandemic and rebuilding with innovation and adaptation.

General Manager’s Report:

Matt Moore presented his report to the Board and staff in attendance, which focused on lifecycle planning, sustainability and the bright future being forged with new endeavors.

**Moved by: Bill Mills
Seconded by: Marie Benoit**

“That the Chair Report and the General Manager Report be accepted as presented.”

Motion Carried.

Auditor’s Report:

Allison Butcher from Grant Thornton was in attendance to present the Auditor’s Report.

Allison thoroughly presented the financial audit which had been previously reviewed and approved by the board finance committee. During the audit no miss-statements were found and the RECC is adhering to the public sector accounting standards. Allison went through all of the financial statements regarding breakdowns of expenses and revenues as well as assets and liabilities. The impacts of COVID-19 and construction losses were also touched on.

**Moved by: Bill Mills
Seconded by: Wade Parker**

“That the Auditor’s Report be accepted as presented.”

Motion Carried.

Appointment of Auditors:

Deferred; to be discussed at next board meeting.

Other:

Allison Graham – Would like an electric Zamboni to be considered during the purchase of a new machine.

Wayne Talbot – Complaints have been received regarding the lack of lighting in RECC entrance ways on Abenaki Road.

Wayne Talbot – Complaints regarding overflow parking have been received.

Dwayne will add items above to next board meeting agenda for discussion.

Chair's Closing Remarks

Dwayne noted that the RECC is needed in the community now more than ever and asks for patience and kindness as the RECC rebuilds. Thank you to the funding partners, volunteers and staff who have stuck by during this difficult time. Thank you for the board's commitment to being a source of community pride.

Dwayne welcomed Raj Makkar as the new chair of the board.

Adjournment:

Moved by: Wayne Talbot

Seconded by: Melani Lane

"That the meeting be adjourned at 1:56PM."

Motion Carried.

Dwayne Boudreau, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #102
6:00 PM November 30, 2021
Via Zoom**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester - Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Ellen Marshall, Citizen Representative, Town of Truro
Mike Dolter, CAO, Town of Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:05 PM.

Approval of Agenda:

The agenda was circulated for review.

**Moved by: Bill Mills
Seconded by: Stephen Johnston**

"That the agenda be approved as presented."

Motion Carried.

Approval of Minutes:

Minutes #101 from the meeting held on October 26, 2021 were circulated for review.

**Moved by: Stephen Johnston
Seconded by: Wade Parker**

"That the minutes from Board Meeting #101 be approved as presented."

Motion Carried.

Correspondence:

None.

Committee Reports:

Finance Committee:

Financial statements for October were provided to the Board in tonight's meeting package. Duane Rath presented the financials, highlights included:

- Membership numbers appear to be down due to the new software implementation. The RECC does not keep customer's financial information on file so all members will need to provide that information again when they visit the facility. It is expected that the November financials will have a similar issue.
- Ice rental revenue appears down for October as well even though the arena was fully booked. It is expected that the remaining October revenue will appear on the November statements.
- A rebate has been received from Xerox due to them overcharging the facility.
- Most of the revenue recorded under Grants was the CEWS money from the federal government. October is expected to be the last month for this grant.
- Discussion was held on striking a committee to deal with the reopening/financial issues the RECC is facing due to Covid.

Infrastructure and Maintenance Committee:

Nothing to report.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

Moved by: Stephen Johnston

Seconded by: Bill Mills

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- A further update on the switch to the new membership software.
- Information on how the RECC has been handling the proof of vaccination requirements and the costs incurred.
- Future plans for checking vaccination status both for every day members and for special events.
- Upcoming events and bookings.
- Current staff vacancies.

- Project updates including the window mural and the Honeywell project.
-

Moved by: Stephen Johnston
Seconded by: Bill Mills

“That the General Managers report be accepted.”

Motion Carried.

Next Meeting:

A poll will be sent out to check availability for a meeting in January.

Adjournment:

The meeting adjourned at 7:04 pm.

Raj Makkar, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #103

6:00 PM January 18, 2022

Via Zoom

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Melani Lane, Citizen Representative, Municipality of Colchester
Raj Makkar, Citizen Representative, Colchester - Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Patrick Dunn, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:08 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Bill Mills

Seconded by Stephen Johnston

"That the agenda be approved as presented."

Motion Carried.

Approval of Minutes:

Minutes #102 from the meeting held on November 30, 2021 were circulated for review.

Moved by Wayne Talbot

Seconded by Stephen Johnston

"That the minutes from Board Meeting #102 be approved as presented."

Motion Carried.

Correspondence:

None.

Committee Reports:

Finance Committee:

Financial statements for November were provided to the Board in tonight's meeting package. Duane Rath presented the financials, highlights included:

- Another wage subsidy program for recreation facilities was announced recently which the RECC should qualify for
- The new membership software is still causing a delay with the receivable revenues
- Ice rentals were above budget numbers
- The overage on building and contract services is due to a snow plowing bill that was missed last fiscal year and the cost of having the Commissionaires on site to check for vaccination status
- Power was below budget

Infrastructure and Maintenance Committee:

Nothing to report.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

Moved by Stephen Johnston

Seconded by Bill Mills

"That the Committee Reports be accepted."

Motion Carried.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- Upcoming funding opportunities and applications
- Updates on capacity numbers and the effects it's having on rentals
- Upcoming events to be confirmed
- Updates on staffing and changes made due to Covid including temporarily moving the welcome desk and having staff take over the proof of vaccination checks

Moved by Christine Blair

Seconded by Dwayne Boudreau

"That the General Managers report be accepted."

Motion Carried.

Next Meeting:

The next meeting will be held on February 15, 2022.

Adjournment:

The meeting adjourned at 6:53 pm.

Raj Makkar, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #104

6:00 PM February 15, 2022

Via Zoom

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester
Melani Lane, Citizen Representative, Municipality of Colchester
Patrick Dunn, Citizen Representative, Town of Truro
Raj Makkar, Citizen Representative, Colchester - Chair

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Wade Parker, Councillor, Municipality of Colchester
Ellen Marshall, Citizen Representative, Town of Truro
Stephen Johnston, Citizen Representative, Truro
Rob Simonds, CAO, Municipality of Colchester

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:05 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Bill Mills

Seconded by Dwyane Boudreau

"That the agenda be approved as presented."

Motion Carried.

Approval of Minutes:

Minutes #103 from the meeting held on January 18, 2022 were circulated for review.

Moved by Amy Atkinson

Seconded by Bill Mills

"That the minutes from Board Meeting #103 be approved as presented."

Motion Carried.

Correspondence:

Notice regarding an insurance claim from a slip and fall in March of 2020 was received. This claim has already been through the court system and was rejected. The claimant now has new legal representation and is refiling the claim.

Correspondence from Grant Thornton was received regarding the upcoming audit, as no decision was made at this year's AGM. After some back and forth, both parties have agreed to a price and tonight the RECC is seeking Board approval to appoint the auditor.

Moved by Christine Blair

Seconded by Bill Mills

"That Grant Thornton be appointed as auditor for the current fiscal year."

Motion Carried.

Committee Reports:*Finance Committee:*

Financial statements for December were provided to the Board in tonight's meeting package. Duane Rath presented the financials, highlights included:

- Membership revenue is now on budget and has doubled from this time last year
- Rental revenues were strong, although not as high as budgeted
- Food and Beverage revenue was up as loosening restrictions allowed for some events to be held
- Electricity expense is still slightly over budget
- The facility is still on track with the Covid projection budget

Infrastructure and Maintenance Committee:

Nothing to report.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- An operational update for 2022-23 which will be given to the Councils later this week
- The covid reserve budget that was set aside which may need to be used during the next fiscal year
- Reevaluating the municipal operating grant in 2022-2023
- Title sponsorship vacancy

- 2022-23 planned upgrades, both operating and capital
- Information on capital lifecycle plan upgrades for the next several year

Board approval was needed for small capital upgrades which included:

- Welcome desk relocation and the creation of a new office/meeting space (\$50,000)
- Purchase of 2 new treadmills and 6 new bikes (\$40,000)
- Aquatics inflatable structure (\$10,000)

Moved by Duane Rath

Seconded by Melani Lane

"That the Board approves the small capital upgrades as discussed"

Motion Carried.

Discussion was also held on larger upgrades which would require funding from various organizations and levels of government, including the County of Colchester and Town of Truro. Matt was seeking Board approval to take these requests to the municipalities.

Moved by Dwayne Boudrean

Seconded by Wayne Talbot

"That the Board approves the capital upgrades discussed be brought forward to the municipal Councils."

Motion Carried.

Moved by Dwayne Boudreau

Seconded by Amy Atkinson

"That the Committee Reports and the General Managers report be accepted."

Motion Carried.

Next Meeting:

The next meeting will be held on March 22, 2022.

Adjournment:

The meeting adjourned at 7:43 pm.

Raj Makkar, Chair

Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #105
6:00 PM March 22, 2022
Via Zoom**

Members Present:

Christine Blair, Mayor, Municipality of Colchester
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Duane Rath, Citizen Representative, Colchester
Dwayne Boudreau, Citizen Representative, Colchester – Arrived late
Melani Lane, Citizen Representative, Municipality of Colchester
Raj Makkar, Citizen Representative, Colchester – Chair
Stephen Johnston, Citizen Representative, Truro

Staff Present:

Matt Moore, General Manager, RECC
Mike Dolter, CAO, Town of Truro
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Bill Mills, Mayor, Town of Truro
Amy Atkinson, Citizen Representative, Town of Truro
Ellen Marshall, Citizen Representative, Town of Truro
Patrick Dunn, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:07 PM.

Approval of Agenda:

The agenda was circulated for review.

**Moved by Stephen Johnston
Seconded by Wade Parker**

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #104 from the meeting held on February 15, 2022 were circulated for review.

**Moved by Christine Blair
Seconded by Duane Rath**

“That the minutes from Board Meeting #104 be approved as presented.”

Motion Carried.

Correspondence:

None.

Committee Reports:

Finance Committee:

Financial statements for January and February were provided to the Board in tonight's meeting package. Duane Rath presented the financials, highlights included:

- Membership revenues are approaching budget projections and have doubled since this time last year.
- Ice rentals were below budget for the month of January but this was mainly due to the public health restrictions at the time. February saw the revenues increase once again.
- The electricity expense was over budget for both January and February.
- Salaries were under budget for both months.
- Pool rental revenue is under budget.

Matt Moore presented a 2022/23 Draft Operational Budget. Highlights included:

- It is expected that rental revenues will continue to bounce back as restrictions ease.
- Given that the facility sees less new memberships in the summer months, attention will be focused on other growth opportunities during this time.
- Event hosting will be an area of focus for this fiscal year.
- The wage subsidy is expected to end in May.
- Expenses will see a standard 2-3% increase this fiscal year.

Moved by Duane Rath

Seconded by Stephen Johnston

"That the Finance Committee Report be accepted."

Motion Carried.

Nothing to report.

Infrastructure and Maintenance Committee:

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

General Manager's Report:

Matt Moore presented his GM report to the Board. Highlights included:

- Information on recently submitted funding applications and their intended use.
- A breakdown of memberships by category.
- Social media stats.

- Upcoming scheduled events as well as current bids submitted for future events.
- Maintenance and staffing updates.

Moved by Christine Blair
Seconded by Wade Parker

"That the General Managers report be accepted."

Motion Carried.

Next Meeting:

The next meeting will be held on April 26, 2022.

Adjournment:

The meeting adjourned at 6:53 pm.

Raj Makkar, Chair

Date

Recording Secretary

Date