

Rath Eastlink Community Centre

Meeting #106

6:00 PM April 26, 2022

County Council Chambers/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 – Arrived late
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 – 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:

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:02 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Wayne Talbot

Seconded by Dwayne Boudreau

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #105 from the meeting held on March 22, 2022 were circulated for review.

Moved by Dwayne Boudreau

Seconded by Melani Lane

“That the minutes from Board Meeting #105 be approved as presented.”

Motion Carried.

Correspondence

Moved by Duane Rath
Seconded by Christine Blair

April 26, 2022

"That the meeting go into closed session at 6:03 pm."

Motion Carried.

**Moved by Dwayne Boudreau
Seconded by Wayne Talbot**

"That the meeting reconvene in open session at 7:48 pm."

Motion Carried.

**Moved by Stephen Johnston
Seconded by Wayne Talbot**

"That the Nova Scotia Farm Loan Board be notified that the Memorandum of Agreement must be amended before the RECC enters into any agreements."

Motion Carried. Christine Blair and Wade Parker opposed.

Committee Reports:

Finance Committee:

Financial statements for March were provided to the Board in tonight's meeting package. Duane Rath presented the financials reporting that the facility is still in a strong cash position with a gain being reported this month. However, this gain is due to the wage subsidy grant.

*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.

An update was given on recently submitted funding applications including the ACOA Innovative Communities Fund (which has been approved); Commemorate Canada's Re-opening Fund; Department of Heritage Community Anniversary Fund; Rink Revitalization Fund; Develop Nova Scotia Place Making Grant and ACOA Rediscover Main Streets.

Additional updates included:

- Memberships are up by 125 since the last report)
- The Spring schedule has launched and 236 kids are now registered for swimming lessons

- May will be busy with school rentals
- A list of upcoming events was provided
- The status of some capital projects was given
- Chef Jaime Ciuffreda has been hired, filling the vacant Food and Beverage Manager position.
- Maternity leave for the position of Bookings and Administration Coordinator will be covered by a recent student intern
- The GM is requesting a performance review to ensure alignment with the facility's strategy moving forward
- The current Strategic Plan has expired and will need to be reviewed.

Moved by Duane Rath
Seconded by Stephen Johnston

"That the report be accepted."

Motion Carried.

Next Meeting:

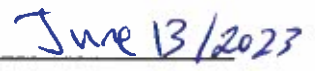
The next meeting will be held on May 31, 2022.

Adjournment:

The meeting adjourned at 8:13 pm.



 Raj Makkar, Chair



 Date

 Recording Secretary

 Date

Rath Eastlink Community Centre

**Meeting #107
6:00 PM May 31, 2022
Millbrook Room, RECC**

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 – Arrived late
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 – Chair

Staff Present:

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

Regrets:

Stephen Johnston, Citizen Representative, Truro
Mike Dolter, CAO, Town of Truro

Call to Order:

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

Approval of Agenda:

The agenda was circulated for review.

**Moved by Wayne Talbot
Seconded by Dwayne Boudreau**

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #106 from the meeting held on April 26, 2022 were circulated for review.

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

“That the minutes from Board Meeting #106 be approved as presented.”

Motion Carried.

**Farm Loan Board Presentation and
Discussion Minutes #107**

Jen Thompson and Nick Bell were in attendance to discuss the vision the Farm Loan Board has for the NS Provincial Exhibition Grounds and a potential partnership with the RECC.
May 9, 2022

The grounds cover 65 acres and are the home of the annual Provincial Exhibition and the Truro Raceway. It is the locations of community events, sporting events, concerts and commercial attractions and has significant potential for community and economic development.

Included in the presentation was:

- A map of the grounds
- The Farm Loan Board's vision for the site to become a "Destination site for agriculture, harness racing and community"
- Why now is a good time for a management team to come in
- Why the Farm Loan Board thinks the RECC would be a good fit
- A list of the work that has been done to the property over the last couple years
- Renderings for the updated grandstand and new horse barn

Discussion was held on:

- Accessibility plans for the main grandstand building
- The lack of recurring funding and the potential for financial issues down the road
- The need to change the MOA should the proposal move forward
- Forming a committee to further talks with the Farm Loan Board
- The potential for the RECC to only take on parts of the property management

Moved by Duane Rath

Seconded by Wayne Talbot

"That the matter be held in abeyance, pending the outcome of consideration by municipal councils to confirm their willingness to for a working committee, which would include the Mayors and CAOs of both municipalities as well as the RECC Board Executive, to further discussions with the Farm Loan Board."

Motion Carried.

It was decided that given the length of the presentation and discussion, the rest of the agenda would be moved forward to the next meeting.

Adjournment:

Moved by Bill Mills

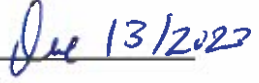
Seconded by Wayne Talbot

"That the meeting be adjourned at 7:45."

Motion Carried.



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #108
4:00 PM June 28, 2022
Zoom**

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester (left early)
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, Town of Truro
Duane Rath, 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
Mike Dolter, CAO, Town of Truro (left early)
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
Ellen Marshall, Citizen Representative, Town of Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 4:06 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 #107 from the meeting held on May 31, 2022 were circulated for review.

Moved by Bill Mills

Seconded by Duane Rath

“That the minutes from Board Meeting #107 be approved as presented.”

Motion Carried.

Auditor Presentation:

Laura MacLaughlin from Grant Thornton was online to do a high level overview of the draft audited financial statements for the year ending March 31, 2022.

They were reviewed with the Finance Committee prior to today's meeting. Even though the facility is still seeing some continuing impacts of Covid, revenue was close to budget for the year. Expenses were significantly higher than last year. This is mainly due to the fact that the facility was open more this year.

There are no new accounting policies that would affect the society. Notes on the impact of Covid 19 were once again included in the statements as well as a disclosure of the Canada Emergency Wage Subsidy money received.

Moved by Duane Rath
Seconded by Stephen Johnston

"That the Audited Financial Statements be approved as presented."

Motion Carried.

Correspondence:

A letter was received from the Municipality of Colchester requesting a meeting between the CAOs, Directors of Corporate Services and legal from the Municipality and the Town of Truro with RECC staff to start discussions about forming a committee to further discussions with the Farm Loan Board.

Committee Reports:

Finance Committee

Duane Rath presented the May financial statements to the Board. The facility has a strong cash balance although pre-paid expenses are also high. Rental revenues are currently overbudget and membership revenue is slightly up as well. This will likely be the last month that the facility sees any wage subsidy money.

Infrastructure and Maintenance Committee:

The committee met on June 8th. Discussion with the Municipalities needs to take place regarding the old score clock from the RECC and whether other rinks in the area could make use of it. Although the RECC used the panels as one, they can be separated and used for multiple locations.

Board Policy Committee:

Nothing to report.

Executive Committee:

Nothing to report.

HR Committee:

Nothing to report.

Strategic Planning Committee:

Nothing to report.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was information on grant applications; upcoming bid opportunities for facility events; confirmed events for the remainder of the year; and an update on maintenance and operations.

Moved by Stephen Johnston
Seconded by Bill Mills

"That the reports be accepted."

Motion Carried.

Next Meeting

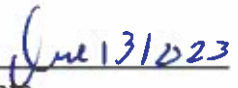
A regular meeting as well as the AGM will be scheduled for September.

Adjournment:

The meeting adjourned at 5:20 pm."



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #109

7:00 PM November 29, 2022

Millbrook Room, RECC

Members Present:

Bill Mills, Mayor, Town of Truro
Christine Blair, Mayor, Municipality of Colchester (left early)
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
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
Mike Dolter, CAO, Town of Truro (left early)
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:29 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Christine Blair

Seconded by Bill Mills

**“That the agenda be approved with the following addition
6(a) Governance Policy Terms of Reference, and
A Personnel Matter in Closed Session.”**

Motion Carried.

Approval of Minutes:

Minutes #108 from the meeting held on June 28, 2022 were circulated for review.

Moved by Stephen Johnston

Seconded by Dwayne Boudreau

“That the minutes from Board Meeting #108 be approved as presented.”

Correspondence: A letter was received from the Municipality of Colchester to grant Duane Rath a two year extension on his term as Treasurer of the RECC Board, conditional upon the Board waiving the requirements of the Governance Manual.

Moved by Wade Parker
Seconded by Wayne Talbot

“That policy be waived and Duane Rath continue serving as RECC Board Treasurer for another two years.”

Motion Carried.

General Managers Report: Matt Moore presented his report to the Board. Included in the report was information on grant applications; upcoming bid opportunities for facility events; confirmed events for the remainder of the year; and an update on maintenance and operations.

Discussion was held on a couple of capital item requests that would be an additional \$19,000 above what has been previously approved by the Board. The new requests include retrofitting an unused washroom space into a second concession area with another popcorn maker, slushie machine and quick serve oven; and enclosing the open space at the top of the stairs to create a small office/meeting area.

Moved by Stephen Johnston
Seconded by Bill Mills

“That the spending of an additional \$19,000 from the capital reserve fund to create a second concession area and additional office/meeting space be approved.”

Motion Carried.

Committee Reports:

Finance Committee Duane Rath presented the October financial statements to the Board. The facility is still in a good cash position. Membership revenues are above budget as are rentals. Revenue seems to be returning to normal but expenses continue to be higher than budgeted.

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 Duane Rath

"That the reports be accepted."

Motion Carried.

Governance Policy Terms of Reference

Discussion was held on the existing governance manual for the society, specifically that it states that all committees are to have terms of reference and defined responsibilities. However this is not the case with the Executive Committee. This is something that was possibly overlooked and can be remedied by defining the terms of the committee.

Moved by Christine Blair

Seconded by Bill Mills

"That a Terms of Reference for an Executive Committee be set up under the Central Nova Scotia Civic Centre Society Governance Manual and that once complete, the Board of Directors consider setting up an Executive Committee."

Motion Carried.

Closed Session

The meeting went into closed session at 7:50 pm.

The meeting reconvened in open session at 8:15 pm.

Next Meeting

A regular meeting will be scheduled for January 2023.

Adjournment:

The meeting adjourned at 8:15 pm."



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

Meeting #110

6:00 PM February 1, 2023

Zoom

Members Present:

Bill Mills, Mayor, Town of Truro
Wade Parker, Councillor, Municipality of Colchester
Wayne Talbot, Councillor, 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
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 (left early)
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Christine Blair, Mayor, Municipality of Colchester
Amy Atkinson, Citizen Representative, Town of Truro
Stephen Johnston, Citizen Representative, Truro

Call to Order:

The meeting was called to order by Raj Makkar, Chair, at 6:02 PM.

Approval of Agenda:

The agenda was circulated for review.

Moved by Bill Mills

Seconded by Dwayne Boudreau

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #109 from the meeting held on November 29, 2022 were circulated for review.

Moved by Bill Mills

Seconded by Wayne Talbot

“That the minutes from Board Meeting #109 be approved as presented.”

Motion Carried.

Correspondence

Discussion was held on a letter received by the RECC regarding staff forming a union. The facility has spoken with a lawyer and a hearing was

held before Christmas. An update will be provided when available.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was information on grant applications; upcoming bid opportunities for facility events; confirmed events for the remainder of the year; and an update on maintenance and operations.

Highlights included:

- One grant is confirmed, and another has been applied for, to cover the costs of an emergency generator for the facility.
- Upcoming free events to celebrate the RECC's 10 year birthday including the NHL Alumni vs Local Leaders hockey game and April Wine's Farewell Show.
- Event Atlantic Society will be holding its Annual Summit and Industry Awards in Nova Scotia in the Spring of 2025. Matt would like the Town and County to submit bids to host the event.
- Membership revenue is almost back to pre-covid numbers.
- Matt will be forwarding both Municipalities the report from MCW regarding the heating and cooling issues within the building. As there is currently no contingency plan should something happen with the multistack, this is an critical issue that needs to be addressed.

Committee Reports:

Finance Committee

Duane Rath presented the November and December financial statements to the Board. November saw membership and rental numbers over budget. Salaries were also over budget, due to the major events that were held. Overall, the month saw a gain even with a budgeted loss. December was a busy month, although the revenue doesn't reflect that. Major expenses included building and contract services as well as equipment supplies and maintenance expense.

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 Dwayne Boudreau

"That the reports be accepted."

Motion Carried.

Election of Officers

As the members of the Executive Committee need to be chosen, it was decided to delay the election of officers until the next meeting, however, Duane Rath was appointed Treasurer as he is the only Board Member who qualifies for the position.

Discussion was held on the various sub-committees, how to decide who wants to be on each, how often they should meet and what their roles should be.

Moved by Bill Mills
Seconded by Dwayne Boudreau

"That a review of sub-committees be undertaken to define each and set out when and how often they should meet."

Motion Carried.

Next Meeting

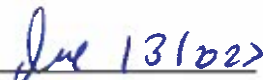
A regular meeting will be scheduled at a later date.

Adjournment:

The meeting adjourned at 7:00 pm."



Raj Makkar, Chair



Date

Recording Secretary

Date

Rath Eastlink Community Centre

**Meeting #111
6:00 PM March 21, 2023
Millbrook Room, RECC**

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
Dwayne Boudreau, Citizen Representative, Colchester
Ellen Marshall, Citizen Representative, Town of Truro Arrived at 6:21 pm)
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
Mike Dolter, CAO, Town of Truro (left early)
Rob Simonds, CAO, Municipality of Colchester
Suzanne Graham, Recording Secretary, Municipality of Colchester

Regrets:

Bill Mills, Mayor, Town of Truro
Duane Rath, Citizen Representative, 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 Stephen Johnston
Seconded by Wade Parker**

“That the agenda be approved as presented.”

Motion Carried.

Approval of Minutes:

Minutes #110 from the meeting held on February 1, 2023 were circulated for review.

**Moved by Melani Lane
Seconded by Wade Parker**

“That the minutes from Board Meeting #110 be approved as presented.”

Motion Carried.

Minutes #111
Correspondence:

1
Moved by Christine Blair

March 21, 2023

Seconded by Dwayne Boudreau

"That the meeting go into closed session at 6:07 pm."

Motion Carried.

Moved by Amy Atkinson

Seconded by Dwayne Boudreau

"That the meeting reconvene un open session at 6:37 pm."

Motion Carried.

General Managers Report:

Matt Moore presented his report to the Board. Included in the report was the top 3 priorities for the facility; information on fund development, major event development, partnerships and professional development; membership and programming; and operations and capital planning.

Highlights included:

- Top priorities are to secure required operational grant funding increase; enhance Board engagement with the development of a new strategic plan; and capital lifecycle planning.
- Grant money has been confirmed to be used towards the purchase of a generator for the facility.
- The insurance claim submitted for damage related to Hurricane Fiona is still being processed.
- The Re-Ignite the Spirit Concert Series featuring Brett Kissel will be a 2-night event with the Saturday show being televised nationally.
- Information on two current event bids.
- Matt will be attending the Sport Tourism Canada Annual Meeting and Congress as well as the Event Atlantic Society Annual Summit and Industry Awards.
- Price increase for ice rentals.

As the Treasurer was not in attendance tonight, Matt provided a high-level overview of the February statements as well as the 2023/24 Operational Budget. The February statements show a strong cash flow and an overall gain for the month which was mainly due to the food and beverage sales at major events. Memberships and rentals are still coming in above budget.

Matt then presented the 5-year Capital Lifecycle Plan. Projects for 2023/24 include a facility generator as well as maintenance on the dectron and multi-stack.

Moved by Stephen Johnston

Seconded by Wayne Talbot

"That the reports be accepted as presented and that the Board supports Matt presenting the budget to both Councils."

Motion Carried.

Election of Officers

A brief discussion was held on the officer positions of the RECC Board. As the only accountant on the Board, Duane Rath will continue to serve as secretary/treasurer. Raj nominated Melani as Vice Chair, which she accepted.

**Moved by Stephen Johnston
Seconded by Dwayne Boudreau**

"That Raj Makkar remain as Chair, Malani Lane be appointed Vice Chair, and Duane Rath remain as Secretary Treasurer for the 2023/2024 term."

Motion Carried.

Board Succession Review

Discussion was held on those Board members whose terms have expired. Stephen Johnston and Dwayne Boudreau are both at the end of their second term. These positions will be filled at the AGM.

Appointment of Committee's

Rather than appoint Board members to the various sub-committees, it was decided that members should have a look at all the committees and express interest in the ones they wish to join. It was also decided that certain committees would require officers to be a part of those committees.

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

"That the Executive Committee be comprised of the Chair, Vice Chair, Past Chair and Secretary/Treasurer."

Motion Carried.

**Moved by Stephen Johnston
Seconded by Melani Lane**

"That the Finance Committee be comprised of the Chair, Vice Chair, Secretary/Treasurer and the CAOs of the two municipal units."

Motion Carried.

Discussion was also held on the potential members of the HR committee, although no motion was made appointing members.

Focused Task Forces

As stated in the by-law, the RECC Board can assign committees for special projects and events. In the past, these ad hoc committees have included a Building and Infrastructure Committee, Board Policy Committee and a Strategic Planning Committee. Although no decisions were made tonight, these committees will be needed again in the near future and membership will need to be decided for each.

Next Meeting

A regular meeting will be scheduled at a later date.

Annual General Meeting

The AGM is tentatively scheduled for September.

Adjournment:

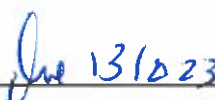
**Moved by Stephen Johnston
Seconded by Dwayne Boudreau**

"That the meeting adjourn at 7:50 pm."

Motion Carried.



Raj Makkani, Chair



Date

Recording Secretary

Date