

Minutes of a Board Meeting of the
LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
Held in the Multi-purpose Room, LCLC, 135 North Park Street, Bridgewater
Thursday, July 25, 2019 – 4:00 p.m.

Attendance: Municipality of the District of Lunenburg
Mayor Carolyn Bolivar-Getson, Chair (arrived 4:07 p.m.)
Councillor Eric Hustvedt
Councillor Michael Ernst
Alex Dumaresq, Acting CAO
Trudy Payne, Director of Recreation Services
Sherry Conrad, Municipal Clerk

Town of Bridgewater
Deputy Mayor Andrew Tanner
Councillor Bill McInnis

LCLC
Ed Pavao, Nustadia Recreation

Regrets: Mayor David Mitchell, Vice Chair, Town of Bridgewater
Tammy Crowder, CAO, Town of Bridgewater

1. CALL TO ORDER

2019-53 Moved by Councillor Hustvedt, seconded by Councillor Ernst that Deputy Mayor Tanner chair the meeting until Mayor Bolivar-Getson arrives. Carried.

Deputy Mayor Tanner called the meeting to order at 4:00 p.m.

2. APPROVAL OF AGENDA

2019-54 Moved by Councillor Hustvedt, seconded by Councillor McInnis that the agenda be approved with the addition of the following two items: a letter from the Town of Lunenburg regarding funding and a letter from the Town of Mahone Bay regarding funding. Carried unanimously.

3. APPROVAL OF MINUTES

2019-55 Moved by Councillor Hustvedt, seconded by Councillor McInnis that the Minutes of the June 20, 2019 LCMPCC Board meeting be approved as circulated. Carried.

4. **PRESENTATION** – Grant Thornton re Audit Report 2018/19

Ms. Kim Hopkins, Senior Manager, Grant Thornton, was in attendance to present the draft Lunenburg County Multi-Purpose Centre Corporation's Consolidated Financial Statements for year ending March 2019 and the Report on Audit Strategy and Results for year ended March 31, 2019.

Ms. Hopkins reviewed the Consolidated Financial Statements and answered questions. A discussion was held with regard to liabilities and deferred revenue.

2019-56 Moved by Councillor McInnis, seconded by Deputy Mayor Tanner that the Board approve the Lunenburg County Multi-Purpose Centre Corporation's Consolidated Financial Statements for the year ending March 31, 2019. Carried unanimously.

Ms. Hopkins reviewed the Audit Strategy and Results Report with the Board and answered questions. Deficiencies were identified in the incompatible duties for journal entry posting and lack of segregation of duties in the accounting function. Ms. Hopkins noted that it is hard to have a segregation of duties with a small corporation, however, it is recommended that the Corporation segregate accounting duties between multiple employees. Mr. Pavao noted that Nustadia has controls in place which will be implemented at the LCLC.

2019-57 Moved by Deputy Mayor Tanner, seconded by Councillor Hustvedt that the Board receive the Audit Strategy and Results for the year ending March 31, 2019. Carried unanimously.

5. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**

5.1 Equipment Reserve Fund

Ms. Hopkins advised that the Board decided, prior to her firm doing the audit, to allocate funds out of the budget to a reserve. There was not, however, a specific account set up for the reserve. The equipment reserve is included in the cash balance of \$325,000.

Ms. Hopkins left the meeting at 4:53 p.m.

6. **CORRESPONDENCE**

6.1 Town of Bridgewater re Approval of Use of LCMPPC 2018-19 Surplus

An email was received from the Town of Bridgewater advising that Town Council, in session on July 8, 2019, approved the use of the estimated \$45,000 surplus from the 2018-19 LCMPPC budget to engage the services of Nustadia Recreation to provide an operations review and interim management of the LCLC until March 2020, contingent on similar approval from the Municipality of the District of Lunenburg.

6.2 MODL re Use of LCMPPC 2018-19 Surplus

Correspondence was received from the Municipality of the District of Lunenburg advising that Municipal Council, in session on July 9, 2019, approved the use of the estimated \$45,000 surplus from the 2018/19 LCMPPC budget to engage the services of Nustadia Recreation to provide an operations review and interim management of the LCLC until March 2020.

6.3 MODL re Approval of Amendment to MOU between Town of Bridgewater & Municipality of the District of Lunenburg re LCLC

Notification was received from the Municipality of the District of Lunenburg that Municipal Council revisited the Board's request to amend Section 6 of the Memorandum of Understanding between the Municipality and the Town of Bridgewater dated April 19, 2010 to allow future fundraising to go directly to the LCLC and approved the proposed amendments.

6.4 Letter from Town of Lunenburg re Funding Request (added item)

Correspondence was received from the Town of Lunenburg, in response to the Board's request for funding towards the LCLC operating costs, advising that Town Council was unable to approve the request.

6.5 Letter from Town of Mahone Bay re Funding Request (added item)

A letter was received from the Town of Mahone Bay advising that Town Council approved an operating grant of \$500 towards the operation of the LCLC.

Direction was given to send a thank you letter to the Town for their contribution.

7. **NEW BUSINESS**

7.1 MODL re Recommendation for Extension of Nustadia Recreation Contract

Correspondence was received from the Municipality of the District Lunenburg recommending to that Board that the Contract to engage Nustadia Recreation for the operations review and interim management be looked into possibly being extended to July 2020 depending on the performance of Nustadia Recreation and additional funding available for same.

Councillor Ernst noted that the recommendation was put forth as it was felt a contract ending in July would provide a full year to evaluate the management of the facility.

It was noted that this would be looked at under contract negotiations.

7.2 Electric Car Access to Charging Stations (Councillor Hustvedt)

Councillor Hustvedt noted that there is a website that identifies locations where there are charging stations for electric cars and the LCLC has been identified as one of those locations. He wanted to make the Board aware of this to ensure we have enough

spaces **that are available to electric cars** in the future. There are two manufacturers who are introducing lower cost electric cars. (amended Sept. 19, 2019)

In response to a question, it was noted that the electric consumption is not metered but it is tracked.

8. **INFORMATION / UPDATES**

8.1 **Director of Recreation Services Update**

Ms. Payne reviewed her monthly Director of Recreation Services Report that was circulated with the agenda which outlined: Events, Membership, Garden Update, Facility Maintenance, Free Sanitary Products, Pool Glass Frosting, Staff Training, Hockey Canada Events Seminar, Pool Hours, Summer Camps, and Nustadia Recreation.

In addition to her report, she noted that ticket sales for the Washboard Union Concert have been slow and there has been a flyball competition booked for the LCLC this upcoming weekend.

8.2 **Financial Update**

Ms. Payne reviewed the LCMPPCC financial report for period ending June 30, 2019 that was circulated with the agenda and answered questions posed by Board members.

2019-58 Moved by Councillor McInnis, seconded by Councillor Hustvedt that the Board accept the Financial Report. Motion carried unanimously.

8.3 **United Way LCLC Swim / Skate Pass Usage for June 2019**

Circulated with the agenda was a copy of the United Way LCLC Swim /Skate Pass Usage for June 2019 broken down into redeemed passes by activity and redeemed passes by community group or school.

Mr. Pavao left the meeting.

9. **IN CAMERA**

2019-59 At 5:41 p.m., it was moved by Councillor McInnis, seconded by Councillor Hustvedt that the Board go In Camera to discuss the following items:

9.1 Contract Negotiations re SS Lumberjacks - Update under Section 22(2)(e) of the *Municipal Government Act*;

9.2 Contract Negotiations re Nustadia Contract under 22(2)(e) of the *Municipal Government Act*.

Motion carried.

LCMPCC Board In Camera in session.

2019-60 At 6:00 p.m., it was moved by Councillor McInnis, seconded by Councillor Hustvedt that the Board come out of In Camera and return to open session. Motion carried.

LCMPCC Board in session.

10. **NEXT MEETING** – the next meeting will be held on Thursday, September 19, 2019 at 5:00 p.m.

11. **ADJOURNMENT**

2019-61 There being no further business at 6:03 p.m., it was moved by Councillor Hustvedt, seconded by Councillor McInnis that the meeting adjourn. Motion carried.