

**Minutes of the Board Meeting of the  
Lunenburg County Multi-Purpose Centre Corporation (LCMPCC)**

Held in the Meeting room, LCLC

Thursday September 19, 2024 at 5:00 p.m.

**In Attendance**

**Municipality of the District of Lunenburg**

Mayor Carolyn Bolivar-Getson

Councillor Cathy Moore

Councillor Sandra Statton

Tom MacEwan, CAO

Trudy Payne, Director of Recreation

**Town of Bridgewater**

Mayor David Mitchell

Councillor Andrew Tanner

Councillor Stacey Colwell

**LCLC**

Janette Hubka, General Manager

**Staff Present**

Tammy Crowder, TOB CAO

Mark Flint, TOB Deputy CAO

Rosemary Erb, TOB CDD-Recreation Admin acting as recording secretary

**Guests**

Veronica Hunt, Principal, Grant Thornton

Jamie Creaser, Manager, Grant Thornton

Lisa Bozek, MJSB Director ITSS

Lynn Wagner, MJSB Director, Human Resources Shared Services Administration

- 1. Call to Order** – Meeting called to order by Chair Mitchell at 5:00pm
- 2. Approval of Agenda** – Mayor Mitchell requested the point 8.1 MJSB Support and Internet be moved up to occur right after the 2024 Audit.

Motion to approve the agenda with the proposed change made by Councillor Colwell, seconded by Mayor Bolivar-Getson. Carried.

- 3. Approval of Minutes:** April 2024

Motion to approve the minutes of the April 2024 meeting made by Councillor Collwell, seconded by Mayor Bolivar-Getson. Carried.

- 4. 2024 Audit:**

Janette introduced Veronica Hunt & Jamie Creaser of Grant Thornton. Jamie went

through the audit page by page as it was distributed to the board. No questions arose. Veronica then went through the audit strategy and risks & results. Audit is essentially complete & ready to be signed off when approved, at which time it can be submitted.

Councillor Moore had a question from an item that Jamie had gone through, regarding back charges that were listed. The actual was almost double from what was budgeted. It was explained that this is due to the accrued HST being put there. Another question as to why only \$1,200 was budgeted for concessions when the actual was almost \$22,000. It was explained that originally what was budgeted for was net \$ and not both revenue & expenses.

Veronica continued with her report. Mayor Bolivar-Getson questioned the amount received from Insurance with regard to the dehumidifier and the power surge. Details weren't available but Janette will look into that.

Report continuing with a question arising regarding the HST error and extra interest. Mayor Bolivar-Getson wondered if the NOA after the HST error was amended and if so, she would like to see a copy. Janette advised that we do not have the corrected NOA's yet. The original returns had the HST filed incorrectly, and it was not caught until the audit. There were three reasons for the error: accounting system changed from Sage to QuickBooks, there was an accountant change, and there was a GM change also. Discussion followed regarding the issue as to where the HST that was actually collected but not remitted is sitting now – is it sitting in an account still or does each municipality need to come up with more cash now. It was confirmed that amount is still sitting in an account. Further discussion with regard to QuickBooks and how the HST is recorded and filed. Janette confirmed that effort is being put into understanding the workings of the software now, so they can go forward with more knowledge and expertise for future accounting needs.

Veronica continued with the summary of adjustments, internal controls, independence, accounting and assurance standard and the appendixes. She then went through details about getting everything signed off. No further questions arose.

Motion to receive the audited financial statements, but defer approval until a future board meeting and until after the two (2) directors of finance have gone through them made by Mayor Bolivar-Getson, seconded by Councillor Colwell. Carried

- 5. MJSB Support and Internet :** Lisa Bozek went through her update on the MJSB IT support to the LCLC. She is looking for direction with regard to the internet: after a study was conducted, it's been recommended by Meraki that the system be upgraded from it's current 250 device level to a 10,000 device level. The cost is approximately \$23,000 for the upgrade and then annual software licensing costs of approximately \$17,000. Councillor Tanner asked if there is any possibility of returning the current device to Meraki & get some sort of credit if we upgrade to the new device. Also, why was the small device recommended originally? Lisa will look into this. Discussion held on next steps – do we test the recommended device (60 day test allowed). We could order this device tomorrow, but we don't know yet how soon it will be here. We will also likely need new access points to be installed also. Lisa advised that the effort/time needed to install the firewall/device

would be 1 ½ day estimate. Lisa's recommendation is that the board accepts the offer to test the 10,000 level device for 60 days. We do not, however, have the total cost for the full upgrade over and above the device as there will be the cost of new access points, wiring, etc.

Motion made to endorse the recommendation of our IT director to test the higher capacity fire wall, rated for 10,000 devices, free of charge for 60 days, knowing that the purchase price of that device is approximately \$23,000 and that its accompanying (annual) software license costs are approximately \$17,000 by Mayor Bolivar-Getson. Seconded by Councillor Tanner. Carried

Lisa then brought up the original motion from 2018 that MJSB do all IT work for TOB & MODL. This has not been happening, but the board confirmed that they would like the IT department to be fully utilized going forward.

**6. Information Sharing** (Questions by board members and attending members of the public) - None

**7. Business Arising from Minutes & Unfinished Business**

7.1 EV Chargers: Janette is in the process of exploring options. She has submitted one grant today which we won't find out about until 2025. The EV chargers are on hold at this point. There is one more potential grant that Janette will go after. Although the chargers were in the current budget, it was subject to a successful grant which we did not get, plus with the leak that occurred, we would also have to run electricity to any new chargers which was not budgeted for.

7.2 Below Grade Rooms: No update on this with regard to water entering the building; we don't know where it's coming from. It is being monitored and Mayor Bolivar-Getson asked if we have the expertise to monitor this or should we be hiring an expert? Mark Flint did confirm that the water that was coming in from the conduits has been blocked and no water is coming from there. There is still water coming in from 2 separate areas, one is from under the building. Mark recommends that an engineering company come in to examine the issue. Although there is money in the budget for fixing the leaking roof, at this time we do not have money in the budget to fix any issue in the below grade rooms. Janette advised that there is a planning assistance grant available, and she is looking in to applying for that grant now. Mayor Bolivar-Getson mentioned that we have other items budgeted this year that we're not doing and that we could perhaps put off another capital project that is budgeted for & use those funds for these below grade room leaks.

Motion made by Councillor Tanner that the board direct the GM of the LCLC to get quotes on finding & fixing the leak(s) in the mechanical room and report back to the board, seconded by Mayor Bolivar-Getson. Carried.

7.3 NS +55 plus games (Sept 2025): Janette needs to have their new marketing & events coordinator start (October) to get this going, but she is looking at venues and there is a grant that she is part way through. Trudy suggested that Janette approach the folks on LQ to make

a direct ask for their assistance with these games. She also recommends that we outsource some of the marketing for this event. Janette advised that part of the grant she is applying for encompasses this aspect. Janette advised that she would like to have all venues in place by November. A website will also need to be in place by December.

**8. Correspondence - None**

**9. New Business**

9.1 Board Responsibilities: Mayor Bolivar-Getson would like to do this in camera

9.2 Exterior Library Sign: Memo provided by Janette on this. There is a need for an exterior sign for the library at the front of the building. The cost is covered by the library. Discussion held on this.

Motion made by Councillor Tanner that the new sign for the library be approved, seconded by Councillor Colwell. Carried.

9.3 Liquor License Update: Janette needs to update the liquor license to show the correct names for this season.

Motion made by Councillor Colwell to remove Anastasia Smallwood and Anil Chakraborty from the liquor license and to add Marcie Clarkson and Brittanie Yates to the current liquor license, seconded by Councillor Statton. Carried

**10. Information/Updates**

10.1 General Manager's Monthly Report – Included in package sent out. Mayor Bolivar-Getson asked where the more current financial statements are as they were only presented with statements up to June. Mayor Bolivar-Getson requested they be done in a more timely manner and that the board is presented with regularly updated financials. Janette advised they are still working things through as there were issues during the summer, but they are on track to have monthly financials ready on an ongoing basis by November.

In the interest of public knowledge, Trudy suggested to perhaps update the website with the schedule of the board meetings, and information to let folks know that past minutes only get posted after they are approved at the next board meeting.

10.2 Aged Receivable – Included in package sent out

10.3 Draft Financial Statements – Included in package sent out

Motion to receive the financials as presented made by Councillor Tanner, seconded by Mayor Bolivar-Getson. Carried.

**11. Next Meeting – Thursday, November 22, 2024 at 5:30 pm**

**12. In Camera**

Motion made by Mayor Bolivar-Getson to go in camera, seconded by Councillor Statton.  
Carried

**13. Adjournment**

Motion to adjourn the meeting at 8:15pm made by Councillor Tanner, seconded by Councillor Moore. Meeting adjourned.