

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

Held virtually

Wednesday October 16, 2024 at 08:30 a.m.

In Attendance

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson
Councillor Cathy Moore
Councillor Sandra Statton
Tom MacEwan, CAO

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

Kim Hopkins, TOB Director of Finance
Elana Wentzell, MODL Director of Finance
John Feeney, MJSB Director of Corporate Services Administration
Lesley McFarlane, MODL COO

1. **Call to Order** – Meeting called to order by Chair Mitchell at 08:32

2. **Approval of Agenda** –

Motion to approve the agenda made by Cathy Moore, seconded by Andrew Tanner. Carried.

3. **New Business**

3.1 Update from Finance Directors on HST issue: Kim Hopkins spoke regarding the initial investigation of the HST issue and went through some of the details leading to the error. Kim Hopkins had determined that because of Kelsey Hicks background, which includes audits, and her availability (working at TOB), she would be a logical choice to go through the paperwork & assess the situation. It was determined that one issue was the change in software & how the new software performed as compared to the old; and after assessing everything else, it was really put down to a reconciliation error. The interest has now been adjusted from projected amount of \$20,000 to the actual amount of \$7,500 on the new financial documents circulated.

At this time, Mayor Bolivar Getson made a motion to go in camera to continue this discussion, seconded by Cathy Moore. Carried

Motion to come out of camera made by Andrew Tanner, seconded by Stacey Colwell. Carried

3.2 Approve the audited financial statements.

Motion to approve the audited financial statements made by Stacey Colwell, seconded by Sandra Statton. Carried.

4. In Camera

Motion to go in camera made by Stacey Colwell, seconded by Sandra Statton. Carried

Motion to resume open session made by Andrew Tanner, seconded by Cathy Moore. Carried

Motion that the LCMPPC Board accept the proposal presented by the Municipal Joint Services Board staff to provide financial Services to the LCLC and request that the MJSB Board provide these services as commencing November 1, 2024; and further that the MJSB Board be asked to provide a supplemental proposal outlining the costs to provide complete financial services to the Board, which includes those matters out of scope in the proposal presented to the Board on October 16, 2024 made by Andrew Tanner, seconded by Cathy Moore. Carried

Motion that the Board approve, using alternative procurement pursuant to section 18(1)(a) of the LCLC Purchasing and Tendering Policy, an award of the Miles East Productions proposal for the Event Management for 2025 Nova Scotia 55+ Games: Bridgewater , in the amount of \$37,950 inclusive of HST made by Cathy Moore, seconded by Stacey Colwell. Carried

Motion that the Board approve the Performance Targets as established for the General Manager, and as discussed in-camera made by Sandra Statton, seconded by Stacey Colwell. Carried

5. Adjournment

Motion to adjourn made by Cathy Moore, seconded by Stacey Colwell. Adjourned