

**Minutes of the Board Meeting of the
Lunenburg County Multi-Purpose Centre Corporation (LCMPCC)
Held in the Multi-Purpose Room, LCLC
Thursday, September 18, 2025 at 5:30 PM**

In Attendance

Municipality of the District of Lunenburg

Mayor Elspeth McLean-Wile

Deputy Mayor Chasidy Veinotte

Councillor Pam Hubley (Chair)

Town of Bridgewater

Mayor David Mitchell

Councillor Stacey Colwell

Councillor Eric Whynot

LCLC

Marta Selassie, Interim General Manager

Staff Present

Mark Flint, TOB Deputy CAO

Tom MacEwan, MODL CAO

Lesley McFarlane, MJSB COO

John Feeney, MJSB Director of Finance

Julie Vissers, Recording Secretary

- 1. Call to Order:** Meeting called to order by Chair Hubley at 5:30.
- 2. Information Sharing:**
Deputy CAO Flint advised the Board that staff are looking into providing AI capability to assist in minute taking. IT staff are currently looking into this request and will provide an update once they have completed their review. It was brought forward and agreed that the transcribe function in Teams would be used at this meeting in place of AI.
- 3. Approval of Agenda:**
Chair Hubley requested an addition to the agenda under New Business, discussion about the next meeting of the LCMPCC.

Motion: To approve the agenda with the addition of: 9.2 Next meeting

Moved by Mayor Mitchell, seconded by Councillor Whynot

Motion carried

4. Auditor Presentation

4.1 Audit Report

Jamie Creaser joined the meeting via Teams to present on behalf of Doane Grant Thornton LLP.

Report presented for the fiscal year ending March 31, 2025. Reviewed document for capital grants, provincial and other grant sources as well as revenue items that include membership and concessions. No errors were found with those revenue items. List of adjustments, Appendix F, was prepared. One uncorrected misstatement was identified, the YMCA quarterly membership revenues for fiscal 2024 were recorded in 2025.

HST reconciliation reporting was noted, the reasonability of HST and the monthly reporting was assessed. No material issues were found, declined to state a formal opinion but willing to investigate this further if requested.

Lack of year end cut off procedures were noted.

The Board had no questions.

4.2 Draft Consolidated Financial Statements

This document is relatively unchanged from prior years; disclosure remains the same. A comparative figures note has been added. The mapping was adjusted, and it was determined that several accounts should have been in other areas.

Deficit includes amortization which is a non-cash expense. \$184,022.00 will need to be covered by the two municipal units.

Motion: To accept the financials year ending March 31, 2025.

Moved by Councillor Whynot, seconded by Mayor McLean-Wile.

Motion carried

5. Approval of Minutes

5.1 June 19, 2025 LCMPPC Meeting

One revision noted, Mark Flint is listed as CAO, correct to Deputy CAO.

Minutes accepted with revision

5.2 July 24, 2025 LCMPPC Meeting

Accepted as distributed

5.3 August 26, 2025 Special Meeting

One revision noted, Mark Flint is listed as CAO, correct to Deputy CAO.

Minutes accepted with revision

6. Business Arising from Minutes & Unfinished Business

7. Correspondence

8. Financials

8.1 August Financial Statements

Five months into the fiscal year, reporting a \$12,000.00 surplus year to date compared to a \$34,600.00 projected deficit.

Membership and arena revenues are in line with last year, no other significant balances over or under.

Expenses are inline with expectations. Maintenance expenses are higher then projected due to the unbudgeted expense of a forklift battery. Pool chemical expenditures show higher then budgeted but is due to phasing.

In a positive situation five months into the year and confident that the budget for the full year is correct.

Motion: to accept the financial statement ending August 31, 2025, as presented.

Moved by Councillor Colwell, seconded by Councillor Veinotte

Motion carried

9. New Business

9.1 Draft Strategic Plan

Proposed that a separate meeting be scheduled to discuss the Strategic Plan and to include staff who attended the planning session to be part of this meeting.

Question – is this the strategic plan for the next five years? Discussed that five years would not be realistic, three years would be more reasonable.

Marta will send out a poll for availability and schedule the meeting.

9.2 Next Meeting

Chair Hubley will be unavailable to attend the next meeting as scheduled. Requested that the Board change the date to October 23, 2025. All members are available to attend except for Councillor Whynot. The Town's alternate will be contacted to attend this meeting.

10. Information/Updates

10.1 General Manager's Monthly Report

Have hired a facility operator, bringing the number up to three. Currently filling some other vacancies as well.

There was a mini-shut down of the aquatic centre. Tied it in with Labour Day weekend.

Corrected a plumbing issue that will now allow for the pool backwash to run much quicker, saving time and resources for other things. New lane ropes were purchased that were required for safety.

Annual fire drill – building cleared in approximately four minutes. Several minor deficiencies identified but nothing critical.

Facility traffic is up 20% from this time last year. Working on doubling the number of courses offered for lifeguard certifications.

A discussion will be needed regarding the administrative offerings the LCLC performs on behalf of the Town and MODL. LCLC Staff resources are used to manage registration for several recreation and healthy living-based classes, this can put a strain on the regular operations for the LCLC.

Several events have taken place over the last number of months, including Canada Day activities, hockey camps and tournaments. 55+ Games will begin on Sunday September 21, 2025 and there are still some vacancies for volunteers.

Meeting with Michelin to be rescheduled. Topic is to discuss naming rights.

NS Power – EV Chargers are moving ahead. Waiting to hear back from legal to confirm everything is in order.

Questions: What is the timeline for chargers? Next week if we can get the agreement completed. Should take six weeks from that date.

Is there anything we can do to help with recruitment and retention of lifeguards?

A lot of the people coming through and taking the training are students. We lose them once they graduate and move on to post-secondary, etc. The wage paid to lifeguards

starts at \$18.00/hour (approximately). There are other units paying a higher wage. Look at what other units are paying across the province. Something to bring forward to a future agenda ahead of the budget.

11. In Camera

Motion: To go in camera

Motion made by Mayor Mitchell, seconded by Councillor Veinotte

Motion carried

11.1 Contract Negotiations under Section (22)(2)(e) of the *MGA*

11.2 Personnel Discussion under Section (22)(2)(c) of the *MGA*

Motion: To rise and return

Motion made by Councillor Veinotte, seconded by Councillor Whynot

Motion: That the Board request Municipal Joint Services Board (MJSB) direct the COO to issue invitations to identified individuals and firms for consulting services to complete the functions outlined in the Statement of Work as presented.

Motion made by Mayor Mitchell, seconded by Mayor McLean-Wile

Motion carried

Motion: That the Board request MJSB direct the COO to select an appropriate firm and enter into a contract effective immediately, to provide temporary finance oversight services to the LCLC, at a total cost not to exceed \$25,000.00, with regular oversight by the LCLC.

Motion made by Councillor Colwell, seconded by Councillor Whynot.

12. Next meeting: October 23, 2025 at 5:30 PM

13. Adjournment

The meeting was adjourned by the Chair at 8:00 PM