



AGENDA

Lunenburg County Multi-Purpose Centre Corporation

March 20, 2025, 5:30 pm

Multi-Purpose Room, LCLC

- 1. Call to Order**
- 2. Information Sharing (Questions by board members and attending members of the public)**
 - 2.1 Renewal Presentation – Sandy Peddle
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - 4.1 February 2025 Minutes
- 5. Business Arising from Minutes & Unfinished Business**
 - 5.1 Strategic Planning
- 6. Correspondence**
- 7. Financials**
 - 7.1 Aged Receivable
 - 7.2 Financial Statements
 - 7.3 2024/2025 Capital Budget Update
 - 7.4 2025/26 Draft Budget
- 8. New Business**
 - 8.1
- 9. Information/Updates**
 - 9.1 General Manager's Monthly Report
 - 9.2
- 10. In Camera**
 - 10.1 Contract Discussion
- 11. Next Meeting – Thursday, March 20, 2025 5:30 p.m.**
- 12. Adjournment**

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

Held in the Multi-Purpose Room, LCLC
Thursday February 20, 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)
Councillor Kacy Delong

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
Trudy Payne, MODL Director of Recreation
Rosemary Erb, TOB CDD-Recreation Admin acting as recording secretary

Guest

John Feeney, MJSB

- 1. Call to Order:** Meeting called to order by Chair Hubley at 5:40.
- 2. Information Sharing** (Questions by board members & attending members of the public):
None
- 3. Approval of Agenda:**
CCTH Funding will be moved to In-Camera and a motion will be required re: Fancy pants lease renewal; also In-Camera. There is no draft budget available.

Motion to approve the adjusted agenda made by Mayor Mitchell; seconded by Mayor McLean-Wile. Motion carried.

- 4. Acceptance of Minutes:** January 2025

Minutes from the January 2025 meeting were accepted.

- 5. Business Arising from Minutes & Unfinished Business**

5.1 Strategic Planning: Marta reached out to Jacques Dube of JD Strategy. He is available to facilitate between end of September 2025 & November 2025, and suggested a 2-day workshop. Cost will be \$5900. Discussion held on if 2 days is too long for the LCLC strategic planning, and if we could use a facilitator from within either of the municipalities or MJSB. Mayor Mitchell asked Marta to circulate the proposed agenda, and the board will re-evaluate after reading it. A decision will be made at the next meeting.

6. Correspondence: None

7. Financials:

7.1 Aged Receivable: Still working on cleaning up the outstanding invoices. It was discovered that when a booking is received the invoice is generated at that time; so not all that are on the aged receivables are truly aged invoices. There will be changes made to the way bookings & invoices are created & processed; a deposit will be received at time of booking and the invoice will then be sent out at time of the event.

7.2 Financial Statements: Marta has been working with John Feeney from MJSB and going through the statements and financial spreadsheets. John advised that there is progress being made with the accuracy of the financial statements, and understanding Fusion information. We are also able to use the recommendations made to the LCLC at the annual review in the fall.

7.3 2025/26 Draft Budget: Not available

8. New Business:

8.1 CCTH Funding – Moved to In Camera

9. Information/Updates

9.1 General Managers Monthly Report – (see report for details)

- No update on the EV chargers.
- Investigations are under way with regard to the water leaking.
- Pool contractors are being contacted to come in to assess our pool tiles.
- Extension on the Accessibility Enhancement grant has been received.
- Mixed feedback is being received from the new pool schedule. Cleaning protocols and improvements are still underway. Survey has been well received, we have ~450 responses already.
- There were 2 more incidents with violence at Lumberjacks games. Measures have been and are continuing to be put in place going forward. The rule of having the team (Lumberjacks) supply proper security will be enforced by the

LCLC (per their contract, if they do not supply it, the LCLC will and it will be charged back to the team). Next game is on Saturday so this needs to be set up right away. Tom MacEwan will assist Marta in drafting a letter and Mark Flint will work with BPS to get the officers in place.

Motion made by Mayor McLean-wile that security be put in place for all the Lumberjack games going forward, and that we invoice the Lumberjacks for the cost of this.

Seconded by Councillor Whynot. Motion carried.

- We have approximately 10,000 people per week coming through the LCLC. Membership revenue has grown substantially in the last 5 years.
- Winter programming is wrapping up and the Spring schedule has been set in place. Lots of events being held in the LCLC coming up.

9.2 Renewall Clean Energy: Marta met with a person from Renewall Green Energy and has attached information for the Board to read. The Board would like to receive a presentation, if possible. Mark Flint spoke on this, as he has done a lot of research already. There would be a differential for the LCLC to pay in the first year, but after that, it's only 1% per year guaranteed, as opposed to NSPI increases with are already more than 1%. Using Renewall Green Energy would also assist our municipalities in reaching their green initiative. Discussion held on what was presented. Marta will ask the provider to attend the next board meeting to give a more in-depth presentation.

10. Motion to go in camera made by Mayor Mitchell. Seconded by Deputy-Mayor Veinotte. Motion carried.

Motion to rise & return made by Mayor Mitchell. Seconded by Deputy-Mayor Veinotte. Motion carried.

Motion to direct Marta to contact CCTH to ask if we could reallocate the potentially-received funds, made by Councillor Colwell. Seconded by Councillor Whynot. Motion carried

Motion to direct Marta, on behalf of the LCLC, to enter into a lease agreement renewal with Fancy Pants for 3 years, made by Deputy Mayor Veinotte. Seconded by Mayor Mitchell. Motion carried.

11. Next Meeting: Thursday March 20, 2025 at 5:30p.m.

12. Adjournment: Meeting adjourned at 7:24 pm

Monthly Template

	Monthly Actual 01 Feb 25 - 28 Feb 25	Monthly Budget 01 Feb 25 - 28 Feb 25	Variance	YTD Actual 01 Apr 24 - 28 Feb 25	YTD Budget 01 Apr 24 - 28 Feb 25	Variance	Full Year 2024/2025 Budget	Feb 2024 01 Apr 23 - 29 Feb 24
Income								
Public Revenue	\$47,447	\$120,950	(\$73,503)	\$1,333,528	\$1,363,754	(\$30,226)	\$1,484,704	\$1,335,862
Advertising & Sponsorship Revenue	-	\$500	(\$500)	\$42,464	\$64,450	(\$21,986)	\$65,000	\$17,860
Aquatic Revenue	\$1,401	\$13,745	(\$12,344)	\$238,781	\$253,855	(\$15,074)	\$270,000	\$269,034
Arena Revenue	\$8,964	\$47,377	(\$38,413)	\$314,315	\$345,068	(\$30,753)	\$388,650	\$305,939
Concession Revenue	\$15,541	\$11,000	\$4,541	\$96,219	\$55,500	\$40,719	\$66,500	\$49,140
Room Rentals Revenue	(\$95)	\$2,720	(\$2,815)	\$29,540	\$27,280	\$2,260	\$30,000	\$23,261
Memberships Revenue	\$120,656	\$20,025	\$100,631	\$234,799	\$224,975	\$9,824	\$245,000	\$179,057
Other income	-	\$600	(\$600)	\$838	\$31,810	(\$30,972)	\$32,360	\$627
Programming Revenue	(\$47)	\$2,080	(\$2,127)	\$72,798	\$89,080	(\$16,282)	\$98,300	\$72,388
Special Events Revenue	\$500	\$1,500	(\$1,000)	\$36,846	\$99,368	(\$62,522)	\$100,368	\$43,209
Outdoor Pool and Lakes	\$19,268	-	\$19,268	\$79,508	\$65,015	\$14,493	\$65,015	-
Tenant Rental Revenue	\$9,467	\$9,408	\$58	\$102,669	\$103,492	(\$822)	\$112,900	\$105,202
Total Income	\$223,102	\$229,905	(\$6,803)	\$2,582,306	\$2,723,647	(\$141,341)	\$2,958,797	\$2,401,578
Expenses								
Bank, Interest, Credit Card and Other Fees	\$154	\$1,445	(\$1,291)	\$10,181	\$18,245	(\$8,064)	\$19,590	\$13,434
Concession Expenses	\$11,104	\$7,231	\$3,873	\$60,633	\$38,086	\$22,547	\$45,732	\$34,823
Facility Maintenance and Repairs	\$36,596	\$29,619	\$6,977	\$230,886	\$284,609	(\$53,723)	\$319,528	\$220,719
Housekeeping Supplies	\$1,535	\$2,167	(\$632)	\$34,746	\$23,837	\$10,909	\$26,000	\$24,884
Insurance	\$8,863	\$10,369	(\$1,506)	\$116,035	\$117,564	(\$1,529)	\$127,932	\$92,014
IT Services, License, Equip & Supp	\$1,678	\$6,300	(\$4,622)	\$79,346	\$91,490	(\$12,144)	\$96,790	\$83,602
Marketing & Promotional	\$422	\$1,000	(\$578)	\$10,652	\$16,000	(\$5,348)	\$18,000	\$13,750
MFC debenture interest	(\$73,503)	-	(\$73,503)	-	-	-	-	\$84,513
Miscellaneous	(\$17,596)	\$120	(\$17,716)	\$10,178	\$8,920	\$1,258	\$9,040	\$464,546
Office	\$975	\$1,000	(\$25)	\$9,600	\$13,100	(\$3,500)	\$14,100	\$10,329
Outdoor Pools and Lakes Expense	\$12,965	-	\$12,965	\$73,205	\$65,015	\$8,190	\$65,015	-
Pool Chem & Test Supp - Aquatics	\$700	\$2,000	(\$1,300)	\$42,137	\$22,000	\$20,137	\$24,000	\$17,159
Professional Services & Fees	\$5,423	\$4,453	\$970	\$66,836	\$50,982	\$15,854	\$55,435	\$32,576
Programming	\$824	\$200	\$624	\$4,959	\$7,900	(\$2,941)	\$10,300	\$9,107
Special Events Expense	\$2,101	\$200	\$1,901	\$34,609	\$65,691	(\$31,082)	\$70,691	\$75,479
Staff Training and Courses	\$465	\$975	(\$510)	\$15,153	\$23,125	(\$7,972)	\$25,750	\$11,635
Telecommunications	\$621	\$671	(\$50)	\$6,616	\$7,381	(\$765)	\$8,052	\$10,324
Uniforms	-	-	-	\$915	\$7,400	(\$6,486)	\$7,650	\$9,238

	Monthly Actual <small>01 Feb 25 - 28 Feb 25</small>	Monthly Budget <small>01 Feb 25 - 28 Feb 25</small>	Variance	YTD Actual <small>01 Apr 24 - 28 Feb 25</small>	YTD Budget <small>01 Apr 24 - 28 Feb 25</small>	Variance	Full Year 2024/2025 Budget	Feb 2024 <small>01 Apr 23 - 29 Feb 24</small>
Utilities	\$45,404	\$53,350	(\$7,946)	\$523,970	\$497,139	\$26,831	\$541,523	\$485,379
Wages & Benefits Total	\$117,208	\$122,799	(\$5,591)	\$1,406,878	\$1,350,799	\$56,079	\$1,473,598	\$1,418,288
Total Expenses	\$155,940	\$243,899	(\$87,959)	\$2,737,532	\$2,709,283	\$28,249	\$2,958,726	\$3,111,800
Profit/Loss	\$67,162	(\$13,994)	\$81,156	(\$155,226)	\$14,364	(\$169,590)	\$71	(\$710,222)

LCLC Capital Budget 2024-25

Project Name	Budgeted Exp.	Municipal Contributions	Budget	YTD Actuals	Grants
EV Car Chargers	\$90,000.00	\$45,000.00	\$45,000.00	\$0.00	waitlisted
Roof Investigation	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	
Aquatic Tile repair/replace	\$20,000.00	\$13,400.00	\$13,400.00	\$2,145.00	
Office, Meeting, Furniture, Galleria	\$20,000.00	\$15,000.00	\$15,000.00	\$3,824.18	
Galleria Tile investigation	\$10,000.00	\$10,000.00	\$15,000.00	\$0.00	
Aquatic/Arena Accessibililty	\$48,630.00	\$16,534.00	\$48,629.00	\$4,432.10	\$32,095.00
Landscaping equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$3,800.00	
Pallet racking / cages	\$15,000.00	\$10,050.00	\$10,050.00	\$0.00	\$4,950.00
Aquatics	\$89,400.00	\$89,400.00	\$89,400.00	\$61,130.92	
Computer Hardware	\$10,738.00	\$10,738.00	\$10,738.00	\$0.00	
Loss of phase protection	\$28,000.00	\$28,000.00	\$28,000.00	\$23,198.43	
Total	\$361,768.00	\$268,122.00	\$305,217.00	\$98,530.63	\$37,045.00

LCLC Operating Budget	2024/2025	2025/2026
Gross Revenues		
MODL Operating Grant	725,700	958,750
TOB Operating Grant	725,700	958,750
Provincial Grants	9,774	10,000
Federal Grants	23,530	5,000
Special Events	100,368	185,000
Arena	388,650	360,000
Aquatic Centre	270,000	265,000
Programming - Camps and Active Living	98,300	75,000
Room, and Equipment Rentals	30,000	42,000
Memberships	245,000	245,000
Library Rent	103,000	101,936
Café rent	9,900	11,713
Concessions & Vending	66,500	85,000
Advertising and Sponsorship	65,000	120,000
Miscellaneous	32,360	-
Outdoor Pool and Lakes	65,015	90,000
Total Revenue	2,958,797	3,513,149

Expenses

Wages and Benefits	1,473,598	1,746,545
Staffing Expenses	42,440	45,000
Insurance	127,932	130,000
Utilities	541,523	588,000
Telecommunicatons	8,052	15,000
IT	96,790	110,000
Facility Maintenance and Repairs	277,528	245,000
Snow Removal & Yard Mtc.	30,000	45,000
Professional Fees	55,435	70,000
Aquatic Supplies	24,000	45,000
Advertising and Promotion	30,000	45,000
Special Events	70,691	185,000
Programming Supplies	10,300	16,000
Custodial Supplies	26,000	40,000
Office Supplies	14,100	20,605
Concessions & Vending	45,732	70,000
Bank Fees & Charges	19,590	12,000
Outdoor Pool and Lakes	65,015	85,000
Total Expenses	2,958,726	3,513,149
Operating Surplus/Deficit	71	0

	Total Project Cost	Municipal Contribution	Grants
2025/26 Projects			
Autoscrubber	15,000.00	15,000.00	
Ice Resurfacer	200,000.00	50,000.00	150,000.00
IT Upgrades - MJSB	59,000.00	59,000.00	
Website Redesign	15,000.00	7,500.00	7,500.00
Painting & Drywall Reparis	25,000.00	25,000.00	
Pool UV Phase II	30,000.00	30,000.00	
Automation Controlers	10,000.00	10,000.00	
Snowblower	10,000.00	10,000.00	
Total	364,000.00	206,500.00	157,500.00

	MODL	TOB	Total
Operating Grant	958,750	958,750	1,917,500
Capital Contributions	103,250	103,250	206,500
Debenture Interest		73,503	73,503
Total Contributions	1,062,000	1,135,503	2,197,503



March 2025 General Manager Report

Capital Projects

EV Car Chargers:

Currently on hold.

Roof Investigation:

Flynn, will be on site March 14th to complete repairs and investigate two new leaks.

Galleria Tile Replacement:

CBCL was on site in February, to complete an initial assessment and core drilling. Currently waiting on findings report.

Aquatic Tile Repairs:

Acapulco pools conducted a site visit to assess tiles and grout. . .

Office and Galleria Furniture:

Finalizing order for meeting room chairs and Galleria furnishings.

Accessibility Enhancements:

We have received an extension on this grant. Currently, we are working on updating the rules for

Storage Solutions:

No update at this time

Aquatics Infrastructure:

No update at this time.

Loss of Phase Protection:

In progress, no update to report at this time.

General Operations and Maintenance

We said goodbye to longstanding staff members this past month, Cindy Cross from guest services and Ryan Walker from Operations. We have also added to new employees to the front counter and an additional custodian.

Cimco was on site to investigate alarms with the ice cooling plant. They diagnosed a faulty solenoid valve. They will be back on site to repair/replace the part in the coming weeks. We will continue to monitor plant conditions and have contingency plan in place if there is a complete failure prior to repair. We do not anticipate any disruptions to the ice schedule.

The user feedback surveys closed on March 1, with a total of 476 responses received. The next step is to compile a "What We Heard" report to evaluate the feedback and determine



what changes, if any, can be implemented.

The increased security for the Junior B games has proven to be successful.

We are currently developing the scope and review process for a new website to ensure it meets the needs of both public users and backend administrators.

Developing a Spring Advertising Package for businesses and continue to work on facility naming rights.

Memberships

Membership Numbers

Month	2023	2024	Joint YMCA
June	1530	1939	362
July	1579	1928	361
August	1527	1948	372
September	1646	1928	369
October	1656	1896	361
November	1700	1839	352
December	1176	1827	300
January	1881	1870	302
February	2013	1807	345

Programming

In the Active Living Studio, we've expanded our class offerings with the addition of Aging Backwards Essentrics. We are also in the process of onboarding a new dance instructor and have been approached by another instructor interested in leading youth dance classes.

Next week, we will be hosting a meeting with all instructors to discuss scheduling and review key user feedback related to the Active Living Studio.

March Break was a great success. We wrapped up a fantastic week of camp and hosted several special events across our facilities, including Glow Skate, Dive-In Movie Night, and water games. Additionally, we continue to add sticks & pucks sessions to the arena schedule whenever possible, as this program remains highly popular.

Winter swim lessons are set to conclude within the next two weeks, and registration for spring sessions opens on March 17.



Events

The LCLC hosted the official announcements for the upcoming 55+ Games and the National Para Hockey Tournament.

Additionally, the Gary L. Wentzell March Break Tournament took place from March 10–16, bringing over 30 teams and 600 players to our facility. It was a busy and exciting week at the LCLC, filled with great youth hockey.

Upcoming Events

The Frost Fair / Lobster Crawl Celebration – that was postponed in February, has been rescheduled for March 29th

South Shore Expo – April 11th to 13th

Logan Mania – Wrestling Event – May 10th

National Para Hockey Tournament – May 14th to 18th

Canada's Circus Spectacular – June 16th – Two Shows

Hosting SSRCE events – Regional Science Fair, Heritage Fair and Parkview Graduation

Employment Solutions Society – 4 Job Fairs in Galleria – April to June

Work continues preparing to host the 55+ Games