

**AGENDA**  
**Lunenburg County Multi-Purpose Centre Corporation**  
**Thursday, June 20, 2019 5:00 p.m.**  
**Meeting Room, LCLC, Bridgewater**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
  - May 16, 2019 (as circulated)
4. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
  - 4.1 Pool Privacy Glass (Deputy Mayor Tanner)
5. **CORRESPONDENCE**
  - 5.1 Town of Bridgewater re Approval of Connector Trial over LCLC Property ..... 1-3
6. **NEW BUSINESS**
7. **INFORMATION / UPDATES**
  - 7.1 Director of Recreation Services Update ..... 4-6
  - 7.2 Financial Update ..... 7-8
  - 7.3 LCLC Capital Projects Update..... 9-13
8. **IN CAMERA**
  - 8.1 Contract Negotiations re RFP 2019-02 Transition Coordinator / Interim Manager under Section 22(2)(e) of the MGA
  - 8.2 Contract Negotiations re Lumberjacks Contract under Section 22(2)(e) of the MGA
  - 8.3 Legal Advice re Tax Issue under Section 22(2)(g) of the MGA
9. **NEXT MEETING – Thursday, July 18, 2019**
10. **ADJOURNMENT**



## MEMO

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**To:** Trudy Payne, Acting Manager, LCLC  
**From:** Jessica McDonald, Director of Community Development  
**Cc:** Tammy Crowder, CAO, Town of Bridgewater  
**Date:** June 12, 2019  
**Re:** Connector Trail from Skatepark to LCLC

The Town received funding approval from the Recreational Trail Expansion Grant program for the "Business Park Connector Trail" project on June 3, 2019. This project will see a trail developed along the former spurline from Logan Road to York Street (adjacent to Michelin), then through to the rear door of the LCLC via the Bridgewater Skatepark.

As part of the trail building on LCLC land, a bridge will be built to provide proper crossing over the brook, and the trail will connect right up to the concrete walkway at the rear of the building. The trail will cross over the stormwater swale to provide dry passage to the trail users. The trail building will be done in such a way as to maintain the functioning of the stormwater swale. Please see the attached conceptual map.

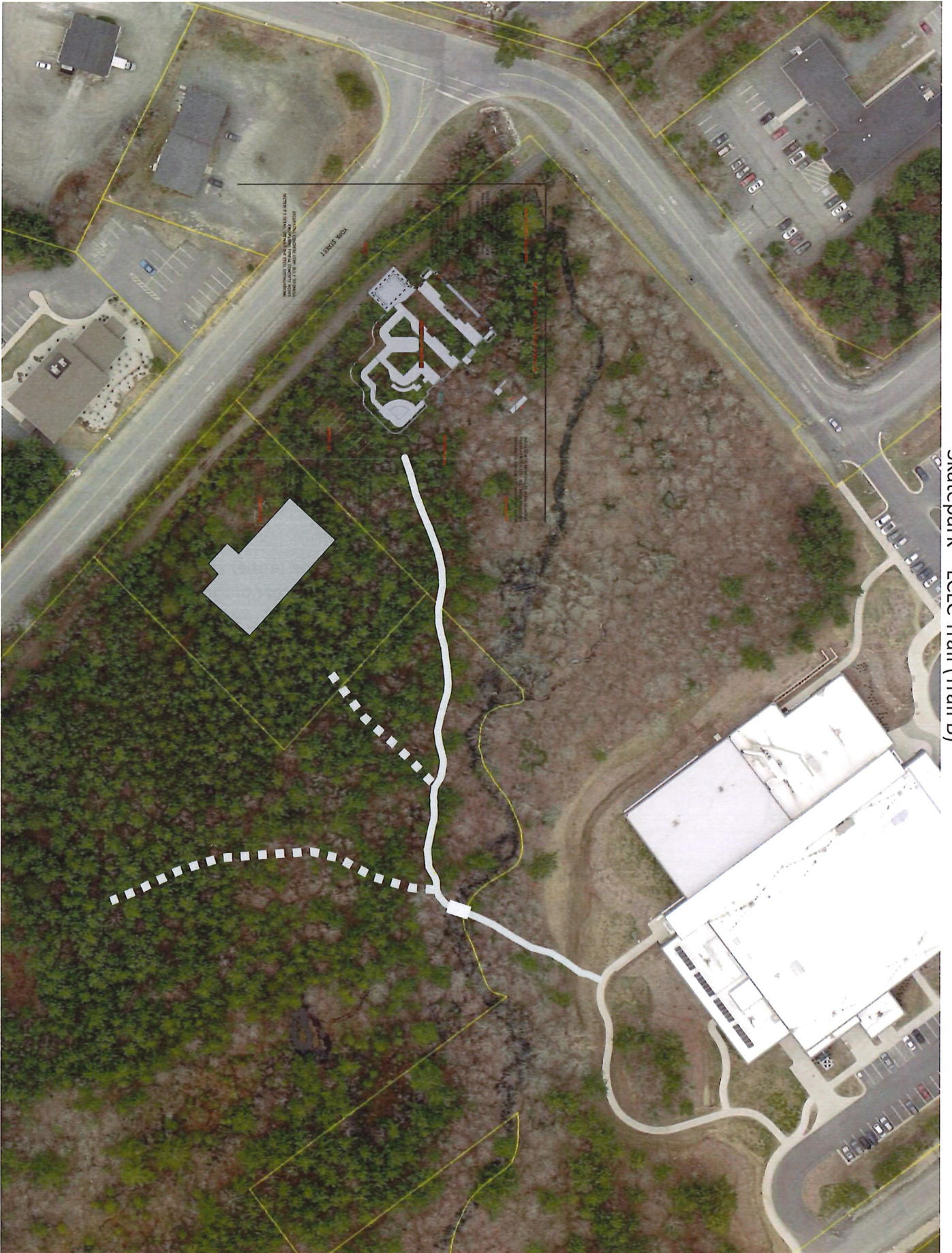
The Town would like to confirm the approval of the LCLC for the construction of this connector trail.

Respectfully,

A handwritten signature in blue ink that reads "McDonald".

Jessica McDonald

Skatepark—LCLC Trail (Trail B)





**Lunenburg County Lifestyle Centre**

**Board Meeting, April 25, 2019**

**Director of Recreation Services Report**

**Events**

On June 27, 2019 Parkview Education Centre will hold its annual graduation.

On June 29, 2019 the arena is being rented for a UCW event.

The ice will be ready for use on Friday, August 16. We are already receiving calls to book the ice for identification camps, hockey camps, etc.

**Membership**

We currently have 1182 members. We have sold 16 memberships under the Summer Promotion. We are up 104 memberships over June 2018.

**Garden Update**

We have hired Gerhardt's Landscaping to maintain the front gardens at the LCLC.

**Fundraising Policy**

Diana has begun work on investigating similar policies at other facilities. Hope to have a more in-depth update in July.

**Waste Generated at Concession Stands**

Meeting with Region 6 and the Centre Ice café is booked for Monday, June 17 at the LCLC to discuss ways the concession operator can reduce waste and use products that are environmentally friendly. The café is no longer using individual creamers but providing milk and cream in pitchers.

**LCLC Branded Clothing**

Staff have been informed that there is the expectation that while working staff will be expected to wear LCLC branded clothing. This in particular on a regular basis will require Guest Services, custodians and operators to wear LCLC branded clothing. We will be discussing this further on June 20 with an all staff gathering to finalize. The aquatic staff already have branded clothing and wear it when on deck.

### **Free Sanitary Products**

The LCLC currently has sanitary product dispenser in some of the female change rooms. We are in the process of ordering the parts (\$425) to enable the machines to dispense the products without requiring money. Once the parts arrive staff can install, and we will be fully ready to implement the free sanitary products. I have requested the Head Custodian to keep track of the costs. We do have bi-weekly Senior Management meetings. I will have this item as a standing item agenda.

### **Pool Glass Frosting**

A quote is being sourced from a local company. At the time of this report we have not received the quote. Upon reflection I would recommend looking at other alternatives that would provide privacy when required but also have the flexibility of having the glass clear if required, for example hosting a Provincial event. An example of a flexible solution would be blinds. I understand from speaking with Engineering you may be able to get blinds that go half- way up from the floor and half- way down from the ceiling. We are looking at placing frosting strips on the back doors by the library as we have a number of incidents with birds flying into the glass.

### **Staff Training**

All of our operators have been recertified in scissor lift operations. All staff that we required to become certified in First Aid has received the training. As of this report only one staff person needed to get their WHMIS Training. I have given staff until June 28<sup>th</sup> to have this training completed.

We are looking at sending our Guest Services to customer service training on June 27<sup>th</sup> providing the course gets the 12 registrants that is required.

LCMPCC Operating

INCOME STATEMENT  
 for the Period Ending Period 2, 2020  
 May 31, 2019

	Current Period		YTD	2019-20 Annual		
	Actual	Last Year		Actual	Prior	Budget
Municipal Operating Grants	\$ 60,000	\$ 60,000	\$ 120,000	\$ 120,000	\$ 840,000	\$ -
Arena	7,334	9,577	27,537	43,043	320,000	-
Aquatic Centre	10,394	12,469	24,451	30,556	212,185	-
Active Living and Room Rentals	14,116	10,694	16,821	14,430	87,000	-
Memberships	14,342	13,054	26,803	25,516	153,000	-
Library Rent	7,513	7,369	15,025	14,737	89,135	-
Concessions Rent	1,200	1,200	2,400	2,400	13,200	-
ATM and Vending	1,277	2,467	1,575	2,898	15,000	-
Advertising and Sponsorship	-	-	-	3,000	24,000	-
Miscellaneous	87	125	187	1,756	32,000	-
<b>TOTAL REVENUE</b>	<b>116,263</b>	<b>116,955</b>	<b>234,800</b>	<b>258,336</b>	<b>1,785,520</b>	<b>-</b>
Advertising and Promotion	2,009	2,059	2,344	2,238	15,000	-
Professional Fees	896	879	1,792	1,758	140,000	-
Bank, Interest, Credit Card and Other Fees	311	914	1,477	3,604	18,000	-
Concessions Expense	-	-	1,637	-	1,500	-
Facility Maintenance and Repairs	28,333	14,988	43,002	24,412	182,000	-
Housekeeping	1,759	1,588	3,841	3,677	20,000	-
IT Licensing, Fees and Support	1,910	1,810	3,984	3,811	40,400	-
Miscellaneous	(231)	-	(19)	-	2,000	-
Office	697	707	1,069	1,460	10,600	-
Pool Chemicals and Supplies	1,297	2,173	4,124	4,504	22,000	-
Programming	1,459	1,090	1,934	1,222	16,500	-
Staff Training and Courses	788	-	1,583	-	6,000	-
Telecommunications	741	754	1,388	1,489	10,000	-
Travel - Management Conferences	-	-	-	-	1,800	-
Uniforms	-	-	-	81	2,900	-
Utilities	30,861	32,355	64,352	64,880	410,000	-
Vending Expense	606	-	1,691	1,197	8,000	-
Wages and Benefits	81,394	81,349	159,870	161,678	905,695	-
<b>TOTAL EXPENSE</b>	<b>152,810</b>	<b>140,665</b>	<b>294,068</b>	<b>276,011</b>	<b>1,812,395</b>	<b>-</b>
<b>SURPLUS (DEFICIT) BEFORE SPECIAL EVENTS</b>	<b>(36,546)</b>	<b>(23,710)</b>	<b>(59,269)</b>	<b>(17,676)</b>	<b>(26,875)</b>	<b>-</b>
Special Events Revenue	92,836	5,600	100,836	11,600	86,875	-
Special Events Expense	91,092	0	91,099	-	60,000	-
<b>SURPLUS (DEFICIT) FROM SPECIAL EVENTS</b>	<b>1,745</b>	<b>5,600</b>	<b>9,737</b>	<b>11,600</b>	<b>26,875</b>	<b>-</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>(34,802)</b>	<b>(18,110)</b>	<b>(49,532)</b>	<b>(6,076)</b>	<b>-</b>	<b>-</b>
Transfer to Reserve	-	-	-	-	-	-
Special Projects (Net of Other Funding)	-	-	3,340	-	-	-
MFC Debenture Interest	60,769	64,335	60,769	64,335	121,538	-
TOB Transfer from Special Purposes Tax	(60,769)	(64,335)	(60,769)	(64,335)	(121,538)	-
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>3,340</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(34,802)</b>	<b>(18,110)</b>	<b>(52,872)</b>	<b>(6,076)</b>	<b>\$ -</b>	<b>\$ -</b>

**LCMPCC Operating  
Customer Aged Summary As at Jun 11, 2019**

Name	Total	Current	31 to 60	61 to 90	91+
Events Lunenburg County	3,703.81	-	-	-	3,703.81
Municipality of the District of Lun...	30,000.00	30,000.00	-	-	-
<b>Total outstanding:</b>	<u>33,703.81</u>	<u>30,000.00</u>	<u>-</u>	<u>-</u>	<u>3,703.81</u>

Lunenburg County Lifestyle Centre  
 Book King - Aged Receivables by Organization  
 As At: June 11 2019  
 Created: 2019-Jun-11

Client #	Organization Name	Receivable Type	Invoice	0 - 30	30 - 60	60 - 90	90 - 120	120+
12025	Private Lessons	Registration Invoice	6820	80.00				
1049	Private Lessons	Registration Invoice	6863	100.00				
12076	Private Lessons	Registration Invoice	6866	50.00				
12009	Summer Camp - Library staff	Registration Invoice	6814	1,645.00				
735	Apollo Hockey	Scheduling Invoice	3403		823.20			
696	Barracudas Swim Team	Scheduling Invoice	3275	638.25	327.75			
696	Barracudas Swim Team	Scheduling Invoice	3276	301.88				
4455	Bridgewater Co-Housing	Scheduling Invoice	3497	161.00				
11906	Bridgewater Junior High School	Scheduling Invoice	3433	201.25				
6872	Bridgewater Leafs	Scheduling Invoice	2943			256.45	512.90	
44	Bridgewater Parks Recreation & Culture Dept.	Scheduling Invoice	2674	172.50	86.25			
44	Bridgewater Parks Recreation & Culture Dept.	Scheduling Invoice	2675	86.25				
8	Bridgewater Skating Club	Scheduling Invoice	2828		1,219.76			
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2657			769.35	512.90	
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2658		438.15	181.70		
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2659	256.45	256.45			
9768	Canadian Tai Chi Academy South Nova Branch	Scheduling Invoice	3241		57.50			
1101	Elderfit	Scheduling Invoice	3378	362.25				
8361	Events Lunenburg County - Esso Cup	Scheduling Invoice	1448					18,170.00
11231	Private Ice Rental - H Clattenburg	Scheduling Invoice	3277					190.40
9140	Necktronics	Scheduling Invoice	3415			30.91		
12002	Sport NS - Tennis	Scheduling Invoice	3534	184.00				
794	Lunenburg County YMCA	Scheduling Invoice	3376	34.50				
1986	Milton Dambusters	Scheduling Invoice	3147	155.25	103.50			
11345	Multiple Sclerosis Society of NS	Scheduling Invoice	3074	69.00				
42	Municipality of the District of Lunenburg	Scheduling Invoice	2969	34.50				
42	Municipality of the District of Lunenburg	Scheduling Invoice	3514	73.63				
20	Nia	Scheduling Invoice	3259	28.75				
11905	Nova Scotia Community College	Scheduling Invoice	3432			241.50		
88	Old Pucks	Scheduling Invoice	2932				256.45	256.45
88	Old Pucks	Scheduling Invoice	2933			256.45	256.45	
57	PDLR Blues	Scheduling Invoice	2927				512.90	256.45
57	PDLR Blues	Scheduling Invoice	2928				256.45	
2284	Petite Riviere School	Scheduling Invoice	3507	201.25				
43	Property Valuation Services Corporation	Scheduling Invoice	3483	57.50				
11942	Public Health Services	Scheduling Invoice	3475		126.50			
2103	Riverview Enhanced Living Society	Scheduling Invoice	3434			168.08		
4	South Shore Lumberjacks	Scheduling Invoice	2768	1,021.20	3,914.60	1,616.90		
4	South Shore Lumberjacks	Scheduling Invoice	3206	186.30				
4	South Shore Lumberjacks	Scheduling Invoice	3411			2,120.60		
11194	South Shore Regional Centre for Education	Scheduling Invoice	2950	414.00	276.00			
11194	South Shore Regional Centre for Education	Scheduling Invoice	2951	138.00				
1489	Special Olympics	Scheduling Invoice	3251			138.00	69.00	
1489	Special Olympics	Scheduling Invoice	3252		207.00	138.00		
1489	Special Olympics	Scheduling Invoice	3253	207.00	69.00			
1489	Special Olympics	Scheduling Invoice	3254	138.00				
35	St. John Ambulance Nova Scotia Council	Scheduling Invoice	3220	333.50	322.00			
35	St. John Ambulance Nova Scotia Council	Scheduling Invoice	3221	138.00				
11968	The Pact for a Green New Deal	Scheduling Invoice	3526	57.50				
11815	Town of Bridgewater	Scheduling Invoice	3421	115.00				
53	Valley Tire	Scheduling Invoice	2961				53.86	
3210	Vic's Skate Sharpening	Scheduling Invoice	3360				57.50	
3210	Vic's Skate Sharpening	Scheduling Invoice	3428			57.50		
3210	Vic's Skate Sharpening	Scheduling Invoice	3504		57.50			
547	Vinyasa Flow Yoga - Hachey	Scheduling Invoice	2808	23.00	46.00			
547	Vinyasa Flow Yoga - Hachey	Scheduling Invoice	2809	23.00				
9777	Zumba with Schrader	Scheduling Invoice	3489	28.75				
<b>Total Trade Receivables</b>		<b>\$</b>	<b>43,384.77</b>	<b>7,716.46</b>	<b>8,331.16</b>	<b>5,975.44</b>	<b>2,488.41</b>	<b>18,873.30</b>

**LCLC Capital Projects Update**

**June 20, 2019**

**ROOF REPAIRS**

We have \$5,000 budgeted for roof repairs. We have spent \$3,339.93 to date. One other leak has been identified and still requires repair. This will be done over the summer. This leaves \$1,660.07 for the other repairs required. This may go over budget. This is currently reflected in the operating expenses so will need to be moved to reflect in the capital budget.

**LIBRARY WINDOW LEAK**

This was not budgeted for in the capital or operating budget. A leak in one of the library windows needed to be repaired. I understand this has been an ongoing issue. The cost to repair this window totals \$4,330.32. It is suggested this comes from the capital budget and is currently reflected in the operating expenses. At the time of budget preparation, I was not aware of this ongoing issue.

With this being an unexpected cost, it is being recommended to reallocate unused capital funds to this project. The total costs to date to repair leaks is \$7,670.25

**PLAY POOL FILTERS**

We have \$15,000 budgeted for this item. The play pool filters will be done during June 17-20 during the pool shut down. This is estimated to be \$8,000. The diving board needs to be replaced and this will be done during the shut down. Estimated costs for this are \$2,000. This could leave potentially \$5,000; however, tile work was planned but delayed to take place in September. We have not incurred any expenses yet for these projects.

**ENERGY PROJECT**

\$10,000 has been budgeted. No project has been identified yet.

**PROGRAM EQUIPMENT**

\$10,000 has been budgeted. Program staff are working on this.

**DEHUMIDIFICATION SOLUTION**

A total of \$135,000 has been budgeted to address the dehumidification issues in the arena. In discussion with the Director of Engineering with the Municipality of the District of Lunenburg he sent the following email:

“Trudy:

Further to our discussion regarding the proposed upgrades to the various insulation components of the wall assemblies and ventilation ductwork, I understand the work has been approved by the LCLC Board as part of the facility’s 2019/2020 Capital Budget. I also understand there is a window to perform the work during the summer months before the ice surface is reinstated in August 2019.

Realistically this available time window does not allow enough time for:

- selection of a design firm to develop the scope of work
- development of a scope of work and tender package by the selected design firm
- tendering of the scope of work to the contracting industry
- performing the construction work

A more realistic project schedule I am recommending is as follows:

- Fall 2019 select the design firm and develop the scope of work and tender package
- Winter 2020 tender the design scope to the contracting industry
- Late Spring / Early Summer 2020 complete the construction work when there is no ice surface in place.”

This scope of work is estimated to cost \$10,000 leaving \$125,000.

This project is eligible for a Recreation Facility Development Grant in which we will make application once the design work is completed. The deadline for this grant is the first Monday in February 2020. Organizations usually hear by May/June if they are receiving funds and the amount.

We have not incurred any expenses for this project yet.

#### **Update on maintenance projects**

From June 17 – 20 the pool is being shut down for annual maintenance. At this time the filters in the play pool will be completely replaced, the pool walls and decks pressured washed along with all the change rooms, chrome and glass cleaned and other outstanding maintenance issues. The referee rooms, Lumberjacks and Mustangs rooms will also receive a thorough cleaning with the high- powered pressure washer. We were planning on tile work but unfortunately this will need to be delayed until September. The focus will be the tiles around the therapy pool if we are able to move forward with this project. We have also been having issues of the floor flooding in the mechanical room. This poses a safety issue. In consultation with MODL engineering we have contractor who will be drilling drain holes in the bilge wells. This is estimated to cost \$1,104.

Other items that needed to be done but not anticipated include:

Replacing a faulty actuator in the air exhaust - \$744.30  
Repairing heat pump in lifeguard room - \$499  
Repairs to sensors AHU#6 - \$1,882  
Repairs to rolling steel door - \$3,979.20  
Supply and install surge protectors - \$1,285 (anticipated this would be completed in last years budget but all work could not be completed)  
Boom lift rental for contractors - \$635.16  
Service to AHU#3, needed replacement parts - \$1,161.40  
Repairs to arena doors including hardware - \$1,500  
Repairs to motor and pump – \$2,681.82

**Total - \$14,367.88 – already reflected in the financial statements**

### Sprinkler System

We are now in full compliance. The cost to reach compliance is \$5,140 which is reflected in these financial statements. This was work scheduled in the 2018-2019 fiscal year but unfortunately could not be completed until the 2019-2020 budget year. It is vital that the facility be in compliance for safety and insurance reasons. This could be considered a capital item.

### Pending Work – Engaged or In Progress

Pending – Troy Fire – Deep Fryers  
Pending – ASAP Electrical – Deep Fryers  
Pending – ASAP Electrical – Emergency Lights, Aquatic Hallway, Arena Lower Level, Library Lower Level Stair 4, Pool Deck South Emergency, Male Change Room, Active Living, Stair 3 Upper, Stair 2 Lower.  
Pending – ASAP Electrical – Occupancy Lighting, Sensor Wiring Issue, Stair 1, Female Washroom  
Pending – ASAP Electrical – Surgelogic, Modules Installed, Keypad Blank  
Pending – ASAP Electrical – Pool Light – Ballast Replacement – \$969.61  
Pending – Maders Refrigeration – AHU3 VFD Drive Replacement – Contactors – \$800.00  
Pending – Trane Pressure Transducer Module 2 Circuit A, Recharge Gas - \$2,694.00  
Pending – March 20<sup>th</sup>, 2019 – Backman Vidcom Arena Volume Control - \$939.62  
Pending – Water & Ice – Pool Robot Sent for Repair – needs to be done – not sure on cost  
Pending – Len’s Plumbing – Glycol Mix, Solar Tank, Female Change Toilet  
Pending – CP Distributors – Feminine Hygiene Vendor Parts – \$425.00  
Pending – Storage Containers for Floor Cover - \$1,000 - \$2,200  
Pending – Langille’s Plumbing – Isobel – Grab Bars – accessibility grant  
Pending – Town of Bridgewater – Isobel – Parking Lot Signage – accessibility grant  
Pending – mechanical room floor - \$1,104

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Estimated costs for the work in progress are estimated at \$15,000.

It is being recommended that the library leak and the sprinkler system comes from the capital budget which totals approximately \$10,000. It is being recommended that the \$10,000 allocated for the energy project be reallocated to cover these costs and to consider an energy project in the 2020-2021 budget based on the information received from the Town of Bridgewater on the energy assessment they are currently conducting. If the library window is moved to capital it will decrease the operating expenses by \$4,330.32, moving the roof repairs of \$3,339.93 to capital, will reduce the operating expenses by \$7,670.25 and reallocating capital funds to the sprinkler system of \$5,140 reduces the facility maintenance operating line by \$12,810.25

Based on last year at this time we have currently incurred an additional \$18,590, thus, if \$12,810.25 was allocated to capital it would decrease the amount to \$5,779.75 over from last year.

We are currently expecting an additional cost of \$15,000 for the pending repairs. We recently received a quote from CIMCO for repairs and maintenance in the arena, which we were not aware of at the time of developing the budget, of \$15,000 and the surge tank covers are at a state where new covers must be installed and estimated costs are \$6,500 (worst case scenario). This was also an unknown at the time of budget preparation. Tile work should be done in the pool, there would be \$5,000 remaining in the pool capital budget to cover this work. We need to receive a quote from a tile contractor. We have postponed the tile work and surge tanks covers until September providing approval is given to move forward. The option is to delay the surge tanks and tiles until the 2020-2021 fiscal year. This would save costs for this year of \$11,500.

It is being recommended with the actual work to resolve the dehumidification project not being able to take place until May 2020, and \$10,000 of the \$135,000 being used for additional design work, that \$35,000 of these funds be used to cover the costs of the surge tank (\$6,500); \$15,000 for arena maintenance, and use the remaining \$13,500 for the pending maintenance costs.

To summarize:

The \$10,000 for energy would cover the library window and sprinkler system;

The \$35,000 from the dehumidification project would cover the pending maintenance costs of \$15,000, the Cimco repairs in the arena of \$15,000 and \$5,000 would go towards the surge tank.

The unanticipated upgrades and repairs are required to ensure a safe working environment for staff and a safe and well functioning facility for patrons. There would be a remaining \$90,000 in the dehumidification project to carry over to next year. Through the Recreation Facility Grant, a potential of 33% can be applied for. If the cost remains at \$135,000 the LCLC could apply for \$45,900 from the Province. There is no guarantee to receive any Provincial funding and if funding is granted it may not be the full 33%.

**Recommended motion:**

**To allocate the \$10,000 for an energy project and \$35,000 allocated towards the dehumidification project be reallocated to cover additional capital costs as outlined in the staff report.**

LCLC Capital Budget

Dehumidification Solution  
Roof Repairs  
Replace Play Pool Filters  
Program Equipment  
Energy Project

2019-2020

\$135,000.00 \$15,000 for arena; \$5,000 for surge tanks; \$15,000 for pending repairs  
\$5,000.00  
\$15,000.00  
\$10,000.00  
\$10,000.00 **Sprinkler and window repair**

TOTAL

**\$175,000.00**