

AGENDA
Lunenburg County Multi-Purpose Centre Corporation
Thursday, July 25, 2019 4:00 p.m.
Multi-Purpose Room, LCLC, Bridgewater

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
 - June 20, 2019 (as circulated)
4. **PRESENTATION** – Grant Thornton re Audit Report 2018/19to be circulated
5. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
 - 5.1 Equipment Reserve Fund
6. **CORRESPONDENCE**
 - 6.1 Town of Bridgewater re Approval of Use of LCMPC 2018-19 Surplus1
 - 6.2 MODL re Use of LCMPC 2018-19 Surplus2
 - 6.3 MODL re Approval of Amendment to MOU between TOB & MODL re LCLC3
7. **NEW BUSINESS**
 - 7.1 MODL re Recommendation for Extension of Nustadia Recreation Contract.....2
 - 7.2 Electric Car Access to Charging Stations (Councillor Hustvedt)
8. **INFORMATION / UPDATES**
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 - 8.3 United Way LCLC Swim / Skate Pass Usage for June 2019.....10
9. **IN CAMERA**
 - 9.1 Contract Negotiations re SS Lumberjacks – Update under Section 22(2)(e) of the MGA
 - 9.2 Contract Negotiations re Nustadia Contract under Section 22(2)(e) of the MGA
10. **NEXT MEETING** – Thursday, September 19, 2019
11. **ADJOURNMENT**

Sherry Conrad

From: Sandra Porter-Lowe
Sent: July 9, 2019 8:29 AM
To: Sherry Conrad; Trudy Payne
Cc: Tammy Crowder; Dawn Keizer
Subject: Surplus - LCMPPC

At the Council meeting held on Monday, July 8, 2019, the following motion was approved:

"That Town Council for the Town of Bridgewater approve the use of the estimated \$45,000 surplus from the 2018-19 LCMPPC budget to engage the services of Nustadia Recreation to provide an operations review and interim management of the LCLC until March 2020, contingent on similar approval from the Municipality of the District of Lunenburg."

I would ask that Council's approval be presented at the next regularly scheduled Board meeting.

Sandra Porter-Lowe
Executive Assistant



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Municipality of the District of Lunenburg

MEMORANDUM

TO: Trudy Payne, Director of Recreation Services
LCMPCC Board

Cc: Alex Dumaresq, Deputy CAO
Elana Wentzell, Director of Finance
Angela Veinot, Accounting Manager

FROM: Elana Wentzell, Acting Chief Administrative Officer

DATE: July 9, 2019

RE: **Use of LCMPCC 2018-19 Surplus for Operations Review & Interim Management**

Please be advised that, Municipal Council, in session on Tuesday, July 9, 2019, made the following motions:

“that Municipal Council accept the recommendation of the Lunenburg County Multi-Purpose Centre Corporation Board and approve the use of the estimated \$45,000 surplus from the 2018/19 budget to engage the services of Nustadia Recreation to provide an operations review and interim management of the LCLC until March 2020”.

and

“that Municipal Council recommend to the Lunenburg County Multi-Purpose Centre Corporation Board that the Contract being engaged with Nustadia Recreation for the operations review and interim management be looked into possibly being extended to July 2020 depending on the performance of Nustadia Recreation and additional funding available for same”.

Please ensure the appropriate action is taken.

Elana Wentzell
Acting Chief Administrative Officer

/trb



Municipality of the District of Lunenburg

MEMORANDUM

TO: JC Reddy, Municipal Solicitor
CC: Tammy Crowder, CAO, Town of Bridgewater
Chair and Members of LCMPPC Board
FROM: Kevin Malloy
DATE: June 26, 2019
RE: **Approved Amendment to MOU between TOB & MODL re LCLC**

This is to advise that the Council for the Municipality of the District of Lunenburg made the following motion to approve an amendment to Section 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg:

“that Municipal Council amend Article 6 of the Memorandum of Understanding between the Town of Bridgewater and the Municipality of the District of Lunenburg dated April 19, 2010 by deleting paragraph two (2) in its entirety and replacing it with a new paragraph, such that the entirety of Article 6 would now read as follows:

- “6. LCMPCC Capital Project – The TOB agrees to contribute \$5 million to the LCMPPC capital project. The MODL agrees to contribute \$3.85 million to the LCMPPC capital project.

Any and all other expenses related to capital projects shall be shared equally between the two units. Notwithstanding the above, any present fundraising commitments (as collected) will be applied to the capital shortfall to the equal credit of both units. Such shortfalls shall include, but not be limited to, fundraising shortfall, deficits in grant funding, and project cost overruns.”

This amendment was requested in November 2017. The amendment was not approved by MODL Council at that time. It was our understanding that the Town of Bridgewater approved the amendment. With the change in the management of the LCMPPC Board, MODL Council revisited the request and approved the amendment.

As you had prepared the proposed amendment, I am forwarding you this approval so that the amendment can be made to the original MOU.

Kevin Malloy, CPA CA
Chief Administrative Officer

Lunenburg County Lifestyle Centre
Board Meeting, July 25, 2019
Director of Recreation Services Report

Events

The Washboard Union Concert was announced the second week of July. It is scheduled for Friday, October 25.

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

As of July 23, 2019 we currently have 1185 members. We are down 6 members since the June report.

We have sold 89 memberships under the Summer Promotion. We are up 104 memberships over June 2018. We are up 141 memberships over July 2018.

Garden Update

In discussions with operations and custodial staff, staff at the LCLC will assume more of the gardening responsibilities. We still have Gerhardt's contracted out for Spring maintenance to do some of the gardening as well. With the combination of using a contractor monthly and with the LCLC we will strive to maintain the front gardens. There has been discussion of contracting someone moving forward and having the LCLC staff maintain the gardens for the season.

Facility Maintenance

In discussion with staff all of the outstanding facility maintenance has been addressed, other than the pool tiles scheduled for the fall.

Free Sanitary Products

The LCLC currently has sanitary product dispensers converted to enable free dispensing of products in some of the female change rooms. The ones in the arena, main concourse and washrooms by the library have been completed. The only one's outstanding are in the aquatic centre which will need to be converted when the facility is closed to the public.

Pool Glass Frosting

The work has not been completed as yet. The company has ordered the product and plans to install in August.

Staff Training

All staff have completed the Cyber training as mandated by Municipal Joint Services.

Our Guest Services staff attended customer service training on June 27th.

Hockey Canada Events Seminar

Each year Hockey Canada hosts an events seminar in Calgary, Alberta to help prepare communities that have been successful in their bids to host a Hockey Canada event. As the 2020 Canadian Tire World Para Hockey Cup hosts two people from the Host Committee were invited by Hockey Canada to attend. Hockey Canada covers the expenses for flights, rooms and meals. Dave Waters and I, as Co-chairs of the event attended this seminar from July 16-18th. There were over thirty delegates in attendance all from across Canada who were hosting Hockey Canada events. This was very beneficial as we meet all the events staff with Hockey Canada and was able to put faces to names with the Event Manager and Coordinator who will be the staff support for the Para Cup. Sessions included selling tickets, merchandise, other possible funding opportunities, marketing and social media, sponsorship campaign, the importance of the final report, the importance of the critical path, legacy, generating revenue, providing an great volunteer experience, responsibilities of the Host and of the teams, and the value of getting the right team hosts.

Dave and I will be meeting in August to start thinking about putting together the Host Committee with the intention of having the first Committee meeting in September to begin preparing to host the best ever Canadian Tire World Para Cup.

Pool Hours

The pool hours on the weekend have been adjusted for the summer. On Saturdays and Sundays, the pool opens at 9 a.m. as opposed to 7 a.m. and on Saturday closes at 6:30 p.m. and 6 p.m. on Sundays as opposed to 8 p.m.

Summer Camps

The first week of camp was Soaring Superheroes and 17 registered for the whole week with about an extra 9 coming daily, our highest number that week was 30 kids. The Second week of camp was Race to Space and our numbers increased to 23 weekly registrations, the highest our number that week was 33 kids. For the third week it was Under the Sea, this was a busy week for us with 25 weekly registrations. We also had large daily numbers with one day maxed out our capacity at 45 kids. This week is Mission Impossible and this is our highest week yet with 32 weekly registrations, along with daily registrations we are almost at capacity every day this week. We still have four weeks left of summer camps.

By the end of the summer last year, we had 189 kids registered in week- long camps. We had 454 registered for single day camps. This year, to date, we have 167 kids registered in week -long camps and 220 in single day. So far generated we \$28,246.25 in revenue for summer camps. We are in week four and have four full weeks left to go. Last year, our total at the end of the summer was \$38,406.25. We are anticipating surpassing the revenue this year. In saying this our costs will be up as minimum wage increased and the rate charged for day camps remained the same. Rates should be increased next year to offset the increase in costs. We did received grants to assist with the cost of staff this year.

The entire facility is used as part of the camp, using the arena for a number of activities, the rooms for things for such activities as crafts and swimming is part of the daily program.

Once the summer program is completed a financial update on the revenue and expenses will be provided. Likely at the September or October Board meeting.

Nustadia Recreation

Nustadia Recreation started at the LCLC on July 22, 2019. They have begun meeting with staff and becoming familiar the facility. I will be working with them over the next couple of weeks to assist in the transition of the management being under to Municipality of the District of Lunenburg Recreation Department to Nustadia providing the management services. Ed Pavao, VP of Business Development, will be the Interim Manager on the ground at the LCLC for the next several months. They will be reaching out to user groups, members and other users of the facility and assessing the overall operations of the facility to provide the Board with Lifecycle plans to aid with capital budget planning and best practices in the industry to assist the Board in future decision making concerning the management of the LCLC.

LCMPCC Operating

INCOME STATEMENT
for the Period Ending Period 3, 2020
June 30, 2019

	Current Period		YTD		2019-20 Annual	
	Actual	LastYear	Actual	Prior	Budget	Forecast
Municipal Operating Grants	\$ 60,000	\$ 100,000	\$ 180,000	\$ 220,000	\$ 840,000	\$ -
Arena	2,358	336	29,395	43,379	320,000	-
Aquatic Centre	22,355	25,345	46,805	55,901	212,185	-
Active Living, Room, and Equipment Rentals	14,434	21,526	31,255	35,956	87,000	-
Memberships	12,324	9,551	39,128	35,067	153,000	-
Library Rent	7,513	7,369	22,538	22,106	89,135	-
Concessions Rent	1,200	1,200	3,600	3,600	13,200	-
ATM and Vending	86	126	1,662	3,024	15,000	-
Advertising and Sponsorship	-	309	-	3,309	24,000	-
Miscellaneous	2	7	189	1,762	32,000	-
TOTAL REVENUE	120,272	165,768	354,572	424,104	1,785,520	-
Advertising and Promotion	-	-	2,344	2,238	15,000	-
Professional Fees	896	879	2,687	2,638	140,000	-
Bank, Interest, Credit Card and Other Fees	1,844	1,449	3,320	5,053	18,000	-
Concessions Expense	785	-	2,539	-	1,500	-
Facility Maintenance and Repairs	16,115	10,305	49,646	34,717	182,000	-
Housekeeping	1,618	2,864	5,460	6,541	20,000	-
IT Licensing, Fees and Support	2,036	2,963	6,019	6,774	40,400	-
Miscellaneous	0	80	(19)	80	2,000	-
Office	922	690	2,050	2,150	10,600	-
Pool Chemicals and Supplies	5,113	673	9,237	5,177	22,000	-
Programming	1,188	2,581	3,122	3,802	16,500	-
Staff Training and Courses	297	-	1,879	-	6,000	-
Telecommunications	659	733	2,047	2,222	10,000	-
Travel - Management Conferences	-	-	-	-	1,800	-
Uniforms	-	-	-	81	2,900	-
Utilities	21,709	20,984	86,061	85,864	410,000	-
Vending Expense	-	-	1,691	1,197	8,000	-
Wages and Benefits	76,755	80,701	236,624	242,379	905,695	-
TOTAL EXPENSE	129,935	124,901	414,710	400,912	1,812,395	-
SURPLUS (DEFICIT) BEFORE SPECIAL EVENTS	(9,663)	40,867	(60,138)	23,191	(26,875)	-
Special Events Revenue	1,920	3,511	103,256	15,111	86,875	-
Special Events Expense	901	1,111	92,008	1,111	60,000	-
SURPLUS (DEFICIT) FROM SPECIAL EVENTS	1,019	2,400	11,248	14,000	26,875	-
NET OPERATING SURPLUS (DEFICIT)	(8,645)	43,267	(48,890)	37,191	-	-
Transfer to Reserve	-	-	-	-	-	-
Capital Projects (Net of Capital Funds Rec'd)	17,155	-	29,965	-	-	-
MFC Debenture Interest	-	-	60,769	64,335	121,538	-
TOB Transfer from Special Purposes Tax	-	-	(60,769)	(64,335)	(121,538)	-
TOTAL NON-OPERATING EXPENSES	17,155	-	29,965	-	-	-
NET SURPLUS (DEFICIT)	\$ (25,800)	\$ 43,267	\$ (78,855)	\$ 37,191	\$ -	\$ -

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Lunenburg County Lifestyle Centre
 LCLC
 Book King - Aged Receivables by Organization
 True Receivables
 All Organizations
 As At: July 22 2019
 Created: 2019-Jul-22

Client #	Organization Name	Receivable Type	Invoice	0 - 30	30 - 60	60 - 90	90 - 120	120+
3114	ProKids - TOB	Registration Invoice	6889		85.00			
3114	ProKids - TOB	Registration Invoice	6892		140.00			
3114	ProKids - TOB	Registration Invoice	6942	85.00				
3114	ProKids - TOB	Registration Invoice	6951	280.00				
12170	Department of Community Services	Registration Invoice	6993	140.00				
1478	MODL - Lake Lessons	Registration Invoice	7026	40.00				
2233	MODL - Lake Lessons	Registration Invoice	6972	95.00				
12148	Day Camp - installment pmts	Registration Invoice	6970	692.50				
12009	Day Camp - installment pmts	Registration Invoice	6814		800.00			
7835	MODL - Lake Lessons	Registration Invoice	7027	180.00				
7870	MODL staff - B Vegsund	Registration Invoice	6373					20.00
10963	MODL - Lake Lessons	Registration Invoice	7028	85.00				
735	Apollo Hockey	Scheduling Invoice	3403			823.20		
2472	Autism Nova Scotia South Shore Chapter	Scheduling Invoice	3189	345.00				
696	Barracudas Swim Team	Scheduling Invoice	3276	414.00	474.38			
696	Barracudas Swim Team	Scheduling Invoice	3551	1,121.25				
9	Bella Dental	Scheduling Invoice	3098	2,543.80				
4455	Bridgewater Co-Housing	Scheduling Invoice	3498		103.50			
11906	Bridgewater Junior High School	Scheduling Invoice	3433			201.25		
6872	Bridgewater Leafs	Scheduling Invoice	2943					769.35
44	Bridgewater Parks Recreation & Culture Dept.	Scheduling Invoice	2675	57.50	172.50			
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2657				512.90	769.35
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2658				619.85	
50	Bryson Group Gentleman's Hockey	Scheduling Invoice	2659			512.90		
9768	Canadian Tai Chi Academy South Nova Branch	Scheduling Invoice	3243	57.50				
10785	Community Services	Scheduling Invoice	3404		97.75			
1105	Croziers Driving School Inc.	Scheduling Invoice	3469	506.00				
9732	CUPE Local 5033	Scheduling Invoice	3582	69.00				
1101	Elderfit	Scheduling Invoice	3379	862.50				
8361	Events Lunenburg County - Esso Cup	Scheduling Invoice	1448					400.98
11231	Private Ice - H Clattenburg	Scheduling Invoice	3277					190.40
11345	MS Society of NS	Scheduling Invoice	3074		69.00			
721	LaHave River Salmon Association	Scheduling Invoice	3591	34.50				
2237	Lifesaving Society - Nova Scotia Branch	Scheduling Invoice	3638	8,973.75				
794	Lunenburg County YMCA	Scheduling Invoice	3571		34.50			
9140	Neck Tronics	Scheduling Invoice	3415				30.91	
11905	Nova Scotia Community College	Scheduling Invoice	3432				241.50	
1970	Park View Education Centre	Scheduling Invoice	2519	1,863.00				
2284	Petite Riviere School	Scheduling Invoice	3507		201.25			
43	Property Valuation Services Corporation	Scheduling Invoice	3483			57.50		
2103	Riverview Enhanced Living Society	Scheduling Invoice	3434				168.08	
11194	South Shore Regional Centre for Education	Scheduling Invoice	2951		414.00			
1489	Special Olympics	Scheduling Invoice	3618	34.50				
12002	Sport Nova Scotia	Scheduling Invoice	3534		184.00			
35	St. John Ambulance Nova Scotia Council	Scheduling Invoice	3221	138.00	276.00			
35	St. John Ambulance Nova Scotia Council	Scheduling Invoice	3222	138.00				
11968	The Pact for a Green New Deal	Scheduling Invoice	3526		57.50			
11815	Town of Bridgewater	Scheduling Invoice	3421		115.00			
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	3490	86.25				
Total Trade Receivables (Book King)		\$	27,476.60	18,842.05	3,270.38	1,640.85	1,573.24	2,150.08

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**LCMPCC Operating
Customer Aged Summary As at Jul 22, 2019**

Name	Total	Current	31 to 60	61 to 90	91+
<u>YMCA Lunenburg County</u>	<u>207.00</u>	<u>207.00</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total outstanding:	<u><u>207.00</u></u>	<u><u>207.00</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

LCLC Swim/ Skate Pass Usage for June 2019

Redeemed passes by activity

Swimming Passes	47
Skate Passes	0
Total	47

Redeemed passes by community group or school

	Swim	Skate		Swim	Skate
Bayview	1		Schools Plus	1	
Schools Plus	1		YMCA Youth	1	
Blunose Academy	1		Family Support	1	
Harbour House	3		Pathfinders	10	
Schools Plus	1		Schools Plus	2	
Hebville	2		Freeman House	8	
Pentz	1		Schools Plus	1	
Town of Bridgewater	1		Schools Plus	6	
West Northfield	2		YMCA Youth	2	
Family Support	1		Schools Plus	1	

Thank you for partnering with the United Way of Lunenburg County.

Michael Graves
Coordinator