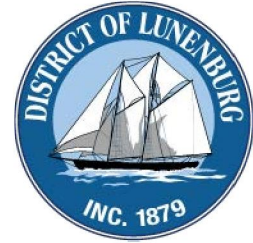


**AGENDA**  
**Lunenburg County Multi-Purpose Centre Corporation**  
**Thursday, April 16, 2020 5:00 p.m.**  
**Remote Meeting – Via TEAMS**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **APPROVAL OF MINUTES**
  - March 12, 2020 (as circulated)
4. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
  - 4.1 Intermunicipal Service Agreement Amendments..... 2-3
  - 4.2 Strategic Priorities Review
  - 4.3 General Manager’s Review/Quarterly Check-in: Procedure
  - 4.4 Capital Project Update
5. **CORRESPONDENCE**
6. **NEW BUSINESS**
  - 6.1 Capital Budget ..... 4-5
  - 6.2 Membership Rates
  - 6.3 Budget Reforecast ..... 6-8
7. **INFORMATION / UPDATES**
  - 7.1 General Manager’s Monthly Report ..... 9-10
  - 7.2 Financial Statements ..... To Follow
  - 7.3 United Way Report - LCLC Swim & Skate Pass Usage for February 2020..... To follow
8. **IN CAMERA**
  - 8.1 Discussion under Section 22(2)(g) of the MGA – M&R Engineering.....
  - 8.2 Contract Negotiations under Section 22(2)(e) of the MGA – Nustadia Contract Extension
  - 8.3 Contract Negotiations under Section 22(2)(e) of the MGA – Lumberjacks
  - 8.4 Contract Negotiations under Section 22(2)(e) of the MGA – Recommendation RFQ2020-01  
.....
9. **NEXT MEETING – Thursday, May 15, 2020 at 5:00 p.m.**
10. **ADJOURNMENT**



## MEMORANDUM

**TO:** LCMPCC Board

**FROM:** Tom MacEwan, Chief Administrative Officer

**DATE:** March 10, 2020

**RE:** Intermunicipal Service Agreement Amendments

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Please be advised that, Municipal Council, in session on Tuesday, March 10, 2020, made the following motion:

**“that Municipal Council approve that the Intermunicipal Service Agreement, dated November 10, 2009, to incorporate the Lunenburg County Multi-Purpose Centre Corporation, Article 6A (Management Board) is amended by deleting Article 6A in its entirety and replacing it with the following:**

**“6. The administration and services of the body corporate shall be carried out as follows:**

**A. Management Board**

The management and administration of the centre shall be carried out under the jurisdiction of a Management Board, which shall consist of:

- a) Three (3) representatives appointed by TOB and an alternate representative which shall consist of:
  - a. Three (3) elected representatives of TOB Council to serve on the Management Board and one (1) elected representative of TOB Council to serve as an alternate member on the Management Board.
  - b) Three (3) representatives appointed by MODL and an alternate representative which shall consist of:
    - a. Three (3) elected representatives of MODL Council to serve on the Management Board and one (1) elected representative of MODL Council to serve as an alternate member on the Management Board.

The term of office for the Management Board shall be as follows:

- Elected representatives shall be appointed for a two-year term and may be reappointed for a second two-year term.

**Appointments shall be made by the end of November in the relevant year.”**

Please ensure the appropriate action is taken.

A handwritten signature in blue ink, consisting of a large, stylized loop that starts at the top left, curves down and around to the right, then loops back up and around to the left, ending with a short horizontal stroke to the right.

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Tom MacEwan  
Chief Administrative Officer

/trb

LCMPCC Agenda  
April 16, 2020  
Item No. 6.1  
Authorization: T. MacEwan

**Lunenburg County Lifestyle Centre  
5 Year Capital Budget  
Feb-20**



Fiscal Year April - March

2020 2021	2021 2022	2022 2023	2023 2024	2024 2025
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Cash Flow carryover	\$ 75,213	\$ (0)	\$ (0)	\$ (0)	\$ (0)
Amount requested	<b>\$ 749,787</b>	<b>\$ 30,000</b>	<b>\$ 10,000</b>		
<i>TOB Contribution</i>	\$ 374,894	\$ 15,000	\$ 5,000	\$ -	\$ -
<i>MODL Contribution</i>	\$ 374,894	\$ 15,000	\$ 5,000	\$ -	\$ -

**Capital Expenditures**

**TRAK Report - \$672,991.23 Capital Investment**

Measure 1 Cost - Geoexchange Fluid, Control & Isolation	\$ 40,991				
Measure 2 Cost - Ice Facility Pumping	\$ 42,000				
Measure 3 Cost - Connected AHU Pumps & Fans	\$ 60,000				
Measure 4 Cost - Refrigeration & Dehumidification	\$ 430,000				
Measure 5 Cost - Consolidated Controls & Integrated Energy Management	\$ 100,000				
<i>Project Management/Owners Engineer</i>	\$ 78,009				
Wifi & Network Upgrades	\$ 25,000				
Active Living Room Flooring	\$ 31,500				
Inflatables for Aquatics	\$ 17,500				
Zamboni Batteries		\$ 30,000			
Website Redesign			\$ 10,000		

**Capital Cash Flow**

<b>Net Cash Flow after expenditures</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>
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\$ 825,000

LCMPCC Agenda  
April 16, 2020  
Item No. 6.3  
Authorization: T. MacEwan

## Lunenburg County Lifestyle Centre Reforecast 2020 / 2021 Budget



## Reforecast LCLC Budget 20-21

1. Reforecast assumes a timeline such that the facility would come back online in August, with full services 3<sup>rd</sup> and 4<sup>th</sup> week of August. September would be the first full month of operation.
2. Original Budget Partner contribution \$768,823. Reforecast Budget Partner contribution \$773,299. Increase of \$4,476.
3. Lost revenue from patrons for April 1 – July 31 is estimated at \$268,083 while the cost savings from that same time is estimated to be \$276,083. We have captured \$8,651 in savings while closed. Our increase in cost over the original budget enters as we get the facility back online.
4. Utilities projected to decrease by 60% we could see as much as 75% decrease with the measures we have taken.
5. Wages account for 3 operators and 1 custodial staff who continue to work through the closures, as well as the management team.
6. Includes 6 months of Nustadia contract as per the original budget. Does not include TRAK charges which were not in the original budget, does not include 3<sup>rd</sup> party review which was not captured in original budget (Capital?)

**Lunenburg County Lifestyle Centre  
 Reforecast Income Statement  
 For the year ending March 31, 2021**

	April	May	June	July	August	September	October	November	December	January	February	March	2020 / 2021 Total
<b>Gross Revenues</b>													
Municipal Operating Grants	110,000	70,308	63,877	52,232	74,548	75,779	55,546	63,826	58,826	49,364	58,461	40,532	773,299
Capital Carry Over													
Arena	0	0	0	0	18,000	25,350	36,704	41,409	35,638	34,522	36,329	37,232	265,183
Lumberjacks Game Revenues	0	0	0	0	0	2,867	1,910	3,351	741	3,391	3,299	1,320	16,879
Aquatic Centre	0	0	0	0	6,000	10,030	10,030	10,918	25,754	21,286	9,753	48,235	142,006
Active Living, Room, and Equipment Rentals	0	0	0	0	4,500	6,022	7,506	7,329	5,065	6,151	10,612	13,560	60,745
Memberships	0	0	0	0	4,000	8,800	11,245	11,590	10,655	24,490	13,382	16,315	100,477
Library Rent	7,425	7,425	7,425	7,425	7,425	9,058	7,598	7,341	7,425	7,425	7,425	7,425	90,823
Concessions Rent	0	0	0	0	0	2,400	2,400	2,400	2,400	2,400	2,400	2,400	16,800
ATM and Vending	0	0	0	0	745	1,372	745	1,297	1,090	1,002	1,833	2,731	10,816
Advertising and Sponsorship	0	0	0	0	0	3,165	864	0	0	47	338	2,400	6,813
Miscellaneous	0	0	0	0	0	0	34	2,063	0	561	596	527	3,781
<b>Total Revenue</b>	<b>117,425</b>	<b>77,733</b>	<b>71,302</b>	<b>59,657</b>	<b>115,218</b>	<b>144,843</b>	<b>134,583</b>	<b>151,524</b>	<b>147,594</b>	<b>150,639</b>	<b>144,428</b>	<b>172,677</b>	<b>1,487,622</b>
					40,670	69,064							
<b>Expenses</b>													
Advertising and Promotion	0	0	0	0	0	330	21	0	2,951	594	73	2,967	6,935
Professional Fees	5,896	5,896	5,896	7,296	5,896	5,896	1,027	1,027	1,027	1,027	1,027	1,027	42,937
Bank, Interest, Credit Card and Other Fees	169	41	555	239	598	1,222	638	696	1,259	1,687	1,192	2,364	10,658
Concessions Expense	0	0	0	0	0	768	842	29	0	231	167	955	2,991
Facility Maintenance and Repairs	22,823	17,997	10,810	8,242	6,244	14,281	14,234	21,428	21,004	17,666	19,660	20,611	195,000
Housekeeping	2,082	0	0	0	950	1,682	1,181	1,343	2,287	2,267	2,729	653	15,174
IT Licensing, Fees and Support	1,982	1,910	2,036	2,908	3,065	1,812	1,961	2,190	2,710	4,346	5,073	4,416	34,409
Miscellaneous	192	-231	0	186	0	0	22	0	188	-21	0	0	337
Office	179	697	922	172	351	1,141	752	1,077	1,358	512	520	1,045	8,726
Pool Chemicals and Supplies	1,297	1,042	1,042	1,042	1,042	1,697	1,780	2,364	2,730	1,771	1,746	1,746	18,594
Programming	0	0	264	0	348	40	85	945	2,315	1,734	0	5,015	10,746
Staff Training and Courses	0	0	0	0	0	0	0	500	500	500	500	500	2,500
Telecommunications	534	741	659	653	654	641	654	954	659	488	482	525	7,510
Travel - Management Conferences	0	0	0	0	0	0	0	150	150	150	150	150	750
Uniforms	600	721	200	0	200	0	591	83	83	83	83	1,583	4,229
Utilities	12,800	12,800	12,800	12,800	31,000	38,898	35,473	38,075	36,528	38,898	39,153	32,894	342,119
Vending Expense	0	0	0	0	489	898	673	879	0	577	931	1,346	5,794
Wages and Benefits	46,382	37,119	37,119	37,119	65,381	77,193	75,731	81,461	73,381	78,174	71,874	97,277	778,212
<b>Total Expenses</b>	<b>94,936</b>	<b>78,733</b>	<b>72,302</b>	<b>70,657</b>	<b>116,218</b>	<b>145,843</b>	<b>135,583</b>	<b>152,618</b>	<b>148,593</b>	<b>151,638</b>	<b>145,429</b>	<b>175,073</b>	<b>1,487,622</b>
<b>SURPLUS (DEFICIT) BEFORE SPECIAL EVENTS</b>	<b>22,489</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-11,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,094</b>	<b>-1,000</b>	<b>-999</b>	<b>-1,001</b>	<b>-2,396</b>	<b>0</b>
Special Events Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Events Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SURPLUS (DEFICIT) FROM SPECIAL EVENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET OPERATING SURPLUS (DEFICIT)</b>	<b>22,489</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-11,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,094</b>	<b>-1,000</b>	<b>-999</b>	<b>-1,001</b>	<b>-2,396</b>	<b>0</b>
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
Capital Projects (Net of Capital Funds Rec'd)	0	0	0	0	0	0	0	0	0	0	0	0	0
MFC Debenture Interest	0	60,769	0	0	0	0	0	60,769	0	0	0	0	121,538
TOB Transfer from Special Purposes Tax	0	-60,769	0	0	0	0	0	-60,769	0	0	0	0	-121,538
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>22,489</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-11,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,000</b>	<b>-1,094</b>	<b>-1,000</b>	<b>-999</b>	<b>-1,001</b>	<b>-2,396</b>	<b>0</b>
YTD	22,489	21,490	20,489	9,489	8,490	7,489	6,489	5,395	4,396	3,397	2,396	0	

Curr Year Forecast	
840,000	-7.94%
47,421	
295,045	-10.12%
0	100.00%
237,228	-40.14%
82,552	-26.42%
153,828	-34.68%
91,693	-0.95%
13,200	27.27%
15,017	-27.97%
15,630	-56.41%
32,265	-88.28%
<b>1,823,878</b>	<b>-18.44%</b>

2019 / 2020 Budget	% inc (dec)
840,000	-7.94%
320,000	-17.13%
212,185	-33.07%
87,000	-30.18%
153,000	-34.33%
89,135	1.89%
13,200	27.27%
15,000	-27.89%
24,000	-71.61%
32,000	-88.18%
<b>1,785,520</b>	<b>-16.68%</b>

2018 / 2019 Actuals	% inc (dec)
880,000	-12.13%
303,641	-12.67%
232,009	-38.79%
90,439	-32.83%
150,696	-33.32%
90,187	0.00%
13,200	27.27%
15,444	-29.97%
35,513	-80.81%
47,310	-92.01%
<b>1,858,439</b>	<b>-19.95%</b>

2017 / 2018 Actuals	% inc (dec)
801,552	-3.52%
309,309	-14.27%
224,983	-36.88%
65,872	-7.78%
151,127	-33.51%
89,214	1.80%
14,400	16.67%
17,764	-39.11%
36,749	-81.46%
45,943	-91.77%
<b>1,756,913</b>	<b>-15.33%</b>

2016 / 2017 Actuals	% inc (dec)
857,756	-9.85%
301,195	-11.96%
219,738	-35.37%
72,428	-16.13%
124,090	-19.03%
87,630	3.64%
7,200	133.33%
14,156	-23.60%
29,190	-76.66%
46,982	-91.95%
<b>1,760,365</b>	<b>-15.49%</b>

No General Manager



1. **Facility update**- The ice came out on March 20<sup>th</sup> all refrigeration elements are offline. The 2 smaller pools have been drained but I opted to leave the main lap pool full. The main pool has a solar power component that would require a lot of cost to take offline and it can not just be left as is without water in the pool, secondly and perhaps most importantly removing the weight of the water for an extended time could cause heaving and damage to the pool. We have dialed back power use wherever possible and are currently running at around 30% - 35% of our normal energy use.

We have “frozen” all memberships ensuring that patrons will not be charged any fees and we have refunded all swim lessons and March break camp registration fees.

We are in the process of completing the Quarterly building maintenance. The arena is getting routine annual maintenance which is normally done while the ice is out ie. Buffing boards and removing advertising. Preventative Maintenance in Aquatics and changerooms.

In February we sourced a product and process to remove built up scale on aquatics and changeroom tile, the combination of chemical and power washer are restoring the tile.

Our staffing is currently 4 members of the maintenance/ custodial team who continue to do maintenance on the building, as well as our management team.

2. **ENS acceptance of TRAK study**- Myles, Amanda, TRAK, Ed and Myself had call last week where TRAK presented a very detailed dive into the recommendations of their study as well as the methodology and calculations that brought them to their energy saving estimates. Going into the call Myles and Amanda had a lot of questions about the calculations and we left the call in a much better place, it is clear to TRAK what ENS needs for supporting documents for them to approve the study and we should see. Early next week is the timeline for ENS to approve.
3. **M&R Engineering**- In- Camera Discussion
4. **Community Access Plan, Best Practices and Life Cycle**- We are currently working on the Community Access Plan and Best Practices to make the documents provided by Nustadia more tailored to NS and the LCLC. These documents as well as the Life Cycle plan should be complete for our May Board Meeting.
5. **Ongoing work**- We have outlined an action plan for reopening the facility under a few different scenarios (social distancing, capped capacity etc.). We are implementing/ improving cash handling policies. Implementing/ improving HR policies. Improved online schedule layout and function.

6. **Capital Budget**- should we move forward with capital purchases?
  
7. **Membership Rates** – In an effort to retain and attract members we should be thinking about reopening with a decreased membership rate. How much do we decrease? Should we consider a one year very low rate with a step back up in fall 2021?
  
8. **Budget Reforecast**- How should we handle a budget with so much uncertainty around what the remainder of 2020 will look like?