

AGENDA
Lunenburg County Multi-Purpose Centre Corporation
Thursday, May 21, 2020 6:00 p.m.
Special Remote Meeting – Via TEAMS

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PRESENTATIONS**
 - 3.1 TRAK/Nustadia – Final Report Discussion
 - 3.2 Nustadia – TRAK Report, Energy Savings Project & MCS Report
 - 3.3 MCS/Energy Nova Scotia – Discussion on MSC Report and next steps re Energy Project
4. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
 - 4.1 WiFi Upgrades
 - 4.2 Membership Prices Proposal 2
 - 4.3 Payment Policy for Aged Debts
5. **CORRESPONDENCE**
6. **NEW BUSINESS**
 - 6.1 Frequency of Progress Reports of Engineering Work (Cllr. Ernst)
7. **INFORMATION / UPDATES**
 - 7.1 General Manager’s Monthly Report 3-5
 - 7.2 Programming Plans 6
 - 7.3 Aged Receivables..... 7-11
 - 7.4 Financial Statements 12-17
8. **IN CAMERA**
 - 8.1 Discussion under Section 22(2)(a) of the MGA – Intersection Upgrades
 - 8.2 Contract Negotiations under Section 22(2)(e) of the MGA – Advertising
 - 8.3 Contract Negotiations under Section 22(2)(e) of the MGA – Lumberjacks
 - 8.4 Personnel Matters under Section 22(2)(c) of the MGA
9. **NEXT MEETING** – Thursday, June 18, 2020 at 6:00 p.m.
10. **ADJOURNMENT**

Annual Membership Rates

Member Type	Current	Promotional Period (6 Months)	After Promo. Period
		(-25%)	(-10)
Adult	259	194	233
Couple	456	342	410
Family	519	389	467
Youth	166	124	149
Student	197	147	177
Senior	197	147	177
Corporate			

Monthly Membership Rates

Member Type	Current	Promotional Period (6 Months)	After Promo. Period
		(-25%)	(-10)
Adult	24	18	21
Couple	41	30	36
Family	47	35	43
Youth	15	12	14
Student	18	14	16
Senior	18	14	16
Corporate			

GM Update:

1. Floor has been installed in the active living studio, Approved capital budget was \$31,500 the work was completed with a total cost of approximately \$19,000. I sourced another company that was able to offer a better price, there was also a question around whether we would be able to salvage the subfloor and we were.
2. Maintenance continues, cleaning the boards and glass is complete, all the grates on the pool deck have been removed and cleaned, etc.
3. We had a mandated week of vacation 11-15 for all remaining staff.
4. The Community Access Plan is complete, our staff built up the Aquatics component.
5. The Library is expecting to open early in June, their patrons will have access through the concourse, we will close off access to the pool and arena. Troy suggested that the library would cover the additional custodial time that will be required to maintain the increased cleaning schedule.
6. All indications are that World Sledge Championship scheduled for December will be pushed to 2021.
7. I heart the LCLC marketing campaign.





Lunenburg County Lifestyle Centre



Lunenburg County Lifestyle Centre



L. C. L. C.

LCLC Discovery Trail

You can use this map to explore the LCLC grounds and discover some of outside treasures on the property. Read the clues, locate the markers and write down the letters. Bring the completed sheet back to the front desk. If you answer the questions correctly using the marker letters you may win a prize.

Markers are diamond shape and have a number and letter.



Marker Locations

- 1 Where two paths join.
- 2 Lower library door
- 3 On tree along path edge
- 4 Look for the large boulder
- 5 Near door of Galleria
- 6 Near sunken garden
- 7
- 8
- 9
- 10
- 11

- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

**LCMPCC Operating
Financial Package
For the period ending Mar. 31, 2020**

LCMPCC Operating Variance Report For the period ending Mar. 31, 2020

	Actual	Budget	Variance		
Gross Revenues					
Municipal Operating Grants	95,000	40,000	55,000		
Arena	18,402	38,168	(19,766)	Covid 19	
Aquatic Centre	21,842	44,115	(22,273)	Covid 19	
Active Living / Room Rentals	1,922	8,142	(6,220)	Covid 19	
Memberships	6,215	15,059	(8,844)	Covid 19	
Library Rent	7,598	7,425	173		
Concessions Rent	-	1,200	(1,200)		
ATM and Vending	1,864	2,730	(866)		
Advertising / Sponsorships	-	9,587	(9,587)		
Miscellaneous	453	527	(74)		
Total Revenue	153,295	166,953	(13,658)		
Expenses					
Advertising and Promotion	1,404	2,966	1,562		
Professional Fees	28,515	14,526	(13,989)	Nustadia fee \$22k per invoicing schedule	
Interest and other fees	2,726	2,363	(363)		
Concessions Expense	-	954	954		
Facility Repairs & Maintenance	37,459	26,611	(10,848)	Replace plumbing fixtures	2,182
				Repair to Air Handler 5	2,586
				Ice removal	2,103
				Annual UV filtration service	8,892
Housekeeping	1,669	648	(1,021)		
IT Licensing / Fees / Support	3,301	3,871	570		
Miscellaneous	0	41	41		
Office	2,123	1,110	(1,013)		
Pool Chemicals / Supplies	-	1,746	1,746		
Programming	699	3,459	2,760		
Staff Training / Courses	1,577	500	(1,077)		
Communications	711	701	(10)		
Travel	-	150	150		
Uniforms	-	1,587	1,587		
Utilities	38,805	28,893	(9,912)	meter not read, hydro bill was estimated	
Vending Expense	425	1,346	921		
Wages and Benefits	70,668	90,576	19,908		
Total Expenses	190,083	182,048	(8,035)		
Surplus (Deficit) B4 Café & Events	(36,788)	(15,095)	(21,693)		
Centre Ice Café Operations	(2,758)	-	(2,758)		
Surplus (Deficit) B4 Special Events	(39,546)	(15,095)	(24,451)		
Special Events Revenue	-	-	-		
Special Events Expenses	25	17	(8)		
Surplus (Deficit) Special Events	-25	-17	-8		
Net Operating Surplus (Deficit)	(39,571)	(15,112)	(24,459)		
Transfer to Reserve	-	-	-		
Capital Projects - Net	(21,000)	-	21,000		
MFC Debenture Interest	121,538	-	(121,538)		
TOB Transfer from Special Purposes Tax	(121,538)	-	121,538		
Total Non-Operating Expenses	(21,000)	-	21,000		
Net Surplus (Deficit)	(18,571)	(15,112)	(3,459)		

**LCMPCC Operating
Income Statement
For the period ending Mar. 31, 2020**

	Current Month					Year to Date				
	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr
Gross Revenues										
Municipal Operating Grants	95,000	40,000	238%	40,000	238%	895,000	840,000	107%	880,000	102%
Facility PY surplus	-	-	0%	-	0%	47,421	-	0%	-	0%
Arena	18,402	38,168	48%	36,217	51%	267,787	320,000	84%	303,641	88%
Aquatic Centre	21,842	44,115	50%	48,235	45%	220,958	212,185	104%	232,009	95%
Active Living / Room Rentals	1,922	8,142	24%	8,464	23%	75,125	87,000	86%	90,439	83%
Memberships	6,215	15,059	41%	14,833	42%	140,704	153,000	92%	150,696	93%
Library Rent	7,598	7,425	102%	7,513	101%	92,212	89,135	103%	90,187	102%
Concessions Rent	-	1,200	0%	1,200	0%	12,000	13,200	91%	13,200	91%
ATM and Vending	1,864	2,730	68%	2,811	66%	15,140	15,000	101%	15,444	98%
Advertising / Sponsorships	-	9,587	0%	14,187	0%	5,658	24,000	24%	35,513	16%
Miscellaneous	453	527	86%	779	58%	31,205	32,000	98%	47,310	66%
Total Revenue	153,295	166,953	92%	174,239	88%	1,803,210	1,785,520	101%	1,858,439	97%
Expenses										
Advertising and Promotion	1,404	2,966	47%	1,420	99%	7,522	15,000	50%	7,178	105%
Professional Fees	28,515	14,526	196%	879	3244%	192,368	140,000	137%	17,046	1129%
Interest and other fees	2,726	2,363	115%	2,420	113%	15,734	18,000	87%	18,439	85%
Concessions Expense	-	954	0%	1,924	0%	6,930	1,500	462%	3,022	229%
Facility Repairs & Maintenance	37,459	26,611	141%	28,419	132%	239,032	182,000	131%	194,356	123%
Housekeeping	1,669	648	258%	652	256%	20,164	20,000	101%	20,138	100%
IT Licensing / Fees / Support	3,301	3,871	85%	2,601	127%	31,856	40,400	79%	27,147	117%
Miscellaneous	0	41	0%	190	0%	954	2,000	48%	9,418	10%
Office	2,123	1,110	191%	1,076	197%	9,364	10,600	88%	10,280	91%
Pool Chemicals / Supplies	-	1,746	0%	2,254	0%	27,112	22,000	123%	28,402	95%
Programming	699	3,459	20%	2,175	32%	11,098	16,500	67%	10,373	107%
Staff Training / Courses	1,577	500	315%	-	0%	4,686	6,000	78%	-	0%
Communications	711	701	101%	573	124%	8,484	10,000	85%	8,182	104%
Travel	-	150	0%	-	0%	-	1,800	0%	-	0%
Uniforms	-	1,587	0%	1,708	0%	1,015	2,900	35%	1,789	57%
Utilities	38,805	28,893	134%	28,292	137%	409,241	410,000	100%	401,465	102%
Vending Expense	425	1,346	32%	1,294	33%	7,119	8,000	89%	7,693	93%
Wages and Benefits	70,668	90,576	78%	98,777	72%	922,914	905,695	102%	987,710	93%
Total Expenses	190,083	182,048	104%	174,654	109%	1,915,592	1,812,395	106%	1,752,638	109%
Surplus (Deficit) B4 Café & Events	(36,788)	(15,095)	244%	(415)	8864%	(112,382)	(26,875)	418%	105,801	-206%
Centre Ice Café Operations	(2,758)	-	0%	-	0%	(2,758)	-	0%	-	0%
Surplus (Deficit) B4 Special Events	(39,546)	(15,095)	262%	(415)	9529%	(115,140)	(26,875)	428%	105,801	-209%
Special Events Revenue	-	-	0%	-	0%	124,086	86,875	143%	79,573	156%
Special Events Expenses	25	17	150%	15	170%	137,627	60,000	229%	52,859	260%
Surplus (Deficit) Special Events	-25	-17	150%	-15	110%	-13,541	26,875	-150%	26,714	-100%
Net Operating Surplus (Deficit)	(39,571)	(15,112)	262%	(430)	101%	(128,681)	-	0%	132,515	0%
Transfer to Reserve	-	-	0%	-	0%	-	-	0%	-	0%
Capital Projects - Net	(21,000)	-	0%	33,126	0%	(121,997)	-	0%	42,813	0%
MFC Debenture Interest	(121,538)	-	0%	-	0%	-	121,538	0%	128,670	0%
TOB Transfer from Special Purpose	121,538	-	0%	-	0%	-	(121,538)	0%	(128,670)	0%
Total Non-Operating Expenses	(21,000)	-	0%	33,126	0%	(121,997)	-	0%	42,813	0%
Net Surplus (Deficit)	(18,571)	(15,112)	123%	(33,556)	100%	(6,684)	-	0%	89,702	0%

**LCMPCC Operating
Income Statement - Centre Ice Café
For the period ending Mar. 31, 2020**

	Current Month					Year to Date				
	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr
Gross Revenues										
Food	9,705	0	0%	0	0%	9,705	0	0%	0	0%
Hot Drinks	1,243	0	0%	0	0%	1,243	0	0%	0	0%
Cold Drinks	2,581	0	0%	0	0%	2,581	0	0%	0	0%
Beer	2,794	0	0%	0	0%	2,794	0	0%	0	0%
Liquor	809	0	0%	0	0%	809	0	0%	0	0%
Wine	5	0	0%	0	0%	5	0	0%	0	0%
Total Revenue	17,136	0	0%	0	0%	17,136	0	0%	0	0%
Expenses										
Food	5,174	0	0%	0	0%	5,174	0	0%	0	0%
Hot Drinks	-142	0	0%	0	0%	-142	0	0%	0	0%
Cold Drinks	2,469	0	0%	0	0%	2,469	0	0%	0	0%
Beer	669	0	0%	0	0%	669	0	0%	0	0%
Liquor	119	0	0%	0	0%	119	0	0%	0	0%
Wine	60	0	0%	0	0%	60	0	0%	0	0%
Total Cost of Goods Sold	8,350	0	0%	0	0%	8,350	0	0%	0	0%
Gross Margin	8,786	0	0%	0	0%	8,786	0	0%	0	0%
Salaries & Wages	6,792	0	0%	0	0%	6,792	0	0%	0	0%
Paper Supplies	760	0	0%	0	0%	760	0	0%	0	0%
Delivery Charges	28	0	0%	0	0%	28	0	0%	0	0%
Licenses	0	0	0%	0	0%	0	0	0%	0	0%
Repair & Maintenance	834	0	0%	0	0%	834	0	0%	0	0%
Smallwares	3,000	0	0%	0	0%	3,000	0	0%	0	0%
Chemical Supplies	0	0	0%	0	0%	0	0	0%	0	0%
Credit Card Charges	130	0	0%	0	0%	130	0	0%	0	0%
Total Expenses	11,544	0	0%	0	0%	11,544	0	0%	0	0%
Profit (loss) before Dep.	-2,758	0	0%	0	0%	-2,758	0	0%	0	0%
Cost % of Revenue										
Total	48.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	48.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Food	53.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	53.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Hot Drinks	-11.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-11.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Cold Drinks	95.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	95.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Beer	24.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	24.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Liquor	14.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	14.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Wine	1209.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1209.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

**LCMPCC Operating
Income Statement - Projected Forecast
For year ending March 31, 2020**

Run: 15-May-20
Prepared By: Nustadia Recreation inc.

	Actual												Total	Original Budget	% of Org Budget	Actuals 2019
	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Gross Revenues																
Municipal Operating Grants	60,000	60,000	60,000	120,000	120,000	120,000	100,000	40,000	40,000	40,000	40,000	95,000	895,000	840,000	107%	880,000
Facility PY surplus	-	-	-	-	-	47,421	-	-	-	-	-	-	47,421	-	0%	-
Arena	21,165	7,334	2,358	3,276	6,748	24,660	35,707	40,281	34,667	37,184	36,508	18,402	268,289	320,000	84%	303,641
Aquatic Centre	14,057	10,394	22,355	21,216	33,751	20,906	10,030	10,918	25,754	22,753	6,982	21,842	220,958	212,185	104%	232,009
Active Living / Room Rentals	2,705	14,116	14,434	11,914	6,345	2,511	4,685	4,575	2,762	3,919	5,238	1,922	75,125	87,000	86%	90,439
Memberships	12,461	14,342	12,324	13,788	13,098	14,012	10,223	10,926	10,712	11,615	10,986	6,215	140,703	153,000	92%	150,696
Library Rent	7,513	7,513	7,513	7,513	7,513	9,058	7,598	7,598	7,598	7,598	7,598	7,598	92,213	89,135	103%	90,187
Concessions Rent	1,200	1,200	1,200	-	1,200	1,200	1,200	1,200	1,200	1,200	1,200	-	12,000	13,200	91%	13,200
ATM and Vending	299	1,277	86	2,242	677	1,372	745	2,490	265	1,268	2,555	1,864	15,139	15,000	101%	15,444
Advertising / Sponsorships	-	-	-	328	-	3,165	864	-	1,301	-	-	-	5,658	24,000	24%	35,513
Miscellaneous	100	87	2	543	-	11,493	3,256	15,050	50	50	121	453	31,204	32,000	98%	47,310
Total Revenue	119,499	116,263	120,272	180,820	189,332	255,798	174,308	133,038	124,309	125,588	111,189	153,295	1,803,710	1,785,520	101%	1,858,439
Expenses																
Advertising and Promotion	335	2,009	-	105	1,404	330	-	1,418	330	-	186	1,404	7,522	15,000	50%	7,178
Professional Fees	896	896	6,934	2,296	24,762	18,941	18,941	19,046	22,694	23,977	24,471	28,515	192,368	140,000	137%	17,046
Interest and other fees	1,166	311	1,844	1,214	1,808	1,222	638	841	(301)	2,655	1,013	2,726	15,137	18,000	84%	18,439
Concessions Expense	1,637	116	785	1,529	2,519	768	842	(1,267)	-	-	-	-	6,930	1,500	462%	3,022
Facility Repairs & Maintenance	15,373	13,598	16,115	12,576	15,923	15,250	10,784	23,648	19,033	27,026	32,828	37,459	239,614	182,000	132%	20,138
Housekeeping	2,082	1,759	1,618	1,571	1,121	1,682	1,181	65	2,489	1,870	3,055	1,669	20,164	20,000	101%	194,356
IT Licensing / Fees / Support	2,073	1,910	3,925	2,908	3,065	3,679	1,961	1,813	1,791	2,883	2,546	3,301	31,856	40,400	79%	27,147
Miscellaneous	212	(231)	-	186	-	-	22	(0)	0	765	0	0	954	2,000	48%	9,418
Office	371	757	922	172	351	1,141	752	598	907	794	476	2,123	9,364	10,600	88%	10,280
Pool Chemicals / Supplies	2,827	1,297	5,113	2,291	1,673	1,042	1,697	1,378	3,737	2,045	4,012	-	27,112	22,000	123%	28,402
Programming	475	1,459	1,188	1,096	1,218	375	85	679	2,222	910	693	699	11,099	16,500	67%	10,373
Staff Training / Courses	815	768	297	-	-	-	-	79	15	62	1,074	1,577	4,687	6,000	78%	-
Communications	647	741	659	653	654	641	654	701	1,018	768	638	711	8,483	10,000	85%	8,182
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	1,800	0%	-
Uniforms	-	-	-	-	-	-	1,015	-	-	-	-	-	1,015	2,900	35%	1,789
Utilities	33,491	30,861	21,709	22,906	33,741	44,774	33,473	35,881	34,387	42,211	37,032	38,805	409,271	410,000	100%	401,465
Vending Expense	1,086	606	-	-	957	898	673	935	475	486	579	425	7,120	8,000	89%	7,693
Wages and Benefits	78,475	81,394	76,755	92,763	92,353	67,691	73,263	71,706	69,627	72,846	75,372	70,668	922,914	905,695	102%	987,710
Total Expenses	141,962	138,252	137,864	142,266	181,548	158,434	145,981	157,522	158,423	179,297	183,976	190,083	1,915,608	1,812,395	106%	1,752,638
Surplus (Deficit) B4 Café & Events	(22,463)	(21,989)	(17,592)	38,554	7,784	97,364	28,327	(24,485)	(34,114)	(53,710)	(72,787)	(36,788)	(111,898)	(26,875)	416%	105,801
Centre Ice Café Operations	-	-	-	-	-	-	-	-	-	-	-	(2,758)	(2,758)	-	0%	-
Surplus (Deficit) B4 Special Events	(22,463)	(21,989)	(17,592)	38,554	7,784	97,364	28,327	(24,485)	(34,114)	(53,710)	(72,787)	(39,546)	(114,656)	(26,875)	427%	105,801
Special Events Revenue	8,000	92,836	1,920	-	1,500	-	19,080	250	-	-	-	-	123,586	86,875	1	79,573
Special Events Expenses	-	91,092	901	-	-	-	44,299	616	-	-	678	25	137,612	60,000	2	52,859
Surplus (Deficit) Special Events	8,000	1,744	1,019	0	1,500	0	-25,219	-366	0	0	-678	-25	-14,026	26,875	-2	26,714
Net Operating Surplus (Deficit)	(14,463)	(20,245)	(16,573)	38,554	9,284	97,364	3,108	(24,851)	(34,114)	(53,710)	(73,465)	(39,571)	(128,682)	-	-	132,515
Transfer to Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects - Net	3,340	14,735	17,155	17,774	(30,000)	(20,000)	(20,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(121,997)	-	-	42,813
MFC Debenture Interest	-	60,769	-	-	-	-	-	60,769	-	-	-	(121,538)	0	121,538	-	128,670
TOB Transfer from Special Purposes T	-	(60,769)	-	-	-	-	-	(60,769)	-	-	-	-	(0)	(121,538)	-	(128,670)
Total Non-Operating Expenses	3,340	14,735	17,155	17,774	(30,000)	(20,000)	(20,000)	(21,000)	(21,000)	(21,000)	(21,000)	(21,000)	(121,997)	-	-	42,813
Net Surplus (Deficit)	(17,803)	(34,979)	(33,728)	20,780	39,284	117,364	23,108	(3,851)	(13,114)	(32,710)	(52,465)	(18,571)	(6,685)	-	-	89,702
Net Surplus (Deficit) - YTD	-17,803	-52,783	-86,511	-65,731	-26,446	90,917	114,025	110,175	97,061	64,351	11,886	-6,685				

**LCMPCC Operating
Balance Sheet
As at Mar. 31, 2020**

	<u>Mar 20</u>	<u>Feb 20</u>
Assets		
Current Assets		
Cash	103,656	200,619
Accounts Receivable	195,829	116,966
Prepaid Expenses	46,174	59,502
Concessions Inventory	9,486	705
Total Current Assets	<u>355,145</u>	<u>377,793</u>
Total Assets	<u>355,145</u>	<u>377,793</u>
Liabilities		
Current Liabilities		
Accounts Payable	193,225	176,542
Due to / from Capital Reserve	54,026	54,026
Deferred Revenue	114,578	135,337
Total Liabilities	<u>361,829</u>	<u>365,905</u>
Equity		
Retained Earnings	1	1
Current Earnings	(6,684)	11,887
Total Equity	<u>(6,683)</u>	<u>11,888</u>
Total Liability and Equity	<u>355,145</u>	<u>377,793</u>