

AGENDA
Lunenburg County Multi-Purpose Centre Corporation
Thursday, July 16, 2020 6:00 p.m.
Special Remote Meeting – Via TEAMS

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **PRESENTATIONS**
 - 3.1 Review of MCW Report – Michael Gillis 2-56
 - 3.2 Year-end Reporting – Kelsey Murphy, Grant Thornton..... 57-94
4. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
 - 4.1 Energy Project
 - 4.2 WiFi Upgrades
5. **CORRESPONDENCE**
6. **NEW BUSINESS**
7. **INFORMATION / UPDATES**
 - 7.1 General Manager’s Monthly Report 95-98
 - 7.2 Aged Receivables..... 99
 - 7.3 Financial Statements..... not available this month
8. **IN CAMERA**
 - 8.1 Personnel Matters under Section 22(2)(c) of the MGA: Staff Activity Update
9. **NEXT MEETING – Thursday, August 20, 2020 at 6:00 p.m.**
10. **ADJOURNMENT**

Lunenburg County Multi-Purpose Centre Corporation

For the year ended March 31, 2020

Report to the Board
Audit strategy and results

July 16, 2020

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Appendices

Appendix A – Overview and approach
Appendix B – Audit plan and risk assessment
Appendix C – Draft independent auditor’s report
Appendix D – Draft Management representation letter
Appendix E – Internal control deficiencies

Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the consolidated financial statements of Lunenburg County Multi-Purpose Centre Corporation (the "corporation") for the year ended March 31, 2020. This communication will assist the Board in understanding our overall audit strategy and results of audit procedures and includes comments on misstatements, significant accounting policies, sensitive estimates and other matters.

The information in this document is intended solely for the information and use of Board of Directors and management. It is not intended to be distributed or used by anyone other than these specified parties.

We have obtained our engagement letter dated January 6, 2020, which outlines our responsibilities and the responsibilities of management.

We were engaged to provide the following deliverables:

Deliverable

Report on the March 31, 2020 consolidated financial statements

Communication of audit strategy and results

Tax Return

Status of our audit

We have substantially completed our audit of the consolidated financial statements of the corporation and the results of that audit are included in this report.

We will finalize our report upon resolution of the following items that were outstanding as at July 16, 2020:

- Receipt of signed management representation letter (a draft has been attached in the appendices)
- Approval of the consolidated financial statements by Board
- Subsequent procedures

Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the consolidated financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the consolidated financial statements, including disclosures, the greater the audit emphasis placed on it in terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it requires special audit consideration, it is classified as a significant risk.

Our approach is discussed further in the Appendix A & B.

Adjustments and uncorrected misstatements

Adjustments

Misstatements identified and adjusted in the consolidated financial statements by the corporation as a result of our audit procedures are as follows:

Description	Balance sheet			Income effect
	Assets	Liabilities	Equity	Earnings
To reverse MODL accounts receivable	\$ (55,000)	\$ -	\$ -	\$ 55,000
To defer capital fund surplus for future period	-	(79,198)	-	79,198
To reverse 50% of EFN funding for TRAK project	(8,475)	8,475	-	-
To record depreciation	(1,013,069)	-	-	1,013,069
To accrue repairs and maintenance expense	-	(2,980)	-	2,980
To record deficit receivable	139,338	-	(139,338)	-
Total adjusted misstatements before estimated tax effect	(937,206)	(73,703)	(139,338)	1,150,247

Uncorrected misstatements

We have no non-trivial unadjusted misstatements to report.

Summary of disclosure matters

Our audit did not identify any unadjusted non-trivial misstatements of disclosure matters.

Other reportable matters

Internal control

The audit is designed to express an opinion on the consolidated financial statements. We obtain an understanding of internal control over financial reporting to the extent necessary to plan the audit and to determine the nature, timing and extent of our work. Accordingly, we do not express an opinion on the effectiveness of internal control.

If we become aware of a deficiency in your internal control over financial reporting, the auditing standards require us to communicate to the Board those deficiencies we consider significant. However, a financial statement audit is not designed to provide assurance on internal control.

Please refer to Appendix E for a detailed explanation of the internal control observations noted during our audit.

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the corporation
- Confirming the independence of our engagement team members

We have determined that the following information regarding our independence should be brought to your attention:

- Grant Thornton assists with the preparation of the financial statements. Safeguards in place include management review of financial statements prior to being finalized.

Appendix A – Overview and approach

Our audit is planned with the objective of obtaining reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, so that we are able to express an opinion on whether the consolidated financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards. The following outlines key concepts that are applicable to the audit, including the responsibilities of parties involved, our general audit approach and other considerations.

Roles and responsibilities

Role of the board of directors

- Help set the tone for the organization by emphasizing honesty, ethical behaviour and fraud prevention
 - Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting
 - Recommend the nomination and compensation of external auditors to the board
 - Oversee the work of the external auditors including reviewing and discussing the audit plan
-

Role of management

- Prepare financial statements in accordance with Canadian public sector accounting standards
 - Design, implement and maintain effective internal controls over financial reporting processes, including controls to prevent and detect fraud
 - Exercise sound judgment in selecting and applying accounting policies
 - Prevent, detect and correct errors, including those caused by fraud
 - Provide representations to external auditors
-

Role of Grant Thornton LLP

- Provide an audit opinion that the financial statements are in accordance with Canadian public sector accounting standards
 - Conduct our audit in accordance with Canadian Generally Accepted Auditing Standards (GAAS)
 - Maintain independence and objectivity
 - Be a resource to management and to those charged with governance
 - Communicate matters of interest to those charged with governance
 - Establish an effective two-way communication with those charged with governance, to report matters of interest to them and obtain their comments on audit risk matters
-

Audit approach

Our understanding of the corporation and its operations drives our audit approach, which is risk based and specifically tailored to Lunenburg County Multi-Purpose Centre Corporation.

The five key phases of our audit approach



Phase	Our approach
1. Planning	<ul style="list-style-type: none"> • We obtain our understanding of your operations, internal controls and information systems • We plan the audit timetable together
2. Assessing risk	<ul style="list-style-type: none"> • We use our knowledge gained from the planning phase to assess financial reporting risks • We customize our audit approach to focus our efforts on key areas
3. Evaluating internal controls	<ul style="list-style-type: none"> • We evaluate the design of controls you have implemented over financial reporting risks • We provide you with information about the areas where you could potentially improve your controls
4. Testing accounts and transactions	<ul style="list-style-type: none"> • We perform tests of balances and transactions • We use technology and tools, including data interrogation tools, to perform this process in a way that enhances effectiveness and efficiency
5. Concluding and reporting	<ul style="list-style-type: none"> • We conclude on the sufficiency and appropriateness of our testing • We finalize our report and provide you with our observations and recommendations

Our tailored audit approach results in procedures designed to respond to an identified risk. The greater the risk of material misstatement associated with the account, class of transactions or balance, the greater the audit emphasis placed on it in terms of audit verification and analysis.

Throughout the execution of our audit approach, we maintained our professional skepticism, recognizing the possibility that a material misstatement due to fraud could exist notwithstanding our past experiences with the entity and our beliefs about management's honesty and integrity.

Materiality

The purpose of our audit is to provide an opinion as to whether the consolidated financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards as at March 31, 2020. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures. During the completion stage, we consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the consolidated financial statements, our audit opinion and whether the matters should be brought to your attention.

Fraud risk factor considerations

We are responsible for planning and performing the audit to obtain reasonable assurance as to whether the consolidated financial statements are free of material misstatement caused by error or by fraud. Our responsibility includes:

- The identification and assessment of the risks of material misstatement of the consolidated financial statements due to fraud through procedures including discussions amongst the audit team and specific inquiries of management
- Obtaining sufficient appropriate audit evidence to respond to the fraud risks noted
- Responding appropriately to any fraud or suspected fraud identified during the audit

Due to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with those charged with governance and management.

We are required to communicate with you on fraud-related matters, including:

- Obtaining an understanding of how you exercise oversight of management's processes for identifying and responding to the risks of fraud in the entity and the internal control that management has established to mitigate these risks
- Inquiring as to whether you have knowledge of any actual, suspected or alleged fraud affecting the entity

The following provides a summary of some of the fraud related procedures that are performed during the audit:

- Testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the consolidated financial statements
- Reviewing accounting estimates for biases
- Evaluating the business rationale (or the lack thereof) for significant transactions that are or appear to be outside the normal course of operations

Quality control

We have a robust quality control program that forms a core part of our client service. We combine internationally developed audit methodology, advanced audit technology, rigorous review procedures, mandatory professional development requirements, and the use of specialists to deliver high quality audit services to our clients. In addition to our internal processes, we are subject to inspection and oversight by standard setting and regulatory bodies. We are proud of our firm's approach to quality control and would be pleased to discuss any aspect with you at your convenience.

Appendix B – Audit plan and risk assessment

We have executed our audit in accordance with our plan outlined below. We continually reassess the need for changes to our planned audit approach throughout the audit.

Risk assessment

Our risk assessment process identified certain significant risks, which are included under “Audit risks and results” in our report. In addition, we identified certain other areas where we focused our attention as follows:

Risk area	Why it is a risk area	Audit procedures and findings
Operating expenses understated or not recorded in the correct period	The accounts payable balance may be understated due to the corporation's desire to demonstrate a surplus.	<ul style="list-style-type: none">• We performed a search for unrecorded liabilities• No exceptions noted
Recorded revenues and receivables not valid	Revenue is a presumed fraud risk	<ul style="list-style-type: none">• Confirmation of grant revenue and receivables• Sampled AR for subsequent receipt
Employee compensation and benefit obligations understated	The benefit obligation balances may be understated due to the corporation's desire to demonstrate a surplus	<ul style="list-style-type: none">• Analytically reviewed payroll to identify variances• Completed reasonability tests on accruals

Appendix C – Draft independent auditor’s report

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Independent Auditor's Report

Grant Thornton LLP
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To the Board of Directors of
[Lunenburg County Multi-Purpose Centre Corporation](#)

Opinion

We have audited the consolidated financial statements of Lunenburg County Multi-Purpose Centre Corporation, which comprise the consolidated statement of financial position as at March 31, 2020, and the consolidated statements of operations and accumulated surplus, change in net financial assets, and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the corporation as at March 31, 2020, and consolidated its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the corporation in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter - supplementary financial information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in the schedules on pages 17 to 18 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion, in the audit of the consolidated financial statements taken as a whole.

Responsibilities of management and those charged with governance for the consolidated financial statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's responsibilities for the audit of the consolidated financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Bridgewater, Canada
July 16, 2020

Chartered Professional Accountants

Appendix D – Draft management representation letter

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Management Representation Letter

July 16, 2020

Grant Thornton LLP
4th Floor, 197 Dufferin Street
Dawson Centre
Bridgewater NS B4V 2G9

Dear Sir/Madam:

We are providing this letter in connection with your audit of the consolidated financial statements of Lunenburg County Multi-Purpose Centre Corporation as of March 31, 2020, and for the year then ended, for the purpose of expressing an opinion as to whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations, change in net financial assets, and cash flows of Lunenburg County Multi-Purpose Centre Corporation in accordance with Canadian public sector accounting standards.

We acknowledge that we have fulfilled our responsibilities for the preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for the design and implementation of internal controls to prevent and detect fraud and error. We have assessed the risk that the consolidated financial statements may be materially misstated as a result of fraud, and have determined such risk to be low. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards (GAAS) so as to enable you to express an opinion on the consolidated financial statements. We understand that while your work includes an examination of the accounting system, internal controls and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose, fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the consolidated financial statements would influence the decision of a reasonable person relying on the consolidated financial statements.

We confirm, to the best of our knowledge and belief, as of July 16, 2020, the following representations made to you during your audit.

Financial statements

- 1 The consolidated financial statements referred to above present fairly, in all material respects, the financial position of the entity as at March 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards, as agreed to in the terms of the audit engagement.

Completeness of information

- 2 We have made available to you all financial records and related data and all minutes of the meetings of shareholders, directors, and committees of directors, as agreed in the terms of the audit engagement. Summaries of actions of recent meetings for which minutes have not yet been prepared have been provided to you. All significant board and committee actions are included in the summaries.

- 3 We have provided you with unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 4 There are no material transactions that have not been properly recorded in the accounting records underlying the consolidated financial statements. The adjusting journal entries which have been proposed by you are approved by us and will be recorded on the books of the entity.
- 5 There were no restatements made to correct a material misstatement in the prior period consolidated financial statements that affect the comparative information.
- 6 We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
- 7 We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the consolidated financial statements or as the basis of recording a contingent loss.
- 8 We have disclosed to you all known deficiencies in the design or operation of internal control over financial reporting of which we are aware.
- 9 We have identified to you all known related parties and related party transactions, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements guarantees, non-monetary transactions and transactions for no consideration
- 10 You provided a non-audit service by assisting us with drafting the consolidated financial statements and related notes. In connection with this non-audit service, we confirm that we have made all management decisions and performed all management functions, have the knowledge to evaluate the accuracy and completeness of the consolidated financial statements, and accept responsibility for such consolidated financial statements.

Fraud and error

- 11 We have no knowledge of fraud or suspected fraud affecting the entity involving management; employees who have significant roles in internal control; or others, where the fraud could have a non-trivial effect on the consolidated financial statements.
- 12 We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's consolidated financial statements communicated by employees, former employees, analysts, regulators or others.
- 13 We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- 14 We believe that the effects of the uncorrected financial statement misstatements summarized in the accompanying schedule are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

Recognition, measurement and disclosure

- 15 We believe that the significant assumptions used by us in making accounting estimates, including those used in arriving at the fair values of financial instruments as measured and disclosed in the consolidated financial statements, are reasonable and appropriate in the circumstances.
- 16 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities, both financial and non-financial, reflected in the consolidated financial statements.
- 17 All related party transactions have been appropriately measured and disclosed in the consolidated financial statements.
- 18 The nature of all material measurement uncertainties has been appropriately disclosed in the consolidated financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the consolidated financial statements.
- 19 Any business combination that occurred during the year has been properly accounted for with appropriate consideration of amounts that should be allocated to goodwill and other intangible assets.
- 20 Any goodwill or intangibles on the books of the entity are evaluated whenever events or changes in circumstances indicated the carrying amount may not be recoverable to determine whether or not they have been impaired, and an appropriate loss provision is provided in the accounts where there has been a permanent impairment.
- 21 All outstanding and possible claims, whether or not they have been discussed with legal counsel, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 22 All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the consolidated financial statements.
- 23 All “off-balance sheet” financial instruments have been properly recorded or disclosed in the consolidated financial statements.
- 24 With respect to environmental matters:
 - a) at year end, there were no liabilities or contingencies that have not already been disclosed to you;
 - b) liabilities or contingencies have been recognized, measured and disclosed, as appropriate, in the consolidated financial statements; and
 - c) commitments have been measured and disclosed, as appropriate, in the consolidated financial statements.
- 25 The entity has satisfactory title to (or lease interest in) all assets, and there are no liens or encumbrances on the entity’s assets nor has any been pledged as collateral.
- 26 We have disclosed to you, and the entity has complied with, all aspects of contractual agreements that could have a material effect on the consolidated financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

- 27 The Goods and Services Tax (GST) and Harmonized Sales Tax (HST) transactions recorded by the entity are in accordance with the federal and provincial regulations. The GST and HST liability/receivable amounts recorded by the entity are considered complete.
- 28 Employee future benefit costs, assets, and obligations have been determined, accounted for and disclosed in accordance with the requirements of Section 3255 Post-employment benefits, compensated absences and termination benefits of the Chartered Professional Accountants of Canada (CPA Canada) Handbook – Public Sector Accounting Standards.
- 29 There have been no events subsequent to the balance sheet date up to the date hereof that would require recognition or disclosure in the consolidated financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and related notes.

Other

- 30 We have considered whether or not events have occurred or conditions exist which may cast significant doubt on the Corporation's ability to continue as a going concern and have concluded that no such events or conditions are evident.

Yours very truly,

Kent Walsh, General Manager

Isobel Leslie, Finance Manager

Appendix E – Internal control deficiencies

A deficiency in internal control exists where the design, implementation, operation or absence of a control means that internal controls are unable to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis. The Canadian Auditing Standards require that, where we identify internal control deficiencies during an audit, we assess their importance and severity and communicate them to management and those charged with governance, as appropriate. Deficiencies that are of sufficient importance to merit the attention of those charged with governance are described as "significant deficiencies".

The matters reported below are limited to those deficiencies we identified during the audit that we considered to be of sufficient importance to communicate. Had we performed more extensive procedures on internal control, including procedures subsequent to March 31, 2020, we might have identified more deficiencies or reached different conclusions about the deficiencies reported.

Significant deficiencies

Our audit identified the following significant deficiencies in internal control:

Significant deficiency	Description	Recommendation
Incompatible duties for journal entry posting	The corporation has several duties that are not adequately segregated. This is evidenced by finance manager having the ability to initiate, review, and post standard and non-standard journal entries without an independent review. A lack of segregation of duties increases the risk of errors or fraud going undetected. In addition, a lack of segregation of duties also increases the risk of override of the existing internal controls by members of management.	The size of the Corporation means that having segregation of duties is not always possible. However, it is highly recommended that management increase its supervision over financial recording and reporting.
Lack of segregation of duties in the accounting function	There is currently a lack of segregation of duties within the accounting role. The finance manager has total access to and control over all the recordkeeping, both BookKing and Sage as well as access to cash. If duties are not segregated between multiple employees, there is an increased risk that the finance manager could make unintentional errors or fraudulent entries or that cash could be misappropriated.	It is recommended that the Corporation segregate accounting duties between multiple employees.

Consolidated Financial Statements

Lunenburg County Multi-Purpose Centre
Corporation

March 31, 2020

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Management's Responsibility for the Consolidated Financial Statements

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the consolidated financial statements and supplementary schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the consolidated financial statements. A summary of the significant accounting policies are described in Note 2 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements.

The Board is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities. The Board reviews internal financial statements on a regular basis and external audited consolidated financial statements annually. The Board also discusses any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The external auditors, Grant Thornton LLP, conduct an independent examination, in accordance with Canadian auditing standards, and express their opinion on the consolidated financial statements. The external auditors have full and free access to financial management of the Lunenburg County Multi-Purpose Centre Corporation and meet when required. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the consolidated financial statements.

On behalf of the Lunenburg County Multi-Purpose Centre Corporation

Kent Walsh
General Manager

Isobel Leslie
Finance Manager

July 16, 2020

Lunenburg County Multi-Purpose Centre Corporation

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31	2020 Budget (Note 11)	2020 Actual	2019 Actual
Revenues			
Active living	\$ 68,000	\$ 51,157	\$ 64,209
Advertising and sponsorship	24,000	5,658	39,236
Interest income	-	108	256
Aquatics	212,185	220,958	234,293
Arena	320,000	267,787	304,032
Concessions	-	17,136	-
Government grants (Note 3)	1,136,538	1,106,535	1,018,370
Library	89,135	92,212	90,187
Memberships	153,000	140,704	159,810
Other grants	21,500	29,319	22,203
Rental and other income	57,700	52,994	63,547
Special events	86,875	124,086	79,573
	<u>2,168,933</u>	<u>2,108,654</u>	<u>2,075,716</u>
Expenditures			
Active living	57,897	74,261	74,611
Administration	482,362	602,460	454,089
Amortization	1,013,069	1,013,069	1,026,200
Aquatics	646,816	637,013	624,577
Arena	553,457	583,775	552,880
Concessions	-	19,894	-
Debt servicing	121,538	118,897	126,051
Library	71,863	74,065	70,871
Special events	60,000	137,627	62,041
	<u>3,007,002</u>	<u>3,261,061</u>	<u>2,991,320</u>
	(838,069)	(1,152,407)	(915,604)
Government transfers receivable (repayable) (Note 13)	-	139,338	(47,421)
Annual deficit	<u>\$ (838,069)</u>	<u>\$ (1,013,069)</u>	<u>\$ (963,025)</u>
Accumulated surplus, beginning of year			
		\$ 31,059,113	\$ 32,022,138
Annual deficit			
		<u>(1,013,069)</u>	<u>(963,025)</u>
Accumulated surplus, end of year			
		<u>\$ 30,046,044</u>	<u>\$ 31,059,113</u>

Lunenburg County Multi-Purpose Centre Corporation
Consolidated Statement of Change in Net Financial Assets

Year Ended March 31	2020 Budget	2020 Actual	2019 Actual
Annual deficit	<u>\$ (1,013,069)</u>	<u>\$ (1,013,069)</u>	<u>\$ (963,025)</u>
Acquisition of tangible capital assets	(175,000)	-	(63,175)
Amortization of tangible capital assets	<u>1,013,069</u>	<u>1,013,069</u>	<u>1,026,200</u>
	<u>838,069</u>	<u>1,013,069</u>	<u>963,025</u>
Change in prepaids	<u>-</u>	<u>(36,862)</u>	<u>45,095</u>
Change in net financial assets	(175,000)	(36,862)	45,095
Net financial assets (debt), beginning of year	<u>40,688</u>	<u>40,688</u>	<u>(4,407)</u>
Net financial (debt) assets, end of year	<u>\$ (134,312)</u>	<u>\$ 3,826</u>	<u>\$ 40,688</u>

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See accompanying notes and schedules to the consolidated financial statements.

Lunenburg County Multi-Purpose Centre Corporation

Consolidated Statement of Financial Position

Year ended March 31 2020 2019

Financial Assets

Cash and cash equivalents	\$ 104,152	\$ 325,891
Accounts receivable (Note 5)	145,427	122,145
Due from Government and its agencies (Note 4)	3,801,635	3,979,548
Inventory	9,486	-
	4,060,700	4,427,584

Liabilities

Payables and accruals (Note 7)	239,765	269,458
Deferred revenue	196,791	135,088
Long term debt (Note 8)	3,620,318	3,982,350
	4,056,874	4,386,896

Net Financial Assets (Debt)

	3,826	40,688
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Non-Financial Assets

Tangible capital assets (Note 6)	29,996,044	31,009,111
Prepays	46,174	9,314
	30,042,218	31,018,425

Accumulated Surplus (Note 18)

	\$ 30,046,044	\$ 31,059,113
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Economic dependence (Note 16)
 Contingent liability (Note 17)
 Subsequent Events (Note 10)

On behalf of the board

_____ Director

_____ Director

Lunenburg County Multi-Purpose Centre Corporation

Consolidated Statement of Cash Flows

Year ended March 31

2020

2019

Increase (decrease) in cash and cash equivalents

Operating

Annual deficit	\$ (1,013,069)	\$ (963,025)
Item not affecting cash		
Amortization	<u>1,013,069</u>	<u>1,026,200</u>

Change in non-cash working capital items

Due from government and its agencies	177,913	372,634
Accounts receivable	(23,282)	(44,370)
Inventory	(9,486)	-
Prepays	(36,860)	45,095
Payables and accruals	(29,695)	5,677
Deferred revenue	<u>61,703</u>	<u>53,643</u>

- 63,175

140,293 495,854

Financing

Repayment of long-term debt	(362,032)	(362,032)
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Investing

Purchase of property and equipment	<u>-</u>	<u>(63,175)</u>
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(Decrease) increase in cash and cash equivalents (221,739) 70,647

Cash and cash equivalents

Beginning of year	<u>325,891</u>	<u>255,244</u>
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End of year	<u>\$ 104,152</u>	<u>\$ 325,891</u>
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Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

1. Nature of operations

Lunenburg County Multi-Purpose Centre Corporation (the "Corporation") was created based on an inter-municipal service agreement between the Town of Bridgewater and the Municipality of the District of Lunenburg (the "Municipal Partners"). The Corporation was established November 10, 2009 pursuant to Section 60 of the Municipal Government Act of Nova Scotia and is exempt from income taxes under Section 149 of the Income Tax Act.

The Corporation owns and manages a multi-purpose recreation facility known as the Lunenburg County Lifestyle Centre (LCLC). The LCLC consists of the following program components:

- One arena with a NHL size ice surface and a capacity of approximately 1,500 people
- One aquatics centre which includes a leisure/therapeutic pool and a six lane competitive pool
- A regional library with administrative offices
- Various multi-purpose and active living spaces

2. Significant accounting policies

Basis of presentation

These consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards of the Chartered Professional Accountants Canada Public Sector Accounting Board. These financial statements consolidate all funds of the Corporation, which include the operating, capital and equipment reserve funds.

Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with financial institutions.

Use of estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements of changes in such estimates in future periods could be significant.

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

2. Significant accounting policies (continued)

Revenue recognition

Government transfers

Government transfers are recognized as revenue in the period during which the transfer is authorized and any eligibility criteria are met, except when and to the extent, stipulations by the transferor gives rise to an obligation that meets the definition of a liability. Stipulations by the transferor may require that funds only be used for providing specific services or for the acquisition of tangible capital assets. For transfers with stipulations an equivalent amount of revenue is recognized as the liability is settled. Surplus funds at the end of each fiscal year are recorded as transfers repayable to the Municipal Partners.

In kind contributions

Donated assets are recorded as revenue at an amount equal to their fair value at the date of contribution.

Investment income

Investment income is reported as revenue in the period earned.

Fundraising revenue

Fundraising revenue is recorded upon receipt due to the uncertainty of collectibility related to pledges received.

Rental revenue

Rental revenues are recorded monthly based on the occupancy and use of the arena, aquatics centre, library and active living spaces.

Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of a tangible capital asset is amortized over the estimated useful life of the asset using the straight line method of amortization. Amortization is calculated at one-half the annual rate in the year of acquisition or disposal. The estimated useful lives of the tangible capital assets are as follows:

Land improvements	25 years Straight-line
Buildings	10-25 years Straight-line
Furniture and fixtures	10 years Straight-line
Computer equipment	2-5 years Straight-line
Equipment	10-15 years Straight-line

When conditions indicate that a tangible capital asset no longer contributes to the Corporation's ability to provide services, the cost of the tangible capital asset is reduced to reflect the decline in the asset value. Write-downs of tangible capital assets are accounted for as an expense on the statement of operations and are not reversed if there is a subsequent change in conditions.

The Corporation capitalizes interest costs associated with the acquisition, construction or development of tangible capital assets.

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

2. Significant accounting policies (continued)

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the operating surplus or deficit, provides the change in net financial assets or net debt for the year.

3. Government grants

The Corporation has received various grants from the following governments for the construction and ongoing operations of the Lunenburg County Lifestyle Centre.

	2020 Budget (Note 11)	2020 Actual	2019 Actual
Municipality of the District of Lunenburg - operating	\$ 420,000	\$ 443,711	\$ 408,413
Town of Bridgewater - operating	420,000	443,711	408,413
Municipality of the District of Lunenburg - capital	87,500	47,901	31,587
Town of Bridgewater - capital	87,500	47,901	31,587
Town of Bridgewater - debenture interest	121,538	118,896	126,051
NS Government Accessibility Grant	-	4,415	12,319
	<u>\$ 1,136,538</u>	<u>\$ 1,106,535</u>	<u>\$ 1,018,370</u>

4. Due from government and its agencies

	2020	2019
Construction receivable - Town of Bridgewater	\$ 3,662,297	\$ 4,026,968
Transfers receivable (repayable) - Town of Bridgewater	69,669	(17,423)
Transfers receivable (repayable) - Municipality of the District of Lunenburg	69,669	(17,423)
Capital (repayable) receivable - Town of Bridgewater	-	(6,287)
Capital (repayable) receivable - Municipality of the District of Lunenburg	-	(6,287)
	<u>\$ 3,801,635</u>	<u>\$ 3,979,548</u>

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

4. Due from government and its agencies (continued)

The construction receivable from the Town of Bridgewater is comprised of their share of the construction costs of the Lunenburg County Lifestyle Centre less payments received to date. To finance their portion of the construction receivable, the Town of Bridgewater has agreed to make the repayments on a 15 year debenture obtained by the Corporation, as disclosed in Note 8.

The annual surplus or deficit is accrued as payable or receivable on a 50/50 basis to the Town of Bridgewater and the Municipality of the District of Lunenburg in compliance with clause 6(d) of the inter-municipal agreement. This is considered government transfers repayable.

5. Accounts receivable

	<u>2020</u>	<u>2019</u>
Trade receivables	\$ 113,121	\$ 123,145
Allowance for doubtful account	(1,000)	(1,000)
HST receivable	<u>33,306</u>	<u>-</u>
	<u>\$ 145,427</u>	<u>\$ 122,145</u>

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Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

6. Property and equipment

								2020
	Land	Land improvement	Building	Furniture and fixtures	Computer equipment	Equipment	Work in Progress	Total
Cost								
At April 1, 2019	\$ 867,165	\$ 2,848,543	\$ 31,729,097	\$ 335,703	\$ 236,940	\$ 633,748	\$ 5,500	\$ 36,656,696
At March 31, 2020	867,165	2,848,543	31,729,097	335,703	236,940	633,748	5,500	36,656,696
Accumulated amortization								
At April 1, 2019	-	624,678	4,363,783	173,165	205,322	280,637	-	5,647,585
Amortization	-	113,941	797,421	33,570	11,837	56,298	-	1,013,067
At March 31, 2020	-	738,619	5,161,204	206,735	217,159	336,935	-	6,660,652
Net book amount at March 31, 2020	\$ 867,165	\$ 2,109,924	\$ 26,567,893	\$ 128,968	\$ 19,781	\$ 296,813	\$ 5,500	\$ 29,996,044

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

7. Payables and accruals

	2020	2019
Trade payables	\$ 109,281	\$ 98,533
Accrued liabilities	78,587	92,050
Accrued wages and benefits	51,897	77,008
HST payable	-	1,867
	\$ 239,765	\$ 269,458

8. Long-term debt

	2020	2019
Municipal Finance Corporation debenture 34-A-1, maturing in November 2029, repayable in annual principal repayments of \$362,032 plus semi-annual interest payments at rates varying from 2.221% to 3.559%. Secured by an unconditional guarantee from the Town of Bridgewater.	\$ 3,620,318	\$ 3,982,350

Estimated principal repayments are as follows:

2021	\$ 362,032
2022	362,032
2023	362,032
2024	362,032
2025	362,032
Subsequent years	1,810,158
	\$ 3,620,318

Principal and interest repayments are financed by grants received from the Town of Bridgewater.

9. COVID-19 Impact

Since December 31, 2019, the Novel Coronavirus ("COVID-19") pandemic continues to severely impact many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

On March 16, 2020, in response to the Provincial Government directions around limiting crowd size, decreased contact and social distancing the LCLC closed its doors to the public. The closure of the Lunenburg County Lifestyle Centre has eliminated all revenues typically realized through public access to the facility. As a Corporation operating under the Municipal Government units the LCLC has not been eligible to receive the financial interventions made available by federal or provincial governments. The Corporation's Municipal Partners remain committed to the long term service delivery of the facility and will continue to support through the pandemic.

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

10. Subsequent events

During April 2020, in response to significant decreases in demand amidst the COVID-19 outbreak, the Corporation temporarily reduce its workforce by 24 positions by the end of April 2020. The Corporation plans to continue providing health benefits for furloughed employees until such a time they can be rehired. The Corporation expects the reduction in positions to reduce salaries and benefits expense in fiscal 2021 by approximately \$40,000 per month.

The Corporation has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Company for future periods.

11. Budget

The Corporation's operating and capital budgets are subject to the annual approval of the Town of Bridgewater and the Municipality of the District of Lunenburg councils. Annual capital purchases and annual deficits are shared on an equal 50/50 basis. The budgeted figures are presented for comparison purposes and are unaudited.

Public Sector Accounting Standards require a comparison of the results for the period with those originally planned on the same basis as that used for actual results. The budget in the consolidated statements of operations has been adjusted to reflect amortization to be on a consistent basis as actual results.

	Approved fiscal plan	Adjustments	Fiscal plan per consolidated financial statements
Revenues	\$ 2,168,933	\$ -	\$ 2,168,933
Expenditures	<u>(1,993,933)</u>	<u>(1,013,069)</u>	<u>(3,007,002)</u>
Annual deficit	<u>\$ 175,000</u>	<u>\$ (1,013,069)</u>	<u>\$ (838,069)</u>

12. Pension plan

The Corporation contributes to a defined contribution pension plan managed by Standard Life Canada for full-time permanent employees. Contributions are calculated as a fixed percentage of employee compensation. During the year the Corporation contributed \$19,952 (2019 - \$22,522) for their portion of the pension contributions.

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

13. Government transfers repayable	<u>2020</u>	<u>2019</u>
Annual deficit	\$ (1,152,407)	\$ (915,604)
Less: Capital grants approved for asset additions	-	(63,175)
Add: Amortization	<u>1,013,069</u>	<u>1,026,200</u>
Transfers (receivable) repayable	<u>\$ (139,338)</u>	<u>\$ 47,421</u>

The (deficit) surplus has been accrued as payable on a 50/50 basis to the Town of Bridgewater and the Municipality of the District of Lunenburg in compliance with clause 6(d) of the inter-municipal agreement. It is made up of the following:

	<u>2020</u>	<u>2019</u>
Operating fund (deficit) surplus	\$ (139,338)	\$ 34,846
Capital fund surplus	-	12,575
	<u>\$ (139,338)</u>	<u>\$ 47,421</u>

14. Expense by object	<u>2020 Budget</u>	<u>2020 Actual</u>	<u>2019 Actual</u>
Advertising and recruiting	\$ 15,000	\$ 8,783	\$ 12,715
Amortization	1,013,069	1,013,069	1,026,200
Bad debt expense	-	(242)	371
Bank charges and service fees	18,000	15,891	16,929
Concession supplies	-	12,111	-
General office	25,000	37,107	32,544
Grounds maintenance and snow removal	51,490	49,201	52,631
Housekeeping supplies	23,000	22,229	23,713
Insurance	43,960	51,382	44,723
Interest on long term debt	121,538	118,897	126,051
IT and telecommunications	50,400	40,340	41,534
Pool chemicals and supplies	22,000	28,049	29,601
Professional fees	140,000	192,368	22,129
Programming	18,500	10,729	11,868
Repairs and maintenance	81,550	179,887	95,826
Special events	60,000	137,627	62,041
Staff training	7,800	4,686	65
Utilities	410,000	409,241	401,611
Wages and benefits	905,695	929,707	990,768
	<u>\$ 3,007,002</u>	<u>\$ 3,261,062</u>	<u>\$ 2,991,320</u>

15. Comparative figures

In some cases, comparative figures have been adjusted to conform to changes in the current year presentation.

Lunenburg County Multi-Purpose Centre Corporation

Notes to the Consolidated Financial Statements

March 31, 2020

16. Economic dependence

The Corporation is dependant upon funding agreements entered into with the Town of Bridgewater and the Municipality of the District of Lunenburg (the "Municipal Partners"). These agreements require the Municipal Partners to finance any cost overruns related to construction of the Lunenburg County Lifestyle Centre and for any annual deficits incurred by the Corporation. Should the Corporation not be able to obtain these funds for any reason, their ability to continue operating would be in question.

17. Contingent liability - Infrastructure Canada

The Corporation received \$10 million in funding from Infrastructure Canada for construction of the Lunenburg County Lifestyle Centre. If the Corporation sells or disposes of the LCLC it will be required to repay the \$10 million in funding received from Infrastructure Canada less 4% for each year the facility is in use after April 1, 2015. The contingent liability at March 31, 2020 equals \$8.11 million (2019 - \$8.45 million).

18. Accumulated surplus

	Operating Fund	Capital Fund	Investment in Capital Assets	Equipment Reserve Fund	Total 2020
Opening balance \$	-	\$ -	\$ 31,009,113	\$ 50,000	\$ 31,059,113
Annual surplus (deficit)	(139,338)	-	(1,013,069)	-	(1,152,407)
Government transfer repayable (Note 11)	139,338	-	-	-	139,338
Closing balance \$	\$ -	\$ -	\$ 29,996,044	\$ 50,000	\$ 30,046,044

Lunenburg County Multi-Purpose Centre Corporation
Schedule 1 - Operating Fund
Non-consolidated Statement of Financial Activities

(Unaudited)

Year Ended March 31

	2020	2020	2019
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Government grants	\$ 840,000	\$ 887,421	\$ 816,825
Active living	68,000	51,157	64,209
Arena	320,000	267,787	304,032
Aquatics	212,185	220,958	234,293
Library	89,135	92,212	90,187
Memberships	153,000	140,704	159,810
Special events	86,875	124,086	79,573
Other grants	21,500	29,319	22,203
Advertising and sponsorships	24,000	5,658	39,236
Other Income	57,700	52,994	63,547
Concessions	-	17,136	-
	<u>1,872,395</u>	<u>1,889,432</u>	<u>1,873,915</u>
Expenditures			
Active living	57,897	74,261	74,611
Administration	482,362	547,135	454,089
Arena	553,457	583,775	552,880
Aquatics	646,816	637,013	624,577
Library	71,863	74,065	70,871
Special events	60,000	137,627	62,041
Concessions	-	19,894	-
	<u>1,872,395</u>	<u>2,073,771</u>	<u>1,839,069</u>
Annual surplus	\$ -	(184,338)	34,846
Transfer from capital fund		45,000	-
Government transfers repayable		139,338	(34,846)
Opening fund balance		-	-
Closing fund balance	\$ -	\$ -	-

Lunenburg County Multi-Purpose Centre Corporation
Schedule 2 - Capital Fund
Non-consolidated Statement of Financial Activities

(Unaudited)

Year Ended March 31

	2020	2020	2019
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Revenue			
Government grants	\$ 296,538	\$ 219,114	\$ 201,545
Interest income	-	108	256
	<u>296,538</u>	<u>219,222</u>	<u>201,801</u>
Expenditures			
Amortization	1,013,069	1,013,069	1,026,200
Debt servicing	121,538	118,897	126,051
Repairs and maintenance	-	55,326	-
	<u>1,134,607</u>	<u>1,187,292</u>	<u>1,152,251</u>
Annual deficit	<u>\$ (838,069)</u>	<u>(968,069)</u>	(950,450)
Transfer to operating fund		(45,000)	-
Government transfers repayable		-	(12,575)
Opening fund balance		<u>31,009,113</u>	<u>31,972,138</u>
Closing fund balance		<u>\$ 29,996,044</u>	<u>\$ 31,009,113</u>

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GM Update

- Active living classes continue to be well attended. We have been running Active Afternoons for camp age kids, it is a 3 hour drop in group with 2 instructors
- Pool will be open to lane swimming and aqua fit starting July 22nd. Detailed reopening plan attached.
- Ice is still an open question. Unless we experience another mandated shutdown, we have missed the window to implement engineering projects this summer. Hockey NS has released a return to hockey guideline which has pinned October 2nd as the resumption of tryouts and contact play etc. October 2nd is also the date being floated for the start of the Major Junior season. My suggestion would be that we aim for September 1st to resume the arena operations, when demand is more predictable but I'm open to direction.
- At the end of June Nustadia informed us that they would no longer be providing month end financial services. They had completed April at that point but not May or June. I have hired an accountant to provide the services, he starts on the 27th. Although the timing was unfortunate, I believe that we will gain more control over timely delivery of this reporting at a lower cost.
- With the pool back online we are looking at whether we could get staffing for summer camps in August.
- Library has resumed their full hours of operation, they are providing custodial staffing and monitoring the door during hours that we are not open.
- Graduation event went very well grads and families were very appreciative of the event.
- Maintenance- we had very few issues in brining the pools back online. The CIMCO cooling tower is in need a new condenser fan shaft and bearing kit at a cost of \$11,000. This work will have to be completed before the ice goes back in.

LCLC Aquatics Reopening Plan

Scheduling-

Cleaning times will be scheduled throughout the day with deep cleaning performed at end of day.

Lane swimming will end 30 minutes before Aqua fit begins. All lane swimmers are required to be out of the pool at the end of the lane swimming session and leave through the gendered changerooms we will ask that they move through the change rooms within 10 minutes.

Family changerooms will be closed 15 minutes before the end of the lane swimming session and cleaning will begin, once the cleaning is complete the family changeroom will be open and ready for Aqua fit participants. Cleaning on the gendered changerooms will begin 15 minutes after lane swimming has ended. When that cleaning is complete the staff at guest services will be notified that they can direct people to use the gendered changerooms.

After Aqua fit we will ask that participants make their way to the changerooms, we will allow an initial flow of 9 people into the family change room and 8 into each gendered changeroom with a second wave of users after 8-10 minutes. Change rooms will be cleaned before the next use.

Product / Scent free-

Showers will not be mandatory before entering the pool, however we ask that all pool users shower at home before arriving to use the pool and avoid using products, especially those with scents, that will contaminate the water in the pool. The shower will be modified to reduce the number of stalls, the remaining showers will be more than 2 meters apart.

Lane Swimming-

All swim times will be posted, and pool space will be allocated on a first come first serve basis. No LCLC equipment will be provided to swimmers.

Upon arrival swimmers will check in with guest services staff to register and fill out contact tracing information. All swimmers will enter the pool area through the family change room where there are 9 stalls available for use. (users are not permitted to enter the gendered change rooms heading to the pool) Guest services staff will limit entry to the change rooms to 9 people in any 10 minute timeframe. Under normal conditions we ask that swimmers shower before entering the pool There will be no lockers available for swimmers, they will be required to take their belongings to the bench along the far wall of the aquatics centre.

There will be 3 double lanes available for circle swimming as per appendix A attached to this document. Maximum occupancy will be 4 swimmers per lane. Lanes will be marked with Slow, Medium & Fast signage. If patrons are waiting to enter the pool due to max capacity issue, we would ask that swimmers limit their continuous swim time to 45 minutes. Swimmers are welcome to take a break between laps

we ask that they migrate to the corner of the pool deck or the lane line and face away from fellow lane swimmers (doing everything possible to maintain social distancing)

After their workout we will ask that swimmers gather their things and leave through the gendered changeroom of their choice (5 change stalls).

Two Lifeguards will be on duty and they will be cleaning high touch surfaces when not covering the pool. There will also be a pool coordinator on duty who will ensure that swimmers are advised of and adhering to the new protocols around social distancing and flow into and out of the space.

Aquafit-

All aquafit times will be posted, and participation will be capped at 30. The shallow end of the pool will allow for 5 rows of 6 participants all maintaining social distance. We will not limit participants from using the deep end during the class, and participants should be spaced to provide the maximum distance between participants.

Participants will arrive no more than 25 minutes before the class start time and they will be granted access to the changerooms no more than 20 minutes before the class time. The family changerooms will be open immediately and gendered changerooms will be open when cleaning is completed. Guest services staff will manage the flow to cap changeroom use at 9 users in the family changeroom and 8 in gendered changerooms per 10 minutes. There will be no lockers available for swimmers, they will be required to take their belongings to the bench along the far wall of the aquatics centre.

Rentals-

All LCLC facilities are available for private rentals. We will insist that rentals adhere to provincial guidelines around group size and social distancing.

Need to know for patron-

- Check in with guest services, even our members need to be recorded for contact tracing purposes.
- Please shower before your visit to rinse hair or body products with scents that will contaminate the pool.
- Showers will be provided for those who wish to rinse before or after swimming, with limited facilities available we ask that you limit shower time.
- Lockers are not available, personal belongings will accompany the swimmer to the pool deck seating area. Please leave valuables at home or locked in your car.
- Therapy pool is not open

Lane swimming-

- All lane swimmers will enter the pool through the family changeroom and exit through the gendered changerooms (one-way traffic)
- The pool will be divided into 3 double lane sections and swimmers will circle swim clockwise
- When resting please move to the corner of the lane and face the pool deck
- Lanes will be marked for Slow, Medium and Fast swimmers
- Max capacity is 4 swimmers per double lane
- If at capacity and there are swimmers waiting to enter the pool please limit continuous swim time to 45 minutes.
- Please move quickly through the changerooms

Aqua fit-

- Changerooms will be open to aqua fit participants 20 minutes before the class starts.
- Maintain social distancing for the entirety of your visit
- After the class, the showers will be in demand for rinsing, please limit shower times as much as possible

Rentals-

- All LCLC facilities are available for private rentals. We will insist that rentals adhere to provincial guidelines around group size and social distancing.