

AGENDA
Lunenburg County Multi-Purpose Centre Corporation
Thursday, September 16th, 2021 6:00 p.m.
Held in Multi-purpose room, LCLC

1. **CALL TO ORDER**
2. **INFORMATION SHARING** (Questions by Board Members and attending members of the public)
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES** – July 16th, Regular Board Meeting and August 31st Special Meeting
5. **BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS**
 - 5.1 Update on Energy Project - MCW
 - 5.2 Facility Capital Life-Cycle
 - 5.3 Facility Naming Proposal
 - 5.4 Potential Capital Projects due to ICIP Grant Funding
6. **CORRESPONDENCE**
7. **NEW BUSINESS**
 - 7.1 Inclusion Policy
 - 7.2 Special Events & Concert Plans
8. **INFORMATION / UPDATES**
 - 8.1 General Manager’s Monthly Report 2-4
 - 8.2 Aged Receivables..... 5
 - 8.3 Financial Statements..... 6-10
9. **IN CAMERA**
 - 9.1 Contract Negotiations under Section 22(2)(e) of the MGA - Lumberjacks
10. **NEXT MEETING** – Thursday, October 21st, 2021 at 6:00 p.m.
11. **ADJOURNMENT**



GM Report

Strategy: Strengthening regional promotion / marketing and event development, through story telling (what we do and why), communicating the benefit of the LCLC to the community, in turn measure and communicate the economic spin-off of the LCLC to the local region.

Focus with Marketing over the summer has centered around the development and launch of Connect2Rec, promoting summer programs and camps. We are working with the Lumberjacks to leverage our platforms to promote them through player profiles and build up to the games.

Strategy: Broaden the LCLC capacity to host a wide diversity of events by strengthening our collaboration with key partners and stakeholders. Prioritize variety of sport & entertainment activity within the facility.

I met with the Atlantic Venue partners again in July and their reading of the industry is that the uncertainty of the day means that tours and events have not reemerged but the sentiment from the group is that in the next few months we will be faced with a good number of opportunities for events in the new year.

There appear to have been some staffing changes at Neptune but we are still hopeful that we can work with them bring in a show around Christmas.

We are in discussion with a home show promoter for an event in April.

Our resources will largely shift to delivering on the Para Cup from now until the event is complete in December.

Strategy: Collaborate with municipal partners to ensure that the LCLC becomes the hub for recreation promotion in the region.

On September 1st we launched Connect2Rec, the collaborative platform for recreation registration and information in our region, We have had 1,000 new accounts created since the launch, in the first week we took 117 online registrations for MODL programs (89 in person/over phone) and 92 online registrations for TOB programs (64 in person/over phone)

Leading up to the launch we trained MODL and TOB staff on the new platform so that registration would be available in all 3 locations and the launch was met with positive feedback.

Strategy: Add depth and variety to our program offerings with a focus on meeting user demand

New fall programs include Boxing Fit is going to focus on lunchtimes, evenings and weekends in an effort to accommodate participants who work. We are also adding a seniors stability ball class through the day. We have reached an agreement with the YMCA to give our members access to spin classes at the Y as part of their LCLC membership.

Draft New for fall programs

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					9am – 10am Spinning Class @ Y
12noon - 1pm Fit Boxing Class @ LCLC		12noon - 1pm Fit Boxing Class @ LCLC		12noon - 1pm Fit Boxing Class @ LCLC	11am - 12noon Fit Boxing Class @ LCLC
1:30pm - 2:30pm Stability Ball Class for Seniors @ LCLC		1:30pm - 2:30pm Stability Ball Class for Seniors @ LCLC		1:30pm – 2:30pm Stability Ball Class for Seniors @ LCLC	
	5pm - 6pm Fit Boxing Class @ LCLC		5:45pm - 6:45pm Fit Boxing Class @ LCLC		
6pm – 7pm Spinning Class @ Y				6pm – 7pm Spinning Class @ Y	

Strategy: Strengthen ways for the membership to recreate through outdoor opportunities in and around the LCLC.

Day Camps

Throughout the summer our day camp consisted of 8 themed weeks. These week long camps began on July 5nd and ended on August 27rd. Each week consisted of games, crafts, experiments, and other activities that related to that week's theme. Along with themed activities the campers also went swimming every day in the facility's pool and went skating on Mondays, Wednesdays and Thursdays. Throughout the summer of 2021 we averaged 51 campers per day with a total of 2,048 camp days for families in our region and employed 15 full time positions for highschool and post secondary students.

Ice use

Summer ice was well used, Bridgewater Skate Club, Adult Hockey, development camps and private rentals exceeded expectations.

Aquatic Centre

Following our canceled spring swim lessons the fall lessons were in huge demand, we took in \$23,000 of swim lesson registrations on the first day registration opened.

Staffing

Staffing has been a challenge but we have made some good hires and we have 3 new people training in our operations department.

Organization Name	0 - 30	30 - 60	60 - 90	90 - 120	120+
Bridgewater Duplicate Bridge Club	\$17.25				
Bridgewater Skating Club	\$1,725.00	\$862.50			
Canadian Tai Chi Academy South Nova Branch	\$287.50				
Chester Castaways Jr Hockey Club	\$221.67				
General	\$28.75				
General					\$43.13
General	\$606.47				
General	\$690.00	\$230.00			
General	\$532.52				
General					\$57.50
General	\$165.00				
General	\$143.75	\$431.25			
Milton Dambusters					\$155.25
Rotary Club of Bridgewater and District	\$86.26				
South Shore Lumberjacks	\$3,018.75				
South Shore Lumberjacks	\$539.07	\$359.38			
South Shore Regional Centre for Education			\$276.00		\$126.50
St. John Ambulance Nova Scotia Council	\$632.50	\$126.50			
Town of Bridgewater			\$57.50		
Town of Bridgewater		\$57.50			
U15 Major Lumberjacks	\$862.50				
Vic's Skate Sharpening					\$172.50
Zumba with Schrader	\$28.75				
	\$9,585.74	\$2,067.13	\$333.50	\$0.00	\$554.88

**LCMPCC Operating
Financial Package
For the period ending July 31, 2021**

LCMPCC Operating Variance Report For the period ending July 31, 2021

	Actual	Budget	Variance
Gross Revenues			
Municipal Operating Grants *	70,000	70,000	-
Arena	10,103	12,500	(2,397)
Aquatic Centre	12,105	25,064	(12,958)
Active Living / Room Rentals	17,829	21,914	(4,085)
Memberships	5,319	8,135	(2,817)
Library Rent	7,763	7,859	(96)
Concessions Rent	-	-	-
ATM and Vending	(3)	2,242	(2,245)
Advertising / Sponsorships	-	328	(328)
Miscellaneous	-	543	(543)
Total Revenue	<u>123,117</u>	<u>148,586</u>	<u>(25,469)</u>
Expenses			
Advertising and Promotion	363	1,105	741
Professional Fees	1,651	2,996	1,345
Interest and other fees	700	1,214	513
Concessions Expense	-	1,529	1,529
Facility Repairs & Maintenance	34,064	14,624	(19,440)
Housekeeping	(253)	1,335	1,589
IT Licensing / Fees / Support	6,563	2,908	(3,655)
Miscellaneous	1,260	186	(1,073)
Office	1,423	172	(1,251)
Pool Chemicals / Supplies	1,916	2,020	104
Programming	972	1,096	123
Staff Training / Courses	385	-	(385)
Communications	724	653	(70)
Travel	-	-	-
Uniforms	-	200	200
Utilities	36,432	29,434	(6,998)
Vending Expense	-	-	-
Wages and Benefits	116,030	88,662	(27,368)
Total Expenses	<u>202,228</u>	<u>148,132</u>	<u>(54,096)</u>
Surplus (Deficit) B4 Café & Events	<u>(79,112)</u>	<u>453</u>	<u>(79,565)</u>
Centre Ice Café Operations	(3,936)	-	(3,936)
Surplus (Deficit) B4 Special Events	<u>(83,048)</u>	<u>453</u>	<u>(83,502)</u>
Special Events Revenue	-	-	-
Special Events Expenses	-	-	-
Surplus (Deficit) Special Events	<u>0</u>	<u>0</u>	<u>0</u>
Net Operating Surplus (Deficit)	<u>(83,048)</u>	<u>453</u>	<u>(83,502)</u>
Transfer to Reserve	-	-	-
Special Events Subsidized Expenses	4,262	-	(4,262)
Capital Projects - Net	(74,622)	-	74,622
MFC Debenture Interest	-	-	-
TOB Transfer from Special Purposes T	-	-	-
Total Non-Operating Expenses	<u>(70,360)</u>	<u>-</u>	<u>70,360</u>
Net Surplus (Deficit)	<u>(12,688)</u>	<u>453</u>	<u>(13,141)</u>

**LCMPCC Operating
Income Statement
For the period ending July 31, 2021**

	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 *	70,000	70,000	100%	84,714	83%	379,488	379,495	100%	327,571	116%
Arena	10,103	12,500	81%	-	0%	34,627	62,104	56%	-	0%
Lumberjacks Game Revenues										
Aquatic Centre	12,105	25,064	48%	2,064	586%	651	58,295	1%	2,064	32%
Active Living / Room Rentals	17,829	21,914	81%	4,223	422%	62,799	57,169	110%	4,884	1286%
Memberships	5,319	8,135	65%	32,774	16%	25,062	31,221	80%	32,858	76%
Library Rent	7,763	7,859	99%	8,707	89%	28,357	31,436	90%	31,502	90%
Concessions Rent	-	-	0%	-	0%	-	-	0%	-	0%
ATM and Vending 45??	(3)	2,242	-100%	45	-107%	1,441	3,904	37%	134	1074%
Advertising / Sponsorships 4045	-	328	0%	-	0%	981	328	299%	-	0%
Miscellaneous	-	543	0%	4,794	0%	11,504	733	1570%	1,676	686%
Total Revenue	123,117	148,586	83%	137,320	90%	544,909	624,685	87%	400,689	136%
Expenses										
Advertising and Promotion	363	1,105	33%	-	0%	2,078	6,449	32%	373	557%
Professional Fees	1,651	2,996	55%	4,403	37%	5,689	7,783	73%	14,085	40%
Interest and other fees 5410	700	1,214	58%	400	175%	3,324	4,534	73%	1,405	237%
Concessions Expense	-	1,529	0%	-	0%	445	3,936	11%	-	0%
Facility Repairs & Maintenance	34,064	14,624	233%	32,724	104%	103,297	66,407	156%	91,755	113%
Housekeeping 5,420	(253)	1,335	-119%	1,424	-118%	4,347	5,998	72%	3,078	141%
IT Licensing / Fees / Support 5,430	6,563	2,908	226%	3,892	169%	19,294	12,177	158%	13,185	146%
Miscellaneous 55??	1,260	186	676%	506	249%	1,467	147	996%	683	215%
Office	1,423	172	828%	145	982%	3,456	1,970	175%	1,928	179%
Pool Chemicals / Supplies	1,916	2,020	95%	1,228	156%	6,602	7,099	93%	3,434	192%
Programming	972	1,096	89%	-	0%	2,748	4,218	65%	1,794	153%
Staff Training / Courses	385	-	0%	-	0%	1,401	626	224%	164	854%
Communications	724	653	111%	732	99%	3,541	2,587	137%	2,449	145%
Travel	-	-	0%	-	0%	-	-	0%	1	0%
Uniforms	-	200	0%	-	0%	217	3,921	6%	-	0%
Utilities	36,432	29,434	124%	(24,769)	247%	127,877	132,060	97%	61,487	208%
Vending Expense	-	-	0%	-	0%	312	1,691	18%	-	0%
Wages and Benefits	116,030	88,662	131%	47,219	246%	289,550	330,157	88%	142,039	204%
Total Expenses	202,228	148,132	137%	67,903	298%	575,646	591,761	97%	337,859	170%
Surplus (Deficit) B4 Café & Events	(79,112)	453	-17548%	69,417	-214%	(30,737)	32,924	-193%	62,830	-149%
Centre Ice Café Operations	(3,936)	-	0%	-	0%	(6,881)	-	0%	-	0%
Surplus (Deficit) B4 Special Events	(83,048)	453	-18416%	69,417	-220%	(37,618)	32,924	-214%	62,830	-160%
Special Events Revenue	-	-	0%	-	0%	-	-	0%	-	0%
Special Events Expenses	-	-	0%	-	0%	-	-	0%	10	0%
Surplus (Deficit) Special Events	0	0	0%	0	0%	0	0	0%	-10	0%
Net Operating Surplus (Deficit)	(83,048)	453	-18416%	69,417	-100%	(37,618)	32,924	-214%	62,820	-100%
Transfer to Reserve	-	-	0%	-	0%	-	-	0%	-	0%
Special Events Subsidized Expenses	4,262	-	0%	-	0%	4,262	50,000	9%	-	0%
Capital Projects - Net	(74,622)	-	0%	(67,351)	0%	(336,172)	-	0%	(124,550)	0%
MFC Debenture Interest	-	-	0%	56,748	0%	52,305	60,769	86%	56,748	0%
TOB Transfer from Special Purposes Tax	-	-	0%	-	0%	(52,305)	(60,769)	86%	-	0%
Total Non-Operating Expenses	(70,360)	-	0%	(10,603)	0%	(331,910)	50,000	-764%	(67,802)	0%
Net Surplus (Deficit)	(12,688)	453	-2898%	80,020	-100%	294,292	(17,076)	1823%	130,622	0%

**LCMPCC Operating
Income Statement - Projected Forecast
For year ending March 31, 2022**

Run: 10-Sep-21
Prepared By: Lunenburg County Lifestyle Center

	Actual/Budget											Total	Original Budget	% of Org Budget	Actual 2020/2021	Actual 2019 / 2020	Actual 2018 / 2019	
	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb							Mar
Gross Revenues																		
Municipal Operating Grants * Arena	109,330 23,754	110,824 -	89,334 770	70,000 10,103	71,134 14,336	70,833 30,701	70,833 30,379	65,833 31,453	60,833 30,638	60,833 34,522	60,833 36,329	56,883 36,937	897,503 279,921	897,510 307,399	100% 91%	768,823 225,980	840,000 320,000	880,000 303,641
Lumberjacks Game Revenues Aquatic Centre	- 9,352	- (30,036)	- 9,230	- 12,105	- 30,408	- 20,906	- 10,030	- 10,918	- 23,754	- 19,286	- 10,753	- 30,235	- 156,942	- 214,586	100% 73%	- 134,418	- 212,185	- 232,009
Active Living, Room, and Equipment R Memberships	2,610 14,119	25 6,057	42,335 (432)	17,829 5,319	21,345 7,728	7,511 8,267	5,685 11,245	6,575 11,590	10,537 10,655	6,839 16,490	8,624 13,382	13,464 16,315	143,378 120,734	137,748 126,893	104% 95%	39,147 76,908	87,000 153,000	90,439 150,696
Library Rent Concessions Rent	8,633 -	4,197 -	7,763 -	7,763 -	7,859 -	7,859 -	7,859 -	7,859 -	7,859 -	7,859 -	7,859 -	7,859 -	91,229 -	94,308 -	97% 0%	93,416 -	89,135 13,200	90,187 13,200
ATM and Vending Advertising and Sponsorship	684 900	75 81	685 -	(3) -	677 -	1,372 3,165	745 864	1,297 -	1,090 -	1,002 47	1,833 -	2,731 2,400	12,189 7,794	14,652 7,142	83% 109%	4,194 900	15,000 24,000	15,444 35,513
Miscellaneous Total Revenue	- 169,381	4,004 95,226	7,500 157,185	- 123,117	- 153,487	6,000 158,614	34 138,874	2,063 139,587	- 145,766	561 149,439	596 142,547	527 169,751	21,284 1,742,975	10,514 1,822,751	202% 96%	6,120 1,349,907	32,000 1,785,520	47,310 1,858,439
Expenses																		
Advertising and Promotion Professional Fees	327 1,469	980 1,276	408 1,294	363 1,651	2,404 1,596	1,330 1,596	1,021 1,596	1,000 1,767	3,951 1,767	1,594 1,767	1,073 1,767	3,967 2,790	18,418 22,789	22,789 22,427	81% 91%	4,953 32,456	15,000 140,000	7,178 17,050
Bank, Interest, Credit Card and Other F Concessions Expense	473 -	389 -	1,762 445	700 700	1,819 700	1,222 768	638 842	696 29	1,259 -	1,687 231	1,192 167	2,364 955	14,201 4,136	15,411 7,628	92% 54%	9,336 241	18,000 1,500	18,439 3,022
Facility Maintenance and Repairs Housekeeping	18,188 1,874	17,431 917	33,614 1,809	34,064 (253)	13,022 952	12,664 1,430	12,517 1,003	18,429 1,202	18,999 1,394	16,666 1,392	17,482 1,650	17,587 543	230,663 13,912	193,772 15,563	119% 89%	236,871 15,858	182,000 20,000	194,356 20,137
IT Licensing, Fees and Support Miscellaneous	7,160 159	1,960 10	3,611 39	6,563 1,260	3,065 0	1,812 -	1,961 22	2,190 -	2,710 188	4,346 (21)	5,073 -	4,416 -	44,868 1,657	37,751 337	119% 492%	26,405 2,829	40,400 2,000	27,147 9,418
Office Pool Chemicals and Supplies	722 1,659	447 1,425	864 1,601	1,423 1,916	351 1,673	1,141 1,042	752 1,697	1,077 1,780	1,358 1,946	512 1,937	520 1,771	1,045 1,746	10,211 20,193	8,726 20,690	117% 98%	8,697 19,573	10,600 22,000	10,278 28,403
Programming Staff Training and Courses	1,146 32	4 984	626 385	972 724	1,218 654	375 641	85 654	945 954	2,315 488	1,734 482	- 525	5,015 500	14,435 3,924	15,905 3,149	91% 125%	10,866 4,132	16,500 6,000	10,372 0
Telecommunications Travel - Management Conferences	1,352 -	739 -	727 -	724 -	654 -	641 -	654 830	954 150	488 150	482 150	525 150	524 150	8,464 1,580	7,510 1,580	113% 100%	8,143 727	10,000 1,800	8,180 0
Uniforms Utilities	- 33,334	- 36,161	217 21,950	- 36,432	200 31,655	200 32,437	591 35,207	83 30,020	83 30,154	83 36,102	83 36,907	1,583 30,154	3,125 390,513	6,829 394,696	46% 99%	508 353,433	2,900 410,000	1,789 401,465
Vending Expense Wages and Benefits	312 73,119	- 19,878	- 80,523	- 116,030	957 89,503	898 77,556	673 80,198	879 86,549	- 82,491	577 82,346	931 77,447	1,346 92,190	6,574 957,828	7,953 998,435	83% 96%	2,882 754,583	8,000 905,695	7,694 987,710
Total Expenses	141,325	82,600	149,491	202,228	149,769	135,111	140,310	148,250	149,753	152,084	147,237	166,875	1,765,036	1,781,151	99%	1,492,493	1,812,395	1,752,638
Surplus (Deficit) B4 Caf� & Events	28,056	12,626	7,693	(79,112)	3,718	23,503	(1,436)	(8,663)	(3,987)	(2,645)	(4,691)	2,876	(22,060)	41,600	-153%	(142,587)	(26,875)	105,801
Centre Ice Caf� Operations	(2,561)	(232)	(152)	(3,936)	-	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,519	8,400	18%	(16,592)	-	-
Surplus (Deficit) B4 Special Events	25,495	12,394	7,541	(83,048)	3,718	24,703	(236)	(7,463)	(2,787)	(1,445)	(3,491)	4,076	(20,542)	50,000	-141%	(159,178)	(26,875)	105,801
Special Events Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	86,875	79,573
Special Events Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	10	60,000	52,860
Surplus (Deficit) Special Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-10	26,875	26,713
Net Operating Surplus (Deficit)	25,495	12,394	7,541	(83,048)	3,718	24,703	(236)	(7,463)	(2,787)	(1,445)	(3,491)	4,076	(20,542)	50,000	-141%	(159,188)	-	132,514
Transfer to Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	-	-
Special Events Subsidized Expenses	-	-	-	4,262	-	-	-	-	-	-	-	-	4,262	50,000	9%	-	-	-
Capital Projects - Net	(104,450)	(84,750)	(72,350)	(74,622)	-	-	-	-	-	-	-	-	(336,172)	-	0%	(678,600)	-	42,813
MFC Debenture Interest	-	52,305	-	-	-	-	-	60,769	-	-	-	-	113,074	121,538	93%	113,497	121,538	128,670
TOB Transfer from Special Purposes T	-	(52,305)	-	-	-	-	-	(60,769)	-	-	-	-	(113,074)	(121,538)	93%	(56,748)	(121,538)	(128,670)
Total Non-Operating Expenses	(104,450)	(84,750)	(72,350)	(70,360)	-	-	-	-	-	-	-	-	(331,910)	50,000	-764%	(621,852)	-	42,813
Net Surplus (Deficit)	129,945	97,144	79,891	(12,688)	3,718	24,703	(236)	(7,463)	(2,787)	(1,445)	(3,491)	4,076	311,369	0	0%	462,664	-	89,701
Net Surplus (Deficit) - YTD	129,945	227,089	306,980	294,292	298,011	322,714	322,478	315,015	312,228	310,783	307,293	311,369						

* Municipal Operating Grants - Operating Grants for 2021/22 include \$50,000 of discretionary funds to subsidize board approved Special Events on an as needed basis

**LCMPCC Operating
Balance Sheet
As at July 31, 2021**

	<u>July 21</u>	<u>June 21</u>
Assets		
Current Assets		
Cash	1,269,413	1,076,597
Accounts Receivable	184,998	183,125
Prepaid Expenses	39,966	42,210
Concessions Inventory	4,795	4,854
Total Current Assets	<u>1,499,172</u>	<u>1,306,786</u>
Capital Assets	-	-
Total Assets	<u>1,499,172</u>	<u>1,306,786</u>
Liabilities		
Current Liabilities		
Accounts Payable	172,121	130,844
Due to / from Capital Reserve	791,000	791,000
Deferred Revenue-Memberships/Passes	79,758	77,640
Deferred Revenue-Grants	162,000	0
Total Liabilities	1,204,879	999,484
Equity		
Retained Earnings	1	321
Current Earnings	294,292	306,980
Total Equity	294,293	307,302
Total Liability and Equity	<u>1,499,172</u>	<u>1,306,786</u>