

AGENDA

Lunenburg County Multi-Purpose Centre Corporation 2023 |

November 16th, 2023 5:30 pm

Held in the 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: October 2023**
- 5. Business Arising from Minutes & Unfinished Business**
 - 5.1 Sound System
 - 5.2 Library Lease Agreement Update
- 6. Correspondence**
- 7. New Business**
 - 7.1 Liquor License Updates
 - 7.2 Banking Signatory Updates
- 8. Information/Updates**
 - 8.1 General Manager's Monthly Report attachment
 - 8.2 Aged Receivable attachment
 - 8.3 Financial Statements attachment
- 9. In Camera**
- 10. Next Meeting – Thursday, December 21th, 2023 at 5:30 pm**
- 11. Adjournment**



General Manager Report

Management is reviewing the MODL initiated Connect2Rec survey. Since the survey was completed a software update has addressed some of the user challenges, we hope that reviewing and adapting internal process and procedure will improve the user experience. We will also be developing data entry controls to ensure consistency and accuracy across the platform.

The migration from Sage to QuickBooks Online and Hubdoc implementation is complete. The management team is still receiving training and is working on documenting the new processes and procedures.

Programming

PD day programming: on full day elementary PD days, we will be adjusting our afternoon aquatic schedule from a recreational swim to an open swim. If the arena schedule allows, we will also be adding a family Tonnie skate.

We will be offering day camps over the holiday season; registration begins November 20th.

The winter active living schedule is being finalized, additional early morning classes, and weekend classes are being explored to increase access for patrons/members who work during the week.

The winter aquatics schedule is being finalized.

We will be partnering with the Bridgewater Triathlon club and adding a master class swim twice a week starting in January.

We are exploring options to continue the women's only swim initiative.

We are exploring partnering with HB Studios as part of the Rainbow Social (bi-weekly Saturday's) by offering a queer family swim.

October Events:

October 21st

Fall Market

Vendors: 31 vendors with a variety of offerings. Only 1 multi-level marketing vendor, we featured 7 new to us vendors during this market.

Opportunities: It was the first time we've utilized the Multi-Purpose Room for markets, and although vendors were hesitant in the morning by end of day they were very happy. This allows us to feature 6-8 more vendors every market we hold.

October 24th

Skills Nova Scotia Career Showcase

Attendance: 550 student. Multiple Exhibitors from the Trade Sector.

Junior and senior high school students were invited to visit and explore interactive industry-led exhibits and Try-a-Trade® activities showing a variety of skilled trades and technologies including carpentry, heavy equipment repair, nautical engineering, natural resources, oceans technology, electronic engineering, welding, and much more!

Impact: This is the first time the LCLC held such an event and we're hopeful to host more. Organizers loved the facility as did exhibitors. No confirmation of 2024 dates but we have asked.

October 25th

Halloween Food Truck Party

Attendance: Organizer estimates 500 attendees. 7 Trucks were confirmed to attend, but only 6 arrived due to mechanical issues.

Opportunities: We can host more of these easily, as a fundraiser or as a community event. Also a great opportunity to engage local musicians.

October 27th

Halloween Trunk or Treat

Attendance: approximately 1350 Total Attendees (children and their guardians). 20 Trunks Participated from the surrounding community. LCLC did not include a trunk and if the event takes place next year we will.

Opportunities: This event is extremely well attended, there's an opportunity to offer swims/skates and welcome patrons into the building during and after this event.

Funds Raised: \$3446 Combined between the two events.

Upcoming Dates:

November 17th -19th

Glen Murray Hockey Invitational

November 24th

Alabama and Zac Brown Tribute band

December 8th

LCLC Holiday Event

December 17th

LCLC closed at 5:30pm for Staff Holiday Party

December 24th-26th

LCLC closed

January 1st

LCLC closed

Memberships:

	2023
January	1373
February	1398
March	1558
April	1507
May	1529
June	1457
July	1401
August	1465
September	1468
October	1544

November	1594
December	

Active Living Programming Capacity:

	September	October
Mornings (before 9am)	32%	41%
Weekdays 9am-4pm	57%	62%
Evenings (after 5pm)	30%	34%
Weekends	25%	35%

LCMPCC Operating

Financial Package

For the period ending Aug. 31, 2023

LCMPCC Operating Variance Report For the period ending Aug. 31, 2023

	Actual	Budget	Variance
Gross Revenues			
Municipal Operating Grants *	118,124	118,123	1
Arena	25,520	14,100	11,420
Aquatic Centre	41,108	14,487	26,621
Active Living / Room Rentals	1,592	13,560	(11,968)
Memberships	15,446	13,007	2,439
Library Rent	8,443	8,543	(101)
Concessions Rent	-	-	-
Café Rent	825	800	25
ATM and Vending	2,057	940	1,116
Advertising / Sponsorships	-	-	-
Miscellaneous	-	-	-
Outdoor Pool and Lakes	26,173	41,174	(15,001)
Total Revenue	213,114	183,561	29,554
Expenses			
Advertising and Promotion	976	1,400	424
Professional Fees	1,645	2,100	455
Interest and other fees	832	1,129	297
Concessions Expense	-	100	100
Facility Repairs & Maintenance	23,305	13,022	(10,284)
Insurance	7,877	7,877	-
Housekeeping	2,637	1,100	(1,537)
IT Licensing / Fees / Support	5,443	4,160	(1,283)
Miscellaneous	315	100	(215)
Office	1,154	829	(325)
Pool Chemicals / Supplies	2,074	1,500	(574)
Programming	1,008	1,218	209
Staff Training / Courses	350	4,000	3,650
Communications	679	655	(24)
Travel	-	150	150
Uniforms	373	-	(373)
Utilities	45,323	38,608	(6,715)
Vending Expense	1,008	518	(489)
Wages and Benefits	154,359	125,198	(29,161)
Outdoor Pool and Lakes	26,173	32,137	5,964
Total Expenses	249,358	203,664	(45,694)
Surplus (Deficit) B4 Café & Events	(36,244)	(20,103)	(16,141)
Centre Ice Café Operations	(194)	-	(194)
Surplus (Deficit) B4 Special Events	(36,437)	(20,103)	(16,334)
Special Events Revenue	580	-	580
Special Events Expenses	14,091	-	(14,091)
Surplus (Deficit) Special Events	-13,511	0	-13,511
Net Operating Surplus (Deficit)	(49,948)	(20,103)	(29,845)
Transfer to Reserve	-	-	-
Special Events Subsidized Expenses	-	-	-
Capital Projects - Net	201,637	-	(201,637)
MFC Debenture Interest	-	-	-
TOB Transfer from Special Purposes T:	-	-	-
Total Non-Operating Expenses	201,637	-	(201,637)
Net Surplus (Deficit)	(251,585)	(20,103)	(231,482)

**LCMPCC Operating
Income Statement
For the period ending Aug. 31, 2023**

	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 *	118,124	118,123	100%	75,834	156%	600,400	600,397	100%	429,900	140%
Arena	25,520	14,100	181%	25,014	102%	83,608	77,807	107%	37,290	224%
Aquatic Centre	41,108	14,487	284%	40,581	101%	105,173	74,931	140%	116,905	90%
Active Living / Room Rentals	1,592	13,560	12%	3,864	41%	69,535	66,101	105%	66,901	104%
Memberships	15,446	13,007	119%	11,582	133%	68,021	66,116	103%	60,249	113%
Library Rent	8,443	8,543	99%	8,035	105%	45,448	48,822	93%	40,173	113%
Concessions Rent	-	-	0%	-	0%	-	-	0%	-	0%
Café Rent	825	800	103%	800	103%	4,150	4,000	104%	4,000	104%
ATM and Vending	2,057	940	219%	1,342	153%	9,743	7,091	137%	6,814	143%
Advertising / Sponsorships	-	-	0%	1,518	0%	1,266	-	0%	2,151	59%
Miscellaneous	-	-	0%	350	0%	10,017	733	1367%	3,157	317%
Outdoor Pool and Lakes	26,173	41,174	64%	-	0%	55,481	69,789	79%	-	0%
Total Revenue	239,287	224,735	106%	168,919	142%	1,052,842	1,015,787	104%	767,541	137%
Expenses										
Advertising and Promotion	976	1,400	70%	1,333	73%	6,342	6,849	93%	36,299	17%
Professional Fees	1,645	2,100	78%	3,253	51%	9,286	10,500	88%	12,411	75%
Interest and other fees	832	1,129	74%	1,916	43%	9,868	6,585	150%	6,101	162%
Concessions Expense	-	100	0%	-	0%	-	500	0%	411	0%
Facility Repairs & Maintenance	23,305	13,022	179%	30,543	76%	108,677	74,593	146%	164,325	66%
Insurance	7,877	7,877	100%	-	0%	39,385	39,385	100%	-	0%
Housekeeping	2,637	1,100	240%	386	682%	13,049	6,368	205%	11,234	116%
IT Licensing / Fees / Support	5,443	4,160	131%	16,732	33%	27,225	25,166	108%	35,452	77%
Miscellaneous	315	100	315%	371	85%	1,528	932	164%	748	204%
Office	1,154	829	139%	1,282	90%	4,704	4,535	104%	5,543	85%
Pool Chemicals / Supplies	2,074	1,500	138%	-	0%	7,703	8,037	96%	1,967	392%
Programming	1,008	1,218	83%	4,487	22%	4,544	5,836	78%	8,470	54%
Staff Training / Courses	350	4,000	9%	2,199	16%	5,314	11,626	46%	2,871	185%
Communications	679	655	104%	635	107%	4,249	3,204	133%	3,509	121%
Travel	-	150	0%	-	0%	-	1,800	0%	-	0%
Uniforms	373	-	0%	-	0%	5,680	4,500	126%	1,511	376%
Utilities	45,323	38,608	117%	42,549	107%	212,554	165,529	128%	156,030	136%
Vending Expense	1,008	518	194%	1,514	67%	5,821	6,252	93%	6,961	84%
Wages and Benefits	154,359	125,198	123%	88,802	174%	642,914	590,108	109%	554,980	116%
Outdoor Pool and Lakes	26,173	32,137	81%	-	0%	55,481	53,598	104%	-	0%
Total Expenses	275,531	235,801	117%	196,004	141%	1,164,324	1,025,901	113%	1,008,821	115%
Surplus (Deficit) B4 Café & Events	(36,243)	(11,066)	328%	(27,084)	134%	(111,482)	(10,114)	1102%	(241,281)	46%
Centre Ice Café Operations	(194)	-	0%	-	0%	(2,061)	500	-512%	-	0%
Surplus (Deficit) B4 Special Events	(36,437)	(11,066)	329%	(27,084)	135%	(113,542)	(9,614)	1181%	(241,281)	47%
Special Events Revenue	580	-	0%	-	0%	15,944	15,500	103%	49,435	32%
Special Events Expenses	14,091	-	0%	1,486	948%	44,420	10,400	427%	64,689	69%
Surplus (Deficit) Special Events	-13,511	0	0%	-1,486	0%	-28,476	5,100	-658%	-15,255	0%
Net Operating Surplus (Deficit)	(49,948)	(11,066)	451%	(28,571)	100%	(142,018)	(4,514)	3146%	(256,536)	100%
Transfer to Reserve	-	-	0%	-	0%	-	-	0%	-	0%
Special Events Subsidized Expenses	-	-	0%	-	0%	-	-	0%	-	0%
Capital Projects - Net	201,637	-	0%	210,594	0%	369,895	-	0%	926,420	0%
MFC Debenture Interest	-	-	0%	-	0%	42,256	60,769	70%	47,457	0%
TOB Transfer from Special Purposes Tax	-	-	0%	-	0%	(42,256)	(60,769)	70%	(47,457)	100%
Total Non-Operating Expenses	201,637	-	0%	210,594	0%	369,895	-	0%	926,420	0%
Net Surplus (Deficit)	(251,585)	(11,066)	2273%	(239,164)	100%	(511,913)	(4,514)	11340%	(1,182,956)	100%

**LCMPCC Operating
Balance Sheet
As at Aug. 31, 2023**

	<u>Jul 23</u>	<u>Mar 23</u>
Assets		
Current Assets		
Cash	169,209	863,499
Accounts Receivable	40,742	74,590
Prepaid Expenses	38,455	67,524
Concessions Inventory	3,835	3,754
Total Current Assets	<u>252,241</u>	<u>1,009,366</u>
Capital Assets	-	-
Total Assets	<u>252,241</u>	<u>1,009,366</u>
Liabilities		
Current Liabilities		
Accounts Payable	244,897	470,258
Due to / from Capital Reserve	1,407,681	1,407,681
Deferred Revenue-Memberships/Passes	90,962	110,853
Deferred Revenue-Grants	-	-
Total Liabilities	<u>1,743,540</u>	<u>1,988,792</u>
Equity		
Retained Earnings	(979,386)	(172)
Current Year Earnings	(511,913)	(979,253)
Total Equity	<u>(1,491,299)</u>	<u>(979,426)</u>
Total Liability and Equity	<u>252,241</u>	<u>1,009,366</u>
	-	-

LCMPCC Operating

Financial Package

For the period ending Sept. 30, 2023

**LCMPCC Operating
Income Statement
For the period ending Sept. 30, 2023**

	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 *	105,834	105,833	100%	69,688	152%	706,234	706,230	100%	499,588	141%
Arena	25,677	29,014	88%	35,668	72%	109,285	106,822	102%	72,958	150%
Aquatic Centre	14,936	25,890	58%	7,230	207%	120,008	100,821	119%	124,135	97%
Active Living / Room Rentals	3,659	3,864	95%	8,400	44%	73,194	69,965	105%	75,302	97%
Memberships	19,327	13,250	146%	15,271	127%	87,348	79,366	110%	75,519	116%
Library Rent	8,443	8,543	99%	8,035	105%	53,891	57,365	94%	48,207	112%
Concessions Rent	-	-	0%	-	0%	-	-	0%	-	0%
Café Rent	825	800	103%	800	103%	4,975	4,800	104%	4,800	104%
ATM and Vending	773	1,342	58%	1,643	47%	10,516	8,433	125%	8,457	124%
Advertising / Sponsorships	15,545	-	0%	-	0%	16,811	-	0%	2,151	782%
Miscellaneous	6,989	-	0%	(159)	4487%	17,006	733	2321%	2,998	567%
Outdoor Pool and Lakes	-	-	0%	-	0%	55,581	69,789	80%	-	0%
Total Revenue	202,006	188,536	107%	146,575	138%	1,254,849	1,204,323	104%	914,115	137%
Expenses										
Advertising and Promotion	2,570	1,330	193%	19	13418%	8,912	8,178	109%	36,318	25%
Professional Fees	5,117	2,100	244%	1,270	403%	14,402	12,600	114%	13,681	105%
Interest and other fees	1,869	1,445	129%	1,688	111%	11,737	8,030	146%	7,789	151%
Concessions Expense	-	100	0%	300	0%	-	600	0%	711	0%
Facility Repairs & Maintenance	12,964	12,664	102%	24,512	53%	121,641	87,257	139%	188,837	64%
Insurance	7,877	7,877	100%	-	0%	47,262	47,262	100%	-	0%
Housekeeping	1,387	1,170	119%	3,953	35%	14,436	7,538	192%	15,187	95%
IT Licensing / Fees / Support	15,175	4,056	374%	8,868	171%	42,400	29,223	145%	44,320	96%
Miscellaneous	(2,045)	100	-2145%	128	-1703%	(517)	1,032	-150%	875	-159%
Office	1,276	1,141	112%	1,203	106%	5,979	5,676	105%	6,746	89%
Pool Chemicals / Supplies	1,220	1,500	81%	1,562	78%	8,923	9,537	94%	3,529	253%
Programming	677	775	87%	439	154%	5,221	6,611	79%	8,909	59%
Staff Training / Courses	560	-	0%	278	201%	5,874	11,626	51%	3,149	187%
Communications	654	635	103%	642	102%	4,904	3,840	128%	4,150	118%
Travel	-	150	0%	-	0%	-	1,950	0%	-	0%
Uniforms	118	200	59%	-	0%	5,798	4,700	123%	1,511	384%
Utilities	50,017	40,549	123%	40,735	123%	262,572	206,078	127%	196,765	133%
Vending Expense	2,112	1,514	139%	2,632	80%	7,934	7,766	102%	9,593	83%
Wages and Benefits	100,969	108,605	93%	100,673	100%	743,783	698,713	106%	655,653	113%
Outdoor Pool and Lakes	-	-	0%	-	0%	55,581	53,598	104%	-	0%
Total Expenses	202,516	185,912	109%	188,902	107%	1,366,840	1,211,813	113%	1,197,723	114%
Surplus (Deficit) B4 Café & Events	(510)	2,624	-119%	(42,327)	1%	(111,991)	(7,490)	1495%	(283,608)	39%
Centre Ice Café Operations	175	600	29%	-	0%	(1,886)	1,100	-271%	-	0%
Surplus (Deficit) B4 Special Events	(335)	3,224	-110%	(42,327)	1%	(113,877)	(6,390)	1782%	(283,608)	40%
Special Events Revenue	3,360	25,000	13%	23,978	14%	19,304	40,500	48%	73,413	26%
Special Events Expenses	1,061	22,000	5%	5,847	18%	45,481	32,400	140%	70,537	64%
Surplus (Deficit) Special Events	2,300	3,000	77%	18,131	0%	-26,177	8,100	-423%	2,876	-100%
Net Operating Surplus (Deficit)	1,965	6,224	32%	(24,196)	100%	(140,054)	1,710	-8291%	(280,732)	0%
Transfer to Reserve	-	-	0%	-	0%	-	-	0%	-	0%
Special Events Subsidized Expenses	-	-	0%	-	0%	-	-	0%	-	0%
Capital Projects - Net	48,198	-	0%	(537,655)	0%	418,093	-	0%	388,765	0%
MFC Debenture Interest	-	-	0%	-	0%	42,256	60,769	70%	47,457	0%
TOB Transfer from Special Purposes Tax	-	-	0%	-	0%	(42,256)	(60,769)	70%	(47,457)	100%
Total Non-Operating Expenses	48,198	-	0%	(537,655)	0%	418,093	-	0%	388,765	0%
Net Surplus (Deficit)	(46,234)	6,224	-843%	513,459	-100%	(558,147)	1,710	-32745%	(669,497)	0%

**LCMPCC Operating
Balance Sheet
As at Sept. 30, 2023**

	<u>Jul 23</u>	<u>Mar 23</u>
Assets		
Current Assets		
Cash	179,107	863,499
Accounts Receivable	95,824	74,590
Prepaid Expenses	26,395	67,524
Concessions Inventory	3,897	3,754
Total Current Assets	<u>305,222</u>	<u>1,009,366</u>
Capital Assets	-	-
Total Assets	<u>305,222</u>	<u>1,009,366</u>
Liabilities		
Current Liabilities		
Accounts Payable	337,910	470,258
Due to / from Capital Reserve	1,407,681	1,407,681
Deferred Revenue-Memberships/Passes	97,164	110,853
Deferred Revenue-Grants	-	-
Total Liabilities	<u>1,842,755</u>	<u>1,988,792</u>
Equity		
Retained Earnings	(979,386)	(172)
Current Year Earnings	(558,147)	(979,253)
Total Equity	<u>(1,537,533)</u>	<u>(979,426)</u>
Total Liability and Equity	<u>305,222</u>	<u>1,009,366</u>
	0	-

LCMPCC Operating Variance Report For the period ending Sept. 30, 2023

	Actual	Budget	Variance
Gross Revenues			
Municipal Operating Grants *	105,834	105,833	1
Arena	25,677	29,014	(3,338)
Aquatic Centre	14,936	25,890	(10,954)
Active Living / Room Rentals	3,659	3,864	(205)
Memberships	19,327	13,250	6,077
Library Rent	8,443	8,543	(101)
Concessions Rent	-	-	-
Café Rent	825	800	25
ATM and Vending	773	1,342	(569)
Advertising / Sponsorships	15,545	-	15,545
Miscellaneous	6,989	-	6,989
Outdoor Pool and Lakes	-	-	-
Total Revenue	202,006	188,536	13,470
Expenses			
Advertising and Promotion	2,570	1,330	(1,240)
Professional Fees	5,117	2,100	(3,017)
Interest and other fees	1,869	1,445	(424)
Concessions Expense	-	100	100
Facility Repairs & Maintenance	12,964	12,664	(300)
Insurance	7,877	7,877	-
Housekeeping	1,387	1,170	(217)
IT Licensing / Fees / Support	15,175	4,056	(11,118)
Miscellaneous	(2,045)	100	2,145
Office	1,276	1,141	(135)
Pool Chemicals / Supplies	1,220	1,500	280
Programming	677	775	98
Staff Training / Courses	560	-	(560)
Communications	654	635	(19)
Travel	-	150	150
Uniforms	118	200	82
Utilities	50,017	40,549	(9,469)
Vending Expense	2,112	1,514	(598)
Wages and Benefits	100,969	108,605	7,636
Outdoor Pool and Lakes	-	-	-
Total Expenses	202,516	185,912	(16,604)
Surplus (Deficit) B4 Café & Events	(510)	2,624	(3,134)
Centre Ice Café Operations	175	600	(425)
Surplus (Deficit) B4 Special Events	(335)	3,224	(3,559)
Special Events Revenue	3,360	25,000	(21,640)
Special Events Expenses	1,061	22,000	20,939
Surplus (Deficit) Special Events	2,300	3,000	-700
Net Operating Surplus (Deficit)	1,965	6,224	(4,259)
Transfer to Reserve	-	-	-
Special Events Subsidized Expenses	-	-	-
Capital Projects - Net	48,198	-	(48,198)
MFC Debenture Interest	-	-	-
TOB Transfer from Special Purposes T:	-	-	-
Total Non-Operating Expenses	48,198	-	(48,198)
Net Surplus (Deficit)	(46,234)	6,224	(52,458)