

3. PRESENTATIONS

3.1 Review of MCW Report – Michael Gillis, MCW

Mr. Gillis presented the MCW Energy Audit Report of the LCLC which detailed the areas where energy efficiency measures could be carried out. These measures included:

A01 Lighting Retrofits

B01 Ground Loop Fluid Replacement and Isolation

B02 Ice Plan Optimization & Hot Water Storage Tank

B03 Heating Loops, Piping Modifications and Merging

B04 AHU Coils Fluid Replacement and Isolation

B05 High Grade Heat Pump for DHW and Therapy Pool

B06 Rink Dehumidification Upgrade

C01 BAS Optimization and Analytics

D01 Solar Panel Installation

The costs, savings and pay-back period was itemized for each measure with the total cost being \$1,024,248.00 with a pay-back period of 14.1 years before Efficiency Nova Scotia incentives. The annual reduction in energy consumption was concluded to be 574,524 kilowatt-hours, \$72,676 based on current energy pricing.

Mr. Gillis gave a PowerPoint presentation explaining how the scope of the B06 Dehumidification was arrived at, which considered optimal conditions relevant to the expected number of people in the facility and the time of year events were held.

A discussion was held and the following was noted:

- The timeframe for the dehumidification project (B06) is approximately 24 weeks, with most of this time taken up in equipment procurement. If measure B06 is to be undertaken, the best time to begin the process would be November/December so that the work would be complete Spring 2020 ready for when humidity becomes an issue.
- The existing dehumidification equipment/pipework is not reusable as it works on a different principal.
- The Lighting Retrofits (A01), Ground Loop Fluid Replacement (B01) and the Dehumidification measure (B06) could be carried out independently of each other.
- Would it be more cost effective to create one tender for the entire project? It would be recommended to separate the tender for A01 as this is a different trade. It could be financially beneficial to tender for the same trades at the same

time. If measure B06 is to be tendered separately, it would be advantageous to indicate that this work would be carried out in the future.

- The contractor would provide project manager services.
- An onsite engineer would not be necessary as this is not a civil engineering project, work can be visually inspected afterwards.
- MCW does not offer any guarantees on the energy savings indicated, however, they are in the business of providing this type of audit and are very comfortable with their calculations and have a record of success at other facilities.

Mr. Gillis left the meeting at 6:47 p.m.

Mr. Walsh advised that Myles Cornish and Amanda Christianson from Efficiency Nova Scotia (ENS) think that the MCW is conservative and have negotiated an open ended/uncapped incentive for the LCLC which will not result in penalties should the energy savings exceed projections. ENS has approved the report. It was suggested there may be incentives for the Lighting Retrofit and perhaps for the Environmental measure elsewhere, but neither were included in the offer from ENS.

Myles Cornish and Amanda Christianson left the meeting at 6:52 p.m.

A discussion followed regarding procurement. Mr. Walsh advised that a quote had been previously received for measure A01 and due to the anticipated project cost, it would be possible to go straight out to tender for this contract by requesting three quotes and awarding it accordingly.

It would be necessary to stay within budget, and it was agreed to arrange for an RFP, with assistance from the Municipal partners, for the B01-B06 item measures as one tender and push the Dehumidification tender into the next fiscal year.

3.2 Year-End Reporting – Kelsey Murphy, Grant Thornton

Mayor Bolivar-Getson declared conflict of interest and left the meeting at 7:05p.m.

Ms. Kelsey Murphy, Senior Manager, Grant Thornton, presented the Report on Audit Strategy and Results Report and the draft LCLC's Consolidated Financial Statements for year-end March 31, 2020 (both documents circulated with the agenda).

Ms. Murphy reviewed the Audit Strategy and Results report and answered questions.

- A tax information report had been submitted to CRA, which had been overlooked. This resulted in the release of an HST refund.
- Proposed adjustments were explained.
- Appendix A set out the roles and responsibilities and was no different from previous years
- Appendix B identified risk areas, which were audited, and no errors were reported
- Appendix E identified internal control deficiencies, which recommended that segregation of financial duties through the cash-cycle would be best practice. Ms. Murphy recommended that as well as back-up information for each entry, there should be an independent review of entries. It was discussed how segregation could be best achieved, and if the Municipal units could be involved.

Ms. Murphy presented the draft LCLC's Consolidated Financial Statements for the year-end March 2020 and answered questions.

Ms. Murphy left the meeting at 7:46p.m.

2020-49 **Moved by Mayor Mitchell, seconded by Councillor Knickle that the Board received the Audit Strategy and Results for the year ending March 31, 2020 and approve the Lunenburg County Multi-Purpose Centre Corporation's Consolidated Financial Statement for the year ending March 31, 2020. Carried Unanimously.**

4. BUSINESS ARISING FROM MINUTES & UNFINISHED BUSINESS

Mayor Bolivar Getson returned to meeting at 7:47p.m.

4.1 Energy Project

It was agreed this matter had been dealt with under Item 3.1.

4.2 Wifi Upgrade

Mr. Walsh advised the MJSB was ordering equipment as part of a bulk order, and he was waiting for David Muisse to provide the total project cost.

5. CORRESPONDENCE

None

6. NEW BUSINESS

6.1 Lumberjacks – Councillor McInnis

Councillor McInnis questioned if the Board would consider waiving the contracted amount of \$1.00 per attendee for Lumberjacks games for the upcoming season to help the team financially.

It was discussed that guidelines on spectators would not be known for some time and there were many unknowns in how attendance would be restricted.

It was agreed to defer a decision until a later meeting.

7. INFORMATION / UPDATES

7.1 General Manager's Monthly Report

Mr. Walsh reviewed his monthly report, circulated with agenda. He advised that Elderfit programs would now be available to LCLC members. The pool would be re-opening on July 22nd.

A discussion was held regarding reopening the arena for public walking, but it was noted that the width of the track made it impossible to socially distance, unless facemasks were mandatory, and the corners of the arena were designated as a passing areas.

It was agreed to plan to reopen the ice on September 1st and Mr. Walsh was asked to investigate the level of interest for ice-time bookings.

The possibility to run public skates was also discussed. Mr. Walsh suggested that the arena could be sectioned to better control numbers. It was also suggested that visors could be worn.

Mr. Walsh reported that as LCLC services have been added, so to have staff and hours. There would be an additional person to the two lifeguards on the roster for the pool deck. This person would be responsible to monitor and control social distancing and the traffic flow through the changing rooms. Guest Services were currently operating 8:00 a.m. to 6:00 p.m., but this would increase as the facility re-opens.

7.2 Aged Receivables

The aged receivables report, circulated with the agenda, was discussed.

7.3 Financial Statements

Nustadia had advised they were no longer providing month-end financial services. An accountant had been retained, on an as-needed basis, but does not start until the end of July.

8. IN CAMERA

It was agreed that Personnel matters had been dealt with under Item 7.1 so the In Camera session was not required.

9. NEXT MEETING – Thursday August 20th, 2020 at 6:00 p.m.**10. ADJOURNMENT**

2020-50 **There being no further business at 8:22 p.m., it was moved by Mayor Mitchell, seconded by Councillor Knickle that the meeting adjourn.
Carried.**