

**REGION OF QUEENS MUNICIPALITY  
REGULAR COUNCIL  
TUESDAY, JUNE 14, 2016  
9:00 A.M.**

**PRESENT:** Mayor Christopher Clarke, Chair  
Councillor Darlene Norman  
Councillor Brian Fralic  
Councillor Jack Fancy  
Councillor Susan MacLeod  
Councillor Raymond Fiske  
Councillor Peter Waterman  
Councillor Bruce Inglis  
Richard MacLellan, Chief Administrative Officer  
April Whynot-Lohnes, Municipal Clerk  
Christine Watson, Recording / Management Secretary

**1.0 CALL TO ORDER:**

Mayor Clarke called the meeting to order at 9:00 a.m.

**2.0 CHANGES / APPROVAL OF AGENDA:**

**It was moved by Councillor Fiske and seconded by Councillor Fralic that the Agenda be approved with the following additions:**

Add: 3.0 Kim Masland, World Elder Abuse Awareness Day  
17.3 In-Camera, Personnel Matter

Defer: 8.2 Amended REN Agreement

**MOTION CARRIED unanimously.**

**3.0 PRESENTATION(S):**

3.0 Kim Masland, World Elder Abuse Awareness Day

Kim Masland, Senior Safety Coordinator for Queens County was welcomed to council to announce that June 15 will be designated as World Elder Abuse Awareness Day. She explained that the day would provide an opportunity for communities to join together to raise awareness of this issue and help those who are in need of assistance and support.

Ms. Masland provided the definition of elder abuse or senior abuse as “a single, or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person”. She further explained that abuse of seniors can take various forms such as physical, psychological or emotional, sexual, financial, systemic and abuse of rights and freedoms, either as the result of intentional or unintentional neglect.

As the Senior Safety Coordinator, she can assist by providing information and support in a manner that meets individual needs and concerns. These services are provided free of charge and are not limited to those over 65 years of age. Persons aged 55 and over are considered seniors.

The Senior Safety Programs have partnered with RBC branches to provide information at all RBC locations in Southwest Nova Scotia to provide information to the communities.

Anyone with any enquires can contact her via email at [kim.masland@rcmp-grc.gc.ca](mailto:kim.masland@rcmp-grc.gc.ca).

### 3.1 Mobile Food Trucks in Liverpool – Andrew Bursey

Andrew Bursey, General Manager of Dixie Lee, was welcomed to council to voice his opinion on the mobile food trucks in the downtown Liverpool area. He stated that his father, David Bursey, had run the business from 1979 to 1992 and that he, himself, has been owner when the business reopened in 2012.

Mr. Bursey stated that he was in favor of competition, but felt that permanent facilities had a disadvantage over mobile food trucks. He also stated that after reading Bylaws No. 8 - Respecting Parking Lots, No. 10 – Respecting the Operation of the Public Market and No. 16 – Respecting Vending, he was confused as he felt they were contradictory.

He commented that the owners of the mobile food trucks have an advantage over established restaurant owners in town by their location at the water front as the area provides public facilities through the Visitor Information Center and picnic tables in the parks, along with having only to pay a \$10 vending fee versus property taxes. He agreed that exceptions should be made for special events such as Privateer Days.

As a business owner he stated he has invested money for this business and pays taxes, and feels that the mobile food truck owners should be paying a more acquittable fee. He asked that council consider a review of the existing bylaw and to work with all stakeholders on this matter.

### 4.0 TABLING OF PETITIONS:

There were no petitions to come before this meeting.

### 5.0 PUBLIC QUESTION / COMMENT SESSION:

Pierre Losier, 315 Bells Point Road, Liverpool – Mr. Losier stated that he is the owner of Datzza Wrap food truck and works out of Liverpool, Shelburne and Bridgewater. He stated that he would like the opportunity to speak to Mr. Bursey's presentation at a future council. Mayor Clarke indicated that to make arrangements for that he can contact the Municipal Clerk's office.

David Dagley, 9 Meadow Pond Lane, Liverpool – Mr. Dagley stated that he had recently been a victim of vandalism and litter on one of his properties. He had contacted the RCMP and about the issue and subsequently Kelly-Anne Hurley, Bylaw Enforcement Officer. Solutions were found and signs were erected. He thanked Ms. Hurley and the Region staff for their assistance.

Leon Robertson, 45 College Street, Liverpool – Mr. Robertson offered his opinion under Item 8.1 – Mobile Food Trucks and encouraged council to review the bylaws concerning vending to come to a decision that would be fair to both established restaurant owners and mobile food truck owners.

Bill Cox, 121 Bog Road, White Point – Mr. Cox offered his opinion under Item 8.1 – Mobile Food Trucks, indicating that discussions of having food trucks is province wide and not just local, and encouraged council to work with all involved to come to a fair resolution to the vending issue.

Mr. Cox encouraged council and staff under Item 14 – QPEC to consider all the concerns and issues that the youth brought forward during the group discussions.

Councillor Fralic stated that as part of vending during Privateer Days, there is a good relationship with all vendors and they pay \$500 for the vending license to participate in the park and it works well.

Sheila Anderson, 357 Highway 8, Liverpool – Ms. Anderson urged council to seek information and hear from both the restaurant owners and mobile food truck owners before coming to a conclusion on the vending bylaw.

**6.0 APPROVAL OF MINUTES:**

6.1 Council Minutes – May 24, 2016

**It was moved by Councillor Waterman and seconded by Councillor Fancy:**

**THAT the minutes of the Regular Council meeting held on May 24, 2016 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.2 Public Hearing Minutes – May 24, 2016

**It was moved by Councillor Fiske and seconded by Councillor MacLeod:**

**THAT the minutes of the Public Hearing meeting held on May 24, 2016 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.3 Special Council Minutes – May 20, 2016

**It was moved by Councillor Fancy and seconded by Councillor Fralic:**

**THAT the minutes of the Special Council meeting held on May 20, 2016 be approved as circulated.**

**MOTION CARRIED unanimously.**

6.4 Special Council Minutes – May 30, 2016

**It was moved by Councillor MacLeod and seconded by Councillor Inglis:**

**THAT the minutes of the Special Council meeting held on May 30, 2016 be approved as circulated.**

**MOTION CARRIED unanimously.**

**7.0 DANGEROUS OR UNSIGHTLY PREMISES:**

There were no matters to come before this meeting.

**8.0 ECONOMIC DEVELOPMENT:**

8.1 **Mobile Food Trucks**

Mike MacLeod, Planner, reviewed Bylaw No. 16 – Respecting Vending which was approved by council on May 13, 2014. He explained the procedure to obtain a vending license; whereby an application can be obtained through the Bylaw Enforcement Officer. The applicant must provide the name, address and name of the business, a description of the type of goods / services being provided and a description of any stand or vehicle used.

Kelly-Anne Hurley, Bylaw Enforcement Officer, explained that a vending license has an annual fee of \$10 per year and expires March 31<sup>st</sup> the year after it was applied for. She explained that investigating vending through other municipalities that the prices vary and that Queens County has one of the lowest in Nova Scotia.

In response to a question concerning food handling licensing, Ms. Hurley stated that our bylaw doesn't include this as it is provincially legislated and monitored.

Several Councillors provided comments on the matter. The following points were made:

- Review the bylaws after consultation with participants;
- Look for safe locations to allow mobile food trucks, i.e. old Legion location; and
- Look at a fair fee rate structure.

Mayor Clarke stated that the matter will be referred to staff for review and to report back to Council by the first council meeting in September (September 13, 2016).

### 8.3 Commercial Real Estate Brokerage Services - RFP

**It was moved by Councillor Norman and seconded by Councillor Fralic:**

**THAT the Council of the Region of Queens Municipality award the contract for Commercial Real Estate Brokerage Services to Turner Drake & Partners Ltd. at the quoted commission-based fee scale for a one year term, with an option to renew for two (2) one (1) year terms at the discretion of the Municipality, in accordance with the Request for Proposals issued on May 16, 2016 and the proposal received from them dated June 1, 2016.**

Richard MacLellan, CAO, provided background on several pieces of land which were purchased with the intention of selling for commercial or housing development purposes. During the April 12, 2016 Council approved, as part of the Strategic Priorities, a review of surplus property. A RFP (Request for Proposal) for Commercial Real Estate Brokerage Services was issued which included three parcels of land around Queens Place Emera Centre, and the former Nauss Brothers land behind Barss Street in Liverpool. The RFP allows for additional properties to be added to the sales portfolio if necessary.

Seven companies requested the RFP document but only one submission was received by the deadline. After review and due diligence conducted, the RFP is proposed to be awarded to Turner Drake & Partners.

**MOTION CARRIED unanimously.**

## 9.0 CORPORATE SERVICES:

### 9.1 Council Expenses

Council Expenses included for information purposes only.

## 10.0 ENGINEERING AND WORKS:

Councillor Fancy updated council on the Milton Bridge construction and stated that a good job was done on the development of the park.

Councillors MacLeod and Waterman gave updates to the preparation of the water installation work to begin on Markland Avenue in Brooklyn and commended the Engineering Department on the communication with homeowners.

## 11.0 FINANCE

There were no matters to come before this meeting.

## 12.0 RECREATION AND COMMUNITY FACILITIES:

Councillor Fralic updated council on the events of the upcoming Privateer Days which begin on Friday, June 24, 2016, i.e. partnering with South Shore Multicultural Association this year. This event was show cased in Lunenburg the past two years.

### 13.0 PLANNING:

#### 13.1 Residential Uses in Commercial Zones – Liverpool

**It was moved by Councillor MacLeod and seconded by Councillor Waterman:**

**THAT the Council of the Region of Queens Municipality maintain status quo respecting the utilization of the ground floor of building located at 325 / 327 Main Street in Liverpool for commercial use.**

Mike MacLeod, Planner, stated that a development agreement application had been received for the creation of two new residential dwelling units on the ground floor of building located at 325 / 327 Main Street in Liverpool which is located in a Commercial Downtown (C1) Zone. Residential uses are not permitted as-of-right on the ground floor of a building in the Downtown Commercial (C1) Zone; however, there is a provision in the Municipal Planning Strategy (MPS) to consider such uses by way of a development agreement.

The applicant wishes to renovate the ground floor of the existing building to create two new dwelling units. In 2009/10 the former owner of this property and the Region entered into a development agreement for the same purpose; however, prior to renovating the units into residential uses, the owner was able to find commercial tenants, and the development agreement was formally discharged by Council.

Several Councillors expressed their opinions on why they would either support or not support the motion. The following points were made:

- Property has been empty for a long time; and there are numerous commercial space available,
- Impact to commercial space,
- Main Street revitalization is starting to occur,
- Sympathize with owner; but buyers needs to beware of zoning implications,
- Need to continue to promote downtown as commercial area,
- PAC discussed and recommended to maintain status quo.

**MOTION CARRIED with 7 in favor and 1 against.**

COUNCIL TOOK A FIVE MINUTE RECESS AT 10:25 A.M.

COUNCIL RESUMED AT 10:31 A.M.

### 14.0 QUEENS PLACE EMERA CENTRE:

#### 14.0 QPEC: Presentation

Steve Burns, Manager, and Meaghan Roberts, Program Coordinator, were present to provide Council with an update of the strategic plan for Queens Place Emera Centre as directed by Council in January (copy of presentation attached to original set of Minutes).

Highlights reviewed:

- Mission Statement
- Vision
- Values
- Overview of Stakeholder Engagement
- Structure of Advisory Committee
- Recommendations

#### 14.1 Community Engagement Results

Richard MacLellan, CAO, stated that two public consultations were held at Queens Place Emera Centre on February 18 and March 29, 2016 to get feedback on present facility operations and input on areas for improvement.

#### 14.2 Youth Engagement

Ms. Roberts stated that as part of the public consultation, there was strong input regarding youth engagement and the need to ensure that they were considered in the development of municipal programming.

As part of these recommendations, Ms. Roberts participated in two youth engagement sessions at South Queens Middle School and North Queens School to discuss needs.

Some highlights from the SQMS included:

- Lounge area
- Volunteering
- Dance
- Play Area
- Picnic Tables

Some highlights from the NQS included:

- Music / Band Opportunities
- Dance
- March Break and Summer Camps
- Transportation – barrier to youth (need to find ways to make them feel part of the community)

#### 14.3 QPEC: Mission, Vision and Values

**It was moved by Councillor Fancy and seconded by Councillor Fralic:**

**THAT the Council of the Region of Queens Municipality endorse the Mission, Vision and Values statements contained in this report.**

**MOTION CARRIED unanimously.**

#### 14.4 QPEC: Recommended Terms of Reference for Advisory Committee

**It was moved by Councillor Fancy and seconded by Councillor Fiske:**

**THAT the Council of the Region of Queens Municipality:**

- 1. Approve the Terms of Reference, as contained in Attachment One of this report, for a Queens Place Emera Centre Advisory Committee; and**
- 2. Direct staff to publicly solicit participation on the committee.**

In response to a question, Mr. Burns confirmed that the committee would be in place before Labour Day in September and an orientation would be provided to members, and the existing Steering Committee will be dissolved.

In response to questions regarding the proposed Terms of Reference, Council unanimously consented to amend Section 8.1 by deleting the words “four (4)” immediately following the word of in the third line and replacing it with “ten (10)” and amend Section 8.3 by deleting the words “in attendance” immediately following the word members.

In response to further questions regarding the Committee’s roles, Mr. MacLellan stated that the committee is an advisory committee to the manager of QPEC, and that any financial related matters will require Council’s consideration.

**MOTION CARRIED unanimously.**

#### 14.5 Fitness Centre Pricing Change for 1-Week, 1-Month & 3-Month Memberships

**It was moved by Councillor Fancy and seconded by Councillor Fralic:**

**THAT the Council of the Region of Queens Municipality approve the proposed membership pricing schedule as per the discussion section of this report.**

Mr. Burns stated that there has not been an increase in fees for the fitness centre since the facility opened in December 2011. This increase is 7 ½% and equates to approximately \$3,000 in revenues. The fitness punch cards remain the same.

**MOTION CARRIED unanimously.**

14.6 Fitness Annual Membership including Classes and Optional Add-On

**It was moved by Councillor Fancy and seconded by Councillor Fiske:**

**THAT the Council of the Region of Queens Municipality approve the annual fitness membership fee structure for Queens Place Emera Centre as per the discussion section of this report.**

During discussions on the benefits a new annual membership will provide, the revision was made to the Fitness Annual Membership benefits by removing the “24 hour pre-sale access to major QPEC event tickets through Ticketpro” as the majority of Councillors felt that this was unfair to those who may not have the means to acquire a membership, and major events should be available to everyone.

**MOTION CARRIED unanimously.**

14.7 Personal Training Pricing Structure Amendment

**It was moved by Councillor Fancy and seconded by Councillor Fiske:**

**THAT council of the Region of Queens Municipality approve the Personal Training Pricing Structure Amendment for Queens Place Emera Centre as per the discussion section of this report.**

**MOTION CARRIED unanimously.**

**15.0 REPORTS**

There were no reports to come before this meeting.

**16.0 OTHER:**

16.1 Motorized Access Policy, Pine Grove Park – Councillor Fralic

Councillor Fralic provided his concerns to Council that two organizations, Acadia First Nations and Department of Natural Resources, had made requests to use motorized vehicles in Pine Grove Park which were denied. He understands the sensitivity within this park, but felt that where there is no clear policy direction from Council that Policy 54 – Outdoor Events at Region of Queens Municipality Facilities be amended to include a provision that deals with such matters and that it also include a provision for council to provide exemptions.

The matter was then referred to Staff for review, and to bring back proposed amendments to Policy 54.

16.2 Policy 58, Consumption of Alcohol, Town Halls Arts and Cultural Centre

**It was moved by Councillor Fiske and seconded by Councillor Fralic:**

**THAT the Council of the Region of Queens Municipality approve the following addition to Policy 58, Consumption of Alcohol on municipally owned properties:**

58.11 The Council of the Region of Queens Municipality delegates the authority under 58.03, solely with respect to Town Hall Arts and Cultural Centre, to the Chief Administrative Officer to consider requests to, give away, consume or allow to be consumed, alcoholic beverages, including for individuals renting the facility, at the Town Hall Arts and Cultural Centre.

MOTION CARRIED unanimously.

17.0 IN-CAMERA ITEMS

It was moved by Councillor Fralic and seconded by Councillor MacLeod that the proceedings go "In-Camera" at 11:20 a.m. to discuss the following:

- 17.1 Contract Negotiations, MGA 22(2)e
- 17.2 Potential Litigation, MGA 22(2)f
- 17.3 Personnel Matter, MGA 22(2)c


MOTION CARRIED unanimously.

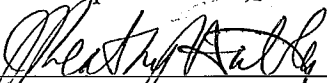
It was moved by Councillor Inglis and seconded by Councillor Waterman that the proceedings come out of "In-Camera" at 12:15 p.m.


MOTION CARRIED unanimously.

18.0 ADJOURNMENT

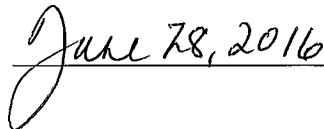
There being no further business, the meeting adjourned at 12:15 p.m.

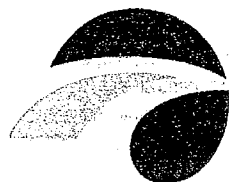
  
\_\_\_\_\_  
Mayor Christopher Clarke, Chair

  
\_\_\_\_\_  
April Whynot-Lohnes, Municipal Clerk

  
\_\_\_\_\_  
Christine Watson, Recording / Management Secretary

Date Approved:

  
\_\_\_\_\_  
June 28, 2016



# QUEENS PLACE EmeraCentre



*Mission: Queens Place Emera Centre is a regional destination, dedicated to offering people of all ages and lifestyles, dynamic social and recreational opportunities and experiences.*



## 2015 Council Direction

Perform a review of strategic objectives of QPEC

## 2 Public Consultation Sessions

Solicit feedback on present and future facility operations

### Focus

- What's Working Well
- Opportunities to Grow
- Governance Structure

Staff also participated in a facility analysis exercise.



**Brief overview of the  
2 public sessions  
and staff session:**

**Positives:**

- Beautiful, great, visible, quality fitness, responsive staff, external assets, great parking, central and regional, excellent ice, reasonable fees, economic impact, event production excellent, not for profit use, well maintained.

**Improvements:**

- Benches on track, trim trails, summer ice, day care, bar use, skate-rentals, lobby uses, fitness hours, more events, recreational programming youth/teens, healthy food, RV parking, playground, pool, discounts, corporate rates, include classes, free days.
- School use, finances, governance, collaboration, communication, volunteer opportunities, adjust handicap parking.

**Practice:**

High prime ice usage, accessible, well regarded RQM asset, programs for all ages, host of national and provincial events, high quality concert events and entertainment.

**Additional Goal**

Solicit feedback to enhance efforts to align the relationship between the deliverance of recreation in RQM and at QPEC.

- Focus on Youth engagement throughout communities in Queens
- Visited Schools
- Youth Engagement Sessions

**To gain understanding of youth's vision of recreation and facility use.**



## Youth Engagement - Sessions

### Ideas for Future

- Lounge area for games, outdoor ball hockey, hockey and basketball tournaments.
- Volunteer opportunities, courses such as babysitting, playground, trail use, more picnic tables.
- Day and summer camps, loaning equipment, art-hopscotch, pool, dance classes.
- Guide of RQM recreation activities/events.

### General Comments

- Limited access to facility (travel distance a barrier).
- Awareness of the facility and its amenities (need more promotion).
- Want to feel welcome (improve friendliness).
- Use – play & watch hockey, figure skating and events.



Change is an Essential Component of Strategic Planning and Continuous Improvement

**VISION:** *As the facility of choice for those from home and away, Queens Place Emera Centre will provide first class experiences through the deliverance of dynamic and sensational activity options, supported by excellent customer service. By means of responsible financial management and transparency, Queens Place will play an integral role in the overall economic vitality of the Region of Queens Municipality.*

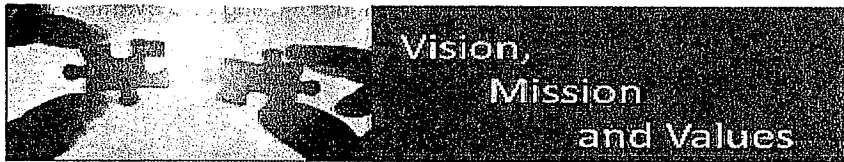




**MISSION:** *Queens Place Emera Centre is a regional destination, dedicated to offering people of all ages and lifestyles, dynamic social and recreational opportunities and experiences.*



**VALUES:** *Customer/ Experience/ Standards and Stakeholder Driven*



## **FEEDBACK**

### Key Message from the Public Feedback Sessions

- Need to engage stakeholders in a more transparent and productive manner
- Formation of a Queens Place Emera Centre Advisory Committee
- Overall mandate to assist management in the execution of the Vision



**QUEENS PLACE**  
EmeraCentre

**Structure of the Advisory Committee**

- Representatives of present facility users
- People of various business competencies
- Representatives of various age groups and
- Representatives of the Council

**RECOMMENDATIONS**

On the   
**Agenda**

- 1 QPEC Mission, Vision and Values
- 2 Terms of reference QPEC Advisory Committee
- 3 Personal Training Structure Amendment
- 4 Fitness Centre Price Change - Membership
- 5 Annual Fitness Membership including Classes

The journey has just begun as we embark on a new "Way Forward"



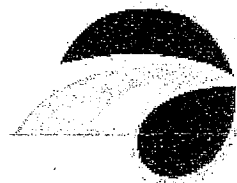
**Wins:**

- New Skate Rules: Strollers & Wheelchairs
- Public Feedback Sessions
- 100 Minute Sellout! Beach Boys
- Budget and Planning
- Addition of 'The HUB Café'
- Youth Engagement at Schools
- Development of Vision/Mission/Values
- Development of QPEC Advisory Committee and Terms of Reference
- Improvements and additions to Annual Fitness membership
- Acquisition of On Tap Dance/ Hot Yoga/ Kids Yoga/ Bellyfit
- National Health and Fitness Day Event week - June 4
- RQM Canada Day events July 1

**More...**

- Attended Seniors Expo
- Launched Queens Place TWITTER
- FREE Skate and Helmet program COMING SOON!
- Successful mini concert series
- Partnership with RQM Recreation on summer activity booklet
- Working with QCCR on an info series
- Continuing to work with potential clients for renting the facility assets!
- Continue to market and promote!
- Continuing to search for new ideas/ programs that can be executed!
- Continuing to look for exciting event opportunities!
- Continuing to plan for the future!

**THANK YOU!**



**QUEENS PLACE**  
EmeraCentre

## **MISSION**

---

Queens Place Emera Centre is a regional destination, dedicated to offering people of all ages and lifestyles, dynamic social and recreational opportunities and experiences.

## **VISION**

---

As the facility of choice for those from home and away, Queens Place Emera Centre will provide first class experiences through the deliverance of dynamic and sensational activity options, supported by excellent customer service. By means of responsible financial management and transparency, Queens Place will play an integral role in the overall economic vitality of the Region of Queens Municipality.

## **VALUES**

---

- Customer Driven
- Experience Driven
- Standards Driven
- Stakeholder Driven



Queens Place Emera Centre Advisory Committee  
Terms of Reference

The Region of Queens (ROQ) former committee structure for Queens Place Emera Centre known as the 'Queens Place Steering Committee' was formed in 2007 and met regularly throughout the years into the spring 2015. The committee was comprised of members of council and staff.

In late 2015, Council and Management participated in a strategic review process which revisited the Regions vision statements. This led to the development of establishing priorities that would guide council and provide staff direction over the coming years.

QPEC was identified as an area that required further consideration. Public consultation sessions were held regarding user feasibility and programming. These sessions assisted in identifying a number of objectives. In order to continue this work the creation of a new standing committee was brought forward by management to be initiated during late summer, early fall of 2016. This committee is to be comprised of a representation of stakeholder groups.

The following outlines the Committees Vision and Mandate.

**Vision –** *As the facility of choice for those from home and away, Queens Place Emera Centre will provide first class experiences through the deliverance of dynamic and sensational activity options, supported by excellent customer service. By means of responsible financial management and transparency; Queens Place will play an integral role in the overall economic vitality of the Region of Queens Municipality.*

**Mandate -** *To serve in an advisory and consultative capacity to the Region of Queens in developing and enhancing the facilities, programs and services that will assist in meeting the short and long term strategic goals and support the Vision of Queens Place Emera Centre.*

**1. Goals**

The overall purpose of the Advisory Committee is to provide advice and feedback. For further clarity the following provides general direction on the goals of the committee:

- 1.1 To review the most current and historical revenue and expenditure performance of the facility;
- 1.2 To provide advice on intentions to eliminate barriers to people of all ages and abilities at Queens Place Emera Centre and consider potential capacity opportunities;
- 1.3 Develop a utilization target and strategies to achieve utility and revenue targets;
- 1.4 To consider the following factors when making recommendations:
  - a) The impact on all potential facility tenants and users;
  - b) The requirements for health, safety and risk management;
  - c) The availability of resources monetary and personnel;
  - d) The socio economic impacts for the community of Queens as a whole.

**QPEC –Advisory Committee**

- 1.5 Develop a performance measurement system; and
- 1.6 To assist in the development and review of an annual report.

**2. Definitions**

- 2.1 *Facility User* – those who are regular users of the arena surface or hold an annual membership to the fitness centre.

**3. Membership**

It is the intent that the membership will be representative of all stakeholder groups, as per section 5.6.

- 3.1 The Committee shall be comprised of up to twelve (12) members:
  - a) Four members of existing facility users;
  - b) Six members at-large from competency based backgrounds; and
  - c) Two members of Council.
- 3.2 The Chief Administrative Officer for the Region of Queens (CAO) shall designate staff resources to support this Committee and they will have no voting privileges.

**4. Terms**

- 4.1 Membership will consist of terms of two years following the Region of Queens fiscal calendar. The committee will become active in the fall of 2016; therefore the first term will end on March 31, 2018. (1.5 years).
- 4.2 Membership terms are defined as follows:
  - a) Council members shall be appointed for a two-year term or until such time as their successor(s) are appointed.
  - b) Facility User member terms shall be staggered so that two (2) positions become vacant each year.
  - c) At-large member terms shall be staggered so that three (3) positions become vacant each year.

The resulting terms are therefore staggered terms, to ensure continuity in the Committees' activities.

- 4.3 The initial appointment of facility users and at-large members shall be (5) one-year terms, and (5) two-year terms.
- 4.4 Facility user and at-large members may be reappointed for a subsequent two (2) year term where no other interest has been received through the expression of interest process.

**5. Member Selection**

- 5.1 Facility user and at-large memberships shall be sought by a publically advertised expression of interest.

- 5.2 Application for committee positions shall be procured 3 months prior to the end of a term and all applicants are to submit a letter that can respond to the selection criteria, so as to assist the General Manager in making a recommendation to the Nominating Committee.
  - 5.3 Council representation will be appointed through the Nominating Committee of Council.
  - 5.4 Any resignation shall be tendered in writing to the General Manager. Subsequently a replacement will be sought through the application process to fill the remaining term.
  - 5.5 Should a member be absent for 3 consecutive meetings they will be considered no longer a member and advertising for replacement will commence immediately.
  - 5.6 It is the intent of the committee to have a range of competency based members sitting on the committee. Selection of members will be based on experience and knowledge therefore applicants with experience and expertise in the following will be considered an asset:
    - a) Finance and Business development;
    - b) Marketing and Event Coordination;
    - c) Education;
    - d) Health and Wellness;
    - e) Seniors and Youth; and
    - f) Recreation and Facility Planning
  - 5.7 Including but not limited to the above competencies all applicants must demonstrate the following:
    - a) Residence in the Region of Queens;
    - b) Skills and abilities to make the commitment of time and effort required to carry out committee responsibilities; and
    - c) Good character.
  - 5.8 If insufficient qualified applications are received, the General Manager may recommend that position(s) remain unfilled, so that the committee may continue there work.
  - 5.9 All letters of interest will be treated as confidential documents and shall be forwarded to the Nominating Committee along with the recommendation for appointment by the General Manager.
  - 5.10 Final decision of member selection is at the full discretion of Council and all decisions are final.
- 6. Code of Conduct**
- 6.1 The Committee will conduct its business in accordance with the Region of Queens Code of Conduct, Policy 74.

**QPEC –Advisory Committee**

- 6.2 Recommendation of the Committee will reflect the best interests of both the Region of Queens and the Queens Place Emera Centre.
- 6.3 Members shall act in good faith and maintain confidentiality when conducting business during in-camera meetings, and for greater clarity this would include any reports or verbal discussions that occur during closed meetings.
- 6.4 Members will be asked to sign a confidentiality statement in accordance with 6.3 prior to the commencement of the first committee meeting.

**7. Member Responsibilities**

The role of a member of the Committee includes the following responsibilities,

- 7.1 Members shall become familiar with the facility and its operation which will include the budget process and financial statements.
- 7.2 Members shall work together as a team to assist in providing advice that will benefit the entire Region.
- 7.3 Members shall declare any situation that is or has the potential to be a conflict of interest.

**8. Meetings**

- 8.1 The Committee shall meet at the QPEC on a date and time within the standard business week and hours, Monday to Friday 9AM-5PM, unless otherwise requested by the Chair or the General Manager. There will be a minimum of four (4) meetings held per fiscal year, one (1) meeting held quarterly.
- 8.2 All meeting are open to the public, however the Committee may meet in closed sessions in accordance with the provisions of Section 22 of the *Municipal Government Act*.
- 8.3 A quorum of the Committee is a majority of the number of voting members in attendance.
- 8.4 The agenda shall be set by the General Manager in consultation with the Chair. Any supporting documents will be distributed to members no later than seven (7) days prior to the date of the meeting.
- 8.5 The Committee shall elect the Chair and Vice-Chair at the first meeting by the members at through a nomination and/or consensus process.
- 8.6 The Chair shall preside over the meetings of the Committee and assist in reaching consensus.
- 8.7 The Chair with respect to meetings will:
  - a) Maintain order and decorum among the members;
  - b) Receive, submit and announce results on all motions;
  - c) Represent and support the Committee on decisions and recommendations.

---

Approved by Municipal Council.....  
Amendments Approved by QPEC Advisory Committee.....  
Amendments Approved by Municipal Council.....

8.8 The Vice-Chair shall assume the authority and perform all duties of the Chair in the absence of the Chair.

**9. Communication and Governance**

9.1 Communication of Committee work shall comply with the Region of Queens Communication Strategy.

9.2 This Committee is considered a Standing Committee of Council in accordance with Section 48(iv), *Council Procedures* will remain in place for a minimum 2 year term or until such time that the Council of the Region of Queens Municipality authorizes an alternative governance structure.

**Recommendation Report:** Fitness Centre Pricing Change for 1-Week, 1-Month & 3-Month Memberships

**Submitted by:** Steve Burns, General Manager, Queens Place Emera Centre

**Origin:** Staff Review / Budget

**Legislative Authority:** Municipal Government Act, 65, k

**Recommendation:** *It is recommended that the Council of the Region of Queens Municipal approve the proposed membership pricing schedule as per the discussion section of this report.*

**Background:** Fitness Centre membership prices have not increased since opening in December 2011. There have been options added over time to increase customer flexibility such as a Punch Card system for both Fitness and Class access.

**Discussion:** For consideration during 2016-2017, it was proposed that 1-week, 1-month and 3-month memberships would be increased by 7.5% in support of overall Fitness and facility revenue.

**Membership Pricing:**

Offering	Current	Proposed
Adult, Single Week: \$21.00	\$21	\$22.58
Adult, Single Month: \$50.00	\$50	\$53.75
Adult, Three Month: \$130.00	\$130	\$139.75
Junior, Single Week: \$16.00	\$16	\$17.20
Junior, Single Month: \$40.00	\$40	\$43.00
Junior, Three Month: \$105.00	\$105	\$112.88

The remainder of our membership options will remain at their current price – 10 pass punch cards (Fitness Centre, group fitness classes and indoor track), facility day pass and drop-in fees, monthly track memberships and class registration.

**Financial Implications:** The proposed 2016 / 2017 Operating Budget was developed based on the proposed revenue structure. Based on the implementation date of execution expected to be July, this will contribute \$3000 towards the budgeted Fitness revenue projections.

**Attachments:** n/a

**Alternatives:** Council may choose to not

**Report Author:** Steve Burns

**CAO Approval:**

**Recommendation Report:** Fitness Annual Membership including Classes and optional Add-On

**Submitted by:** Steve Burns, General Manager, Queens Place Emera Centre

**Origin:** Staff

**Legislative Authority:** Municipal Government Act, 65, k

**Recommendation:** *It is recommended that the Council of the Region of Queens Municipality approve the annual fitness membership fee structure for Queens Place Emera Centre as per the discussion section of this report.*

**Background:** As supported by the recent strategic review of Queens Place staff is making the following recommendation.

The present structure of Fitness Centre and group fitness class access are independent and present an opportunity for growth. Currently, to use the Fitness Centre requires a day pass, 10 pass punch card, 1 week, 1 month, 3 month or annual membership to be purchased. Group fitness classes can be accessed by means of a 10 pass punch card, drop-in or session registration fee.

Based on a review of similar fitness facilities in the province, feedback in recent years on surveys, the feedback of users and potential users that attend classes, as well as those who use the Fitness Centre, it is recommended that all individuals be offered an all-inclusive annual membership option.

This option will provide users access to both the Fitness Centre and group fitness classes under one membership.

Individuals choose to either join as a Fitness Centre member or to purchase one of our group fitness class options. These are personal choices of which very few people are able to financially support doing both.

This change will help support initiatives of the Region of Queens Municipality to promote Health and Wellness, to promote facility access, provide flexibility and enrich the social development of the facility. It is important to have options that encourage individuals to invest and participate long-term. We must look at overall fitness revenues when referring to the Fitness Centre and group fitness classes – the total picture.

**Discussion:**

The present structure of annual Fitness Centre membership not including classes is:

- Annual Adult \$415.00 (tax in)
- Annual Youth \$330.00 (tax in)
- Variety of options to attend a class

Note: The average person who attends classes will spend approximately \$500 per year on classes (using registration of 2 classes per session for 6 sessions per year as a guideline).

Therefore, it is proposed that the new fee structure for an all-inclusive Annual Membership including classes be:

- Annual Adult \$535.00 (tax in)
- Youth Adult \$435.00 (tax in)

The uptake of this all-inclusive option will be used more so by adults than youth. Upon the adoption of this membership option, current annual Fitness Centre members will choose to add-on the classes or do so upon renewal if they choose. This is managed internally.

Currently, prior to each group fitness class session we offer participants the opportunity to try the classes during 'free week' prior to registering or choosing the classes that they will attend. Free weeks for group fitness class are not commonplace among facilities.

We will not eliminate free weeks entirely, instead we will offer two 'free weeks' during the year that will allow individuals to sample what our annual membership has to offer. They will be given the opportunity to use both the Fitness Centre and attend group fitness classes.

The new structure and membership option allows additional weeks to earn revenue for the facility. The options to attend group fitness classes will now be; annual membership with class add-on, registration, 10 pass class punch cards (1 hour or ½ hour) or drop-in. Participants interested attending a particular class will sign-in 15 minutes prior to the class beginning. Class size will be noted in regards to maximums on the sign-in sheets. This will be additionally beneficial as it eliminates the use of vouchers for vacations, sickness and facility closures with the exception of the few who will continue to register for classes. We will internally manage the process and the clarity of execution for individuals will be made known.

Coinciding with the new annual membership with classes are the following benefits of being an annual member.

Annual members will receive: 24 hour pre-sale access to major QPEC event tickets through Ticketpro, access to public/ adult and parent & tot skates, access to the indoor track, receive a 20% discount for personal training, have the option to place their membership on hold for 3 months consecutively or for three 1-month increments, receive a coupon booklet of savings provided by 'The Hub', access to workshops and seminars, support, senior and family discounts and convenient payment options.

The new annual membership with classes would be launched by September 1<sup>st</sup>, 2016. This time frame allows class participants the opportunity to use up punch cards and vouchers that they currently have as they will no longer be relevant. This also allows time to update and change all membership forms, pricing and promotional information (website and paper), provides the opportunity to educate Customer Service and staff on the changes and to promote the changes as well educate current and new members on this new membership option.

**Financial Implications:** The 2016 / 2017 Operating Budget was developed with the proposed fee structure anticipated.

**Attachments:** n/a

**Alternatives:** Council may choose to not approve this fee structure.

**Report Author:** Steve Burns

**CAO Approval:**



**14.7 - AMENDED VERSION**  
**June 12, 2016 – To show recommendation**

14.7

**Recommendation Report:** Personal Training Pricing Structure Amendment

**Submitted by:** Steve Burns, General Manager

**Origin:** Staff

**Legislative Authority:** Municipal Government Act, 65, k

**Recommendation:** *It is recommended that the Council of the Region of Queens Municipality approve the Personal Training Pricing Structure Amendment for Queens Place Emera Centre as per the discussion section of this report.*

**Background:** As supported by the recent strategic review of Queens Place staff is making the following recommendation. Personal Training packages are purchased above and beyond any membership option available for the Fitness Centre. Personal training is a service offered where an in-depth assessment is done with an individual and a tailor made program developed specifically for that person based on their needs. In most cases, they work one-on-one with one of our certified personal trainers to complete their workout.

Personal Training packages were originally set-up so that members and non-members had a separate pricing structure. The intent was to entice individuals to become members and therefore receive the lower member price. Members were able to come into the Fitness Centre on their own without a personal trainer whereas non-members were only able to come into the Fitness Centre when they were working with their personal trainer.

In 5 years of operation, there have been less than 5 individuals take advantage of the non-member pricing option for personal training. As well, personal training packages purchased have been on a steady decline over many years. In 2014-2015 there were 39 total member personal training packages purchased and in 2015-2016, there were 25 purchased.

**Discussion**

In an effort to streamline the pricing structure and provide greater value to members, it is suggested that the non-member pricing option be eliminated. The current member pricing as outlined above would simply become Personal Training Pricing (generic) and be available to non-members as well.

In addition, as a perk of annual membership, annual members would receive a complimentary assessment and personal training program (1 session) and a 20% subsequent discount on all personal training packages purchased.

**Pricing schedule**

PRICING SCHEDULE	Current	Proposed
Member, 1 session bronze package	\$40	\$40
Member, 2 session silver package	\$70	\$70
Member, 4 session gold package	\$135	\$135
Member, 6 session platinum package	\$195	\$195
Non-Member, 1 session bronze package	\$48	n/a
Non-Member, 2 session silver package	\$86	n/a
Non-Member, 4 session gold package	\$167	n/a
Non-6 session platinum package	\$243	n/a

Plus: 20% discount if you are an Annual member will be applied

**14.7 - AMENDED VERSION**  
**June 12, 2016 – To show recommendation**

**14.7**

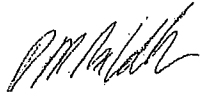
**Financial Implications:** ~~The 2016 / 2017 Operating Budget was developed with the proposed pricing in place.~~ This structure change carries a goal of increasing packages sold for the year by 40% to a total of 35 and dollar implications that will see budgeted amounts for Personal Training met at \$5,500.

**Attachments:** n/a

**Alternatives:** Council may choose to not approve this pricing schedule amendment.

**Report Author:** Steve Burns

**CAO Approval:**

A handwritten signature in black ink, appearing to read "P. Maldonado", is written over the "CAO Approval:" label.