

**Queens Place Emera Centre (“QPEC”)  
Advisory Committee Meeting Minutes  
September 5<sup>th</sup>, 2017**

- PRESENT:** Michael Anthony.....Chair  
Stew Horton.....Vice Chair  
Ruth Smith  
Greg Thorbourne  
Bruce Inglis  
Matthew Smith  
Rick Conrad  
Celeste Johnston  
Kevin Muise .....Councillor District 1  
Susan MacLeod .....Deputy Mayor, Councillor District 4
- STAFF:** Meaghan Roberts.....Recreation and Healthy Communities
- REGRETS:** Tori Benedict  
Liz Boland

**1.0 CALL TO ORDER / WELCOME**

Mike Anthony called the meeting to order at 6:00 pm.

**2.0 CHANGES / APPROVAL OF THE AGENDA**

Motion put forward by , seconded by .

**3.0 CHANGES / APPROVAL OF THE MINUTES**

Motion put forward by , seconded by .

**4.0 BUSINESS ARISING FROM THE MINUTES**

4.01 Lobby and Fundraising Guidelines (draft)

The Committee would suggest that it be reflected in the document that for any fundraising that is approved, that the paid user first be consulted and/or notified what group/organization will be fundraising. Following this addition, the Committee would suggest that the one-page “Fundraising Opportunities for Not-For-Profit Groups” that is currently in draft form become an official working document. Staff will determine whether or not this needs to be brought to Council or if it can become official guidelines.

Motion put forward by Stew, and seconded by Greg.

4.02 Recommendation Template and Priority Rating

It was clarified how recommendations will be made to Council. There was question as to whether or not the committee should be prioritizing what is put forward with expected timelines for completion or if they should be send out on an on-going basis. Discussion ensued and it was determined that the committee will send the 5 recommendation regarding youth to the Chief Administrative Officer (CAO) at RQM and wait for feedback. If required, Mike will speak in Council on behalf of the committee.

4.03 Arena Activities

The Committee felt that in order to better guide the committee, that they would request that a representative from the Finance Department from RQM come to the October meeting to present and explain the most currently financial statement for Queens Place Emera Centre.

The motion was put forward to request that “a representative from the Finance Department at RQM attend the October 3<sup>rd</sup> meeting of the Queens Place Emera Centre Advisory Committee to review and discuss the most current financial statements”.

Motion put forward by Susan, and seconded by Stew.

4.04 Committee Terms of Reference

Mike clarified that committee members are not penalized for missing monthly meetings unless they neglect to send regrets. If regrets are not sent and a committee member misses 3 consecutive meetings, they will no longer be considered part of the committee as per the terms of reference.

**5.0 DISCUSSIONS**

5.01 Rooms (Committee Room, Meeting Room, Rental Space)

Deferred to October meeting.

**7.0 NEXT MEETING**

The next meeting is scheduled for Tuesday, October 3<sup>rd</sup>, 2017 at 6pm in the Sobey Foundation Boardroom at QPEC.

**8.0 ADJOURN**

The meeting adjourned at approximately 7:35pm