

**Queens Place Emera Centre (“QPEC”)
Board of Directors Meeting Minutes
April 16, 2019**

- PRESENT:** Michael Anthony.....Chair
Tori Benedict
Greg Thorbourne
Larry Cochrane
Hubert Rodden
Susan MacLeodCouncillor District 4
- STAFF:** Meaghan Roberts.....Recreation & Healthy Communities
Dana Henley.....Recreation & Healthy Communities
- REGRETS:** Stew Horton
- ABSENT:** Gilbert Johnson.....Councillor, District 7

1.0 CALL TO ORDER / WELCOME

Michael Anthony called the meeting to order at 6:02 pm.

2.0 CHANGES / APPROVAL OF THE AGENDA

The following additions were made to the agenda:

- 5.05 South Shore Expo Request**
- 5.06 Non-Prime Ice Rental Rate**
- 5.07 In Ice Advertising**

Motion put forward to approve agenda as amended by Hubert Rodden, seconded by Greg Thorbourne. Motion carried unanimously.

3.0 APPROVAL OF MINUTES

Motion put forward to approve minutes as circulated by Hubert Rodden, seconded by Tori Benedict. Motion carried unanimously.

4.0 BUSINESS ARISING FROM THE MINUTES

4.01 Farmer’s Market at Queens Place Emera Centre

The Farmer’s Market Board was provided with the requested items with regards to available space, dimensions and liquor licensing information for their Annual General Meeting. There hasn’t been

any communication from the Farmer's Market since the information was sent. This item will be removed from future Board agendas until communication is received from the Farmer's Market.

4.02 Financials and Facility Statistics

This item was deferred to later in the meeting, if time permits.

4.03 Ice Programming (update)

Meaghan Roberts provided an update on ice programming that has happened to date, noting that the Stick and Puck sessions have been very successful for participants aged 7-12. It was identified by Physical Activity Coordinator, who oversees the program, that there is a need to look at splitting the group further as the older youth in this age group would benefit from being separate from the younger youth. This will be taken into consideration moving forward.

Board asked that other programs for different age groups be explored.

4.04 Budget (update)

Meaghan Roberts provided an update that all recommendations put forward by QPEC Board of Directors were approved in the 2019-2020 Operating Budget. Policy recommendations will continue to be brought forward to Council as necessary.

Michael Anthony welcomed Chris McNeill, Chief Administrative Officer for Region of Queens Municipality to the meeting.

5.0 DISCUSSION

5.01 Policy 78: Queens Place Ice Rental Cancellations

The following revisions were made to Policy 78: Queens Place Ice Rental Cancellations:

- All instances of General Manager and General Manager of Queens Place to be replaced with Director of Recreation and Healthy Communities
- All instances of Administrative Manager to be replaced with Customer Service Manager
- Replace seven (7) days with fourteen (14) days
- Add clause to read: If the user is continuously cancelling ice time, it could result in prepayment requirements for any future ice rentals.

It was moved by Greg Thorbourne and seconded by Councillor MacLeod to recommend to Region of Queens Municipal Council that the amendments to Policy 78 – Queens Place Ice Rental Cancellations be approved as presented. Motion carried unanimously.

5.02 Food and Beverage Operations

Meaghan Roberts advised that a revised termination letter was received from The Snug, and they will cease operations April 18, 2019. Correspondence has been sent to the operator advising what needs to be completed before vacating the premises.

Meaghan Roberts advised that she has been in contact with the Pepsi representative and will bring the service contract to the Board for review.

Discussion ensued regarding future Food and Beverage Operations. Discussion was tabled and will be on the agenda for the next meeting.

5.03 Policy 87: Recreation for All (draft)

The Board was asked to review the policy distributed and be prepared to discuss at the next meeting.

5.04 Facility Membership and Fee Sponsorship Guidelines (draft)

The Board was asked to review the guidelines distributed and be prepared to discuss at the next meeting.

5.05 South Shore Expo Request

This is year 3 of 3 for the expo contract. This year Darwin hired an Event Coordinator, and she has sold the show out.

Additional requests that have been approved in addition to the contract are:

- Additional food vendors on the floor (as there will not be a canteen during the show)
- Lobby space for greenery, statue, etc.
- Additional lobby space for Privateer Day display

Additional asks have come forward, staff would like the Board's input:

- Expo would like the entire lobby to host additional vendors, staff had initially responded to this request that to have the entire lobby available to the expo there would be a cost of \$250.00 per day, this cost was not acceptable to the Coordinator, so the request is now before the Board. Discussion ensued. It was the consensus of the Board that the cost for the use of the entire lobby remain at \$250.00 per day.
- Expo would like to hang signage from the ceiling in the arena, staff advised there would be a charge for this, but needed more information such as signage size, placement, materials being hung, etc. The Board agreed that more information is needed before proceeding.

5.06 Non-Prime Ice Rental Rate

The non-prime ice rental rate the board approved came into effect April 1st, 2019. There have been some bookings that have taken advantage of the new rate. The non-prime rate is not available to tournaments. Hockey Schools are eligible to receive the rate.

5.07 In Ice Advertising

Meaghan Roberts advised that Steve Burns has been approached by an interested party to purchase in ice advertising on the face-off buttons. Steve Burns suggested that these placements would sell between \$175.00 - \$200.00 per button. The range was given as a bulk deal for multiple buttons could be a possibility. A presentation regarding advertising will be coming forward to the Board at a future meeting. It was the consensus of the Board to pursue selling in ice advertising at the button locations.

6.0 IN CAMERA

It was moved by Hubert Rodden and seconded by Greg Thorbourne that the proceedings go In-Camera at 7:44 p.m. to discuss the following:

- 6.01 Contract Negotiations
- 6.02 Facility Procedures
- 6.03 Personnel

It was moved by Greg Thorbourne and seconded by Larry Cochrane that the proceedings exit In-Camera at 8:06 p.m.

Chris McNeill advised the Board that they will be seeing a request for funding in the upcoming Council agenda package from the LCLC.

7.0 ADJOURN

It was moved by Hubert Rodden and seconded by Greg Thorbourne that the meeting be adjourned at 8:08 p.m. Motion carried unanimously.

Michael Anthony, Chairperson

Date Approved