

**Queens Place Emera Centre (“QPEC”)
Board of Directors Meeting Minutes
March 10, 2020**

- PRESENT:** Stew Horton.....Vice Chair
Jessica Van-Dyne Evans
Greg Thorbourne
Raymond FiskeCouncillor, District 6
Sylvia Hurley
Gilbert Johnson.....Councillor, District 7
Jeremy Myalls
- STAFF:** Meaghan Roberts.....Director of Recreation & Healthy
Communities
Steve BurnsManager of Events, Promotion and
Sponsorship
Dana Henley.....Administrative Assistant
Recreation & Healthy Communities
- REGRETS:** Michael Anthony.....Chair

1.0 CALL TO ORDER / WELCOME

Stew Horton called the meeting to order at 5:01 pm.

2.0 CHANGES / APPROVAL OF THE AGENDA

Sylvia Hurley added item 5.03 Cross-walk at “Athletes Entrance” to the agenda

It was moved by Greg Thorbourne seconded by Jessica Van-Dyne Evans that the agenda be approved as amended.

Motion carried unanimously.

3.0 APPROVAL OF MINUTES

It was moved by Councillor Johnson seconded by Greg Thorbourne that the minutes of February 11, 2020 be approved as circulated.

Motion carried unanimously.

4.0 BUSINESS ARISING FROM THE MINUTES

4.01 Financials & Facility Statistics

Financial Statements for the period ending January 31, 2020 reviewed. It was noted by Meaghan Roberts that ice revenues will exceed the budget at fiscal year end, and power expense will likely be over budget at fiscal year end.

Facility Statistics were distributed to the Board. It was noted by Meaghan Roberts that ice rentals and annual fitness centre memberships are up for this period.

4.02 2020-2021 Budget

An updated draft budget was distributed to the Board. Meaghan Roberts advised that the only figure that may change before the final budget deliberations may be the vending, beverage, bar expense, as the year-end figures come in for QPEC delivering this service rather than the concessions operator.

It was noted that there is no consideration in the 2020-2021 budget for a programming/marketing position. Council would rather see such a position for the entire municipality than to focus on just one department/facility. There is no budget for such a position in the proposed 2020-2021 budget. Meaghan Roberts noted that staff direction for 2020-2021 is to market and sell all spaces in the facility and provide options for everything, whether that be for use of space, rentals, or marketing opportunities. Steve Burns advised that the new facility hosting documents are now available on the QPEC website, these documents will be distributed to the board at the next meeting.

4.03 QPEC Board of Directors Membership Update

Meaghan Roberts review board member terms that will expire July 1, 2020 as follows; Councillor Gil Johnson, Michael Anthony, Stew Horton and Greg Thorbourne.

All other board member terms expire July 1, 2021. Board members under the terms of reference are permitted to serve on the board for a maximum of six consecutive years before being required to retire from office, interested persons are then eligible to serve on the board two years after vacating office.

4.04 Director of Engineering Update

Brad Rowter, Director of Engineering & Works, as well as David Kelley, Manager of Operations for QPEC, are scheduled to come to the next board meeting. Any specific requests for them should be forwarded to Dana Henley before the meeting. The ice facility shut down in June/July will be reviewed, as well as budget lines that they oversee.

5.0 DISCUSSION

5.01 QPEC Booking/ Deposit Policy

Meaghan Roberts distributed Policy 78 – Queens Place Emera Centre Ice Rental Cancellations, that has been marked with staff’s suggested revisions. This policy was last updated May 14, 2019, at which time the cancellation policy moved from a 7 day notice policy to at 14 day notice policy. Proposed changes were discussed, and the following additional changes were suggested:

- 78.06 Addition: The Customer Service Manager of Queens Place Emera Centre will follow up, in writing, with all notifications of ice cancellation.
- 78.11 Deletion: ... “occur beyond the control of the Renter, or at the discretion of the Director of Recreation...”
- 78.09 Word substitution: replace the word “continuously” with “abusing”.
- 78.04 Addition: Cancellation of ice rental for seven (7) or more consecutive hours of ice rental must be received a minimum of 30 days prior to the scheduled use.
- 78.12 Quote the SSRCE’s policy for school cancellation due to weather.

Meaghan Roberts advised that the Booking Policy will be coming forward to the board for review as well. Both the Cancellation and Booking Policies should ideally be ready for Council’s consideration by their first meeting in June 2020, to have them available and in effect for the 2020 Fall Ice Season.

5.02 Team Hungary Pre-Competition Camp Update

As announced over the weekend the 2020 IIHF Ice Hockey Women’s Championships has been cancelled due to COVID-19 concerns. Staff is hopeful that 2021 will bring QPEC a pre-tournament camp and game, however detail are not known at this time. Newspaper ads were already in place for next week’s editions, and were unable to be cancelled.

Hank Snow Tribute will be announcing their headliners for the 2020 Tribute at QPEC on Thursday, March 12th at 12 noon.

QPEC will be holding a reception for Sarah Mitton, who will be advancing to the 2020 Tokyo Olympics, on Friday, March 13th at 10:30am.

It was noted that COVID-19 will be detrimental to facility bookings for 2020.

5.03 Cross-Walk “Athletes Entrance”

Sylvia Hurley expressed concerns regarding pedestrian traffic coming in and out of the “Athletes Entrance”, and suggested that perhaps a cross-walk could be installed.

Discussion ensued, regarding the “Athletes Entrance” area and the area on Old Cobb Barn Road near the Mersey Skatepark and proposed site for the Universally Designed Play Park. Speed bumps were also suggested.

Meaghan Roberts will investigate both options and report back to the board.

6.0 IN-CAMERA

It was moved by Greg Thorbourne and seconded by Councillor Fiske that the proceedings go In-Camera at 6:18 pm to discuss the following:

6.01 Contract Negotiations

6.02 Contract Negotiations

It was moved by Greg Thorbourne and seconded by Councillor Fiske that the proceedings exit In-Camera at 6:32 pm.

7.0 ADJOURN

The next meeting will be held on Tuesday, April 14, 2020 at 5 pm, and will be limited to 6:30pm as staff and Councillors must attend the 7pm Council meeting in Hunts Point.

It was moved by Jessica Van-Dyne Evans and seconded by Councillor Fiske that the meeting be adjourned at 6:35 pm.

MOTION CARRIED unanimously.

Stew Horton, Vice-Chair

Date Approved