

# AGENDA

Lunenburg War Memorial Community Centre

Recreation Committee Meeting

Wednesday, February 20, 2019 at 5:15 p.m.

Lunenburg Town Hall, 2<sup>nd</sup> Floor, 120 Cumberland Street

1. Agenda – *motion to approve.*
2. December 12, 2018 Meeting Minutes – *motion to approve.*
3. Public Presentations
4. Unfinished Business
  - a. Recreation Director's Department activity report and operational plan update – *staff report*;
  - b. Winter 2019 Recreation Guide and Spring 2019 planning programming update;
  - c. Special events – Provincial Volunteer Awards, Civic Volunteer Reception; and
  - d. Draft Provincial Volunteer of the Year Selection Process Policy – *staff report.*
5. New Business
  - a. Budget 2019/20 consultation meeting March 13 (preferred), 20 or 27, 2019 at 5:15 p.m.;
  - b. Provincial Volunteer Award: nominations; and
  - c. Recreation Committee - time of meeting – 12:00 p.m., 4:30 p.m. or 5:15 p.m. start.
6. Next Committee meeting date – *Wednesday, April 10, 2019 at 5:15 p.m., plus budget consultation meeting TBA.*

*Next Active Transportation Sub-Committee meeting is Wednesday, February 27, 2019 at 12:00 p.m.*
7. Adjournment – *motion to adjourn.*

*–Agenda items awaiting staff reports, etc. for further consideration*

Agenda Item	Department	Meeting Assigned	Status
Ice resurfacers funding, fundraising and RFQ report	Recreation Director	August 8, 2018	Report is being researched and prepared.

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE MEETING MINUTES**

**WEDNESDAY, DECEMBER 12, 2018 AT 5:15 P.M.**

**(LUNENBURG TOWN HALL)**

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**PRESENT:** Councillor Ronnie Bachman, Chair  
Councillor Danny Croft  
Councillor Matt Risser  
Debbie Dauphinee  
Kimberly Hanlon  
Allan Richards

**ALSO PRESENT:** Mayor Rachel Bailey  
Kelly Cunningham, Recreation Director  
Paul Bracken, Facilities Superintendent  
Bea Renton, CAO  
Heather McCallum, Assistant Municipal Clerk

**ABSENT:** Councillor Joseph Carnevale  
Councillor Errol Knickle, Municipality of the District of Lunenburg

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The Chair called the meeting to order at 5:15 p.m.

1. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

2. October 10, 2018 Council meeting minutes

Motion: moved and seconded to approve the October 10, 2018 meeting minutes. Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

a. Recreation Director's Department activity report and operational plan update

The Recreation Director reviewed this report for the period from October-December 12, 2018. (Schedule "A").

The RD raised the question of renting tables and chairs from the Community Centre to go off-site, separately from renting the facility. The Committee agreed that due to additional wear and tear on the furniture, and the need for furniture to be available for facility rentals, this would not be available.

There was discussion over the placement of the new multi-stream concrete garbage container and re-allocation of existing metal ones. Staff were asked to get information from the garbage removal workers for insight on what streams tend to be picked up where to confirm the best placements.

20 new CSA-certified skating helmets have been procured for the Arena for the public borrowing program.

b. Fall and Winter 2018/19 Recreation Guide programming update

The Winter Recreation Guide goes into mailboxes this week.

c. Special events Fall/Winter 2018 – Mi'Kmaq Flag Raising, Remembrance Day, Newcomers Welcome, etc.

The Recreation Director recapped this year's events.

a. Back Harbour Trail – Signs design and quote review

The Committee approved the design (Schedule "B") and agreed by consensus to go ahead with the ordering and installation of four signs. These will be installed at the four ends of the trail: behind Second Story Women's Centre, both ends at Kissing Bridge Road, and at Sawpit Road.

b. Draft Provincial Volunteer of the Year Selection Process Policy

The Mayor confirmed that the nomination for this award comes from this Committee – the nomination deadline is January 31, 2019. An extension to the deadline may be required as the Committee does not meet again prior to this date.

The Committee agreed that an email should go out to local volunteer organizations soliciting nominations the beginning of January 2019. This item will remain on the agenda for the next Committee meeting on February 13, 2019.

d. Capital Budget 2018/19 project update – Auditorium roof structural upgrades (see: copy attached), second floor wall repairs, etc.

The Facilities Superintendent reviewed this report. (Schedule "C")

Upgrades to the internal structure of the Community Centre roof will be taking place in February-March 2019. The FS confirms there will be full access to the gym, but will affect access to the weight room, one washroom at a time, etc. The RD will circulate notices to users are required, along with a method for putting memberships on hold during this period.

The FS recommends that the budgeted capital project of window replacement not go forward – there is a more pressing need for siding replacement. The FS was asked to provide an estimate for higher-priority maintenance for the Committee's review.

4. New Business

- a. Reappointment of citizen Committee members for an additional three year term November 13, 2018 - November 12, 2021

Citizen members of the Committee accepted their re-appointment.

- b. Recreation Nova Scotia Annual Conference

Report submitted for information. (Schedule "D")

6. Next Committee Meeting Dates – Wednesday February 13, April 10, June 12, August 14, October 9 and December 11, 2019 at 5:15 p.m.

The Committee requested that the Recreation budget be reviewed at the February 13, 2019 meeting.

7. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 6:14 p.m.

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Heather McCallum, Assistant Municipal Clerk

**MEMORANDUM**

**TO: LWMCC**

**FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR**

**DATE: FEBRUARY 8, 2019**

**RE: RECREATION DIRECTOR'S REPORT**

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**ARENA**

- In December, I went to the Nova Scotia Department of Transportation and Infrastructure Renewal in Dartmouth to look at surplus chairs. I got new chairs for the Arena warm room, a new first aid room bed, new stationary office chairs for my office and a few chairs for the Community Centre
- I inquired with the Saunders Equipment Ltd Territory manager for Nova Scotia who sells "Zamboni Ice Resurfacers" regarding loan of equipment in an emergency situation. They will have an Ice Resurfacer available for loan which can be brought to our rink within one day. Saunders Equipment has a truck that can deliver the machine to us.
- A draft budget was completed by myself, Paul Bracken and the Finance Department. A review of the draft will be done next week.
- Minor Hockey is holding a March break tournament again this year from March 20-24, 2019.
- The "Burg Classic Charity Hockey Tournament" is scheduled for March 29-March 31, 2019 with an evening dance held in the Community Centre.
- Pepsi has removed their vending machine, as approved at the last years' budget meeting. A water bottle refill station is being explored.
- New Town logo decals were applied to the helmets available for loan to identify them as property of the Arena.
- The sprinklers in the women's washroom and an additional area in the bleacher section was fixed and repaired, as directed by the Facilities Superintendent.

**COMMUNITY CENTRE**

- The South Shore School Food Project began their monthly kitchen rental January 2019.
- Areas in the Community Centre were cleaned and re-organized, including chair and table storage, equipment storage, and janitorial rooms, which have been relocated during the structural roof repairs.
- The Community Centre structural roof repairs have begun and should be completed by March 31, 2019. The fitness studio rentals and classes have been

relocated during this time either to the auditorium or the Lunenburg Academy. The weight room has been temporarily closed. Auditorium rentals have not been impacted.

- I am currently displaced from my office in the Community Centre due to the structural roof repairs. I have a temporary office in the Town Hall.
- Additional aerobic steps for the Fitness Class were donated by the Hubbards Area Recreation Association, in conjunction with the Municipality of Chester. There were eight steps with numerous risers donated that will be kept at the Community Centre.

### **PARKS, TRAILS, PLAYGROUNDS, FIELDS**

- The Recreation Director, Facilities Superintendent and Public Works Superintendent are taking on the lead roles in the “Splash Pad” proposal made to Council on January 8, 2019. Staff are currently gathering further information regarding the splash pad for a future report to Council.

### **PROGRAMS**

- The Town offered two very successful recreation programs to the public that were free of charge and well attended:
  - “Learn all about Coffee” on January 29, 2019 led by the Laughing Whale Coffee Roasters. The session was filled with valuable information about fair trade coffee, farming, roasting and preparation of the bean. Laughing Whale made delicious samples to demonstrate how unique coffee can taste depending on how it is made. There were over 10 participants.
  - “Wills, Estates, Power of Attorney and Personal Directives” on February 7, 2019 led by Patrick Burke. Mr. Burke will provide an educational session of the information required for your love ones. This session included Estates, the importance of Wills, how to choose a Power of Attorney and delegating a Personal Directive. There were over 25 people in attendance.
- The Town’s “After the Bell” after school program has had a fantastic start so far. On Mondays, the program is designed for grades 7-9, which is gradually increasing. The Tuesday program for grades 4-6 has a waiting list. We are currently in the process of hiring additional After School Program Coordinators to assist with the program to make space available for additional students on the waiting list.
- The Town is in partnership with the “Multisport Program” for the South Shore. This partnership is in conjunction with Sport Nova Scotia, the Municipality of the District of Lunenburg, and Town of Bridgewater. This partnership is involved in meeting with organizations who are volunteering for this program, attending a few of the event days (on Sunday and Thursday evenings), and providing input towards the program in general.
- The Town’s PRO Kids program is ready to be launched. We will be accepting applications for spring 2019 programs. Promotions for the program will begin in the near future through social media, the website (which now has a PRO Kids tab in the Recreation section), brochure distribution and connecting with organizations.

- The recreation spring guide for the South Shore draft is due on February 22. All programs and dates/times will need to be confirmed by then.

### **SPECIAL EVENTS**

- The Civic Volunteer Reception is scheduled for Monday, April 15, 2019 beginning at 7:00 p.m.

Acknowledged only by:

Bea Renton  
Town Manager/Clerk

**TOWN OF LUNENBURG PROCEDURAL POLICY #**  
**PROVINCIAL VOLUNTEER ~~AWARD~~ RECOGNITION AND REPRESENTATIVE**  
**VOLUNTEER SELECTION PROCESS**

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**PURPOSE**

1. This Policy sets out the roles and responsibilities for the Town of Lunenburg (Town) Staff and Town Council (Council) for **soliciting nominations of volunteers and for** the selection of the Town's **Provincial** Representative Volunteer **at the Provincial Awards ~~Recipient~~ ceremony**. This policy will set the **standardized** process **for nomination** and **the criteria to be** used for the selection of the Town's representative.

**PROCEDURE**

2. The following procedure will be used for the selection process:
  - a. January:
    - i. Staff will post an advertisement to request **a** volunteer nominees **for the Town of Lunenburg's representative volunteer**. Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. **The Volunteer must be an individual who lives within the Town of Lunenburg**. A deadline will be set **for the last business day in January** corresponding with the provincial nomination deadline.
    - ii. A person making the nomination must fill out the attached Town of Lunenburg **"Representative Volunteer ~~Award~~ Reception Nomination Form"** **as per the Provincial Volunteer Representative Program for a volunteer to be considered a nominee**. **This** The Form may be updated by Town staff as required from time to time. **All those nominated will be recognized at a civic reception held in April**.
  - b. February:
    - i. **Council (AND/OR a- The Recreation Committee recommendations to Council?)** will choose a representative volunteer from the submitted nominees at the **first Council Committee meeting in February**. (Note: Province's deadline to submit a nomination is typically third or fourth week of February. **For 2019, the deadline is February 25<sup>th</sup>, 2019**.) The criteria **for selecting the** used to help guide the selection of the Town's **Provincial Representative Volunteer ~~Award~~ Recipient** shall be as follows with the applicable weighting as indicated:
      - a. Years of service = ~~20~~ 15%
      - b. Number and diversity of organizations served = ~~20~~ 10%
      - c. **Contributions:-**Leadership & Commitment **demonstrated** = ~~20~~ 25%

d. ~~Impact on Community/Organization.~~ (Ability to inspire, motivate, achieve results, create change, ~~improve community, etc.~~) = 20 25%

ii.e. ~~What makes this volunteer e~~Exceptional qualities noted?  
= 20 25%

iii.ii. Recreation Director will notify the chosen recipient and collect additional information (if required).

iv.iii. Recreation Director to submit Town's nominee to the province.

iv. Recreation Director to order tickets to the Provincial Volunteer Awards Ceremony for the Mayor and Recreation Director.

v. Recreation Director to organize a civic reception to demonstrate appreciation of all volunteers and to formal recognize all those nominated.

c. April:

i. Mayor, Recreation Director and Town Volunteer Representative to attend the Provincial Volunteer Awards Ceremony in Halifax.

ii. Town to host a civic reception for the Town of Lunenburg during National Volunteer Week. All organizations are invited to send two representatives to this function.

iii. Staff to have the Town Volunteer Award plaque engraved with the Provincial Volunteer Award Winner(s) name(s).

Encl. (1)

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider  
(7 days minimum):

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date



**AMENDED 2019**

**Nomination Deadline:**  
Contact the Recreation  
Department

## TOWN OF LUNENBURG Volunteer Awards Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our communities.

### Important Information:

- The Town of Lunenburg ("Town") invites nominations of volunteers to be recognized by the Town and for a representative at the annual Provincial Volunteer Awards.
- The Town will hold a Volunteer Civic Reception in April (date TBD) to recognize all nomination volunteers.
- From those nominated, a representative volunteer will be recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in the beginning of April.
- The Town's representative volunteer must be a resident of the Town of Lunenburg.
- Residents who live outside of the Town are eligible for a provincial recognition through their own municipal unit.

### Nominator's Information

Nominator's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Nominator's Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Volunteer's Information

Volunteer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Nominee's Phone: (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Volunteer’s Role & Organization Information**

**Examples:**

*Organization:* ABC Community Soccer Program

*Purpose of Organization:* To help and facility a soccer program in our community for youth and children.

*Role(s):* Coach of the U12 summer soccer team

*# of Years Volunteering With Organization:* 10 years

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

***Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:***

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

# of Years Volunteering with Organization:

**1. Volunteer’s Contributions**

*A. Why are you nominating this person?*

*B. Are there other characteristics of this volunteer that makes them exceptional?*

- While we recognize some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- This is an annual process and we look forward to the opportunity to recognize worthy community volunteers each year.
- The personal information collected on this form will only be used for purposes relating to the Volunteer Award’s nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director, Kelly Cunningham, at 902-634-4006 or [kcunningham@explorelunenburg.ca](mailto:kcunningham@explorelunenburg.ca).

**Nomination forms can be mailed, faxed, dropped off or e-mailed to:**

**Kelly Cunningham, Recreation Director**  
Town of Lunenburg  
119 Cumberland Street, PO Box 129  
Lunenburg, NS, B0J 2C0

**(P):** 902-634-4006  
**(F):** 902-634-4416  
**(E):** [kcunningham@explorelunenburg.ca](mailto:kcunningham@explorelunenburg.ca)

*On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.*



ORIGINAL FORM

**Nomination Deadline:**  
Contact the Recreation  
Department

## TOWN OF LUNENBURG Volunteer Awards Representative Volunteer Award Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of individuals and groups who volunteer their time and skills to provide services and programs in our communities.

**\*Please read carefully before filling out your nomination\***

### Nomination Criteria

- Volunteers, who meet the following criteria, are eligible for a municipal Volunteer Award:
  - Years of service
  - Number and diversity of organizations served
  - Contributions: Leadership & Commitment
  - Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
  - What makes this volunteer exceptional?
- Describe the impact the volunteer has had and include as much of the volunteer's history as possible.
- This is a scored process. All areas of the nomination form must be completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria may not be accepted or impact your volunteer's score.
- While we recognize some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience. Requesting a copy of the volunteer's resume can also be a helpful tool in completing this nomination form.
- Ensure the volunteer's efforts are voluntary and not paid. Paid work cannot be listed on the form. If you require any clarification please contact the Recreation Department at 902-634-4006.
- Volunteer must be a resident of Town of Lunenburg.
- Nominators may only nominate **one person**.
- The volunteer cannot have received this award in the last 5 years. To find out if nominees have received the award in the past, please call 902-634-4006.

**Nominator's Information**

**Nominator's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Nominator's Phone:** (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Volunteer's Information**

**Volunteer's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Nominee's Phone:** (h) \_\_\_\_\_ (work or cell) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Volunteer's Role & Organization information	
Eg	<p><i>Role: Treasurer</i></p> <p><i>Organization: ABC Community Association</i></p> <p><i>Purpose of Organization: To enhance, engage and represent our diverse neighbourhood, where we live, work and play, by facilitating partnerships, programs and services.</i></p> <p><i># of Years Volunteering With Organization: 20 years</i></p>
1.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>
2.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>
3.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>
4.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>
5.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>
6.	<p>Role:</p> <p>Organization:</p> <p>Purpose of Organization:</p> <p># of Years Volunteering with Organization:</p>

**1. Volunteer’s Contributions (Please write in point form)**

A. How has this Volunteer demonstrated leadership through volunteering?

B. What impact has this Volunteer made in community? (Ability to inspire, motivate, achieve results, create change, improve community, etc.)

C. What makes this Volunteer exceptional?

*If you need more space, please attach a sheet with this nomination form.*

**2. Brief Summary to be read at the Ceremony: Provide - 1 -2 sentences that outline the nominee’s volunteer involvement, which can be read during the ceremony and used in the event program.**

*Eg. Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children’s Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*

**Volunteer Awards– Adult Nomination Form – page 5**

The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director at 902-634-4006 or [kcunningham@explorelunenburg.ca](mailto:kcunningham@explorelunenburg.ca).

**Please contact the Recreation Director for the nomination deadline.**

***MAIL:***

Kelly Cunningham  
Recreation Director  
Town of Lunenburg  
PO Box 129  
Lunenburg, NS, B0J 2C0

***DROP OFF:***

Lunenburg Town Hall  
C/O Kelly Cunningham  
119 Cumberland Street  
Lunenburg, NS

***EMAIL:***

[kcunningham@explorelunenburg.ca](mailto:kcunningham@explorelunenburg.ca)

***FOR MORE INFORMATION***

***CONTACT:***

Kelly Cunningham  
**(P):** 902-634-4006  
**FAX:** 902-634-4416

On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.