

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE MEETING MINUTES

WEDNESDAY, FEBRUARY 20, 2019

RECOMMENDATIONS

1. To recommend to Council adoption of the proposed “Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy” (Schedule “B”).

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE MEETING MINUTES

WEDNESDAY, FEBRUARY 20, 2019 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

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

ALSO PRESENT: Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk

ABSENT: Mayor Rachel Bailey
Councillor Joseph Carnevale
Kimberly Hanlon
Councillor Errol Knickle, Municipality of the District of Lunenburg

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. December 12, 2018 Meeting Minutes

Motion: moved and seconded to approve the December 12, 2019 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 her report (Schedule "A").

b. Winter 2019 Recreation Guide and Spring 2019 planning programming update

The RD recapped the Winter Recreation Guide's two free programs were well received and attended: the Coffee workshops had 10 participants, and the Legal workshop had over 25. For the Spring Recreation Guide, she is looking into possible workshop offerings like Tea, the RMCP re IT scams, and Emergency Response.

c. Special events – Provincial Volunteer Awards, Civic Volunteer Reception

The Nova Scotia Volunteer Awards honouree for Lunenburg will be selected by this committee, and will attend the reception in Halifax on April 1st with the Mayor and Recreation Director. All of the Lunenburg nominees will be celebrated at the civic reception held in Lunenburg on April 15th at the Fire Hall.

d. Draft Provincial Volunteer of the Year Selection Process Policy

The revised draft Policy was discussed by the committee, and a few revisions requested including adding the criteria back onto the first page with the % weighting shown.

Motion: moved and seconded to recommend to Council adoption of the proposed "Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy" (Schedule "B"). **Motion carried.**

5. New Business

a. Budget 2019/20 consultation meeting March 13 (preferred), 20 or 27, 2019 at 5:15 p.m.

It was agreed to schedule the budget meeting on Wednesday, March 13 at 5:15 p.m.

b. Provincial Volunteer Award: nominations

The Recreation Director noted that Lunenburg's honouree selection is due to the province on February 25th. The Committee reviewed the nomination forms submitted for 2019.

Motion: moved and seconded that Cheryl Lamerson be selected as Lunenburg's Volunteer of the Year for 2019. **Motion carried.** Councillor Croft voted in the negative.

c. Recreation Committee - time of meeting – 12:00 p.m., 4:30 p.m. or 5:15 p.m. start

The Committee agreed that their regular meeting time would remain 5:15 p.m.

6. Next Committee meeting date – Wednesday, March 13, 2019 for budget consultation meeting; Wednesday, April 10, 2019 at 5:15 p.m. for regular meeting.

Next Active Transportation Sub-Committee meeting is Wednesday, February 27, 2019 at 12:00 p.m.

7. Adjournment

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

The meeting was adjourned at 6:15 p.m.

Heather McCallum, Assistant Municipal Clerk

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MEMORANDUM

TO: LWMCC

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: FEBRUARY 8, 2019

RE: RECREATION DIRECTOR'S REPORT

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 RECOGNITION AND
REPRESENTATIVE VOLUNTEER SELECTION PROCESS

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 Representative Volunteer at the Provincial Awards ceremony. This policy will set the 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 volunteer nominees.

Note: A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. A deadline will be set corresponding with the provincial nomination deadline.

- ii. A person making the nomination must fill out the attached Town of Lunenburg Volunteer Reception Nomination Form". 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. The Recreation Committee will choose a representative volunteer from the submitted nominees at the first Committee meeting. (Note: Province's deadline to submit a nomination is typically third or fourth week of February.)

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- a. Years of service = 15%
- b. Number and diversity of organizations served = 10%
- c. Leadership & Commitment demonstrated = 25%
- e. Ability to inspire, motivate, achieve results, create change = 25%
- f. Exceptional qualities noted? = 25%

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

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

Encl. (1) Volunteer Nomination Form

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



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 community.

The Town invites nominations of volunteers to be recognized by the Town and be our representative at the annual Provincial Volunteer Awards.

A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

Important Information:

- 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 may impact your volunteer's score.
- The Town's representative volunteer must be a resident of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for a provincial recognition through their own municipality.)
- 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.
- 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 will hold a Volunteer Civic Reception in April to recognize all nomination volunteers.

Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

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: _____

Nomination forms can be mailed, faxed, dropped off or emailed 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

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.

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 as above.

Volunteer’s Role & Organization Information

Example:

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?*

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.

Example: *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.*