

**Tri Municipal Leisure Facility Corporation Board Meeting
February 8, 2018
Tri Village Room, Holiday Inn, Spruce Grove**

ADOPTED

Present

Lonnie Stewardson	Public Rep, Town of Stony Plain
Daniel Beaton	Public Rep, City of Spruce Grove
Russ Hakes	Public Rep, Town of Stony Plain
Greg Dewling	Chair, Public Rep, City of Spruce Grove
Darrell Hollands	Parkland County
Eric Meyer	Town of Stony Plain
Brenda McKinnon	Public Rep, Parkland County
Dave Oldham	City of Spruce Grove

Absent with Notice

Yvan Boutin	Public Rep, Parkland County
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Others Present

Graig Walsh	General Manager
Kathy Sadek	Finance Supervisor

CALL TO ORDER

Call to Order

G. Dewling called the February 8, 2018 board meeting to order at 6:02 pm.

ADOPTION OF AGENDA

01/2/2018
Adoption of
Agenda

Moved by D. Hollands that the Board adopt the February 8, 2018 meeting agenda as presented.

CARRIED

ADOPTION OF MINUTES

02/2/2018
Adoption of
November 9, 2017
Minutes of
Meeting

Moved by B. McKinnon that the Board adopt the November 9, 2017 Minutes of Meeting as presented.

CARRIED

BUSINESS

D-BA Fiscal Accounting and Financial Control Guidelines

03/2/2018
RFD: D-BA Fiscal
Accounting and
Financial Control
Guidelines

G. Walsh presented an amendment to the Fiscal Accounting and Financial Control Guidelines. The changes included a clarification on the definition of expenditure officers, the inclusion of a GM expense approval process and various formatting and position title adjustments. G. Dewling discussed the need to work on setting governance policies and having the board distance themselves from the operational policies as a project moving forward. Board to consider a sub-committee to oversee the development of governance policies.

Moved by L. Stewardson that the Board approves the amendments to D-BA Fiscal Accounting and Financial Control Guidelines.

CARRIED

Moved by L. Stewardson that the Board approves the amendments to E-BD Facility Allocation and Rental Guideline.

CARRIED

B-DB Policy Development Guidelines

04/2/2018
RFD: B-DB Policy
Development
Guidelines

G. Walsh presented an amended guidelines which would provide administration the flexibility to make minor amendments to policies include position titles, font changes and formatting changes without the need for a Board approval.

Moved by R. Hakes that the Board approves the amendments to B-DB Policy Development Guidelines.

CARRIED

F-CK TLC Scholarship Policy

05/2/2018
RFD: F-CK TLC
Scholarship Policy

G. Walsh presented a proposed new scholarship program available to the staff at the TLC. Given the large percentage of part-time and casual staff members, many of whom are students, administration feels that a scholarship program would benefit both the staff and the facility by encouraging employees to continue with post-secondary education. The Board requested that administration work to formalize an evaluation criteria. The Board also authorized a friendly amendment to limit the program to a maximum of \$5,000 per annum.

Moved by B. McKinnon that the Board of Directors approves F-CK TLC Scholarship Policy as amended.

L. Stewardson declares a conflict of interest
CARRIED

INFORMATION

F-CF Harassment Policy

06/2/2018
FI: F-CA Dress
Code Policy &
Guideline

G. Walsh presented the existing harassment policy for the TLC for Board review. D. Oldham put forth concern related to the procedure for reporting and handling of incidences with specific focus on the need for a behavior to persist before being reportable. The Board directed administration to review the municipal harassment policies to develop more appropriate procedures related to how incidences are managed. Administration to prepare an amendment for the March Board meeting.

Field Allocation Report

07/2/2018
FI: Field Allocation
Report

G. Walsh presented a field allocation report related to a Councilor concern brought forth at a Town of Stony Plain council meeting. The concern circled around perceived inequality of field allocation between Stony Plain and Spruce Grove minor soccer associations. After reviewing the concern, administration believes that the concern is with the Edmonton Minor Soccer Association scheduling process. Furthermore, it is the understanding of administration that the local associations are not concerned with the issues being brought forth at this time.

WCB Year-End Summary

08/2/2018
FI: WCB Year-End
Summary

G. Walsh presented a year-end summary of WCB performance for 2017. The TLC met all of the goals set for WCB performance in 2017 and administration is pleased with the progress made with respect to worker injury and safety performance. Administration is meeting with the business agent for the WCB in the coming weeks to set targets for 2018.

09/2/2018
 FI: Facility
 Sponsorship
 Summary

Facility Sponsorship Summary

G. Walsh presented an update related to new sponsors of the facility. Landrex (Fenwyck community) has become the new naming rights holder for the Fitness Centre and Track while North Central Co-Op has become the new naming rights sponsor for the Children's Play Centre. Administration proceeded with executing contracts for the sponsorships to ensure that there was no lag in sponsorship of these spaces. Announcements and branding to follow.

10/2/2018
 FI: Great Places to
 Work

Great Places to Work

G. Walsh presented a summary of the Great Places to Work project at the TLC which will help to set a benchmark for staff member engagement and satisfaction. Based on the results, the TLC was successful in certifying as a Great Place to Work. A full report on the results of the survey, along with initiatives aimed to improve employee satisfaction will be presented at the March Board meeting.

11/2/2018
 FI: Monthly Report

Monthly Report

G. Walsh presented the monthly report. The preliminary financials for the 2017 year were provided. 2017 will show an operational surplus, however this was mainly due to the reclassification of projects originally earmarked for infrastructure moved to capital. The reserve amounts will decrease however the total assets will increase.

12/2/2018
 FI: Action Log

Action Log

G. Walsh presented the action log. Action items including a review of the Board self-evaluation process and the D-BA Fiscal Accounting and Financial Control Guidelines will be removed from the log moving forward as both have been completed.

Moved by D. Beaton that the Board approves the information items as presented.

CARRIED

13/2/2018
 IN-CAMERA: Land
 - Lease 7:33pm

IN-CAMERA

Moved by L. Stewardson that the board meeting move in-camera.

CARRIED

14/2/2018
 IN-CAMERA: Land
 - Lease 7:46pm

Moved by D. Hollands that the board meeting move out of in-camera.

CARRIED

Moved by D. Oldham That the Board of Directors approves the proposal submitted by Jason Fischer for the development of a Skate Sharpening Business in the identified commercial lease space and directs administration to finalize lease negotiations based on the information set out in the proposal.

CARRIED

Reporting In and
 Out

REPORTING IN AND OUT

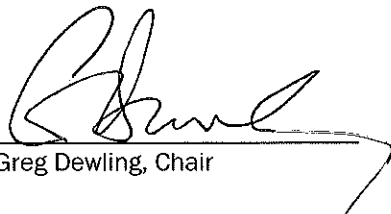
- L. Stewardson thanked the people responsible for organizing the winter party for the TLC staff.
- K. Sadek offered to shred any of the Board packages/documents that the Board wanted to dispose of. K. Sadek also provided information on a small test project where admin staff have been allowed to bring their dog to work. Morale of both the staff and patrons have been great as a result of this.

- G. Walsh provided an update on a partnership with the RCMP Crime Reduction Unit on a bait item program. G. Walsh provided an update on the usage of the RFID wristbands (more than 2000 members). G. Walsh provided any update on a car theft and the cooperation with RCMP. G. Walsh provided a summary and update on a cold weather evacuation and subsequent adjustments to procedures related to cold weather evacuation.

ADJOURNMENT

Adjournment

Meeting adjourned at 8:04 pm.



Greg Dewling, Chair