

**Tri Municipal Leisure Facility Corporation Board Meeting
March 9, 2017
Tri Village Room, Holiday Inn, Spruce Grove**

ADOPTED

Present

Gary Fulmore	Chair, Public Rep, Town of Stony Plain
Lonnie Stewardson	Public Rep, Town of Stony Plain
Daniel Beaton	Public Rep, City of Spruce Grove
Pat Hansard	Town of Stony Plain
Brenda McKinnon	Public Rep, Parkland County
Wayne Rothe	City of Spruce Grove
Yvan Boutin	Public Rep, Parkland County
Darrell Hollands	Parkland County

Absent with Notice

Greg Dewling	Public Rep, City of Spruce Grove
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Others Present

Graig Walsh	General Manager
Kathy Sadek	Corporate Services Manager
Rob Svarich	Programs, Marketing and Events Manager

CALL TO ORDER

Call to Order

G. Fulmore called the March 9, 2017 board meeting to order at 6:00 pm.

ADOPTION OF AGENDA

01/2/2017
Adoption of
Agenda

Moved by L. Stewardson that the Board adopt the March 9, 2017 meeting agenda as amended.

CARRIED

ADOPTION OF MINUTES

02/2/2017
Adoption of
February 9, 2017
Minutes of
Meeting

Moved by P. Hansard that the Board adopt the February 9, 2017 Minutes of Meeting as presented.

CARRIED

BUSINESS

**Presentation of Audited Financial Statements teleconference and PowerPoint –
Hawkings, Epp, Dumont Teleconference**

01/2/2017
RFD: Audited
Financial
Statements

J. Alliston of Hawkings, Epp, Dumont LLP Chartered Accountants presented the financial statements for the TLC for fiscal year 2016. Jeff was unable to attend in person, however did present via teleconference.

Jeff explained the role of the auditors and the process undertaken to complete the 2016 audit. Jeff also outlined the information in the audit findings letter which included a summary of the challenges associated with the software conversion from CLASS to IntelliLeisure, reporting issues on deferred revenue, approval of daily cash balance reports, monthly summary reports and contracts.

Jeff led the Board through the financial statements included in the PowerPoint presentation. The statement of financial position, deferred revenue, tangible capital assets, accumulated surplus, operating revenues, partnership contributions, operating expenses and other revenue were covered in the presentation.

Moved by P. Hansard that the Board approves the 2016 audited financial statements as presented by Hawkings, Epp, Dumont, LLP Chartered Accountants and directs administration to forward a copy of the statements to the Town of Stony Plain, City of Spruce Grove and Parkland County.

CARRIED

Moved by B. McKinnon that the Board approves the 2016 surplus funds of \$112,255 be assigned as follows:

- a) Transfer \$43, 628 to the restricted fund and the remainder of \$68,627 to the unrestricted fund, as per the Memorandum of Agreement.

CARRIED

02/2/2017
RFD: In-Camera
7:44pm

Moved by L. Stewardson that the board goes in camera.

CARRIED

03/2/2017
RFD: In-Camera
8:00pm

Moved by Y. Boutin that the Board goes out of in-camera.

CARRIED

Snow and Ice Handling Policy

04/2/2017
RFD: Snow and Ice
Handling Policy

G. Walsh provided information related to the Snow and Ice Handling Policy including an outline of the staff response to snow and ice issues at the facility.

Moved by Y. Boutin that the board accepts the Snow and Ice Handling Policy Report as presented.

CARRIED

05/2/2017
RFD: Sponsorship
Request

Sponsorship Request – Parkland Pirates Aquatic Club

Moved by B. McKinnon that the board approves the sponsorship of a gift basket or admission passes.

CARRIED

06/2/2017
RFD: Health and
Safety Policy

F-CE Health and Safety Policy Amendment

Moved by L. Stewardson that the board approves the amendments to F-CE Health and Safety Policy as presented.

CARRIED

INFORMATION

07/2/2017
FI: PLAY Parkland
Presentation

PLAY Parkland Presentation

Representatives from the Parkland School Division and the TLC provided a presentation to the Board of Directors on the PLAY Parkland program. The program has seen dramatic increases to participation in the first year of operation. Furthermore, the program has been successful at partnering with other local service providers (gymnastics, martial arts, etc.) to give participants the opportunity to experience unique activities.

08/2/2017

February Financials

Fl: February
Financials

G. Walsh presented the monthly financials for month end February 2017. There continues to be some guesswork at the program revenue amounts in comparisons between 2016 and 2017 due to the timing of deferred revenues based on the switch from CLASS to IntelliLeisure. That said, other revenue and expense categories appear to be trending closely to both the 2017 budget and 2016 actuals. Through February, the facility is in a comfortable position compared to budget.

09/2/2017
Fl: Information
Items

Moved by D. Hollands that the Board accepts the information items as information.

CARRIED

Draft Agenda Board Retreat April 22

10/2/2017
Fl: February
Financials

G. Walsh presented a draft agenda for the April 22 Board retreat based on feedback received from Board Chair G. Fulmore.

IN-CAMERA

11/2/2017
In-Camera

Moved by L. Stewardson that the Board goes in-camera.

CARRIED

12/2/2017
In-Camera

Moved by P. Hansard that the Board goes out of in-camera.

CARRIED

REPORTING IN AND OUT


Reporting In and
Out

- Y. Boutin brought up concerns related to the City of Spruce Grove's announcement of the consideration of a Community Events Arena and Sports Complex and the potential impact on the TLC's core business. Suggested this should be a topic of conversation at an upcoming board meeting or board retreat.

Adjournment

ADJOURNMENT

Meeting adjourned at 9:48pm.



Gary Fulmore, Chair