

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

**ADOPTED**

**Present**

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
Dave Oldham	City of Spruce Grove
Yvan Boutin	Public Rep, Parkland County

**Absent with Notice**

Lonnie Stewardson	Public Rep, Town of Stony Plain
Daniel Beaton	Public Rep, City of Spruce Grove
Brenda McKinnon	Public Rep, Parkland County

**Others Present**

Graig Walsh	General Manager
Kathy Sadek	Finance Supervisor

**CALL TO ORDER**

Call to Order

G. Dewling called the March 8, 2018 board meeting to order at 6:04 pm.

**ADOPTION OF AGENDA**

01/3/2018  
Adoption of  
Agenda

Moved by E. Meyer that the Board adopt the March 8, 2018 meeting agenda as amended. CARRIED

**ADOPTION OF MINUTES**

02/3/2018  
Adoption of  
February 8, 2018  
Minutes of  
Meeting

Moved by D. Hollands that the Board adopt the February 8, 2018 Minutes of Meeting as presented. CARRIED

**BUSINESS**

**Audited Financial Statements**

03/3/2018  
RFD: Audited  
Financial  
Statements

J. Alliston from Metrix Group LLP presented the 2017 audited financial statements to the Board. The Board discussed the reporting of Stony Plain Outdoor Pool revenues and requested that they roll up into the existing revenue categories and that a new segment be added titled "Stony Plain Pool" to Schedule IV.

04/3/2018  
In-Camera:  
6:54pm

Moved by Y. Boutin that the Board meeting moves in-camera. CARRIED

05/3/2018  
Out of In-Camera:  
7:01pm

Moved by R. Hakes that the Board meetings moves out of in-camera. CARRIED

06/3/2018  
RFD: Audited  
Financial  
Statements

Moved by Y. Boutin that the Board of Directors approves the 2017 Audited Financial Statements as amended.

CARRIED

07/3/2018  
RFD: Audited  
Financial  
Statements

Moved by D. Hollands that the Board approves the 2017 surplus funds of \$184,449 be assigned as follows:

- Transfer \$79,724 to the restricted fund and the remainder of \$109,725 to the unrestricted fund, as per the Memorandum of Agreement.

08/3/2018  
RFD: 10-Year  
Capital Plan

### **10-Year Capital Plan**

G. Walsh presented an amended to the 10-Year Capital Plan to include the year 2028 and amendments to the other years in the plan based on ongoing assessment of the facility assets.

Moved by R. Hakes that the Board approves the 10-Year Capital Plan as amended and directs administration to forward the 10-Year Capital Plan summary to the Municipalities for information.

CARRIED

09/3/2018  
RFD: F-CF  
Harassment Policy

### **F-CF Harassment Policy**

G. Walsh presented amendments to the TLC's Harassment Policy based on discussion from a previous board meeting and review of municipal policy in the region.

Moved by D. Oldham that the Board of Directors approves F-CF Harassment Policy as amended.

CARRIED

## **INFORMATION**

10/3/2018  
FI: TLC Utility  
Information

### **TLC Utility Information**

K. Sadek presented updated utility information. The TLC's utility contract expires at the end of 2019. Administration has been working with a utility broker on sourcing the best market rates. Administration will work with the broker and make a utility recommendation to the Board at the June meeting.

11/3/2018  
FI: Great Place to  
Work

### **Great Place to Work**

G. Walsh presented results from the Great Place to Work project and discussed some of the immediate actions administration will take to make improvements to employee experience at the TLC.

12/3/2018  
FI: Low Income  
Accessibility  
Programs

### **Low Income Accessibility Programs**

G. Walsh presented information gathered, with the assistance of D. Oldham, related to the various regional low income accessibility programs. Administration committed to completing further review of regional initiatives including municipalities programs and making recommendations for Board consideration.

13/3/2018  
 FI: Evacuation  
 Protocol/Updates

### **Evacuation Protocol/Updates**

G. Walsh presented an updated building evacuation plan developed in consultation with Spruce Grove Fire Services. The updated protocol will reduce the risks associated with cold weather evacuation.

14/3/2018  
 FI: Monthly Report

### **Monthly Report**

G. Walsh presented the monthly report. Financial performance year-to-date is strong and the facility is busy with a variety of activities in these peak months as usual.

15/3/2018  
 FI: Action Log

### **Action Log**

G. Walsh presented the action log.

16/3/2018  
 FI: TLC Scholarship  
 Information and  
 Evaluation  
 Package

### **TLC Scholarship Information and Evaluation Package**

G. Walsh presented an updated draft of the scholarship information and evaluation package.

Moved by Y. Boutin that the Board approves the information items as presented.

CARRIED

### **IN-CAMERA**

N/A

Reporting In and  
 Out

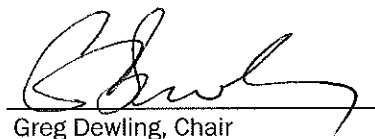
### **REPORTING IN AND OUT**

- G. Dewling shared a highlight from his work of the donation of an apartment building from a local entrepreneur to Capital Region Housing.

Adjournment

### **ADJOURNMENT**

Meeting adjourned at 9:25 pm.



Greg Dewling, Chair