

**Tri Municipal Leisure Facility Corporation Board Meeting
November 9, 2017
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
Yvan Boutin	Vice Chair, Public Rep, Parkland County
Searle Turton	City of Spruce Grove
Gary Fulmore	Public Rep, Town of Stony Plain
Greg Dewling	Chair, Public Rep, City of Spruce Grove
Darrell Hollands	Parkland County

Absent with Notice

Eric Meyer	Town of Stony Plain
Brenda McKinnon	Public Rep, Parkland County

Others Present

Graig Walsh	General Manager
Kathy Sadek	Finance Supervisor
Dave Oldham	City of Spruce Grove

CALL TO ORDER

Call to Order

G. Dewling called the November 9, 2017 board meeting to order at 6:02 pm.

ADOPTION OF AGENDA

01/11/2017
Adoption of
Agenda

Moved by D. Hollands that the Board adopt the November 9, 2017 meeting agenda as presented.

CARRIED

ADOPTION OF MINUTES

02/11/2017
Adoption of
October 12, 2017
Minutes of
Meeting

Moved by L. Stewardson that the Board adopt the October 12, 2017 Minutes of Meeting as presented.

CARRIED

BUSINESS

E-BD Facility Allocation and Rental Policy & Guideline

03/11/2017
RFD: Facility
Allocation and
Rental Policy &
Guideline

G. Walsh presented an amendment to the Facility Allocation and Rental Policy and Guideline. This amendment included an updated priority list, allocation procedure and detailed definition section addition. The Board requested that an amendment to the guidelines be made to add "Community" to all of the definitions and categories that identify "Sport Organizations". The updated wording will be "Sport and Community Organizations". The Board also requested that the wording "or designate" be added to the responsibility of the General Manager in the policy document.

Moved by Y. Boutin that the Board approves the amendments to E-BD Facility Allocation and Rental Policy.

CARRIED

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

CARRIED

D-BA Fiscal Accounting and Financial Control Guideline

04/11/2017
RFD: D-BA Fiscal Accounting and Financial Control Guideline

G. Walsh presented an amended guidelines which included the reclassification of positions based on the updated organizational chart. The Board requested the addition of an approval process for credit card expenditures and a clarification of who encompasses the "Expenditure Officers". The Board also requested that administration research appropriate review or approval processes for the General Manager's expenses. K. Sadek also to confirm the accounting standards used. Administration commits to completing these adjustments and bringing an updated draft to the February Board meeting.

D-EC Investment Policy

05/11/2017
RFD: D-EC Investment Policy

G. Walsh presented an amendment to the Investment Policy which included a change to position title as a result of recent organizational restructuring.

Moved by L. Stewardson that the Board of Directors approves D-EC Investment Policy as amended.

CARRIED

F-CA Dress Code Policy & Guideline

06/11/2017
RFD: F-CA Dress Code Policy & Guideline

G. Walsh presented an amendment to the Dress Code Policy as a result of a recommended elimination of the Dress Code Guideline. G. Walsh recommended that the Dress Code Guideline be rescinded and moved to the Employee Handbook.

Moved by Y. Boutin that the Board of Directors approves the amendments to F-CA Dress Code Policy as presented.

CARRIED

Moved by D. Beaton that the Board of Directors rescinds F-CA Dress Code Guideline.

CARRIED

F-AD Staff Recruitment Guidelines

07/11/2017
RFD: F-AD Staff Recruitment Guidelines

G. Walsh presented an amendment to the Staff Recruitment Guidelines as a result of organizational restructuring.

Moved by G. Fulmore that the Board of Directors approves the amendments to F-AD Staff Recruitment Guidelines as presented.

CARRIED

D-EA Three Year Plans & Budget Adoption Procedures Policy

08/11/2017
RFD: D-AB Travel and Meal Rates Exhibit

G. Walsh recommended that the Board rescind the Three Year Plans & Budget Adoption Procedures Policy. The Memorandum of Agreement outlines the budget adoption procedures making this policy redundant. Additionally, the TLC has never presented the municipalities with a three year plan.

Moved by D. Hollands that the Board of Directors rescinds D-EA Three Year Plans & Budget Adoption Procedures Policy.

CARRIED

INFORMATION**2018 Board Meeting Schedule**

09/11/2017
 FI: 2018 Board
 Meeting Schedule

G. Walsh presented a draft board meeting schedule for the 2018 year. No conflicts were identified at this time.

Board Member Selection Process

10/11/2017
 FI: Board Member
 Selection Process

G. Walsh presented a report outlining the upcoming Board member recruitment process. Board members discussed the process from 2016 and identified individuals for a sub-committee to be struck for the interview of candidates.

Moved by D. Hollands that the Board strikes a sub-committee tasked with interviewing the slate of candidates provided by the municipalities and to report back to the Board with recommendations.

Y. Boutin and L. Stewardson declare a conflict of interest
 CARRIED

Health & Safety Report

11/11/2017
 FI: Health & Safety
 Report

G. Walsh presented the monthly health and safety report to the Board. The TLC continues to be on track with respect to the WCB action plan developed in partnership with the WCB for 2017.

Monthly Report

12/11/2017
 FI: Monthly Report

G. Walsh presented the monthly report and October financials.

Action Log

13/11/2017
 FI: Action Log

G. Walsh presented the action log.

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

CARRIED

IN-CAMERA

14/11/2017
 IN-CAMERA: Legal
 - Insurance Claim
 7:11pm

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

CARRIED

15/10/2017
 IN-CAMERA: Legal
 - Insurance Claim
 7:19pm

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

CARRIED

REPORTING IN AND OUT


Reporting In and
 Out

- G. Walsh provided the Board an update on a recent award from the Red Cross acknowledging the TLC as achieving the highest grossing sales for swim lesson packages for municipalities with populations under 50,000 in Canada. This reinforces how popular and busy our lesson programs are and how active the demographic is in the Tri Region with respect to aquatic programs.

Adjournment

ADJOURNMENT

Meeting adjourned at 7:24 pm.

A handwritten signature in black ink, appearing to read "Greg Dewling", written over a horizontal line.

Greg Dewling, Chair