

Tri Municipal Leisure Facility Corporation Board Meeting
October 12, 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
Pat Hansard	Town of Stony Plain
Yvan Boutin	Vice Chair, Public Rep, Parkland County
Wayne Rothe	City of Spruce Grove
Gary Fulmore	Public Rep, Town of Stony Plain
Brenda McKinnon	Public Rep, Parkland County

Absent with Notice

Darrell Hollands	Parkland County
Greg Dewling	Chair, Public Rep, City of Spruce Grove

Others Present

Graig Walsh	General Manager
Kathy Sadek	Finance Supervisor

CALL TO ORDER

Call to Order

Y. Boutin called the October 12, 2017 board meeting to order at 6:03 pm.

ADOPTION OF AGENDA

01/10/2017
Adoption of
Agenda

Moved by L. Stewardson that the Board adopt the October 12, 2017 meeting agenda as amended.

CARRIED

ADOPTION OF MINUTES

02/10/2017
Adoption of
September 14,
2017 Minutes of
Meeting

Moved by P. Hansard that the Board adopt the September 14, 2017 Minutes of Meeting as amended.

CARRIED

BUSINESS

E-BB Corporate Pass Policy

03/10/2017
RFD: E-BB
Corporate Pass
Policy

G. Walsh presented an amendment to the Corporate Pass Policy which would see the addition of a second option for corporate passes (bulk membership purchase discounts).

Moved by B. McKinnon that the Board approves the amendments to E-BB Corporate Pass Policy and Exhibit as presented.

CARRIED

D-AA Authorized Signature Policy

04/10/2017
RFD: D-AA
Authorized
Signature Policy

G. Walsh presented an amended policy which updated position titles based on recent organizational structure changes. L. Stewardson suggested that documentation of the "designated supervisor" be kept. Administration commits to developing an Authorized Signature Exhibit that will outline the current approved signing authorities for the TLC.

Moved by L. Stewardson that the Board approves the amendments to D-AA Authorized Signature Policy as presented.

CARRIED

F-AB Personnel Records Policy

05/10/2017
RFD: F-AB
Personnel Records
Policy

G. Walsh presented an amendment to the Personnel Records Policy which included a minor adjustment to verbiage related to unionized staff members and their personnel records.

Moved by L. Stewardson that the Board of Directors approves F-AB Personnel Records Policy as amended.

CARRIED

F-CB Local Authorities Pension Plan Participation Policy

06/10/2017
RFD: F-CB Local
Authorities
Pension Plan
Participation Policy

G. Walsh presented an amendment to the Local Authorities Pension Plan Policy which included a change in verbiage related to term employees and their eligibility for the program.

Moved by B. McKinnon that the Board of Directors approves the amendments to F-CB Local Authorities Pension Plan Participation Policy as presented.

CARRIED

A-AA Legal Status Exhibit

07/10/2017
RFD: A-AA Legal
Status Exhibit

G. Walsh presented an amendment to the Legal Status Exhibit which included the addition of reference to the last two memorandum of association updates.

Moved by G. Fulmore that the Board of Directors approves the amendments to A-AA Legal Status Exhibit as presented.

CARRIED

D-AB Travel and Meal Rates Exhibit

08/10/2017
RFD: D-AB Travel
and Meal Rates
Exhibit

G. Walsh presented an amendment to the Travel and Meal Rates Exhibit to update these rates to the average of the three municipalities. Administration confirmed that no retro-pay would follow as a result of this amendment.

Moved by B. McKinnon that the Board of Directors approves the amendments to D-AB Meal and Travel Rates Exhibit as presented.

CARRIED

D-DA Equipment & Supply Disposal Policy

09/10/2017
RFD: D-DA
Equipment &
Supply Disposal
Policy

G. Walsh presented an amendment to the Equipment and Supply Disposal Policy which included a change to the title of the department supervisors based on recent organization structure adjustments. Y. Boutin also requested that items with no value be recycled if possible.

Moved by D. Beaton that the Board of Directors approves the amendments to D-DA Equipment & Supply Disposal Policy.

CARRIED

E-BA Facility User Fees Policy

10/10/2017
RFD: Facility User
Fee Policy

G. Walsh presented an amendment to the Facility User Fee Policy which included the update of all rates based on the benchmarking of area facilities. G. Walsh also presented

to the Board a benchmarking spreadsheet for commonly charged rates throughout the region. Worth noting, the TLC is significantly more affordable for the child and youth rates compared to the benchmark facilities. The Board requested that administration takes steps to clarify, through marketing, the value available in the family membership options as the rate structure for families is different than what most of the facilities offer. The Board also requested that the caregiver or attendant rate continue to be zero for all individuals who require including children under the age of 7.

Moved by P. Hansard that the Board of Directors approves the amendments to E-BA Facility User Fee Policy.

CARRIED

INFORMATION

Stony Plain Outdoor Pool Operations Summary

11/10/2017
FI: Stony Plain
Outdoor Pool
Operations
Summary

G. Walsh provided the Board a report on the financial and operational performance of the Stony Plain Outdoor Pool for the 2017 season. As anticipated, the TLC was able to turn a modest profit for the season. Furthermore, the TLC was encouraged by the operational successes of the pool and the enhanced relationship that resulted with administration from the Town. The report also outlined some infrastructure concerns related to the pool basin that the Town is working to rectify.

Infrastructure Project Summary

12/10/2017
FI: Infrastructure
Project Summary

G. Walsh presented a report on the two primary summer/fall infrastructure projects at the TLC including the landscaping improvements and wet change room renovations. Both projects are complete. The renovation of the change rooms did include additional costs related to floor prep due to the issue generated by the second layer of tile from the original construction. Administration believes both projects will have positive impacts on customer satisfaction.

Client Feedback

13/10/2017
FI: Client Feedback

G. Walsh presented an information related to the tracking and monitoring of client satisfaction through comment cards, Facebook, Google Reviews and through staff. The report also outlined some of the measures taken to address specific concerns. G. Walsh also provided some insight into similar facilities through the region and the type of feedback they receive.

Monthly Report

14/10/2017
FI: Monthly Report

G. Walsh presented the monthly report and September financials.

Action Log

15/10/2017
FI: Action Log

G. Walsh presented the action log and confirmed that the action log would return as a standing item on the Board agenda.

Moved by W. Rothe that the Board accept the information items as presented.

CARRIED

IN-CAMERA

16/10/2017
IN-CAMERA:
Sponsorship

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

CARRIED

Agreement
8:00pm

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

CARRIED

16/10/2017
IN-CAMERA:
Sponsorship
Agreement
8:05pm

Moved by P. Hansard that the Board approve the renewal of the Sponsorship Agreement with NWT Promotions Inc. for the shared secondary naming rights of the Arena Complex, that any minor changes, requested by NWT Promotions Inc. that may be required in order to finalize and execute the agreement be presented to the General Manager for final approval, and that the Board direct administration to move forward with signing of the legal documents required to finalize the agreement.

CARRIED

REPORTING IN AND OUT

Reporting In and
Out

- P. Hansard showed the Board a print of the new ceramic tile mosaic art feature in the Town. She also let the Board know that in the 16 years of sitting on committees and boards that she thoroughly enjoyed her time with the TLC Board and appreciated being taught that sometimes it can run better with more public representatives than elected officials.
- G. Fulmore thanked Pat and Wayne for their contributions to the Board over their years of involvement.
- W. Rothe spoke about the importance of the Event Centre to the upcoming municipal election and reinforced his experience in speaking with community members that this was not a popular or supported project by the residents of Spruce Grove.
- Y. Boutin thanked Wayne and Pat for their contributions to the Board during their years of involvement.
- L. Stewardson was sorry to have missed the All Staff Training Event in September. Offered kudos to the TLC for hosting the post-secondary event in the fall.
- G. Walsh confirmed the renewal of the Custom Grind lease. He also provided an update on the presentation of the 2018 budget to Parkland County.

ADJOURNMENT

Adjournment

Meeting adjourned at 8:23 pm.



Greg Dewling, Chair