

**Athabasca Regional Multiplex Society 2023  
February 28, 2023  
REC Meeting Room**

**Present:** Directors Ashtin Anderson, Natasha Kapitaniuk, Jon LeMessurier, Dave Pacholok, Darlene Reimer (alternate), Camille Wallach; General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

**Absent:** Athabasca County Interim CAO Christa Wilkinson and Town of Athabasca CAO Rachel Ramey

**1.0  
Call to Order** Chair Anderson called the meeting to order at 11:26 a.m.

**2.0  
Approval of  
Agenda**

#23-22 Motion by Director Kapitaniuk to approve the February 28, 2023, General Meeting agenda as presented.

**Motion Carried Unanimously.**

**3.0  
Introductions** Management and Board of Directors introduced themselves.

**4.0  
Meeting  
Minutes**

a) Approval of January 30, 2023, General Meeting Minutes

#23-23 Motion by Director Pacholok to approve the January 30, 2023 General Meeting minutes as presented.

**Motion Carried Unanimously.**

**5.0  
Financial  
Report**

a) Financial Statement

General Manager Alix presented the completed Financial Statements to the end of January 2023.

#23-24 Motion by Director Wallach to accept the financial information as presented.

**Motion Carried Unanimously.**

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**6. Manager Reports**

Manager Alix discussed the General Manager's report.

#23-25 Motion by Director Kapitaniuk to accept the General Manager's report as presented.

**Motion Carried Unanimously.**

Chair Anderson left the meeting at 11:49 a.m.  
Vice Chair LeMessurier led the meeting.

Facility Manager Tim Wolfenberg discussed the Facility Manager's report.

#23-26 Motion by Director Kapitaniuk to accept the Facility Manager's report as presented.

**Motion Carried Unanimously.**

Aquatic Supervisor Dylan Zilinski discussed the Aquatic Supervisor's report.

Chair Anderson returned to the meeting 11:59 a.m.  
and resumed her position.

Director Kapitaniuk left the meeting at 12:05 p.m.

#23-27 Motion by Director Pacholok to accept the Aquatic Supervisor's report as presented.

**Motion Carried Unanimously.**

**7.0  
Follow-Up  
Business**

a) GICB Solar Project update

Discussion that as soon as we receive the GICB Solar Project Grant approval, we can select our contractors to complete the projects.

Director Kapitaniuk returned to the meeting at 12:12 p.m.

#23-28 Motion by Director LeMessurier to accept GIBC Grant update as information.

**Motion Carried Unanimously.**

b) 2023 Operational Budget

#23-29 Motion by Director LeMessurier to approve the 2023 Operating Budget as presented with a 3% Cost of Living Adjustment (COLA).

**Motion Carried Unanimously.**

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c) Front Entrance Sponsorship

Administration will create a Facility Naming Rights Request for Proposal for the front entrance of the Multiplex with a minimum bid requirement of \$15,000.00 per year for a term of 10 years.

#23-30 Motion by Director Kapitaniuk to accept the front entrance sponsorship update as information.

**Motion Carried Unanimously.**

d) External Contractors

Discussion regarding the legal opinion Administration received referencing the requirement of insurance and certificates for external contractors and how it can expose the multiplex to liability.

#23-31 Motion by Director Pacholok to direct Administration to create a policy and bring back to the March Board meeting outlining the requirements that external fitness contractors be required to provide proof of a business licence along with a minimum of \$2,000,000.00 (two million dollar) liability insurance.

Facility Manager Tim Wolfenberg left the meeting at 12:41 p.m.

Director Wallach left the meeting at 12:41 p.m.

Director Wallach returned to the meeting at 12:42 p.m.

Facility Manager Tim Wolfenberg returned to the meeting at 12:45 p.m.

Director LeMessurier declared pecuniary interest and did not vote.

**Motion Carried Unanimously.**

e) External Auditor

The Athabasca Regional Multiplex received two submissions for the External Audit RFP. Both companies are from Edmonton. Metrix Group is currently the Athabasca County's auditor and Doyle and Company is currently the Town of Athabasca's auditor.

#23-32 Motion by Director Kapitaniuk to contract Doyle and Company Chartered Professional accountants for a 3-year term to complete the external auditing for the 2022, 2023 and 2024 year-ends.

**Motion Carried Unanimously.**

**8.0  
New  
Business**

a) Non-profit Status

Administration discussed the legal opinion received regarding reinforcement on non-profit status. The Athabasca Regional Multiplex will keep a detailed asset listing which will be used in maintenance planning, capital budgeting and asset replacement.

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#23-33                      Motion by Director Wallach to table item until September.                      **Motion Carried Unanimously.**

b)    Fitness Program Breakdown and Analysis

Administration discussed the swim lesson comparison with other aquatic centres and the swim lesson cost breakdown.

Direction for Administration to include in memberships registered program classes for free as space allows.

#23-34                      Motion by Director Wallach to accept the Fitness Program Breakdown and Comparisons as information.                      **Motion Carried Unanimously.**

c)    Swim Lesson Fee Breakdown

#23-35                      Motion by Director LeMessurier to accept the Swim Lesson Breakdown and Comparisons as information.                      **Motion Carried Unanimously.**

**10.0  
In  
Camera**

a)    Section 27 (1) FOIP Act – Legal

#23-36                      Motion by Director Kapitaniuk to go in-camera at 1:02 p.m.                      **Motion Carried Unanimously.**

#23-37                      Motion by Director Pacholok to come out of camera at 1:07 p.m.                      **Motion Carried Unanimously.**

**11.0  
Next  
Meeting**

Next meeting March 27, 2023, at 9:30 a.m.

**12.0  
Adjournment**

Meeting adjourned at 1:08 p.m.