

**Athabasca Regional Multiplex Society 2024
January 15, 2024
Combined Meeting Room**

PRESENT: Directors Ashtin Anderson, Brian Hall (alternate), Camille Wallach, Dave Pacholok, Jon LeMessurier, Natasha Kapitaniuk;

General Manager Rhonda Alix; Facility Manager Tim Wolfenberg; Aquatic Supervisor Dylan Zilinski, Administration Supervisor Cheryl Ruthven;

Town of Athabasca CAO Rachel Ramey; and Athabasca County CAO Bob Beck.

ABSENT: Director Darlene Reimer

**1.0
Call to Order** Chair Anderson called the meeting to order at 9:40 a.m.

**2.0
Approval of
Agenda**

#24-01 Motion by Director Wallach to approve the January 15, 2024, General Meeting agenda with the following amendment:

Remove 6. e) Strategic Planning

Motion Carried Unanimously.

**3.0
Minutes of
Previous
Meeting**

a) Approval of December 18, 2023, General Meeting Minutes

#24-02 Motion by Director LeMessurier to accept the December 18, 2023, General Meeting Minutes as presented.

Motion Carried Unanimously.

**4.0
Financial
Report**

a) Financial Statement

General Manager Alix presented the completed December 31, 2023, draft Financial Statements.

#24-03 Motion by Director Pacholok to accept the financial information as presented.

Motion Carried Unanimously.

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**5.0
Manager
Reports**

a) General Manager, Facility Manager and Aquatics Supervisor Report

General Manager Rhonda Alix discussed the General Manager's report.

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

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

#24-04 Motion by Director Wallach to direct Administration to present a review of the Corporate Membership Program at the next ARMS meeting.
Motion Carried Unanimously.

#24-05 Motion by Director Kapitaniuk to accept the Manager Reports as presented.
Motion Carried Unanimously.

Chair Anderson declared a recess at 10:45 a.m.
Meeting reconvened at 11:00 a.m.

**6.0
Follow Up
Business**

a) 2024 Capital Budget

The Athabasca County and Town of Athabasca Councils have approved the 2024 Capital Budget requested amounts.

Aquatic Supervisor Dylan Zilinski left the meeting at 11:18 a.m. and returned at 11:22 a.m.

#24-06 Motion by Director Pacholok to amend the capital budget and place the Curling Rink dehumidification unit and 2024/2025 roof repairs on hold until the appropriate grant funding has been approved, with the capital funding to remain in the capital replacement reserve.
Motion Carried Unanimously.

b) 2023 Solar PV Capital Funding

Administration requested that the member of municipalities release the funds previously allocated for the Solar PV Capital Project to ARMS, which would be deposited into a restricted reserve.

#24-07 Motion by Director Kapitaniuk to direct Administration to credit the Athabasca County's annual operational requisition by the amount of interest received from the 2023 Solar PV Capital funding being held by ARMS.
Motion Carried Unanimously.

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Chair Anderson declared a recess at 11:45 a.m.
Meeting reconvened at 12:05 p.m.

c) Concession Business Plan

Administration presented the updated business plan for the Time Out Concession with the suggestions from the last Board meeting.

#24-08 Motion by Director Pacholok to accept the information as presented.

Motion Carried Unanimously.

d) External Contractors Policy

Administration received information from our Insurance Provider and Risk Advisor regarding our External Contractors Policy. With the current policy, the risk to the Multiplex is minimal when the external trainer holds a valid liability insurance policy.

#24-09 Motion by Director Wallach to accept the information as presented.

Motion Carried Unanimously.

**7.0
New
Business**

a) Boiler Breakdown Emergency Plan

Administration created a Pool Boiler Failure Emergency Plan for cold weather in the event that both RBI boilers fail and cannot be repaired in a timely manner to restore heat functions to the Aquatic & Fitness Centre.

#24-10 Motion by Director Wallach to accept the information as presented.

Motion Carried Unanimously.

b) Inflatables Summary

Administration presented a financial summary of the 2023 Income and Expenses for the inflatables.

#24-11 Motion by Director Wallach to direct Administration to add the purchase of Inflatables to the 2024 capital budget and investigate opportunities for funding covering 100%.

Motion Carried Unanimously.

c) 2023 Membership Statistics

Administration presented an analysis on the 2023 membership statistics.

#24-12 Motion by Director LeMessurier to accept the information presented.

Motion Carried Unanimously.

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d) Business Plan for Maintenance Tractor

Administration evaluated the most cost-effective and efficient options for acquiring a multipurpose tractor to meet the operational needs of the Athabasca Regional Multiplex. Kingston Midstream donated \$15,000.00 in support of our outdoor maintenance tractor project.

#24-13 Motion by Director Pacholok to defer this item to the next meeting and direct Administration for an update on a grant funding opportunity and update the Sponsor on the project status.

Motion Carried Unanimously.

Director Kapitaniuk left the meeting at 1:14 p.m. and did not return.

e) 2024 Draft ARMS Board Meeting Dates

For planning purposes, Administration presented the draft 2024 board meeting dates.

#24-14 Motion by Director Pacholok to schedule the 2024 board meeting dates as amended.

Motion Carried Unanimously.

**9.0
In
Camera**

#24-15 Motion by Director LeMessurier to go into closed session at 1:18 p.m.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Ziliniski and Athabasca County CAO Bob Beck left the meeting at 1:18 p.m. and did not return.

Chair Anderson declared a recess at 1:18 p.m.
Meeting reconvened at 1:29 p.m.

- a) Section 27 (1) FOIP Act – Legal
- b) Section 27 (1) FOIP Act – Legal

Administration Supervisor Cheryl Ruthven and Facility Manager Wolfenberg left the meeting at 1:41 p.m. and did not return.

c) Section 17 (2)(e) FOIP Act – Personnel

Director Wallach left the meeting at 1:43 p.m. and did not return.

#24-16 Motion by Director Pacholok to come out of camera at 1:54 p.m.

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Motion Carried Unanimously.

#24-17 Motion by Director Pacholok to accept the update as information and to direct Administration to provide future updates on the boiler claim quarterly or as needed.

Motion Carried Unanimously.

#24-18 Motion by Director Hall to direct Administration to provide a confidential briefing about items 9a and 9b to Directors Kapitaniuk, Reimer and Balay, should they request it.

Motion Carried Unanimously.

#24-19 Motion by Director LeMessurier to acknowledge the successful completion of the General Manager's performance review and approve an increase to the next step on her pay grid.

Motion Carried Unanimously.

**10.0
Next
Meeting**

Next meeting February 26, 2024, at 9:30 a.m.

**11.0
Adjournment**

Meeting adjourned at 1:59 p.m.