

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Doreen Glavin, Lisa Sygutek, Sherri Gleave, Pauline Beech

1. AGENDA: Judy presented the Agenda. Lesley asked to add to New Business **H. Gift for Service to Leone**, Judy asked to add to New Business **I. Spirit River**, and Doreen asked to add to New Business **J. Corporate Gift Policy**. Pauline **MOVED** the agenda be adopted as amended. Judy **SECONDED** the motion. **CARRIED.**

2. MINUTES: The minutes from the December 2, 2019 meeting were read. Judy **MOVED** the minutes be adopted as read. Pauline **SECONDED** the motion. **CARRIED.**

3. OLD BUSINESS:

A. CFEP Reno/RFP Status – The status of the renovations for the pool building are currently at a standstill. According to Austin the architect needs to finalize the design before a RFP can go out, this is not yet complete. The Board has concerns about the completion before season opening for 2020, is there anything we could do to fast track the process. The board would like information on the timeline as there are stipulations on the grant money. CFEP grants must be used within 18 months of receiving; the cheque was received August 2019, so February 2021 would be our deadline. Renovations may need to be postponed until fall 2020 to avoid interference with opening season. Doreen and Lisa will bring forth the boards concerns to Austin.

B. Website/Promotions/Advertising – The board has received a bill from Vyk for regular maintenance of the website. How should this payment be coded? In the past we have coded this under promotions. We will now designate this as advertising; the bill is around \$150.00. Judy will also touch base with Vyk about the pool manager having access to the website during the season for updates to the site.

Christmas ‘package’ details – we have not received sales numbers from Tracy at this time. When meeting with Tracy also ask if any monies received from the promotion will be counted as revenue for 2019 or 2020.

C. Budget Approval – Our budget for 2020 has been approved by Council. We asked for \$132,554.00 in the budget and received \$129,535.00, a difference of \$3019.00. The Community Services budget will provide funding for some of the recommended items from the manager: Equipment - \$2100.00, Water Fountain/ Bottle filler - \$3600.00, Lawn Mower - \$650.00. The Engineering Department budget will cover Jared’s requested items as they are OH&S required; these include guard rail for top of slide, stairs to the slide, and Acid room door paint.

D. Financial – 2019 Wages - Lesley meet with Karen to go over the wage discrepancy for the 2019 season, our report indicated \$146,381.00 while the printout showed \$155,000.00. Karen suggested that some of the discrepancy may be due to benefits as they were not budgeted, and the \$5000.00 in wages paid to Public Works. The area of Public Works is difficult for us to track, but we must be aware of adding a benefits line in the budget for future budgets. Lesley will contact Karen again about wages, benefits, Public Works and vacation pay lines in the ledger.

5. NEW BUSINESS:

A. Manager’s Report Recommendations – These items were discussed in the Old Business under Budget Approval. Doreen will follow up with Austin.

B. Variance Report – not available at this time. Lesley would like to know who we request the variance report from Brian or who? Lesley also informed the board that all major rentals for parties for the 2019 season were received and accounted for.

C. Spring/Summer Community Handbook – Kim Lewis –All submissions must be received by February 7th, 2020, non-profits can advertise for free. Lesley will let Kim know that we will keep the same information as last year, but change dates.

D. Chamber CNP Visitor Guide – the cost is \$180.00 for Chamber members for 1/8 page advertisement. The board did purchase an ad last year and we will go ahead with the same ad this year. Doreen **MOVED** that the board spend up to \$200.00 for advertising in the Chamber of Commerce CNP Visitor Guide. Judy **SECONDED** the motion. All in favour. **CARRIED.**

E. Praxair Inquiry – Praxair sent an invoice to the municipality for \$189.00. When Lesley met with Sandra it is unclear whether the municipality has been paying for the Praxair cylinders. Praxair would like to have the cylinders returned or be paid out for the cylinders. Lesley inquired with old employees if they remember the cylinders, which they did but cannot tell us where they might be located. The only explanation is that they were moved during renovations but we are unaware of where they were moved to. This matter requires further inquiry.

F. Employment Ad – Employee requirements remain the same so the ads would only need date changes. Lesley will ask Kim Uhersky to put ad on the Municipal website, Judy will ask Vyk to add to the pool website as well as email last year's employees to notify them of the advertisement. Judy **MOVED** to advertise pool employment opportunities in the local newspaper (Pass Herald) for 3 weeks; February 19th, February 26th, and March 4th, with a closing date of March 13th, 2020. Doreen **SECONDED** the motion. All in favour. **CARRIED**

G. In Camera

Lesley motioned to go In Camera at 7:42pm.

Doreen motioned to come out of In Camera at 7:45 pm.

H. Gift for Service – Leone – the board would like to recognize the years of service Leone has dedicated to this board. Sherri will get an idea of what to purchase Leone from her daughter, Michel. Perhaps we could have a small gathering with snacks prior to the board meeting. Tabled until next meeting.

I. Spirit River – has asked for information on the operation of our pool. They are interested in wage scales, employment opportunities for employees after season end, and other areas of operation. Judy will reply with available information.

J. Corporate Gift Policy – Doreen informed us of the Corporate Gift Policy. Any gifting for an event or fundraiser, such as season passes, must be submitted for approval to the CAO, Patrick Thomas. Gifting flex passes would still be allowable.

Next Meeting: Monday, February 24th, 2020 at 6:00 PM

Sherri MOVED the meeting adjourn at 7:56 pm