



TO: Mayor and Council

FROM: Caitlin Fox, Community Recreation Coordinator

DATE: August 12, 2021

RE: Caitlin going to the Arena Operators Level 1

ISSUE:

Caitlin would like to go to the Arena Operators course September 1st to 2nd. Due to the nature of only being here until January she would like to see if Council would allow her to pay for it herself and use vacation time to go to this course.

BACKGROUND:

The course is taking place in Creighton this year on September 1st to 2nd. This course would allow Caitlin to help in the ice plant.

ALTERNATIVES:

- 1) What is Council's view on letting Caitlin go to the course and taking vacation time to do so?
- 2) Council can approve Caitlin going to the course with no cost to the Town
- 3) Council can choose other alternatives
- 4) Council can deny Caitlin from taking vacation time to go to this course.

FINANCIAL IMPLICATIONS:

None to the Town as Caitlin would pay for the course herself as well as any other costs.

ADMINISTRATIVE RECOMMENDATION(S):

"THAT Council approves Caitlin to go to the Arena Operators Level 1 course at no cost to the Town".