TOWN OF
TABER

AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON November 3, 2016, AT 5:30 PM.

	MOTION
ITEM NO. 1. CALL TO ORDER	
ITEM NO. 2. ADOPTION OF THE AGENDA	X
ITEM NO. 3. DELEGATIONS	
A) RFD – VerSet Hockey School	X
ITEM NO. 4. ADOPTION OF THE MINUTES	
A) RFD – October 6, 2016	X
ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES - None	
ITEM NO. 6. ACTION ITEMS	
A) RFD - Recreation Management Software	X
B) RFD - Information for the Recreation Board	X
C) RFD - Recreation Report	X
D) RFD - Recognition Awards	X
ITEM NO. 7. MEDIA INQUIRIES	
ITEM NO. 8. CLOSED SESSION	X
ITEM No. 8.A. FOIPP ACT, SECTION 16: DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY	
ITEM NO. 9. OPEN SESSION	X
ITEM NO. 10. CLOSE OF MEETING	X

Recreation Board Request for Decision

Meeting Date: November 3, 2016

Subject: Delegation - VerSet Hockey Camp

Recommendation:	That the Recreation Board accepts the presentation by Rich Weist regarding the VerSet Hockey Camp as information.
Background:	Rich Weist of the VerSet Hockey Camp will be in attendance at the meeting to request consideration for an agreement to continue to host their Hockey Camp in Taber. The previous agreement expired following their camp held in August of this year.
Legislation / Authority:	Recreation Board Bylaw 2-2009, Section 6 (Purpose of the Board)
Strategic Plan Alignment:	Maintain a safe community that is healthy, innovative and environmentally aware – Assist other agencies with their vision and efforts to make Taber a healthy community – socially, physically and mentally.
Financial Implication:	No financial implication at this time as this is just the request.
Service Level / Staff Resource Implication:	Would be directly impacted if the request were to be approved.
Justification:	The VerSet Hockey Camp has been operating in Taber for approximately six years with participants and their families in attendance from various locations across southern Alberta and across the border into the USA.
Alternative(s):	The Recreation Board could choose to ask for additional information.

Attachment(s):	2016 VerSet Hockey Camp Participants

APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

2016 VerSet Hockey Camp Participants

Taber	13	Lethbridge	13	Beaver Lodge	2
Chestermeer	2	Medicine Hat	5	Innisfail	2
Calgary	10	Redcliff	1	Prince Albert, SK	1
Delisle, SK	2	Strathmore	1	Fernie, BC	3
Edam, Sk	8	Coaldale	11	Sexsmith	1
Standoff	1	Vulcan	2	Saskatoon, SK	1
Seven Persons	2	Lomond	1	Fort McLoed	1
Montana	6	Brooks	7		
Hanna	4	Spruce Grove	1		

Recreation Board Request for Decision

Meeting Date: November 3, 2016

Subject: Recreation Board Minutes

Recommendation:	That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 6, 2016, as presented
Background:	Minutes of the Regular Meeting of the Recreation Board held on October 6, 2016.
Legislation / Authority:	MGA, Section 208(1)(a)(c)
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	Approval of minutes is in accordance with the Municipal Government Act, Section 208.
Alternative:	That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 6, 2016, as amended.

Attachment(s):	Minutes

APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON October 6, 2016 AT 5:30 PM.

PRESENT: Luke Wijna, Chairperson
Danielle Hansen, Vice Chairperson
Councillor Randy Sparks
Joel Mills
Darcy Firth

ABSENT: Councillor Merrill Harris
Councillor Andrew Prokop

ALSO PRESENT:
Aline Holmen, Director of Recreation
Marty Planger, Recording Secretary
Taber Times

CALL TO ORDER

L. Wijna called the Regular Meeting of the Taber Recreation Board to order at 5:30 PM.

ADOPTION OF THE AGENDA

RES. 75/2016 MOVED by Councillor R. Sparks to adopt the agenda as amended with the Taber Public Library attending at a later date.

CARRIED UNANIMOUSLY

DELEGATIONS – NONE

ADOPTION OF THE MINUTES

A)   Regular meeting – September 8, 2016

RES. 76/2016 MOVED by D. Hansen that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on September 8, 2016, as presented.

CARRIED UNANIMOUSLY

B) Budget meeting – September 20, 2016

RES. 77/2016 MOVED by J. Mills that the Recreation Board adopts the Minutes of the Budget Meeting of the Recreation Board held on September 20, 2016, as presented.

<div align="right">CARRIED UNANIMOUSLY</div>

BUSINESS ARISING FROM THE MINUTES

A)   Recreation User Fees

The Recreation Board expressed appreciation to D. Wannop for his extra work in preparing the fee analysis. Members indicated the fees now reflect consistency. The current policy was discussed and no longer applies.

MOVED by J. Mills that the Recreation Board recommends Council approve the rate fees and process proposed for inclusion in the 2017 – 2019 Operating Budget and Fee Schedule Bylaw.

Councillor R. Sparks requested a friendly amendment to detail that this would be effective January 1, 2017, and not affect the rentals already booked for 2017.

J. Mills accepted the friendly amendment.

RES. 78/2016 MOVED by J. Mills that the Recreation Board recommends Council approve the rate fees and process proposed for inclusion in the 2017-2019 Operating Budget and Fee Schedule Bylaw effective January 1, 2017, and not affect the rentals already booked for 2017.

<div align="right">CARRIED</div>

RES. 79/2016 MOVED by Councillor R. Sparks that the Recreation Board recommends Council repeal Policy No. 7C-133/81 Subsidization and Recovery Formula Policy as this Policy is not being followed at this time.

<div align="right">CARRIED UNANIMOUSLY</div>

ACTION ITEMS

A) Information for the Recreation Board

A. Holmen explained that the staff from Intelligenz are in Taber this week and meetings are taking place to determine the scope of the project and implementation timelines. There is a lot of work to be completed by staff before the proposed "Go live" date in March. The online registration portion is expected to be "live" for May registration.

RES. 80/2016 MOVED by D. Firth that the Recreation Board accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

B) Recreation Reports

The members of the board discussed the move of staff from the parks to the arena and that the KMMSC is still open for football. It was noted that the RV Park at Ken McDonald Memorial Sports Complex will be available for hunters to rent during the Pheasant Festival.

The board was disappointed to hear of more vandalism at the spraypark. Administration will be meeting with the Taber Police to discuss an action plan. Cameras and lighting are proposed in the 2017 budget.

RES. 81/2016 MOVED by D. Hansen that the Recreation Board accepts the Recreation Report for information.

CARRIED UNANIMOUSLY

C) Recognition Awards - None

MEDIA INQUIRIES

G. Price offered to do a promotion for the Halloween Party and A. Holmen graciously accepted.

CLOSED SESSION – None

CLOSE OF MEETING

RES. 82/2016 MOVED by D. Firth that this Regular Meeting of the Taber Recreation Board is hereby closed.

CARRIED UNANIMOUSLY AT 6:15 PM

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CHAIRMAN

Recreation Board Request for Decision

Meeting Date: November 4, 2016

Subject: Recreation Management Software

Recommendation:	That the Recreation Board recommends Council approve the deferral of $6,139.00 from the 2016 Capital Budget to 2017 for the purchase of hardware related to the Recreation Management Software.
Background:	Attached for your information is a Project Timeline in reference to the Recreation Management Software. The timeline is a living document and subject to minor changes but the end outcome should remain the same. Now that the process has begun to build and implement the new Recreation Management Software it has become apparent that it is in our best interest to hold off on the purchase of the smaller related hardware until 2017. Some of this hardware includes items such as scanners, touch screen monitors, cash drawers, gates, etc. There are two reasons why we should wait on these purchases: 1) It seems prudent to wait until the process is further along and the software is functioning so that we can further evaluate the need for the hardware and whether it will work in our environment. 2) With the purchase of equipment comes warranty and if the equipment is purchased now, we will lose half of our warranty while the product sits on a shelf until installation.
Legislation / Authority:	MGA 243 (2) (i)
Strategic Plan Alignment:	Not directly related.
Financial Implication:	It is a deferral of funds from 2016 Capital Projects to 2017.

Service Level / Staff Resource Implication:	No direct impact on service levels as the project remains underway.
Justification:	To extend the warranty on small hardware products as well as due diligence to ensure that funds are not spent on products that will not work in our environment.
Alternative(s):	The Recreation Board may choose to ask for additional information.

Attachment(s):	Recreation Management Software Project Plan

APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Section 1: Project Description

Recreation Software Management System

The IntelliLeisure™ system will be used for but not limited to Facility Bookings, Staff and Location Scheduling, Membership Sales and Renewals, Program and Class Registrations, Point of Sale, Inventory Management, Customer Management, Reporting, Notifications and Financial Management. Our Public and Customer online web portals, enabling your customers to interact with you over the web.

Offering a truly value for money solution, that will achieve the best possible outcome, for every dollar spent.

The project plan incorporates the installation, set-up & configuration, implementation and staff training required for a fully functioning standard system, using October 5, 2016 as our start date for the project.

Section 2: Implementation Phases

Phase 1: Business Matching

Objective:

The objective of this phase is to document and map the business processes and requirements to the functions and capabilities of the software, and confirm and agree on the draft implementation plan.

Detail:

In order to determine the requirements for training and the responsibilities for the implementation/setup of the system it is important that there is a mutual understanding of the organisational structure and responsibilities.

Processes and Procedures

The IntelliLeisure™ software application has alternative ways of performing difference processes and can be setup with different financial and operational structures. It is also an integrated system and therefore the setup in one part of the organization will impact others.

These points of integration need to be clearly documented so that all users of the system maximize the benefits and the system is setup correct to best accommodate the organizations processes and procedures. The process of matching the business processes to the software functionality is one of the major objectives of this phase.

Outputs:

1. Description of the organization, its purpose, functions. Physical locations with functions at each location.
2. List of agreed report customisations including receipt prints, Invoices, Contracts. Assigned responsibility for provision of logos etc.
3. List of agreed Notifications including all events, alerts and marketing notifications.
4. Organisation chart with lines of reporting and responsibilities for all users of the software.
5. Documentation of the primary business processes for each group using the software. This would involve, for example, a typical booking process (or processes), credit processing including return of bonds and deposits, registration and re-enrolment for courses, day end procedures for POS and so on.
6. Agreed Implementation Plan. Following this phase we would expect to have an agreed plan for the remainder of the project phases.

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Phase2: Installation

Objective:

The objective of this phase is to complete and signoff the physical installation of any hardware required for the system and the installation of the IntelliLeisure™ software on the organisation's server(s), with appropriate network and server access for Intelligenz implementation and support teams.

Detail:

It is important that the IT environment that the software will operate in is documented and understood. Later phases of the implementation risk delay if the equipment, network, IT access etc. is not operational.

Training environment must be available prior to phases 3 and 4 commencing. This includes installation of the software and hardware that the users will be required to train on.

Outputs:
1. Test and signoff all hardware and peripheral devices, for example: printers, receipt printers, bar code printers, card printers, cash drawers, Touch Screens, barcode readers and gate and door access controllers.
2. Setup and validation of external access and any associated network configuration.
3. Installation of software and database(s) for both training and live mode.
4. Installation of required Microsoft and third party products such as Adobe, Excel, Word etc.
5. Installation of client software and sign off of on all workstations and terminal servers.
6. Agreed statement on physical hardware and software to be provided for classroom training (phase 4).
7. Sign agreements with any payment providers, email and SMS text providers. Provision of appropriates keys and demo/test peripherals if modifications being undertaken. (required for phase 3 implementation)
8. Documentation and agreement on setting up Windows accounts for users by IT if appropriate.
9. Sign off from IT and Intelligenz Solutions™ that the automated software update systems, backups and access to the support system are in place.
10. Validation signoff of the results of any data conversion if undertaken.

Phase 3: Setup & Implementation

Objective:

The objective of this phase is to setup the system and put the structure in place with the correct data so that so that operations training can take place on a set of data which represents the real environment (or as close to as possible) that will be encountered at Go Live.

In addition, this phase should also see the administrators and system users trained in the setup of the system and capable of performing on-going maintenance.

Detail:

The IntelliLeisure™ software application is based on code and master tables which contain the data that underpins the operation of the system. These must be setup and maintained by a manager, supervisor or system user. For example:

- The membership module requires that all memberships are defined with their hours of operation, pricing, payment rules, cancellations rules and so on.
- Where a system includes the booking of classes or registration into programs (swim school) the classes and programs must be defined with their schedule, pricing, minimum requirements etc.
- Facilities which are booked need to be defined along with equipment and associated charges.
- Inventory control requires products to be defined with the reorder parameters, attributes and prices.

Across the entire system every transaction which has financial implications requires rules to be created for the creation of GL Postings and Revenue recognition policies.

There are over 1000 parameters that control the functions, appearance and operation of the IntelliLeisure™ software application. These parameters must be correctly set before user training can take place. These cover many different areas from business hours and the appearance of the calendar to the rules controlling banking and other interfaces and will be setup in conjunction with an Intelligenz staff member who understands their effect on the system.

This phase may require a large amount of data to be entered and validated. The entry, update and validation of the data are your responsibility and adequate resources must be made available for this to occur.

Outputs:

1. Creation of User Accounts for all staff who will be administrators or responsible for data entry at this stage. Appropriate individuals trained in the setting up and maintenance of user records/ passwords and access.
2. Completion and signoff of the setup of all system codes and control parameters, including for example-tills, system parameters, general ledger account codes, staff roles, authorisable actions, rosters, locations, hours of operation, Organisation name/Addresses and logos.
3. Completion and signoff of the setup of all master tables, including products, packages and services, classes, activities and facilities.
4. Sign off of any customised reporting and discussion with all major areas on the use of standard reports in each area.
5. Review and sign off of all processes to be trained in phase 4 with the relevant managers/supervisors in each area. List of all staff to be trained with their roles and daily functions.
6. Sign off of completion of any data that has been converted from another system.

Phase 4: Training

Objective:

The objective of this phase is to train your system administrator and your trainers in the use of the system to complete their daily business processes.

Detail:

The training programs that are delivered in this phase are role based and focused on training the system administrators on what they need to know to complete their individual daily tasks, including training your trainers, so they can continue to provide in-house training and train new staff members or provide refresher training sessions as and when required.

The maintenance and administration of the system and a higher level of training will also be provided during this phase to your System Administrators.

It is expected that all training will be performed on a copy of the system which includes the required data in all master and code tables as completed in the previous stage.

Where an organisation has their own trainers, this stage may be involve the training of 'trainers' in the operation of the system and support for those individuals to 'on-train' your operational staff.

Outputs:

1. Train Administrators of the system in all functions associated with the setting up and maintenance of the code and master data.
2. Trainer Training so they can train new staff members or provide refresher training sessions as and when required.
3. Training documents listing every member of staff identified as requiring system user training.
4. System Administrator Training on what they need to know to complete their individual daily tasks.
5. Signed daily training document created by Intelligenz personnel, identifying any issues or additional requirements, related to hardware, software, setup or training.
6. Attendance sheet for all training sessions.
7. Acceptance Testing

Phase 5: Go Live Support

Objective:

The objective of this phase is to provide support (on site) for the first 2 days of Live running to ensure the smoothest possible transition to live operation. It is also intended to provide a quick source of answers for questions and ensure that any missed items or other issues are dealt with as quickly as possible.

Phase 6: Implementation Signoff

Objective:

The objective of this phase is to obtain signoff of the software and to pass the customer site from services to on-going support.

Detail:

Signoff will normally be done on site as soon as possible just prior to Go-live. It will involve a review of each of the areas using the software with the original stakeholders. Any minor and on-going issues will be detailed on the outstanding issues list and will be dealt with as practicable as possible including notification of the fix and/or steps/build required to resolve if applicable.

Outputs:

1. Sign off document completed and signed.
2. Outstanding issues list passed over to support with confirmation all issues have entries (ticket numbers) in our support system.

Section 3: Modules Purchased

Module
IS-001 Core , Staff, Client and resource records
IS-002 Client and Staff Profiles/Assessments
IS-003 Bookings / Scheduling
IS-004 Classes / Group Sessions
IS-005 Membership Contracts
IS-006 Course Registration/Swim School
IS-007 Inventory (incl. Barcode Interface)
IS-009 Notifications (Set and Forget Marketing)
IS-010 Document Scanning
IS-012 Point of Sale and Invoicing
IS-016 Staff/Instructor/Location Rosters
IS-017 Gift Vouchers
IS-018 Reporting
IS-100 Check-in (Members, Classes, Swim School)
IS-201 Financial Export GL Postings CSV Interface
IS-220 Check-in Detection Systems (Fingerprint, barcode or RFID interface software)
IS-241 Bank or Third Party Interface for Payment Processing

Section 4: Web Based Subscriptions (Town of Taber Hosted)

Public, Customer and Staff Portals
WS-4000 New Client Membership join up and Visit Pass sales
WS-4001 Online enquiries and availability for the 'General Public' and customers
WS-1000 Customer Self Service (Account Enquiry, Hold Requests, Update Personal Data)
WS-1001 Customer Bookings (Courses, Classes, Personal Trainers, Facilities)
WS-1002 Customer Membership Sales (pre-paid and direct debit), Renewals and Transfers

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Section 5:   Contacts/Participants

Name	Organisation	Role	Contact Details
Scott Sclater	Intelligenz	Sales Contact Account Manager	scott.sclater@intelligenzsolutions.com
John Paleshnuik	Intelligenz	Project Manager	john.paleshnuik@intelligenzsolutions.com
Ned Matheson	Intelligenz	System Installation	ned.matheson@intelligenzsolutions.com
Jon Tiley	Intelligenz	Implementation /Web Consultant	jon.tiley@intelligenzsolutions.com
Anne Battersby	Intelligenz	Implementation /Accounting Consultant	anne.battersby@intelligenzsolutions.com
Dalyce Weigum	Intelligenz	Implementation Consultant	Dalyce.Weigum @intelligenzsolutions.com
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Section 6:   Project Tasks and Timetable

Purple	Completed
Green	In Progress
White	Not Yet Started
Orange	Delayed
Red	Major Issue

Scoping, Planning and Analysis Workshop

Task	Start Date	Duration	Responsibility	Notes
Send out Implementation Data Gathering Documents	Upon Contract Award	via email	Intelligenz	Documents that will help in the process of setting up and implementing the software
Return Implementation Data Gathering Documents	Week of November 1/2016	Due date	Town of Taber	
All Forms, Printing Material and Report requirements	Week of November 1/2016	Due date	Town of Taber	Provide specifications for all documents/reports
Scoping, Planning and Analysis Workshops System Review	Complete	½ day	Intelligenz / Town of Taber	Review the System
Scoping, Planning and Analysis Workshops for data migration	Complete	½ day	Intelligenz / Town of Taber	Review the migration of data
Scoping, Planning and Analysis Workshop Finance	Complete	½ day	Intelligenz / Town of Taber	Review GL structure and interfaces with General Ledger including overall business matching for the finance department
Scoping, Planning and Analysis Workshops	Complete	1 ½ days	Intelligenz / Town of Taber	Planning and scoping for Facility Booking, Point of Sale, Membership and Program Registration including signing off implementation plan

System Installation

Task	Start Date	Duration	Responsibility	Notes
Setup Remote/VPN access (remote)	Week of November 1/2016	½ day	Intelligenz	Setup Remote/VPN access, Support Portal Access and Notifications via mail system
Server Installation (Remote)	Week of November 7/2016	½ day	Intelligenz	Server installation (Remote) Live and Test databases
Setup and Configuration of Software (Remotely)	Ongoing during implementation		Intelligenz	Configuration of System Parameters (Onsite/Remote)
Setup and Configuration of Software (Onsite)	Week of November 21/2016	2 days	Intelligenz / Town of Taber	Attendance: All System Administrators Setup Branches, Departments, GL Codes, Price Groups, Payment Methods & Vouchers, Discount Reasons, Document, Note & Communication Types Setup Staff Roles, Staff Groups, and Staff record for required staff with log in details & Skills Setup Location Records, Locations and Location Groups, Cash Tills & System Terminals, Menu & Report Hierarchy's
Facility Implementation (Onsite)	Week of November 21/2016	3 days	Intelligenz / Town of Taber	Attendance: System Administrators for Facilities Setup Facilities, Services, Non-Stock Items, Packages and Equipment Set-up Location Layout Calendar and functions Set-up Staff and Locations Schedules for Standard Use and Schedule Staff and Locations

Program & Course Implementation (Onsite)	Week of December 12/2016	3 days	Intelligenz / Town of Taber	Attendance: System Administrators for Programmes and all other courses Set-up Locations & Location Groups, Equipment, Instructors, Skills, Services, Date Periods, Public Holidays, Price Groups, Discounts, Relationships, Class Master, Course Types, Courses and Proficiencies
Memberships and Classes Implementation (Onsite)	Week of December 12/2016	2 days	Intelligenz / Town of Taber	Attendance: System Administrators for Memberships Setup Services, Price Groups, Referral Codes, Promotions, Zones, Contact Method, Health Conditions, Memberships and Contract Wizard Form, Profiles, Analysis Categories, Booking / Cancellation Policies & Membership Policies
Point of Sale and Inventory Implementation including all Products and Non-Stock Products (Onsite)	January 23-24/2017	2 days	Intelligenz / Town of Taber	Attendance: System Administrators for POS Setup Products, Services, Discount Reasons, Vouchers, Payment Methods, Cash Tills
System Administrator Training	January 25-27/2017	3 days	Intelligenz / Town of Taber	
Financial system Export (remote)	Week of February 13/2017	Due date	Intelligenz	Customised CSV export to match Financial System
Notification Customisation (remote)	Beginning - Week of February 13/2017	Due date 2 days	Intelligenz	Notification required for Go Live Completed and Tested i.e.) event and scheduled emails
Report Customisation (remote)	Beginning - Week of February 13/2017	Due date 4 days	Intelligenz	Custom Reports required for Go Live Completed and Tested i.e.) Contracts and Invoices etc.

Web Portal configuration and set-up (remote)	Week of February 20/2017	Due date 3 days	Intelligenz	Set-up and in Review mode.
Web Portal Integration with Customer web site (remote)	Week of February 27/2017	Due date 2 days	Intelligenz	Set-up and in Review mode.
Installation of latest Client software on all PC's	TBA	Due date	Town of Taber	Installer set-up or Client MSI Installer Provided
All Equipment in Place	TBA	Due date	Town of Taber	All Equipment required for Go Live Installed and Tested
All Bookings Loaded	Week of March 27/2017	Due date	Town of Taber	All Bookings required for Go Live Loaded and Data Cleansing Completed
Preliminary Inventory Counts Completed	Week of March 27/2017	Due date	Town of Taber	Preliminary Inventory Counts Completed
Acceptance Testing	Week of March 27/2017	Due date	Town of Taber	• Review of Menus for each Role • Review of Roles setup for staff • Review of Services, Products and Packages • Review of all Analysis Categories for Bookings and Clients • Review of Reports
System Review & Pre Go Live Configuration After Acceptance Testing Completed	Week of March 27/2017	Due date	Intelligenz / Town of Taber	Review the current system configuration, discuss and resolve any issues following Acceptance Testing

System Users Training (onsite) (System Administrator Training focussing on using the system including some key staff not included in the implementation)	Week of March 6/2017	5 days	Intelligenz / Town of Taber	A training plan outlining all the sessions to be covered each day will be provided after the implementation review with the Town of Taber System Administrators and confirmation of best days for each module to best accommodate staff schedules System User Training Sessions will be focussed and specific for each user group
Pre Go Live Final Set-Up	March 17/2017	Due date	Town of Taber	Inventory Count completed and entered and all final Bookings loaded before Go Live
Implementation Sign-off	March 27/2017	Due date	Intelligenz / Town of Taber	1. Outstanding issues list passed over to support and confirmation all issues have entries in support system 2. Project Sign off (Section 10) completed and signed
Implementation Sign-off Web Portal	April 4/2017	Due date	Intelligenz / Town of Taber	1. Outstanding issues list passed over to support and confirmation all issues have entries in support system. 2. Project Sign off (Section 11) completed and signed.
Go Live (Onsite) April 4/2016	April 4/2017 April 4/2017	2 days	Intelligenz / Town of Taber	System Go Live Support Onsite April 4/2017
Post-Go Live (remote)	Week of April 10/2017		Intelligenz	Provide additional support remotely for the first week of Go Live to ensure the smoothest possible transition to live operation
First Registration Period	Week of May 22/2017		Intelligenz / Town of Taber	Provide additional support remotely for the first week of Registrations

Section 7: Items to be completed by Town of Taber

Completed	Items to be Completed
☐	List of Required Customised Reports for 'Go Live'
☐	List of Required Notifications for 'Go Live'
☐	Analysis Categories – (Clients, Bookings, Contracts, Product, Services, Packages, Invoices)
☐	Location Layout Templates – graphical templates of all required facilities
☐	Workflow Templates – (Workflow Stages and Work Flow Requirements)
☐	Notes Types
☐	Document Types
☐	Communication Types
☐	Contact Methods
☐	Communication Templates
☐	Booking Policies
☐	Membership Policies
☐	Cancellation Policies
☐	Authorisable Actions
☐	Schedule Warnings
☐	Menu Hierarchy by Role
☐	Report Hierarchy by Role
☐	Staff Roles
☐	Staff Skills
☐	Location and Staff Schedules
☐	Create New Family/Groups
☐	Generate Classes
☐	Inventory Count

Section 8:   Outstanding Issues list

Completed	Issue	Ticket Number
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Section 9:   Risk Register

Date Added	Description of Risk	Current	Date Reviewed	Open /
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Section 10:   Application Implementation Sign-off

Application implementation sign-off and acceptance by the undersigned:

Intelligenz Solutions:

Name: _____

Signature: _____   Date: _____

Intelligenz Representative

Town of Taber:

Name: _____

Signature: _____   Date: _____

Town of Taber Representative

Section 11: Web Portal Implementation Sign-off

Web portal implementation sign-off and acceptance by the undersigned:

Intelligenz Solutions:

Name: _____

Signature: _____   Date: _____

 Intelligenz Representative

Town of Taber:

Name: _____

Signature: _____   Date: _____

 Town of Taber Representative

TOWN OF TABER

Recreation Board Request for Decision

Meeting Date: November 3, 2016	
Subject: Information for the Recreation Board	
Recommendation:	That the Recreation Board accepts the material received in this Agenda Item, as information.
Background:	This communication is provided simply as information for the Recreation Board and no comment is needed. In some cases, though, the Recreation Board may wish to seek clarification on the matter from Administration, or even challenge the matter through discussion. Placing the information on the Recreation Boards agenda allows these opportunities. 1. Community Grant Program – All grants as recommended by the Recreation Board to Council have been approved and notifications sent to all applicants. 2. Safe Haven Women's Shelter – last year the Safe Haven Women's Shelter was approved for a Community Grant Program waiver for their Halloween Howler fundraiser. Due to low ticket sales the event has been cancelled for this year. They have been approved for a waiver for 2017 for the same event and wish to try again next year to host the event. See attached correspondence thanking the Recreation Board and Council for their support. 3. Social Media – the Recreation department has been utilizing social media a lot more to get the word out on programs, activities and rental opportunities. We have seen an increase in ice rentals by promoting the availability of open ice through this means. 4. Budget Recommendations – All of the recommendations from the Recreation Board with regards to budget have been presented to Council for consideration in their budget deliberations. All have been accepted for information at this time with the addition from Council that Administration review costs for sourcing out mowing for fields.
Legislation / Authority:	N/A

Strategic Plan Alignment:	General Information therefore does not specifically apply
Financial Implication:	Costs will be associated with various items listed above as per the 2016 Operating budget.
Service Level / Staff Resource Implication:	Staff resources to be utilized for all items listed above.
Justification:	To keep the Recreation Board informed of current municipal information and correspondences.
Alternative(s):	1. The Recreation Board could seek clarification on any matters from Administration. 2. The Recreation Board could discuss, in depth, any of the matters raised by this communication and take action through a resolution.

Attachment(s):	Correspondence from Safe Haven Women's Shelter

APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Taber Recreation Board
A-4900 50th Street
Taber, Alberta
T1G 1T1

October 19, 2016

Re: Community Grant Program

Dear Members:

On Wednesday October 12th, Safe Haven Women's Shelter Society's Fundraising Committee met and made the decision to cancel the 5th Annual Halloween Howler Fundraiser. Ticket sales were remarkably low compared to the previous year and we knew that we could not move forward in a way that would meet the monetary fundraising needs for Safe Haven. On October 13th, I called and explained our situation to Aline Holman who was very understanding and accommodating.

I want to take this opportunity to thank the Town of Taber Recreation Board for approving Safe Haven's application to receive the Community Grant which has greatly aided in maximizing our fundraising efforts. I deeply regret that we will not be utilizing the grant for the 2016 year. We acknowledge and appreciate the level of support that the Council provides for this event and for Safe Haven Women's Shelter Society. It is our hope that we may work together in the future as we explore new options for fundraising.

If you have any questions around the cancellation of this event, or regarding future Safe Haven events, please call me at 403-223-0483.

Sincerely,

Amy Hall
Executive Director
Safe Haven Women's Shelter Society

Striving for a Safer Tomorrow . . . Today

Recreation Board Request for Decision

Meeting Date: November 3, 2016

Subject: Recreation Report

Recommendation:	The Recreation Board accepts the Recreation Report for information.
Background:	The report is supplied for Recreation Board information. In most cases, this communication is provided simply as information and no comment is needed. In some cases, the Recreation Board may wish to seek clarification on a matter through discussion. Placing the communication on the agenda allows for these opportunities.
Legislation / Authority:	MGA, Section 207 (c)
Strategic Plan Alignment:	No direct alignment.
Financial Implication:	No financial implications.
Service Level / Staff Resource Implication:	Not applicable for the purposes of this report.
Justification:	To keep the Recreation Board informed of happenings within the Recreation Department.
Alternative(s):	The Recreation Board could seek clarification on any of the matters in the report.

TOWN OF
TABER

Attachment(s):	Recreation Report

APPROVALS:

Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

RECREATION Report - October 2016

General:
- Continue to assist and work with eCompliance Health and Safety software.
- Attended the annual ARPA (Alberta Parks and Recreation) Conference in Jasper October 19 – 22, 2016. Also attended Pre-Conference sessions which included an Aquatic Forum held over two days.
- Correspondence sent to applicants regarding the Community Grant Program funding approvals made by Council.
- Applied for Canada 150 Grant for Trailhead development.
- Working on 2017 Heritage Canada grant application for 2017 Canada Day celebrations.
- Working with AMHSA and the external auditor with regards to the Town of Taber external audit held this week.
- Completed initial phase of proposals for Operating and Capital budgets.
- Met with Fire Chief and school staff at WR Myers School regarding occupancy for Graduation in the arena.
- Continue to work with community groups regarding special events.
- Assisted Planning with review of NW Area Structure Plan.

Aquafun Centre:
- Training completed for 4 new casual lifeguards.
- Swim lessons began the first week of October for private lessons, the Home School Lesson program and public swim lessons.
- Staff is working diligently to plan the Community Halloween Party.
- Attended the scoping meeting in Lethbridge Oct 5 for the new Recreation Software and attended the next two days for planning sessions in Taber. Continue to work closely with the project Manager regarding the project and next steps.
- Hockey schedules and skating schedules have been entered into our CLASS booking software. We held a user group meeting in mid Sept to address expectations for the coming season.

Arena/Auditorium:
- The large ice season is in full swing with league seasons starting and the small ice is now in operation as of Oct. 3rd.
- The auditorium facility has been very busy with various events and numerous upcoming.
- We have been working closely with TMHA regarding ice bookings and schedules.
- Continue to work with Public Services regarding the Arena Compressor Room Upgrade.
- Staff continue to paint and complete small repairs in t he facility.

Parks/Sportsfields
- Field maintenance has slowed down due to staff moving indoors but we continue to maintain the fields at KMMSC for football.
- All irrigation systems have been winterized.
- Staff has been working on cleaning vehicles and equipment for the winter.
- Prepared two vehicles for use over the winter by other departments.
- RV Park was in operation for the Pheasant Festival.

Cemetery:
- Aside from garbage detail and addressing any concerns from the public the maintenance of this area is complete for the season.