



AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON February 5, 2015, AT 5:30 PM.

MOTION

ITEM NO. 1. CALL TO ORDER

ITEM NO. 2. NOMINATIONS FOR CHAIR AND VICE CHAIR

ITEM NO. 3. ADOPTION OF THE AGENDA

X

ITEM NO. 4. DELEGATIONS

A) Taber & District Sports Hall of Fame Committee

X

ITEM NO. 5. ADOPTION OF THE MINUTES

A) RFD – December 4, 2014

X

B) RFD – Special Meeting of the Recreation Board – January 14, 2015

X

ITEM NO. 6. BUSINESS ARISING FROM THE MINUTES - NONE

ITEM NO. 7. ACTION ITEMS

A) RFD – Taber & District Sports Hall of Fame

X

B) RFD – Southern Alberta Recreation Association Bid Request

X

C) RFD – Information for the Recreation Board

X

D) RFD – Recreation Manager Report

X

E) RFD - Recognition Awards - none

ITEM NO. 8. MEDIA INQUIRIES

ITEM NO. 9. CLOSED SESSION

X

ITEM NO. 10. OPEN SESSION

X

ITEM NO. 11. CLOSE OF MEETING

X



Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 2

Subject: Nominations for Chair and Vice Chair

Recommendation:

No recommendation required.

Background:

Aline Holmen, Recreation Manager to Call the Meeting to Order.
 Aline Holmen, Recreation Manager to Call for Nominations from the floor for Chair.
 Aline Holmen, Recreation Manager to Call for Nominations from the floor for Vice Chair.
 The new Chair will now Chair the meeting.

Legislation / Authority:

Recreation Board Bylaw 2-2009

Strategic Plan Alignment:

Does not apply.

Financial Implication:

Does not apply.

Service Level / Staff Resource Implication:

Does not apply.

Justification:


Election required as per Bylaw at the first regular meeting of the year.

Alternative(s):

The Recreation Board could defer this to another meeting.

Attachment(s):



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

Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 4. (A)

Subject: Delegation - Taber & District Sports Hall of Fame

Recommendation:

That the Recreation Board accepts the information provided by the Taber & District Sports Hall of Fame Delegation, for information purposes.

Background:

In years past the Recreation Board had a member sit on the Taber & District Sports Hall of Fame committee. When that member left the Recreation Board the position was not filled and the spot is vacant.

Debbie Sargeant, Chairperson for the Taber & District Sports Hall of Fame will be in attendance to present their request to the Recreation Board as well as to extend an invitation to their 2015 Induction Banquet.

A Request for Decision item is included later in the agenda package.

Legislation / Authority:

MGA – s 3

Strategic Plan Alignment:

Build partnerships with other Governments and organizations where synergies may exist.

Financial Implication:

No financial implication other than to the members directly should they choose to attend the 2015 Induction Banquet.

Service Level / Staff Resource Implication:

N/A

Justification:


The Taber & District Sports Hall of Fame felt it was a benefit to have a Recreation Board member be an active member of the committee. The time commitment required to be a member is minimal.

Alternative(s):

The Recreation Board may choose to accept the request as information and not have a member on their committee.



Attachment(s):	Correspondence from Taber & District Sports Hall of Fame
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

TABER AND DISTRICT SPORTS HALL OF FAME

c/o 5307 45th Street
Taber, AB. T1G 1G6
Phone (403) 223-9496, Fax: (403) 223-2273



Jan. 21, 2015

Taber Recreation Board
Town of Taber
4900 50th St.
Taber, AB.

Dear Board Members:

In the past the Taber Recreation Board has supported the Taber and District Sports Hall of Fame by supplying one member to sit on our board. Your last member to represent the Rec. Board was Jill Marshall, but as she is no longer living in Taber and serving on the Rec. Board, this spot is vacant.

The time and work commitment for this individual is extremely minimal. We meet approximately 2 to 3 times per year, and these meetings are dependent on whether we have any nominations come forth. The purpose of the meetings are to review nomination packages, discuss the content submitted, and determine whether the nominee meets the minimal criteria set out by the Sport Hall of Fame constitution, thus determining if they will become an inductee. Additionally, we trust that this member will support the Induction ceremony by promoting it to friends, colleagues, etc. Our final meetings purpose is to review our financial status following the induction ceremony.

We are extremely grateful for the Rec. Boards participation in past years and trust that you will see fit to support the Hall of Fame by having representation from the Rec Board once again.

Sincerely,

Debbie Sargeant
Chairperson

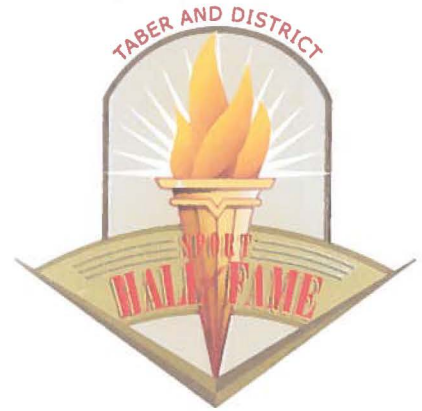


TABER AND DISTRICT SPORTS HALL OF FAME

c/o 5307 45th Street

Taber, AB. T1G 1G6

Phone (403) 223-9496, Fax: (403) 223-2273



Jan. 21, 2015

Rec. Board Members
Town of Taber
4900 50th St.
Taber AB.

Dear Board Members:

The Taber and District Sports Hall of Fame will be holding their 2015 Induction Banquet on Sat. April 11 at the Heritage Inn in Taber. We are pleased to announce that this year's Inductee is Dale Tilleman – "Athlete" and "Builder".

We are extremely grateful for the Rec. Boards attendance in past years and trust that you will see fit to support this event once again by sending representation from the Board. Tickets are available at the Town of Taber office, or from myself at a cost of \$35.00 per ticket.

Sincerely,

A handwritten signature in black ink, appearing to read "Debbie Sargeant". The signature is written in a cursive, flowing style.

Debbie Sargeant
Chairperson





Request for Decision

Meeting Date: February 5, 2015

Item 5 (A)

Subject: Recreation Board Minutes

Recommendation: That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on December 4, 2014, as presented.

Background: Minutes of the Regular Meeting of the Recreation Board held on December 4, 2014

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 December 4, 2014 as amended.

Attachment(s): Unofficial Recreation Board Minutes



APPROVALS:

Originated By:

Aline Holmen

**Chief Administrative Officer
(CAO) or Designate:**

12/2014

**MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON December 4, 2014
AT 5:30 PM.**

PRESENT: Luke Wijna
Councilor Andrew Prokop
Danielle Hansen
Councilor Randy Sparks
Darcy Firth
Councilor Merrill Harris

ALSO PRESENT:
Aline Holmen, Recreation Manager
Marty Planger, Recording Secretary
Greg Price, Taber Times

ABSENT: None

CALL TO ORDER

Luke Wijna called the Regular Meeting of the Taber Recreation Board to order at 5:32 PM.

ADOPTION OF THE AGENDA

RES. 64/2014 MOVED by Councilor M. Harris to adopt the agenda with the following additions:

- ITEM NO. 6. ACTION ITEMS
- E) Hot Water Problems at Arena
 - F) Arena Dressing Rooms
 - G) Aquafun Centre Opening at 6am

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

- A) Regular meeting – November 6, 2014**

RES. 65/2014 MOVED by Councilor R. Sparks that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on November 6, 2014, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Recreation Master Plan

A. Holmen updated the Recreation Board on the progress made with the Recreation Master Plan. The town will host a workshop (not an Open House) on January 28, 2015 from 6:00 – 9:00pm with food included for those in attendance. User groups will be receiving invitations to the workshop shortly and advertising for the event will begin after the holidays. We will utilize the Taber Times and the Town website for advertising the event and hopefully will reach individuals not part of an organized group but who have a vested interest in Recreation for the community. Pre-registration will be required and each user group will be asked to send up to two representatives.

Recreation Board members are asked not to attend as a representative of any one group, but rather attend as a non-participant so as to allow them to observe/receive feedback without distractions. Councilor R. Sparks regrets he will be unable to attend due to previous commitments.

RES. 66/2014 MOVED by D. Hansen that the Recreation Board agrees to assist Administration in the promotion and recruitment of the Recreation Master Plan Workshop being held January 28, 2015 in the Community Centre.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) January Recreation Board Meeting

A. Holmen reported that due to no agenda items for the meeting in January, Administration is asking the Board to cancel the meeting with the understanding that if anything that is a timely matter comes up in the meantime, a meeting will be scheduled.

RES. 67/2014 MOVED by Councilor M. Harris that the Recreation Board accepts the cancellation of the January, 2015 Recreation Board meeting as presented.

CARRIED UNANIMOUSLY

B) Information for the Recreation Board

A. Holmen reported that the Community Grant Program has been approved by Council as was the recommendation by the Recreation Board.

Council also passed a motion to increase Recreation user fees by 3% with the exception of the Halloween poster sales and Cornfest Fun Run as recommended by the Recreation Board.

Council has also approved the use of credit cards, to be effective January 2015 as per this board's recommendation. This does require entering a contract with a card provider, getting new machines, setting up our existing software, and creating a policy and procedure for credit card usage.

A. Holmen reported that the Town of Taber has implemented a new process that requires **all** skaters during Public Skating to wear a helmet. A. Holmen discussed the rationale for this change including concussions, risk management, and current trends for arenas. Helmets must be CSA approved and are not restricted to hockey helmets. This prompted the board to discuss helmets at the Skateboard Park as well as Figure skaters. The board spoke in favor of the change but wished they had been notified earlier in order to better educate the public when questions were asked.

RES. 68/2014 MOVED by Councilor A. Prokop that the Recreation Board accepts the material received in this Agenda Item, as information.

CARRIED UNANIMOUSLY

C) Recreation Manager Report

A. Holmen reported when asked, that the Recreation department is doing a lot of recruitment as of late because of retirements, resignations, personal leaves. Recreation Supervisor Chad Glasser has also just resigned his position as of January 7th therefore his position will also be posted immediately.

The Recreation Board had questions regarding vandalism at the Spray Park.

RES. 69/2014 MOVED by D. Hanson that the Recreation Board accepts the Recreation Manager Report for information.

CARRIED UNANIMOUSLY

D) Recognition Awards

RES. 70/2014 MOVED by Councilor R. Sparks that the Recreation Board recommends that the following team/individuals receive Recognition Awards:

1. Gold- Torrance Gedny - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
2. Gold- Torrance Gedny - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
3. Bronze - Grace Holowiski - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
4. Gold - Grace Holowiski - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
5. Gold - Jocelyn Planger - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
6. Gold - Jocelyn Planger - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
7. Bronze - Nathan Veenstra - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
8. Bronze - Nathan Veenstra - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
9. Silver - Jenna Klok - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
10. Silver - Jenna Klok - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
11. Gold - Taber Bantam Rebels - 2014 Division III Southern Alberta Minor Football Association Championship
12. Gold - St. Mary's Storm - 2014 COLJHAA Volleyball SV Girls Championship
13. Gold - St. Mary's Storm - 2014 COLJHAA Volleyball SV Boys Championship
14. Gold - W.R. Myers Rebels - 2014 SZJHAA Volleyball 3J Girls Championship
15. Gold - St. Mary's Storm - 2014 SZJHAA Volleyball 3J Boys Championships
16. Gold - Barnwell Trojans - 2014 Horizon School Division Tier I Boys Volleyball Champions
17. Gold - Barnwell Trojans - 2014 Horizon School Division Tier II Boys Volleyball Champions

CARRIED UNANIMOUSLY

E) Hot Water Problem

The Recreation Board discussed hot water issues with dressing room 6 at the arena. Information was provided as to the work that is currently occurring.

RES. 71/2014 MOVED by Councilor A. Prokop that the Recreation Board accepts the information regarding the Hot Water problem as presented.

CARRIED UNANIMOUSLY

F) Arena Dressing Rooms

Councilor A. Prokop reported to the Recreation Board that Town Council will get a formal update at the December 15th meeting which will include design options as well as costs. A preliminary cost amount is currently in the 2015 budget.

The Recreation Board discussed the possibility of an ATCO trailer as a temporary solution for an extra dressing room. A. Holmen reported that discussions have occurred with TMHA president regarding an Atco trailer option and there were preliminary concerns regarding the lack of running water, showers and players having to walk through the elements to get into the building.

RES. 72/2014 MOVED by Councilor R. Sparks that the Recreation Board accepts the information regarding the Arena Dressing Rooms as presented.

CARRIED UNANIMOUSLY

G) Aquafun Centre Opening

Discussion regarding a late pool opening and protocols associated with.

RES. 73/2014 MOVED by Councilor A. Prokop that the Recreation Board accepts the information regarding the Aquafun Centre Opening at 6am as presented.

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 74/2014 MOVED by D. Firth that this Regular Meeting of the Taber Recreation Board do now close.

CARRIED UNANIMOUSLY AT 6:34 PM

CHAIRMAN



Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 5 (B)

Subject: Special Meeting of the Recreation Board Minutes

Recommendation:	That the Recreation Board adopts the Minutes of the Special Meeting of the Recreation Board held on January 14, 2015, as presented.
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Background:	Minutes of the Special Meeting of the Recreation Board held on January 14, 2015.
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Legislation / Authority:	MGA, Section 208(1)(a)(c)
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Strategic Plan Alignment:	N/A
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Financial Implication:	N/A
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Service Level / Staff Resource Implication:	N/A
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Justification:	Approval of minutes is in accordance with the Municipal Government Act Section 208
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Alternative:	That the Recreation Board adopts the Minutes of the Special Meeting of the Recreation Board held on January 14, 2015 as amended.
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Attachment(s):	Special Meeting Minutes
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APPROVALS:

Originated By:

Aline Holmen

**Chief Administrative Officer
(CAO) or Designate:**

01/2014

MINUTES OF THE SPECIAL MEETING OF TABER RECREATION BOARD
HELD IN THE COMMITTEE ROOM, ADMINISTRATION BUILDING ON
JANUARY 14, 2015 AT 5:30 PM.

PRESENT: Luke Wijna
Councilor Andrew Prokop
Danielle Hansen
Councilor Randy Sparks

ALSO PRESENT:
Aline Holmen, Recreation Manager
Greg Price, Taber Times

ABSENT: Darcy Firth
Councilor Merrill Harris

CALL TO ORDER

Luke Wijna called the Special Meeting of the Taber Recreation Board to order at 5:32 PM.

ADOPTION OF THE AGENDA

RES. 01/2015 MOVED by Councilor R. Sparks to adopt the agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES - NONE

BUSINESS ARISING FROM THE MINUTES

A) Helmet Requirements

A. Holmen provided the members background as to why this item was coming back to the Recreation Board. Discussion occurred regarding school helmet requirements, Taber Figure Skating Club helmet requirements and insurance. Members discussed the helmet requirement for adults versus youth. It was felt if the Town of Taber provided skate aids that the majority of the issues would be addressed and those learning to skate would not be in as much jeopardy. Administration updated the members regarding the purchase of skate aids currently underway.

RES. 02/2015 MOVED by Councilor R. Sparks that the Recreation Board recommends to Council that helmet usage for all age groups be "Strongly Recommended".

CARRIED UNANIMOUSLY

The Recreation Board discussed the option of allowing clean shoes on the ice surface for public skating allowing parents who do not skate the option of going on ice with their kids. Concerns were raised about the safety of those in shoes for slipping as well as the possibility of dirt being tracked onto the ice (even with indoor shoes). Again it was felt that skate aids would address this issue.

RES. 03/2015 MOVED by D. Hansen that the Recreation Board recommends to Council that no shoes be allowed onto the ice.

CARRIED UNANIMOUSLY

ACTION ITEMS – NONE

MEDIA INQUIRIES - NONE

CLOSE OF MEETING

RES. 04/2015 MOVED by D. Hansen that this Regular Meeting of the Taber Recreation Board do now close.

CARRIED UNANIMOUSLY AT 6:07 PM

CHAIRMAN

Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 7 (A)

Subject: Taber & District Sports Hall of Fame

Recommendation:

The Recreation Board appoints (insert name of Recreation Board member) to the Taber & District Sports Hall of Fame committee.

Background:

Taber & District Sports Hall of Fame is requesting that the Recreation Board fill a position on their committee left vacant from a previous Recreation Board member. The commitment level is expected to be minimal with approximately 2-3 meetings per year.

Their committee has also extended an invitation to attend their 2015 Induction Banquet being held April 11, 2015.

Legislation / Authority:

MGA – s 3

Strategic Plan Alignment:

Build partnerships with other Governments and organizations where synergies may exist.

Financial Implication:

No financial implication other than to the members directly should they choose to attend the 2015 Induction Banquet.

Service Level / Staff Resource Implication:

N/A

Justification:


The Taber & District Sports Hall of Fame felt it was a benefit to have a Recreation Board member be an active member of the committee. The time commitment required to be a member is minimal.

Alternative(s):

The Recreation Board may choose to accept the request as information and not have a member on their committee.

Attachment(s):



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

Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 7 (B)

Subject: Southern Alberta Recreation Association Bid Request

Recommendation:

That the Recreation Board recommends Council accept the correspondence from the Southern Alberta Recreation Association regarding future Southern Alberta Summer Games bids for information.

Background:

Annually, the Southern Alberta Recreation Association sends out Bid Request correspondence to all the regions involved in the Southern Alberta Summer Games.

There is no expectation for Taber to bid for 2016 or 2017 as it has not been that long since the games were held in Taber but the Association wanted to ensure all regions had the option to review the request and make a decision.

Legislation / Authority:

MGA s 3 (b)

Strategic Plan Alignment:

Create and promote recreational opportunities and facilities that are regionally recognized in all seasons.

Financial Implication:

Dependant on the recommendation, the cost of hosting a games can vary from \$60,000 - \$80,000.

Service Level / Staff Resource Implication:

Staff resource levels would be impacted in a host year including staff from Management and workers.

Justification:

As the community recently hosted the Southern Alberta Summer Games in 2013, we recommend a bid not be submitted at this time to allow resources to be allocated to other projects. It is also felt that waiting to host will also allow our volunteer base to rejuvenate.

Alternative(s):

The Recreation Board may recommend to Council that consideration be given to hosting in 2017 which would be a five year gap between events from hosting previously in 2013.



Attachment(s):	Southern Alberta Recreation Association Bid Request
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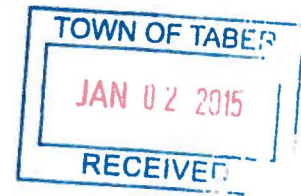
APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	



Carol Thibert
910- 4 Ave. S.
Lethbridge, Alberta
T1J 0P6

December 29, 2014

Office of the Mayor
A4900 50 St.
Taber, AB
T1G 1T1
Attention: Henk DeVliieger



Dear Mayor De Vliieger:

As a member of the Southern Alberta Recreation Association, I am once again pleased to send this invitation to bid on the 2016 or 2017 Southern Alberta Summer Games. We have found that asking for two years ahead allows communities to get into the rotation with more lead time to plan their Games, and to help SARA with our commitment in providing support.

I encourage you and your community to seriously consider this invitation, by either entering a bid as a single community or partnering with neighboring communities or MD's or counties.

The Southern Alberta Summer Games, which are held around the first week in July are the longest, consecutively running multi-sport event in Western Canada. We believe that they are worth keeping- but we need your participation as a host community to ensure that they continue to happen. This year (2015) in Claresholm will mark the 46th anniversary of games in Zone One.

All communities *wishing to bid* are asked to submit their letter of intent by February 29 to the above address with a completed bid by March 28 at 4:30 pm. A tour of bid communities by SARA representatives will take place in late April, with the decision to host, announced within two weeks of the bid tour.

Please see the enclosed Bidding information to learn more about the Bid process.

If you have any questions, please call me at 403 320 3040.

Sincerely

Carol Thibert
Recreation and Culture Program Manager
City of Lethbridge/SARA Games Chair

cc

Aline Holmen – Recreation Manager
Reeve Brian Brewin - MD of Taber

Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 7. (C)

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. Southern Alberta Recreation Association – minutes of the last two meetings of the SARA Board have been provided.
2. Public Skating – skate assists have been ordered and are expected to arrive anytime. 12 of the units were ordered.
3. Community Registration – is set to occur Feb. 24th & 26th from 5:00PM – 8:00PM in the Community Centre Auditorium.
4. Spring Leisure Guide – the Spring Leisure guide has been developed and will be distributed to the schools upon receipt from the printer.
5. Sponsorship – Administration is currently working on the revision of the contract with Sponsorship Connections and expects to have a report for the Recreation Board for the regular meeting in March.
6. Recreation Master Plan – Workshop was held January 28, 2015. 28 people from a good cross section of user groups were in attendance including the four members of the Recreation Board.

The steps for the process of conducting the plan include:

- Recreation Master Plan Workshop #1 – Jan. 28, 2015
- Recreation User Group Survey – distributed and due back Feb. 15, 2015
- Household Survey – to be distributed in February
- Compilation of data – March/April, 2015



	<ul style="list-style-type: none"> - Recreation Master Plan Workshop #2 – April, 2015 - Compilation of Recreation Master Plan
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 2015 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):	<ol style="list-style-type: none"> 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):	SARA Retreat Minutes SARA Regular Meeting Minutes

APPROVALS:	
Originated By:	Aline Holmen



**Chief Administrative Officer
(CAO) or Designate:**

Atto

SOUTHERN ALBERTA RECREATION ASSOCIATION RETREAT
Lethbridge
Tuesday, December 2, 2014

PRESENT: Natalie Sauer, Aline Holmen, Carol Thibert, Bonnie Ellis, Tracey Linderman, Hugh Simpson, Beth Landowski, Greg Burt, Tina Attrill/Chris Dixon (Claresholm representative for 2015 games), Diane Burt Stuckey, Darla Stensrud, Stephanie Wierl, Darrell Joy

ABSENT: County of Cypress - Doug Henderson

1. Welcome

B. Ellis welcomed all members to the meeting and reviewed housekeeping and schedules for the retreat.

2. Future Games

- Discussion occurred for possible games locations for 2016 and beyond. 2015 Games will be held in Claresholm and various communities expressed interest for hosting future games.

3. Participant Registrations

- N. Sauer reviewed participant numbers from 2008 - 2014. The participant numbers are staying fairly consistent overall and we hope to see this continue for future games.

4. Review of 2014 SASG Pincher Creek Final Report

Diane Burt Stuckey and Adam Gross provided a final report of the 2014 SASG. Reports included recommendations for future host consideration. Lanyards were discussed – too many were ordered that were not required and the order could be reduced in the future to 2500. Due to hosting there were facilities that were improved which leaves a lasting legacy going forward. One suggestion was made to go green by having participants utilize the website more for rules rather than printing copies for each. Some discussion occurred regarding event cancellation and the need to identify which sports should run regardless of only one participant registered in a particular age category – such as shooting events. Also discussed was development of a SASG App for phones. Standard field sizes were discussed for soccer as questions arose about the small fields/nets – AB Soccer has minimum and maximum ranges set already so as long as the sizes fall in the range we should be good but the key is communicating the field/net sizes to the coaches in advance so they can adapt their practices. A suggestion was made to enquire with RAMP regarding incorporating an email response for applicants that is mandatory and a bounce back email feature. Aline will enquire into this possibility as well as the option of pulling the participant information forward each year.

Overall, these were very successful games with very positive feedback from organizers, volunteers and participants. The community really pulled together to

make it a success. Thank you to S.A.R.A. for the great support and awesome Regional Directors.

5. Review of Operations Manual

Discussion occurred regarding updating portions of the manual:

- P. 7 – B. Planning and Administration Committee – change to S.A.R.A. Games Committee.
- P. 23 – A. Bidding Information – make same change as above, Core sports removed Golf and Tennis and located under Optional Sports, added to Core Sports – Cribbage, Ball Hockey and Beach Volleyball. Optional Sports name change to Host Committee Sport Choice and includes additional sports such as Rugby, Triathlon, Bowling, 2.5km Walk/Run, & Gymnastics. Sports not listed must be approved by SARA in advance.
- P. 23 – make section number 4 into a template for ease of submitting bids.

ACTION - Aline to look at getting these revisions completed for the website version.

6. Review of 2014 SASG Regional Evaluations

It was decided that due to sheer volume of responses that each section be divided among the members to summarize and bring forward at next meeting. These are as follows:

Question 5 – Carol

Question 7 – Hugh

Question 9 – Beth

Question 11 – Stephanie

Question 13 – Diane

Suggestions came out of the Regional Director Feedback including:

- Ensuring Registration form is updated to match RAMP
- That the meeting in May be more motivating/inspirational with less review. Also consider break out session on promotional ideas for recruitment.
- of the rules as it is too much to comprehend in one day
- Development a RAMP User guide just for Regional Directors
- Keep the facility tour
- Develop a DVD or utilize the one SARA has already
- Develop a forum where they can go to get their answers rather than each of them asking the Games Coordinator the same questions over and over.
- They missed getting daily results – can they have access to computers in games office to review results for their region.
- Possibility of a SARA member debrief at the end of each day
- Request to have sport chairs wear something different or have some way of identifying them from other volunteers (ie golf shirts/lanyards)
- More education through the sport chairs to officials as to who/what SARA is and how we relate to the games

ACTION – to be discussed at next meeting options for making SARA members more recognized and the connection made to sport chairs/officials. Options already discussed included handbooks, attending the volunteer appreciation BBQ as an ambassador, and tagging onto the Code of Conduct.

ACTION - Natalie to develop and send out a sample template for this meeting for the members to review.

7. Review of Sport Rules/Evaluations

The Games evaluations were circulated and reviewed. General comments were made on the Games as a whole, as well as each sport evaluated by the regions and the following recommendations were made for the 2015 Games:

5 Pin Bowling

- Consider single bowlers as well as teams rather than just teams

5km/10km

- If the run is a trail run then this must be identified in the rules under location
- 2.5 km is another option that may be added

Archery

- Consider scheduling on a different day than shooting events

Athletics

- Look into Athletics Alberta for ruling on discuss – is 1.6 kg correct or should it be 1.5kg. 1.6kg is hard to find.

Baseball

- Rule 5.5 – remove *“All teams must be present one hour prior”*

Handgun

- Try to stagger events between Friday and Saturday utilizing days/evenings with other shooting events.

Photography

- Change rule #2 – Add *“a combination of both may be entered in the Digital Manipulation category only”*

Rugby

- Change rules for Number of Players Rule # 3 – should read *“A team may nominate no more than five substitutes. A team can substitute up to five players.”*
- Add to the rules *“Spectators are to be on the opposite side of the field from players.”*

Small Bore

- Clarify in rules use of magazines/clips.

Soccer

- Change Tournament Draw Rule # 2 under the Example to read:
Example: Goals for = 10
Goals against = 4
Percentage would be 10 divided by 14 = .714

Tennis

- Similar to badminton, consider having all participants come at same time (9:00am) and arrange draw from who shows up rather than having to re-arrange at last minute.

8. SASG Process

- Discussed SARA clothing and being identifiable
- Recommended that SARA members introduce themselves to coaches and officials prior to games they are watching. May wish to review Code of Conduct if there is no coach meeting prior.
- Up to SARA members to update their Regional Directors on their roles
- Discussed Social Media and ensuring this area does not fall off during the games – have someone be in charge of this specifically throughout the games
- SARA Retreat – discussed difficulty this year with setting a date for the annual fall retreat. It was decided that the retreat will occur consistently the first Tuesday-Thursday of October each year so members so plan accordingly. The 2015 retreat will be October 6-8, 2015 with location to be determined.

Southern Alberta Recreation Association
MEETING Minutes
December 3, 2014
Lethbridge

PRESENT: Natalie Sauer, Aline Holmen, Carol Thibert, Bonnie Ellis, Hugh Simpson, Beth Landowski, Greg Burt, Tina Attrill/Chris Dixon (Claresholm representative for 2015 games), Diane Burt Stuckey, Darla Stensrud, Stephanie Wierl, Darrell Joy

ABSENT: County of Cypress - Doug Henderson, CNP – Tracey Linderman

1.0 General Update

1.1 Call to Order

Chairperson B. Ellis called the meeting to order at 8:40 am

1.2 Additions to Agenda

- App development
- Online registration

1.3 Adoption of Agenda

MOTION by B. Landowski to adopt the agenda as presented. Carried.

1.4 Adoption of Minutes

Tabled until next meeting

2.0 Reports

2.1 Chairperson

A huge thank you was expressed to Pincher Creek for hosting the 2014 games and for the fantastic job that was done. Everyone was very friendly and the volunteers and sport chairs were excellent. The signage made it easy to navigate in the community.

2.2 Treasurer

N. Sauer presented the following financial information:

2.2.1 Financial Report

Cash on hand	\$33,864.49
GIC	<u>39,681.07</u>
Balance	\$73,540.56

MOTION by N. Sauer to approve the financial statements dated December, 2013 through October, 2014 as presented. C. Thibert seconded. Carried.

MOTION by N. Sauer to issue a cheque to Pincher Creek in the amount of \$4196.00 for the \$2.00/participant (2098 participants) reimbursement for hosting the games. B. Ellis seconded. Carried.

Further discussion included awareness that Board Insurance is up for renewal in 2015 and a reminder that the GIC account is funds held in reserve for a future games in the event that provincial funding is ever discontinued. The GIC will allow for funding for one additional games year.

2.3 Alberta Sports Connection

- Discussion regarding the request from Claresholm for funding and the information required. The funding for this year is not guaranteed and a decision will be made in March/April. SASG is seen as a viable product and has been supported very well in the past.
- The Alberta Sport Plan is now available for viewing at www.albertasport.ca
- Upcoming Games www.albertagames.com
 - 2015 55+ AB Winter Games – Lethbridge Feb. 19-22
 - 2015 55+ AB Summer Games – Strathmore – July 16-19
 - 2015 Western Canada Summer Games – Fort MacMurray – Aug. 7-15
 - 2015 Canada Winter Games – Prince George – February
 - 2016 AB Winter Games – Medicine Hat
 - 2016 AB Summer Games – Leduc
 - 2019 Canada Winter Games – Red Deer
- Lethbridge is seeking volunteers for the 55+ games. Also seeking families or groups for the Torch relay portion.
- Darrell's role is to advocate for the members and therefore offered his services to be involved with any meetings regarding partner relationships
- 2015 Sport Leadership Council – Banff Conference April 23-25th
- Recommended that if reviewing the Operations Manual to remove the references to AB Games as they no longer apply.
- The link and logo that are on the SARA sight need to be updated.
ACTION D. Burt Stuckey to update website.
- Reminder that there are always opportunities for employment as Games staff for AB Games especially with all the games being held in the south. Job notices are posted at www.albertagames.com

2.4 Town of Claresholm 2015 SASG update

- Committee is coming together but still looking to recruit a few positions
- List of sports to be hosted still under review, discussed what has been decided so far
- Committee is preparing budget and expects to have ready for January
- Discussion regarding assistance with grants, website, contacts for sports, etc

3.0 **Marketing**

3.1 Future Games Bid requests

ACTION – C. Thibert to send out letters to all municipalities regarding bid submissions for the 2017 and 2018 SASG.

3.2 ARPA – SARA was asked to assist with hosting the 2015 ARPA Conference in Banff. Involvement of SARA members would include such as coordinating guest speakers, planning social events, and planning sessions.

ACTION B. Ellis to request from Mike Roma a detailed listing of responsibilities and what would be required.

3.3 App Development – members discussed developing an app for phones to promote the games and events that would put less reliance on paper for sharing rules, etc. AB Sport Connection is currently developing one for AB Games.

ACTION by D. Joy to investigate the option based on what AB Sport Connection is developing and H. Simpson to investigate options as well.

3.4 On-line registration – discussion occurred regarding pros and cons. The members felt interaction with the athletes was important and would not want to lose that aspect. Tabled to January meeting.

3.5 Friends of SARA – casino option was discussed briefly but tabled until January meeting.

4.0 **Date & Location of Next Meeting**

Time In Sessions – Jan. 27, 2015 – Claresholm – Location and time TBA

AGM – Jan. 28, 2015 – Claresholm – Location and time TBA



Recreation Board Request for Decision

Meeting Date: February 5, 2015

Item 7 (D)

Subject: Recreation Manager Report

Recommendation: The Recreation Board accepts the Recreation Manager 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:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A

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.

Attachment(s):

Recreation Manager Report Feb 2015



APPROVALS:

Originated By:

Aline Holmen

**Chief Administrative Officer
(CAO) or Designate:**

RECREATION Manager Report
February 2015
Aline Holmen

- Recruitment occurring for the following:
 - Completed recruitment for the Recreation Supervisor position – starts Feb. 9, 2015
 - Completed recruitment for Casual Lifeguards – training and orientation underway.
 - Recruiting for a 50% Custodial position for Auditorium.
 - Recruiting for a temporary relief FT Custodial position.
 - Recruiting for a Recreation Operator 3 position at the arena.
- Preparing template for Health and Safety action plan for Management team.
- Have begun the process for the Recreation Master Plan. Workshop was scheduled for January 28th. Notified known user groups and non-user group contacts, updated website to reflect the workshop and utilizing Taber Times to advertise and increase awareness. Currently developing the resident surveys for households as well as user group surveys.
- Reviewing and revising job descriptions for all positions within Recreation.
- Preparing job evaluations for all staff that require.
- Continue to work on the process of completing Job Task evaluations for the Arena function, then Hazard Identification regarding those tasks and the creation of Safe Work Procedures for those tasks.
- Attended the 2014 Southern Alberta Recreation Association (SARA) Retreat in Waterton December 1-3, 2014.
- Attended a Conflict Resolution Course in Lethbridge Nov. 20, 2014 hosted by Canadian Professional Management Services.
- Attended Basic Emergency Management course at Firehall January 14, 2015
- Attended Confined Space training January 22, 2015
- Attended Emergency Management table top January 21, 2015
- Attended the December JHSC meeting
- Compiling advertising for the new Community Grant Program to the community organizations and groups as well as notifying those groups approved on the 2015 annual waiver list.
- Attended meetings for CUPE negotiation committee.
- Outdoor facilities – still maintaining garbage receptacles at the Skateboard Park, Westview Estates and the Dog Park. Preparing spring work plans and recruitment of seasonal staff.
- Continue to communicate with Sponsorship Connections regarding Sponsorship Program updates. Have been working closely on recent prospects with Dave Higgins from Sponsorship Connections.
- Prepared schedules for training for staff and self for the year.
- Assisting various groups with their special events.
- Conducted H&S meetings for staff in the pool and arena functions.
- Finished off year end requirements.
- Completed and submitted Heritage Canada grant funding application for Canada Day 2015.
- Coordinating 2015 Building Maintenance project schedule utilizing funds approved in the budget with Building Maintenance Coordinator.