



AGENDA

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

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	X
A) Introduction of Recreation Supervisor	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS</u>	
A) RFD – Angel Svenes	X
B) RFD – Multi Use Sports/Recreation Complex	X
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	X
A) RFD – February 5, 2015	
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u>	
A) RFD – Sponsorship Program	X
<u>ITEM NO. 6. ACTION ITEMS</u>	
A) RFD – Information Items	X
B) RFD – Recreation Manager Report	X
C) RFD - Recognition Awards - none	
<u>ITEM NO. 7. MEDIA INQUIRIES</u>	
<u>ITEM NO. 8. CLOSED SESSION</u>	X
<u>ITEM NO. 9. OPEN SESSION</u>	X
<u>ITEM NO. 10. CLOSE OF MEETING</u>	X

Recreation Board Request for Decision

Meeting Date: March 5, 2015

Item 3 (A)

Subject: Delegation - Angel Svennes

Recommendation:

That the Recreation Board accepts the information provided by Angel Svennes regarding the Off Leash Dog Park for information purposes.

Background:

Angel Svennes, citizen of Taber has approached the Town with a request for improvements at the Off Leash Dog Park (see attached). There have been some discussions that have occurred between Angel and staff regarding future improvements to that facility.

Currently, there are no funds allocated in the 2015 Operating or Capital Budget for such improvements and therefore this facility improvement has not been considered a high priority.

Angel has requested to speak to the Recreation Board regarding her request and has suggestions for obtaining the funding.

Legislation / Authority:

MGA – s 3

Strategic Plan Alignment:

Create and promote all-season recreational opportunities and facilities that are regionally recognized.

Financial Implication:

At this time, the financial implications for the improvements have not been investigated. There is currently no water or power to the Off Leash Dog Park site so pricing would have to be researched.

Service Level / Staff Resource Implication:

If approved by Council then staff resources would include grant writing, purchasing and installation of materials, and upkeep of improvements.

Justification:

As a delegate, Angel Svennes will share her ideas. Due to many other capital projects no current upgrades are planned for that facility.

Alternative(s):

The Recreation Board may choose to make a recommendation to Council to utilize funding from reserves to complete a portion or all of the projects in 2015.

The Recreation Board may choose to recommend Administration and Council



	<p>consider improvements within the 2016 budget deliberations. If that is the case the members may want to outline which improvements they would like to see included.</p> <p>The Recreation Board may choose to wait on a decision regarding this item until we are further along with the Recreation Master Plan. Administration would encourage that this information become a part of the plan.</p>
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Attachment(s):	Taber Off Leash Dog Park Request
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Taber Off-leash Dog Park

History: As I understand it, two-to-three years ago the Town of Taber dedicated a small area in the NE 1-10-17W4 (east of the Fish Pond) to be used as an off leash dog park at the urging of an employee. At that time the Town added a recycled asphalt path and a page-wire fence to enclose a portion of the pastured area. There have since been a couple of benches added, an old hydrant and a couple innovated "pick up" bag dispensers.

In my estimation the Dog Park is very well used, Taber's citizenry love their dogs. Many of us have large dogs that need the exercise and socialization the Park offers not to mention these things benefits the people as well. We are all grateful to have the park so close and easily accessed. Speaking with many of the other users and communicating with some in the community via Facebook posts I'd like to request the Rec Board's support to begin improving the Park for the good of the community.

Observations: The park is used more diligently in the spring/summer/fall rather than winter for a couple of reasons. Firstly, the amount of day light available when folks are able to attend the park (after work) and secondly potentially inclement weather (extreme cold/heat). It is used more often in mild to pleasant weather because of its location and limited development (no shelter/shade). My goal in this presentation is to help the Park's users work with the town to begin the process of improving on what we already have in the Park.

Feedback: In communicating with folks over the past couple of months the biggest items on the "wish list" were:

- Street lighting – two lights: one in the parking area and another in the central area of the existing park. This would provide a better visibility for both the people and dogs using the park after daylight and thus make it safer.
- Water - enabling the survival of trees and shrubs in turn providing a shelter belt from the winter winds and shade from the summer heat. Some park users have invested and planted trees in memory of pets/dogs that have passed, unfortunately without water these trees did not survive. There is TID water on an adjacent parcel – I wonder if TID would work with the town to bring irrigation water to the park for landscaping purposes?
- Double gate entry - when the park is busy it is often difficult to enter and exit the park without dogs slipping in and out as the people do. A double gate entry would ensure the safety and proximity of the dogs entering and leaving the park.
- Fill - given the undeveloped location of the park there are many holes within the boundaries of the park, and, dogs being dogs sometimes get carried away looking for the "occupants" of those holes. For the safety of both the dogs and the people it would be useful if there was an amount of fill left at the park which the users could access to repair any damage done by the rodents or the dogs.

Funding: I propose the town, in conjunction with/on behalf of the Park user's, explore grant funding and user fees to support development and ongoing maintenance costs. I do recognize however that this will not likely support the total operating costs on an ongoing basis. That said, as a tax payer I support many community endeavours I don't use (i.e. the spray park, ice centre, etc) it's part of contributing to a better overall community. The goal is to depend as little as possible on the tax payers for the initial set up costs.

User Fees - the licensing fees of spay/neutered dogs in the town are currently very reasonable. As the primary users of the off leash park are dog owners, I believe it fair to provide at least some coverage for the ongoing operating costs collected as part of the licensing fee.

Development Costs – in an effort to intentionally not ask our local business to “chip in” for funding I propose the initial funding required could be found as much as possible through grant funding. To this end I offer the following:

Room to Run Dog Park Appreciation Project:

<http://www.marketwired.com/press-release/the-nutro-company-launches-nationwide-grant-program-to-enhance-dog-parks-1804835.htm>

<http://www.dorisdayanimalfoundation.org/grants>

<https://www.avivacommunityfund.org/about/eligibility>

<http://culture.alberta.ca/community-and-voluntary-services/community-grants/other-initiatives-program/>

<http://culture.alberta.ca/community-and-voluntary-services/community-grants/community-initiatives-program/>

<https://www.ab.bluecross.ca/aboutus/healthy-communities-grant.php>

<http://albertaecotrust.com/2014/environmental-priorities/>

<http://www.fortisalberta.com/residential/community/investment/Pages/Programs.aspx>

<http://www.nexencnoocld.com/en/Community/Giving.aspx>

<http://www.suncor.com/en/community/297.aspx>

<http://about.telus.com/community/en/donations/>

<http://www.ardn.ca/community-info/funding/>

<http://www.canadapost.ca/cpo/mc/aboutus/cpfoundation/criteria.jsf>

<https://www.fac-fcc.ca/en/in-your-community/giving-back/fcc-agrispirit-fund.html>

<http://www.mec.ca/AST/ContentPrimary/Community/CommunityContributions/AccessAndActivity.jsp>

<http://www.atb.com/community/Pages/sponsorships-and-donations.aspx>

<http://www.albertalawfoundation.org/how-to-apply>

Many of these grants require the project to involve family involvement, healthy activity and/or demonstrated benefit to the community as a whole. I believe there are many benefits to dogs being part of one's family that would help us potentially qualify for these grants. I can provide further information if necessary with a little research. There are many proven mental and physical benefits to having a dog as a member of the family for both children and the adults.

Thank you all for your time and for your consideration today. I look forward to working with you to further develop the off leash park into the future.

Angel Svenes

Request for Decision	
Meeting Date: March 5, 2015	
Item 3 (B)	
Subject: Delegation - Multi Use Sports/Recreation Complex	
Recommendation:	That the Recreation Board accepts the presentation from the Multi use Sports/Recreation Complex Committee for information purposes.
Background:	Dr. Graham Abella will present information to the Recreation Board regarding the committee's vision to evaluate options related to the potential of a multi-use sports/recreation complex.
Legislation / Authority:	N/A
Strategic Plan Alignment:	N/A
Financial Implication:	At this time, the presentation is for information purposes only.
Service Level / Staff Resource Implication:	N/A
Justification:	N/A
Alternative(s):	N/A
Attachment(s):	Multi Use Sports/Recreation Complex Feasibility Study



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

Dry Sports Complex Feasibility Study

A look from 30,000 feet

Introduction

The Town of Taber has many beautiful facilities in which to undertake recreation and leisure. We have a great pool, wonderful outdoor spaces, a curling and hockey rink, large gymnasium and parks. In early 2013, a group of like minded citizens starting visioning around building a “dry sports complex” within the Town of Taber. A dry sports complex is comprised of recreation facilities and sporting activities that are not associated with a pool or water activities, has not ice surfaces and as a result, requires lower operating costs on a years basis than wet facilities. The main focus of this facility is an indoor soccer complex.

Taber and Region Demographics

The Town of Taber is an anomaly for communities in southern Alberta. We have a large industrial base, and our economic advantage is that we are in the heart of irrigation country, and are strong in the oil and gas industry. We are geographically placed 1 hour as the crow flies north of the Montana border and 35 km east of Lethbridge and 110 kilometres west of Medicine Hat. We are a regional hub for several communities, including Barnwell, Vauxhall, Hays, Grassy Lake, Purple Springs, etc. Unlike many other regions, people who live in Taber and surrounding area tell people they are from Taber, not differentiating between Town of Taber and the Municipal District of Taber. However, there are regional governments that create a unique stakeholder environment for recreational facilities.

With that said, a picture needs to be painted that describes what our demographics are currently, and where we anticipate our demographic to be in the future when trying to demonstrate feasibility of a plan. The following information is from statistics Canada regarding the Town of Taber M.D. of Taber, and Vauxhall. \

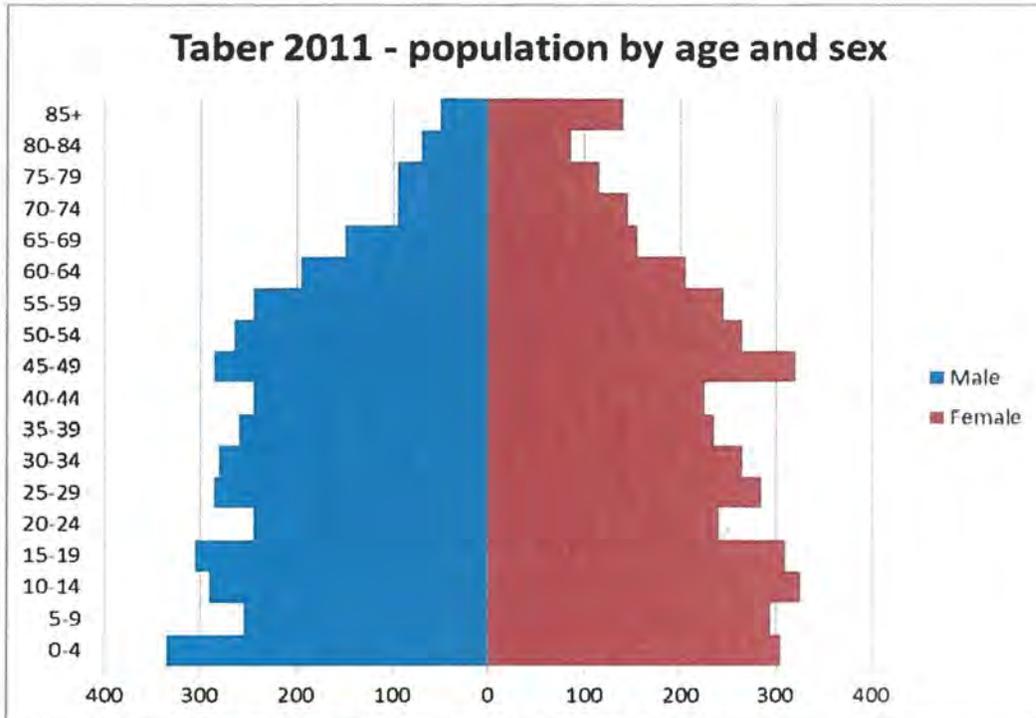
Town of Taber

In 2011, the population of Taber was 8,104 people; the growth rate in the last 5-10th years is 1.35% per year. According to the 2006 federal census, Taber was considered the 4th youngest small town in Canada. According to the 2011 federal census, Taber has about 30% of its population (2,420 people) under the age of 20 years old (about 1,780 people are between the ages 5-19 years old). With a growth rate of 1.35% per year, Taber will have a population of about 11,000 in 2034

- About 3,300 will be under the age of 20 and about 2,400 will be between 5-19 years old
- There is an expected student population increase of 643 students in the next 20 years

- The rural (M.D. of Taber) population will add additional numbers

The Town of Taber population pyramid looks like this:



In the Town of Taber we have 3,085 private households and 32.4% are couple families with children aged 24 and under at home. We have 1800 people aged 0-14 and 1095 over 65 years of age. These numbers are dates as the last census was in 2011. New numbers will be available soon, and we know we have grown, however, using 2011 data in our mathematical calculations will be accurate for our purposes and any increase in numbers will clearly economically beneficial to the project calculations.

The Municipal District of Taber

In the 2011 Census, the Municipal District of Taber had a population of 6,851 living in 1,834 of its 2,022 total dwellings, a 9.2% change from its 2006 adjusted population of 6,275.

The Village of Vauxhall

In the 2011 Census, the Town of Vauxhall had a population of 1,288 living in 429 of its 458 total dwellings.

Community	Population	Dwellings
Taber	8104	3085
M.D. of Taber	6851	2022
Vauxhall	1288	458
Totals:	16,243	5565

This information clearly demonstrates that the number of potential users of the dry sports complex facility is at a minimum 16,243 persons and that these numbers should be used in any projections moving forward. This information also demonstrates that there are real benefits associated to M.D and Vauxhall residents with any type of facility that the initiative may pursue. As a result, it is incumbent on the partners involved to seek a financial contribution from all that may benefit.

Users

Our group postulated that the following users/consumers of this dry sports complex would benefit:

Activity	Facility	Numbers of Users	Age Group
Soccer	Indoor Field	900	Youth, Mens, Ladies, Mixed, Senior leagues
Rugby	Indoor field	25	14-18 girls
Mini Rugby	Indoor field	25	9 and up to 14
Walking	Track	100	All ages, primarily seniors
Child play	Playground	100	2-8
Baseball	Indoor field	200	10-18
Football	Indoor field	160	8-18
Lacrosse	Indoor field	TBD	12-Adult
Ball hockey	Indoor gym floor	100	8-Adult
Gymnastics	Indoor gym		Large gymnastic event

Aside from dry sports, there are a number of other potential uses of this facility including: trade shows, special events, concerts, banquets, meetings, training sessions, conferences, etc.

Our vision is to have a facility that includes, but is not limited to:

- Recreation and cultural amenities sports activities together under one roof.
- Provide space for both spontaneous/unscheduled and structured and scheduled events.
- Develop multiplex facilities as opposed to stand alone single purpose facilities.

We know that the amount of money required for such project was going to be burdensome to the Town. However, we also know that there would be a large number of users for this facility and that there are tremendous benefits that come along with such a build.

As it turn out, the timing for such an initiative made sense as the Town of Taber had undergone a strategic planning session and Council had established a goal under the following headings as follows:

Governance

- Strengthen our core infrastructure and services in a fiscally responsible manner

Family/Community

- Build a community that is affordable and attractive
- Create and promote recreational opportunities and facilities that are regionally recognized in all seasons
- Foster cultural opportunities in Taber through improved venues, support of special events, and recognition of our cultural diversity
- Maintain a safe community that is healthy, innovative and environmentally aware
(Taber Vision and Goal Statement February 14, 2014)

As the Town's goals and our group's goals are congruent, we believe that there are synergies that can be gained by pooling our collective thoughts and energy into making this project come to life.

Financing

We explored several ways in which a project like this can be financed. The city of Brooks for example is using their MSI grants in their current build process. Other communities have used reserves, while others rely on grants, fund raising and sponsorship. Fortuitously, Taber has an investor willing to finance the entire project relying (or hoping) on an agreement with the Town to lease the building back over a period of time with ownership ultimately reverting to the Town. This document proposes a hybrid model that relies on a partnership with the Town. The model includes substantial donations, any available grant money as well as contributions in-kind. Of course any model would be proofed by the due diligence of financial advisors.

Estimated Operating Costs

The following chart provides the estimated operating costs and the financial impacts the addition of this building will have on the Town of Taber budget.

	Year 1	Assumption
Potential Revenues		
Pass holder sales	\$96,000	200 pass holders at \$40/month
Drop Ins	\$12,000	15 per day X 160 days at \$5.00
Prime season field rental	\$56,000	5 hours a day x 7 days x 32 weeks (\$50.00/hour)
Off season field rental	\$5,600	2 hours a day X 5 days x 16 weeks (\$35.00/hour)
Special events booking	\$12,000	\$1000 per day 12 times a year
Advertising	\$9,000	Boards at \$750 per sign. 12 signs
Meeting room rentals	\$16,650	2 rooms, 15% capacity (50 weeks, 60 hours/week) at \$18.50/hour
Locker rentals	\$2500.00	Annual estimate for coin operated lockers
Pop sales	\$10,000	estimated
Recreation Soccer Leagues	\$7,200	12 teams x \$600.00
Birth day party rental	\$8,840	2 per weekend x \$85.00
Sub total: revenues	\$235,790	

	Year 1	Assumption
Potential Expenses		
Salaries	120,000	Two FTE operators/custodial
Employee benefits		
Travel and training	\$2500	estimate
Program supplies	\$1500	Estimate
Building and grounds maintenance	\$10,000	
Equipment maintenance	\$10,000	
Supplies field house	\$15,000	
Utilities	\$45,000.00	Costs are \$1.00 per square foot. 45000 sqF
Sub total: Expenses	\$204,000	
Minus Revenues	\$235,790	
Net expenses	<-31,790>	

Potential Benefits

There are a number of benefits that are associated with recreation indoor sporting complexes. Some of the benefits, such as the overall contribution of community wellness and quality of

life, making Taber and area communities of choice, providing exercise and activity during the long southern Alberta winters. Childhood obesity is an issue in Canada and anything that gets kids away from the television and into sports will assist in this regard. However, there are other benefits, that aren't as clear. For example, community planners indicate that there are economic advantages associated with recreation facilities that bring people to your community. For example, in the community of Whitefish Montana, they have realized that by hiring a community event planner, who organizes sporting events such as 16 team softball tournaments, that each player coming to the community for the tournament, creates \$250.00 worth of economic contributions to the businesses in that community. For example, 16 ball teams, equals a minimum of 192 ball players. Therefore, the economic impact is \$48,000.00 for that weekend. Indoor soccer tournaments are common place in Alberta and we expect 8 team tournaments in each of the soccer league age groups. There are 7 age groups in gendered and non gendered soccer. Each team has a minimum of 15 players. This means that the economic impact, if the Whitefish numbers are correct, is \$210,000 for the business in Taber. This can be extrapolated as events such as concerts, rugby tournaments, conferences; etc will all bring people to town. The total impact is impossible to measure, but qualitatively the number appears positive.

There is also a crime prevention aspect to this type of sports facility. We know that busy kids in sports often leads to more well rounded children who engage less in harmful behaviours, including committing crime. By creating recreation facilities such as this, we are focusing on the roots of social development in our community and as a result focussing on the determinants of crime.

Arts Council

As it turns out, there is another group of individuals in the Town of Taber that have their own plans of building an Arts center for the residents of Taber and area. A committee of Council was formed in the spring of 2014 with the mandate of completing a three phase study with the goal of achieving a plan to build a theater and performing arts center.

It made sense to investigate the possibility of housing the dry sports complex under the same roof as a, Arts facility. Wonderful examples of this are found in several communities in Alberta and Saskatchewan.

The Arts council has completed phase one of their study that outlines there wants and desired for such a facility. The synergies required to complete an Arts building within the same building as a dry sports complex are such that the building materials have to be useful to both groups. The Arts council has the following recommendations:

- Critical features: acoustic design considerations, lighting, sound equipment, rehearsal area, shower and dressing rooms, sufficient parking, a welcoming foyer, dedicated musical instruments (such as a piano), climate controlled storage to properly preserve

musical instruments and adequate storage for costumes and props properly trained facility operating staff, public safety & comfort.

- There is merit in combining like interest organizations in a multi-use facility so long as the critical features of the theatre are not sacrificed.
- Theatre should have seating capacity for 250-300 people.
- Arts enhance the quality of life of people in the community. Development of an arts theatre in Taber will make Taber a more attractive place to live for existing residents and attractive for those looking to relocate. A performing arts theatre is an important investment in a growing community.

Analysing these recommendations we see that several are the same as our dry sports complex group and also the goals of the Town of Taber Council. It makes more sense, especially in today's economic environment, to partner with like minded organizations to accomplish mutual goals; we believe the Arts Council and the Dry Sports Complex are two such groups.

Inquiries have learned that there are several building types and styles that can work. We have singled out a particularly cost effective building structure that meets all the requirements expressed by the Arts Council in their work as well as full dry sports functionality. The building is offered by Sprung Fabric Structures International located at Aldersyde, Alberta. These structures feature 40-65% greater energy savings than other pre-engineered buildings, natural light, and a warranted life expectancy to 30 years and beyond.

Locations

There are several locations that may work for the size and scale. Some have suggested that the properties directly west of the police station between 57th street and 54th street would be an excellent location and add to the downtown of our community, and allow for highway visibility and perhaps sponsorship opportunities. The investor has offered a piece of land that would result in a revenue neutral purchase that is near the Ken McDonalds Sports Field. The Town has land available north and east of the Agriplex. We are certain that there will be much discussion regarding location and this may be more of a concern to the Arts Council than it is to the sports field stakeholders.

Final comments

There can be much energy excitement surrounding facilities such as the one proposed above. We realize that a conscious, methodical approach is required to ensure that the final project is something that the community needs, is economically viable, and stands the test of time. For us, it is important to build a partnership to see this project move forward. There is much that be gained by having a dry sports complex, and Arts center under one roof. Other communities have already built with this advantage in mind. Other communities are also planning on doing the same thing. Funding is always an issue, but in this case we are in a special position, we have the investor, as such, we need to figure how to pay back rather than come up with the money up

front. There will be other hiccups along the way but we know that by working together, we will be able to achieve greatness and meet the goals of our community leaders at the same time.

If appropriate, we would like to enter into discussion with stakeholders to undertake a conceptual drawing with an architect and develop some projected costs, viable locations etc. for this project. Furthermore, we would like to discuss with the Arts Council where they see revenues versus operating expenditures within the performing arts center.

Respectfully submitted.

Dr. Graham Abela, B.A.,M.A.(LT) and Wendy Milo, President Taber Soccer Association

Recreation Board Request for Decision

Meeting Date: March 5, 2015

Item 4 (A)

Subject: Recreation Board Minutes

Recommendation:

That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on February 5, 2015, as presented

Background:

Minutes of the Regular Meeting of the Recreation Board held on February 5, 2015.

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 February 5, 2015, as amended.

Attachment(s):

Unofficial Recreation Board minutes Feb. 5, 2015



APPROVALS:

Originated By:

Aline Holmen

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

02/2015

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON February 5, 2015 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

A. Holmen, Recreation Manager, called the Regular Meeting of the Taber Recreation Board to order at 5:30 PM.

NOMINATIONS FOR CHAIR AND VICE CHAIR

Nominations for Chair

A. Holmen called for nominations from the floor for the position of Chair of the Taber Recreation Board.

Councilor M. Harris nominated Luke Wijna for the position of Chair of the Taber Recreation Board.

A. Holmen called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Luke Wijna was declared elected Chair of the Taber Recreation Board.

Nominations for Vice Chair

A. Holmen called for nominations from the floor for the position of Vice Chair of the Taber Recreation Board.

L. Wijna nominated Danielle Hansen for the position of Vice Chair of the Taber Recreation Board.

A. Holmen called for further nominations, a second, and a third and final time.

Being as there were no further nominations, Danielle Hansen was declared elected Vice Chair of the Taber Recreation Board.

A. Holmen turned the meeting over to Chairperson L. Wijna.

ADOPTION OF THE AGENDA

RES. 05/2015 MOVED by Councilor D. Hansen to adopt the agenda with the following additions:

ITEM NO. 9. CLOSED SESSION

CARRIED UNANIMOUSLY

DELEGATIONS

A) Taber & District Sports Hall of Fame Committee

Debbie Sargeant was present to discuss the Taber & District Sports Hall of Fame Committee's request for a Recreation Board member to fill a vacant position on their committee. D. Sargeant explained that there has been a member of the Recreation Board sit on the committee since its inception. There has been not been a Board member on the committee since 2012, however there have not been many meetings due to the lack of nominees put forward. There will be an induction banquet to be held April 11, 2015 and an invitation was extended to a member of a Recreation Board Member.

The Recreation Board thanked D. Sargeant for her presence and invitation.

RES. 06/2015 MOVED by Councilor M. Harris that the Recreation Board accepts the information provided by the Taber & District Sports Hall of Fame Delegation, for information purposes.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Regular meeting – December 4, 2015

RES. 07/2015 MOVED by D. Hansen that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on December 4, 2014, as presented.

CARRIED UNANIMOUSLY

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

RES. 08/2015 MOVED by Councilor A. Prokop that the Recreation Board adopts the Minutes of the Special Meeting of the Recreation Board held on January 14, 2015, as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Taber & District Sports Hall of Fame

The Recreation Board discussed the request for a representative on the Taber Sports Hall of Fame Committee and the great events they have held in the past.

D. Firth volunteered to sit on the Taber & District Sports Hall of Fame Committee and D. Hansen agreed to act as an alternate.

RES. 09/2015 MOVED by Councilor R. Sparks that the Recreation Board appoints Darcy Firth to the Taber & District Sports Hall of Fame Committee and to report back to the Recreation Board to keep the members updated.

CARRIED UNANIMOUSLY

B) Southern Alberta Recreation Association Bid Request

The Recreation Board discussed the need for the Town to give the volunteers a break after having hosted the games multiple times in the past ten years. Many members expressed the importance of giving other communities the opportunity to take their turns at hosting. It was also noted that there has been interest expressed from other communities to host for upcoming years.

RES. 10/2015 MOVED by Councilor R. Sparks that the Recreation Board recommends Council accept the correspondence from the Southern Alberta Recreation Association regarding future Southern Alberta Summer Games bids for information.

CARRIED UNANIMOUSLY

C) Information for the Recreation Board

1. Southern Alberta Recreation Association - A. Holmen updated the members on the happenings of the SARA board and reported that SARA has recently agreed to assist in hosting the 2015 ARPA Conference in Banff.
2. Public Skating – A. Holmen showed a picture to the Recreation Board members of the skating aids which have been ordered and should be arriving soon. She explained 12 units have been ordered to try out. It was expressed that there may be a need for more units; however they may become a hazard with too many in use at one time. Discussed that there may be a need to offer a separate program for beginners/families and this will be evaluated once the aids are put into circulation.
3. Community Registration – The members were happy to see that the participants of the event are not only organized sports and now have an Art component with the music lessons being offered.
4. Spring Leisure Guide – The members expressed that they liked the format, how useful the guide is and the fact that the public is now looking for them. They will be distributed next week to the elementary schools (within the town and MD), at the town facilities and is on the town website.
5. Sponsorship – A. Holmen announced that administration is working with Sponsorship Connections to revise the current contract and will make a presentation to the board at its regular meeting in March. The board expressed it would like to see Sponsorship Connections be represented at the meeting in person and the Council members be invited to attend.
6. Recreation Master Plan – A. Holmen updated the board on where the process to create a Master plan is currently and the next step is to complete the Household Survey and get it distributed in February via mail out. The Recreation Board would like to see that the MD of Taber residents have equal opportunity to be heard and suggested the survey be placed on the MD of Taber's website and have it distributed at all the smaller Hamlet post office locations. The Recreation Board members were encouraged by the progress/sharing which took place at the Workshop in January. A. Holmen reported that most of the feedback received so far is very positive in regards to the facilities/programs currently offered. One of the top priorities identified at this point was a multiuse indoor sports complex.

RES. 11/2015 MOVED by D. Hanson that the Recreation Board accepts the material received in this Agenda Item as information.

CARRIED UNANIMOUSLY

D) Recreation Manager Report

A. Holmen reported that the recreation department has completed a lot of recruiting as of late and operations are going well. Arena staff is almost fully staffed with the exception of the Operator 3 position that has been reposted. The pool has had a couple of former staff return which will definitely help with daytime scheduling. Trent Smith is the new Recreation Supervisor and will start Monday. He has extensive recreation experience/knowledge and he will be introduced at the regular March meeting.

RES. 12/2015 MOVED by D. Firth that the Recreation Board accepts the Recreation Manager Report for information.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

G. Price stated that the Recognition Awards are very appreciated and well received by recipients and thanked the Recreation Board for continuing the tradition.

CLOSED SESSION

RES. 13/2015 MOVED by Councilor M. Harris that the Recreation Board meeting be moved into Closed Session at 6:45 pm

CARRIED UNANIMOUSLY

RES. 14/2015 MOVED by Councilor R. Sparks that the Recreation Board meeting be moved into Open Session at 7:26 pm

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 15/2015 MOVED by D. Firth that this Regular Meeting of the Taber Recreation Board do now close.

CARRIED UNANIMOUSLY AT 7:27 PM

CHAIRMAN



Recreation Board Request for Decision

Meeting Date: March 5, 2015

Item 5. (A)

Subject: Sponsorship Program

Recommendation:

The Recreation Board accepts the staff report regarding the Recreation Sponsorship Program, and recommends Council authorize a contract amendment reflecting; term extended to June 30, 2016 and that Sponsorship Connections focuses its sales efforts on entities outside the Town and MD of Taber.

Background:

Through a contract with **Partnership Group (PG)**, the Recreation Sponsorship program kicked off phase 1 in November, 2011 – **the development of assets inventory and valuation**. We received PG's phase 1 report in June 2012. The Town invested **\$61,819.45** in phase 1.

Subsequently the Town entered into a contract with **Sponsorship Connections (SCI)** for phase 2 – **sponsorship sales**. The term is three years, ending June 30, 2015. To date sponsorship sales are \$21,200.00 compared to the Town's phase 2 investment of **\$37,659.32**.

SCI lost their sales person assigned to the Taber program in early 2014. In late 2014, SCI acknowledged *"Sales are progressing more slowly than we had originally envisioned when we struck our agreement. Obviously the staffing challenges we have come across have been part of this"*

SCI has since proposed to extend the term to **June 30, 2016**.

During the last week of February, Administration reviewed the sponsorship program internally and with SCI. Administration has **further proposed** to SCI:

1. During the remaining 15 months, SCI focuses on opportunities in which decision making occurs outside the Town/MD of Taber; such as regional, provincial, national, multi-national corporations.
2. Town may pursue opportunities in which decision making occurs inside the Town/MD of Taber.

Staff and SCI have mutually agreed to contract amendment terms and the proposed amendment will be provided for the Recreation Board's review and consideration by email by end of day on March 3, 2015.

Due to contract negotiations we have not arranged for SCI to attend this Recreation Board meeting – a verbal update will be provided at the meeting.

Legislation / Authority:	
Strategic Plan Alignment:	Build partnerships with other government and organizations where synergies may exist.
Financial Implication:	There is no cost to the Town, by extending the term to June 30, 2016, and there is only potential for more sponsorship sales revenue being generated by Sponsor Connections.
Service Level / Staff Resource Implication:	The program was supported originally in hopes it would generate 'new' revenues that would ease the impact of increasing operating costs and user fees. Extending the program by one year does not impact staff resources as the work is conducted by Sponsorship Connections. Staff would continue to monitor the program and maintain regular communication with SCI.
Justification:	There is no down side to the Town, from extending the term of the current contract, and in fact it seems quite reasonable under the circumstances. We also recognize the local business community has not perceived the program as something worthwhile for them to invest in at greater levels.
Alternative(s):	The Recreation accepts the staff report regarding the Recreation Sponsorship program.
Attachment(s):	Sponsorship Connections Agreement

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



SPONSORSHIP CONNECTIONS

CLIENT SERVICES AGREEMENT

THIS CLIENT SERVICES ("Agreement") is made effective as of June 13, 2012 (the "Effective Date")

BY and BETWEEN:

SPONSORSHIP CONNECTIONS INC ("SCI")

- and -

TOWN OF TABER ("Client")

WHEREAS, SCI is in the business of providing sales and fulfilment management in the field of sponsorship through the provision of prospect development, strategic planning, naming rights, development of audits and reviews, custom proposal development, negotiation, contract renewal, activation and sponsorship fulfillment;

WHEREAS, SCI has agreed to provide certain such services for Client, as is more specifically outlined in this Agreement, in accordance with the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. **Services.** Client hereby appoints and engages SCI to provide the services as more particularly set out in Schedule "A" to this Agreement.
2. **Client Deliverables.** Client agrees to provide Client items, products, documents and services as more particularly set out in Schedule "B" to this Agreement (the "**Client Deliverables**"). At the request of the SCI, and with the Client's agreement, Client may be asked to provide additional Client Deliverables in order to facilitate the Services.
3. **Client Representative.** Client agrees to appoint Aline Holmen, Leisure Services Manager (phone: 403-223-5544 ext 4; fax: 403-223-5530 email: aholmen@taber.ca) as Contact Managers ("**Representative**") to liaise with SCI on all matters relating to the contract fulfillment as outlined in the Services section of this Agreement (the "**Project**"). The Representative will commit to having meetings / communication (by email, in person or by phone / conference call) with SCI no less than once per week for the Term of this Agreement unless otherwise agreed to by the parties in advance.
4. **SCI Representative.** SCI appoints Stephen Furze, Manager, Sponsorship Development (phone; (403) 560-3639; fax; (888) 486-3407; email; stephen@sponsorshipconnections.com) as the dedicated lead to the Project (the "**Lead Manager**"). Additional SCI team members may supply support and assistance to the Project as requested by the Lead Manager.

72103 Glenmore Landing RPO South West, Calgary, Alberta T2V 5H9
Phone: (403) 255-3655 Fax: (888) 486-3407 Toll Free: (877) 505-3655

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5. **Dispute Resolution.** If at any point the Representative or the Lead Manager, after reasonable efforts to do so, are not in agreement on any material matter associated with the performance of the Services, each of them will report to the General Manager (Brent Barootes) of SCI and Rob Cressman, Director of Public Services for the Client who will use all reasonable efforts to resolve the issue as expeditiously as possible, and if necessary, engage in a discussion of whether additional or alternative personnel and /or procedures (without requiring additional compensation by the Client) are required in order to successfully and effectively complete the Services within the Term.
6. **Fees.** The fees and expenses (collectively, the "Fees") related to the Services are set forth in Schedule "C" of this Agreement.
7. **Non-Exclusivity.** Client understands, acknowledges and accepts that SCI provides services for many companies, non profits, charities, sponsorship selling properties and entities including services that are the same or similar to the Services offered the Client. Nothing in this Agreement will be construed to limit in any way, SCI's ability to perform or provide services that are the same or similar to the Services for any third party, provided SCI will always adhere to its obligations to protect Client Confidential Information as set out in Section 8 of this Agreement.
8. **Confidential Information.** "Confidential Information" means this Agreement and any proprietary tools, proprietary knowledge, trade secrets, know-how or proprietary methodologies disclosed by one party (the "Disclosing Party") to the other party (the "Receiving Party") and not generally known by non-party personnel, which the Receiving Party may gain access to or knowledge of as a result of this Agreement. For the purposes of this Agreement, Confidential Information shall be deemed to include all information relating to or concerning the Client obtained by SCI from any interviews conducted by it pursuant to the Services and all client / sponsor or donor lists and sponsor specific information provided by the Client as Client Deliverables or otherwise to SCI or any of its servants, agents or employees. Confidential Information does not include information: (i) already, and without breach of any other confidentiality obligations, in the possession of the Receiving Party prior to the commencement of the Term without an obligation of confidentiality; (ii) hereafter rightfully furnished to the Receiving Party by a third party without a breach of any separate nondisclosure obligation; (iii) publicly available without breach of this Agreement (i.e., information in the public domain); or (iv) independently developed by the Receiving Party without reliance on the Confidential Information. The Receiving Party shall observe complete confidentiality with respect to the Confidential Information, and shall take all reasonable steps to protect the Confidential Information from any use, reproduction, publication, disclosure, or distribution except as specifically authorised by the Disclosing Party. The Receiving Party shall promptly notify the Disclosing Party of any known unauthorised use or disclosure of the Confidential Information and will cooperate with the Disclosing Party in any litigation brought by the Disclosing Party against third parties to protect its proprietary rights.

The obligations in respect to Confidential Information shall not apply to information which is required to be disclosed pursuant to any applicable law.
9. **Ownership of Work Product.** All property and intellectual property rights in all reports, studies, specifications, software, materials and other work product created, produced or arising in connection with the performance of the Services, whether completed or in progress, and regardless of who was involved therewith, shall be owned by SCI, provided that the Client is granted an irrevocable license to use all reports, studies, specifications and other tangible work product provided pursuant to the Services. Nothing in this Agreement shall prohibit SCI from

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preparing similar works, creations or materials or services to any third party whatsoever, subject to the obligations pursuant to Section 8.

10. **Term.** The term of this Agreement shall be for a period of time in which to deliver the proposed services as noted in Schedule "B" commencing on the Effective Date (the "Term").
11. **Termination.** This Agreement may be terminated immediately by either party through written notice under any of the following conditions:
 - (a) Either party ceases to carry on business as a going concern, either party becomes the object of the institution of voluntary or involuntary proceedings in bankruptcy or liquidation, or a receiver is appointed with respect to a substantial part of its assets; or
 - (b) The other party breaches any of the material provisions of this Agreement and fails to remedy such breach (if remediable) within thirty (30) days after written notification to such other party of such breach.

Termination shall not relieve Client from paying all fees accruing prior to termination, for services performed prior to termination or future payable commissions due for sold sponsorships, and shall not limit either party from pursuing any other available remedies.

12. **Relationship.** Nothing contained in this Agreement shall be constructed to create the relationship of joint venture, partnership or employer and employee between SCI and Client. Each party is an independent contractor and shall be free, subject to the terms and conditions of this Agreement, to exercise judgment and discretion with regard to the conduct of its business.
13. **Limitation of Liability.** Neither party shall be liable to the other for any special, indirect, exemplary, punitive, incidental or consequential damages, including lost profits or lost business revenue, arising out of or in relation to the performance of this Agreement. These limitations will apply regardless of the form of action, whether under statute, in contract (including fundamental breach), tort, including negligence, or any other form of action.
14. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein. The parties hereby agree to the non-exclusive jurisdiction of the courts of the Province of Alberta and any dispute between the parties will be filed and heard in Calgary, Alberta.
15. **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party.
16. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and may only be modified or amended in writing by authorized representatives of both parties. This Agreement supersedes all previous agreements and understandings between Client and SCI relating to the Services.
17. **Counterparts.** This Agreement may be executed in counterpart and by facsimile or other electronic means.
18. **No Waiver.** No delay, failure or waiver of any party's exercise or partial exercise of any right or remedy under this Agreement shall operate to limit, impair, preclude, cancel, waive or otherwise affect such right or remedy.

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19. **Notice.** Any notice, invoice, statement, request or other communication required or permitted hereunder shall be in writing and shall be delivered by hand, by mail, by fax, or by e-mail. Notices shall be deemed to have been given (i) upon delivery, if delivered by hand, (ii) seven (7) days after mailing, if mailed, and (iii) one (1) business day after delivery, if delivered by courier or e-mail. Notice shall be delivered to the attention of the General Manager (Brent Barootes) at SCI and Aline Holmen, Leisure Services Manager and Rob Cressman, Director of Public Services in the case of Client, at the contact information below:

Sponsorship Connections™
RPO Glenmore Landing 72103 S.W.
Calgary, AB T2V 5H9
Phone: (403) 255-3655
Fax: (888) 486-3407
E-mail: brent@partnershipconnections.com and cc: tricia@sponsorshipconnections.com

Town of Taber
A – 4900 50th Street
Taber, AB T1G 1T1
Phone: (403) 223-5500
Fax: (403) 223-5530
Email: rcressma@taber.ca and aholmen@taber.ca

20. **Severability.** Each and every provision of this Agreement is separate and severable and in the event that any provision or part thereof is found to be unenforceable, it shall not affect the enforceability of the remaining provisions or part thereof of this Agreement.
21. **Authority.** Each party represents and warrants to the other that it has all requisite power and authority to enter into this Agreement and to perform its obligations and that this Agreement has been duly authorized, executed and delivered by it and constitutes a valid and binding obligation, enforceable against it in accordance with its terms.

IN WITNESS WHEREOF, the parties acknowledge that they have read this Agreement, understand it, and agree to be bound by it and have caused this Agreement to be executed by their duly authorized representatives effective as of the Effective Date.

SPONSORSHIP CONNECTIONS™

Per: _____

Name: Brent Barootes

Title: General Manager

TOWN OF TABER

Per: X R. Bryant

Name: RMC BRYANT

Title: Mayor

Per: X Per: Rob C

Name:

Title: Chief Administrative Officer



SPONSORSHIP CONNECTIONS

SCHEDULE "A"

This Schedule is attached to and forms a part of the Client Services Agreement.

- Description of the Services:** The following table sets out the overview of service descriptions agreed upon by Client and SCI. Client and SCI may, by mutual agreement from time to time, amend the Services or add further Services to those listed in the table and any new or amended Services shall, with effect from the date of their inclusion, be governed by the terms and conditions of this Agreement unless otherwise specifically governed by alternate terms and conditions agreed to by the parties in writing.

SERVICE DESCRIPTION	TIME FRAME
Review of Client Inventory of assets – SCI staff will review and become acquainted with the assets and organization culture and collaborate with the Client for identification and building of saleable assets to start the sales process. This learning of the inventory and culture, existing Town of Taber priority partners, etc will be ongoing as Stephen Furze and other SCI team members work directly with prospects and opportunities and Client staff.	July 2012 – December 2012
Agreed that all existing Town of Taber partners and sponsors will have first right of opportunity for sponsorship of the Town of Taber events and SCI will investigate these opportunities first.	July 2012 – December 2012
Prospect list development and prospect clearance process developed in conjunction with Client with initial prospect clearance by SCI with Client for the first few months – see element above	July 2012 – December 2012
Discovery sessions and sales process undertaken with ongoing communication with Client for initial year after which it will not be necessary	Ongoing through the term of the agreement
Custom proposal development for sponsorship of the Client based on existing inventory and assets	Ongoing through the term of the agreement
SCI shall keep complete and accurate records relating to all Sponsorship; discussions, developments, communications etc and the Client shall have the right to review (during SCI's normal office hours) such records upon giving reasonable advance notice.	Ongoing through the term of the agreement
Contract negotiation and agreement development and closing of such agreements on behalf of the Client	Ongoing through the term of the agreement

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All sponsorship fulfillment to be managed by Client with specific contract direction and overseeing by SCI	Ongoing through the term of the agreement
Sponsorship renewals – ensuring sponsorship agreements are renewed and managed in a responsible and timely manner	July 2012 - June 2015 (Three year term)
It is fully understood and agreed that on average in Canada, sponsorship agreements have a timeline of 18-22 months (prospect clearance to closing) and that the client should not expect closed agreements any sooner than 12 months and that more likely such agreements will begin to close in rapid success during the 12-24 month period. Agreement may close sooner but the client understands and the expectation is understood that closings will not likely occur in the first 12 months of engagement. Should commission sales not be in excess of retainer during the term of the contract the contract can be extended as mutually agreed upon with no further retainer and just on a 100% commission rate.	

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SPONSORSHIP CONNECTIONS

SCHEDULE "B"

This Schedule is attached to and forms a part of the Client Services Agreement.

1. **Description of Client Deliverables:** The following table sets out the Client Deliverables which are to be provided by Client under this Agreement for delivery to SCI. Client and SCI may, by mutual agreement from time to time, add further items, products, documents and/or services to those listed in the table and shall, with effect from the date of its inclusion, be governed by the terms and conditions of this Agreement unless otherwise specifically governed by alternate terms and conditions agreed to by the parties in writing.

ITEM DESCRIPTION	TIMEFRAME
Ongoing directions and guidelines from the Client i.e. necessary background and corporate information on the Client, existing sponsor and event and program information and sponsorship information in addition to what is outlined here	Throughout the term of the agreement - July 2012 - June 2015
Access to and coordination by Client for interviews with key personnel, stakeholders, sponsors, partners, in conjunction with the Client as may be needed by SCI	Throughout the term of the agreement - July 2012 - June 2015
Access to all Client sponsorship/supplier agreements as required for review of assets and agreement overall as may be required	Throughout the term of the agreement - July 2012 - June 2015
Access to all venues, properties, events and facilities with events accreditation as applicable	Throughout the term of the agreement - July 2012 - June 2015
Lists of sponsors/suppliers, partners and existing contact details.	Throughout the term of the agreement - July 2012 - June 2015
Access to and full rights to sell all inventory assets as presented in the completed the Client inventory of assets spreadsheet. All additional assets developed specifically for sponsors will need prior approval prior to selling	Throughout the term of the agreement - July 2012 - June 2015

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Ongoing support and active participation from the Client.	Throughout the term of the agreement – July 2012 - June 2015
Full access and cooperation from staff in regards to fulfilment services as delivered by the Client in regards to sponsor needs and objectives	Throughout the term of the agreement – July 2012 - June 2015
<p>Client will be responsible for all fulfilment duties and be required to deliver upon all contractual responsibilities as outlined in agreements procured by SCI on behalf of the Client in a timely and professional manner.</p> <p>The Client will also provide communication, updates and feedback as requested and required to SCI on sponsor fulfilment activities and responsibilities.</p>	Throughout the term of the agreement – July 2012 - June 2015
Full access and cooperation from the Client staff in regards to fulfilment services and communications by SCI staff on fulfilment delivery	Throughout the term of the agreement – July 2012 - June 2015
Client will provide all necessary production and design of collateral materials, presentations etc as required by SCI within an agreed upon budget parameter and deliver in a timely fashion to ensure the required meeting of necessary timelines to be successful in the process. Alternative to providing such materials, the Client agrees to pre-approve budget and production for SCI to complete these requirements and reimburse SCI for such expenses.	Throughout the term of the agreement – July 2012 - June 2015
<p>Client and SCI agree to set mutually agreeable revenue expectations annually and timeline goals to achieve these revenue expectations based on inventory and valuation outcomes.</p> <p>Based on the Inventory Audit Report (IAV) it is agreed that the annual revenue goal for the client will be \$400,000 and that plateau will take 3-4 years to attain. Our goals, as noted in this agreement that revenue generation in the first year is expected to be minimal, that we agree that Year One will yield zero dollars, Year Two at \$150,000 per year and Year Three should be \$300,000 per year.</p>	Throughout the term of the agreement – July 2012 - June 2015

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SCHEDULE "C"

This Schedule is attached to and forms a part of the Client Services Agreement. Unless otherwise agreed the following fee structure shall apply to the Services. All listed prices are firm prices in CDN funds.

1. **Purchase Price - Retainer Fee.** There will be a monthly draw against commission sales, retainer fee payable of \$3,000 plus the Goods and Services Tax (GST) for a total retainer fee of \$36,000.00. This retainer fee to be paid in the following schedule and format:
 - a) Paid in 12 equal payments of \$3,000 + GST per month invoiced monthly and paid net 30 days September 2012 through August 2013
 - b) Client shall remit payments to SCI, payable to "Sponsorship Connections Inc." within 30 days of the date of such invoices.
 - c) **Late Payment.** Client agrees that if any payment set out in this Section is unpaid for more than thirty (30) days from its due date, Client will pay to SCI interest on such overdue payment at the rate of 2% per month.
2. It is fully understood and agreed that on average in Canada, sponsorship agreements have a timeline of 18-22 months (prospect clearance to closing) and that the client should not expect closed agreements any sooner than 12 months and that more likely such agreements will begin to close in rapid success during the 12-24 month period. Agreement may close sooner but the client understands and the expectation is understood that closings will not likely occur in the first 12 months of engagement. Should commission sales not be in excess of retainer during the term of the contract the contract can be extended as mutually agreed upon with no further retainer and just on a 100% commission rate.
3. **Purchase Price - Year One Sales Commissions.** In year one of this agreement the client will pay SCI a rate of 25% of all sponsorship revenue and as related to sponsorship assets sold (cash and/or value in kind that offsets budget items revenues) and applicable to sales as outlined in this agreement. This commission rate amount will be paid against the retainer fee in section one above. If the commissions revenues exceed the retainer amount at the end of the year (or at any point during the term) commissions will become effective immediately. The retainer is a draw against the commissions and commission are not earned until the commissions exceed the retainer paid. Non budget value in kind will not be paid commission but rather a portion of the applicable non budgeted contra will be determined for using against the full rate or the said contra will not be accepted at all. The purchase price to be paid by Client for the Services shall be an amount of 25% for cash and budget line value in kind these commission paid against the draw of the retainer ("**Purchase Price**") plus Goods and Services Tax ("**GST**").
4. **Purchase Price - Year Two and Beyond Sales Commissions.** In subsequent years beyond the initial year of this agreement, should the Client wish to extend the services offered by SCI, there will be no retainer format. The client will pay SCI a rate of 25% of all sponsorship cash and value in kind that offsets budget items revenues and be recognized for commission applicable to both sales and fulfillment services as outlined in this agreement. This rate will apply to all renewed sponsorship agreements as well as new business and sponsorship partners. The purchase price to be paid by Client for the Services shall be an amount of 25% for cash and budget line value in kind ("**Purchase Price**") plus Goods and Services Tax ("**GST**").

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5. **Payment of Purchase Price YEAR ONE.** The Purchase Price for the commissions rate against the retainer draw in year one shall be paid by Client to SCI as follows:
- (a) Until such a point in time that commissionable earning exceeds the total retainer amount there will be no additional billing from SCI based on revenue generation but not withstanding fulfilment services or production costs such as proposal printing and development.
 - (b) Once the retainer payments have been exceeded by commissionable sales revenue the commissionable revenues will be allocated as outlined forthwith.
 - (c) Invoicing to coincide for each sponsorship agreement signed by the client with a sponsor. The payment plan of the sponsor to the client will be duplicated for payment of the client to SCI
 - (d) These payments may be monthly over a given term or lump sum payment depending on the payments from the sponsor to the client. SCI will invoice accordingly. *(Hence if a three year deal for \$72,000 per year is signed and the sponsor is paying the Town of Taber \$6,000 a month for 36 months, SCI will invoice the Town of Taber \$1,500 + GST per month for 36 months.)*
 - (e) Client is responsible for collections from the sponsors and payments due to SCI are not to be reflected or affected with issues between the client and their sponsor from a collections perspective
 - (f) Client shall remit payments to SCI, payable to "Sponsorship Connections Inc." within 30 days of the date of such invoices.
 - (g) Should SCI be released or the expiration of the agreement from services or not continue to sell for the Client (by mutual agreement or otherwise) the Client will be required and legally bound to continue monthly or otherwise payments for outstanding multiple year sponsorship agreements with sponsors sold by SCI. These are commissions earned prior to contract termination or expiration. A mutually agreed upon single lump sum payment may be determined between the client and SCI in such a situation. For projected revenues beyond the term of this agreement the client agrees to pay the earned commissions to SCI at 50% of the balance of the term payments upon release or non renewal of our services, 25% of that balance paid at the midpoint of the sponsor – property remaining term of contract and the balance paid net 30 days prior to sponsor paying their last instalment of our arranged contract between them. SCI will invoice accordingly.
 - (h) **Late Payment.** Client agrees that if any payment set out in this Section 2 is unpaid for more than thirty (30) days from its due date, Client will pay to SCI interest on such overdue payment at the rate of 2% per month.
6. **Payment of Purchase Price BEYOND YEAR ONE.** The Purchase Price for the commissions rate with no draw (year two and beyond) shall be paid by Client to SCI as follows:
- (a) Invoicing to coincide for each sponsorship agreement signed by the client with a sponsor. The payment plan of the sponsor to the client will be duplicated for payment of the client to SCI

- (b) These payments may be monthly over a given term or lump sum payment depending on the payments from the sponsor to the client. SCI will invoice accordingly.
 - (c) Client is responsible for collections from the sponsors and payments due to SCI are not to be reflected or affected with issues between the client and their sponsor from a collections perspective. For projected revenues beyond the term of this agreement the client agrees to pay the earned commissions to SCI at 50% of the balance of the term payments upon release or non renewal of our services, 25% of that balance paid at the midpoint of the sponsor–property remaining term of contract and the balance paid net 30 days prior to sponsor paying their last instalment of our arranged contract between them. The payments for such obligations on the part of the Client to SCI shall not exceed the flow of payments that have been made by the sponsor to the Client. In the event that the Client owes SCI payments that are greater than what the sponsor has remitted to the Client to that point, the Client will simply remit that balance owing to SCI as the funds are remitted to the Client by the sponsor. SCI will invoice accordingly.
 - (d) Client shall remit payments to SCI, payable to "**Sponsorship Connections Inc.**" within 30 days of the date of such invoices.
 - (e) Should SCI be released or the expiration of the agreement from services or not continue to sell for the Client (by mutual agreement or otherwise) the Client will be required and legally bound to continue monthly or otherwise payments for outstanding multiple year sponsorship agreements with sponsors sold by SCI. These are commissions earned prior to contract termination or expiration. A mutually agree upon single lump sum payment may be determined between the client and SCI in such a situation.
 - (f) **Late Payment.** Client agrees that if any payment set out in this Section 2 is unpaid for more than thirty (30) days from its due date, Client will pay to SCI interest on such overdue payment at the rate of 2% per month.
7. **Travel and Expenses.** Client shall reimburse SCI for all travel, accommodations and other associated travel expenses such as meals reasonably incurred by SCI in carrying out the Services. Such travel costs to be previously pre-approved by the Client. It will be the intent of SCI to work with the Client to minimize travel costs and expenses where possible in conjunction with other SCI travel. The pricing below is maximum pricing and lower rates may and should be able to be confirmed by the Client with designated hotels etc being used at the request of the Client. If the Client has a contra / value in kind agreement with hotels, restaurants, food service organizations, airlines etc the Client may prefer to have such expenses direct billed to the client versus through SCI. Client shall reimburse SCI for the following:
- (a) The cost of round trip economy class airfares or bus / train / boat fares from location / residency of the lead or appropriate SCI managers to destinations other than the municipality of residency (Calgary) of those SCI staff or such other place where the Services will be provided;
 - (b) The cost of hotel accommodations, not to exceed \$325.00 per night plus taxes;
 - (c) The cost of meals, entertainment, and other miscellaneous costs, not to exceed \$200.00 per day;

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- (d) The cost of local transportation, which may include, but is not limited to, the cost of a mid-sized rental car or \$0.52 per kilometer for the use of a personal vehicle; and
- (e) All other travel expenses reasonably incurred by SCI in providing the Services.

Each month, SCI shall submit to the attention of Aline Holmen, Leisure Services Manager and Rob Cressman, Director of Public Services or appointed person at the Client an invoice setting forth the total expenses payable by Client in respect of the previous month for reasonable expenses incurred by SCI with supporting vouchers and receipts attached. Payment shall be made by Client promptly, but in any event not later than thirty (30) days from the date of submission.

- 8. **Other Expenses.** Client shall reimburse SCI for all other expenses (such as but not limited to, creative agency design / preparation of signage, collateral materials, presentations and folders, production costs, speakers, venue rentals, entertainment and stewardship / cultivation gifts and hospitality, administration costs and web site costs, design, updating or other) reasonably incurred by SCI in carrying out the Services. Such expenses to be previously pre-approved by the Client. It will be the intent of SCI to work with the Client to minimize these expenses where possible in conjunction with other SCI work and client in-house services. If the Client has a contra / value in kind agreement with such suppliers the Client may prefer to have such expenses direct billed to the client versus through SCI.

Each month, SCI shall submit to the attention of Aline Holmen, Leisure Services Manager and Rob Cressman, Director of Public Services or appointed person at the Client an invoice setting forth the total expenses payable by Client in respect of the previous month for reasonable expenses incurred by SCI with supporting vouchers and receipts attached. Payment shall be made by Client promptly, but in any event not later than thirty (30) days from the date of submission.

- 9. **Submission of Invoices** Each invoice of SCI shall be submitted by email to the attention of Aline Holmen, Leisure Services Manager (phone: 403-223-5544 ext 4; fax: 403-223-5530 email: aholmen@taber.ca) setting forth the Services provided in reasonable detail. Payment shall be made by Client promptly, but in any event not later than thirty (30) days from the date of submission.
- 10. **Payment of Fees for Ongoing Services.** Payments owing for Additional Services are calculated and invoiced on a month basis. Additional Services costs are as follows:
 - (a) To be determined as required.

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Recreation Board Request for Decision

Meeting Date: March 5, 2015

Item 6 (A)

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 Annual General Meeting of the SARA Board have been provided.
2. Heart Month – February was heart month at the Aquafun Centre and was celebrated by offering numerous different options for programming on a mini basis for patrons to try. These included Water Zumba, Underwater Hockey, Water Bootcamp, and Aqua Jogging. All of these programs were well attended and received and provide feedback for future programming options. For Valentine's Day we had a "Match the Heart" activity with small prizes to increase heart awareness. One activity was held throughout the entire month – patrons could write on a paper heart what activities they could do to improve their own heart health and enter to win a draw for swim passes or mini key chain CPR packs (gloves/pocket mask). The entire lobby wall was covered in hearts and the feedback was very positive. More of similar activities will be occurring throughout the year.
3. Arena Operations – we are into our final month of operations. It has been a good season and staff is getting geared to move to outdoor operations in the coming weeks. The small ice will be closed for the season March 15, 2015 at the end of day. The large ice was scheduled to close March 22, 2015 but has been extended to March 29, 2015 at end of day.

	4. 4 on 4 Tournament – has been approved for this year which extended the large ice season. The process that was followed last season to ensure a positive outcome will be followed again this year with the first planning meeting to occur this week or next. The ice during the week has been made available for rentals from 3:30 – 9:00pm with some rentals already booked.
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:**

Southern Alberta Recreation Association
AGM MEETING MINUTES
January 28, 2015
Claresholm

Present: Tracey Linderman, Tina Attrill, Darla Stensrud, Greg Burt, Carol Thibert, Russ Tanner, Stephanie Wierl, Adam Gross, Bonnie Ellis, Kristen George

Absent: Aline Holmen, Natalie Sauer, Diane Burt Stuckey, Hugh Simpson, Darrell Joy, Doug Henderson

1.0 General Update

1.1 Call to Order

Chairperson B. Ellis called the meeting to order

1.2 Additions to Agenda – none

1.3 Adoption of Agenda

MOTION by T. Linderman to adopt the agenda as presented. Carried.

1.4 Adoption of Minutes

MOTION by C. Thibert to adopt the minutes of January 30, 2014. Carried.

2.0 Reports

2.1 Chairperson

- B. Ellis recognized Pincher Creek for its great games in 2014 and commended Tina for the work she is doing to host the games in Claresholm in 2015.
- Discussion around future hosts resulted in a tentative future host roster:
2016 – Cardston (Greg to make necessary enquiries) possible back up is Brooks.
2017 – Brooks
2018 – Coaldale
2019 – Raymond or Pincher Creek
2020 - Vulcan

2.2 Operations Manual - tabled

2.3 2015 Host Community Update

Tina confirmed the sports and events budget. G. Burt asked if rule packages could be released earlier so recruiting athletes could begin earlier.

2.4 Online Registration

Discussion regarding RAMP and registration password access. Can a general password be distributed before May 1 so regions can get a head start on registration.

2.5 Games App

Darrell Joy and Hugh Simpson are looking into app. A report is requested for the next meeting for possible implementation for 2016.

2.6 ARPA Conference

SARA/Southern AB have been asked to help form the organizing committee for the 2015 ARPA Conference in Lake Louise in October. Lori Harasem/Lethbridge and Brian Wright/Pincher Creek will be chairing this committee. Anyone who has interest in being part of this committee or who have suggestions for the conference topics contact Lori Harasem (403)320-4716).

2.7 Alberta Sport Connection

Due to Government of Alberta (GOA) cost-constraint measures, the Alberta Sport Connection (ASC) has had to undertake some measures to address GOA budget uncertainty.

First, ASC staff attendance at association meetings and functions will be monitored in order to reduce the amount of liability regarding accumulated staff overtime and expenses/costs related to travel. Critical operational requirements and legal obligations will still be met by ASC staff.

Alberta Games staff has also been directed where it's feasible to reduce the number of situations where two staff are attending Board or committee meetings of the Host society.

Alberta Sport Plan

Background:

- ASRPWF coordinated the development of the first Alberta Sport Plan in 2004;
- The process of creating a new plan started in the Fall of 2013 under the leadership of Tourism, Parks and Recreation;
- This plan evolved into a higher policy framework document;
- The Plan was approved by Caucus on July 17, 2014;
- As part of the next steps, Alberta Sport Connection (ASC) is charged with implementing "Going the Distance: The Alberta Sport Plan 2014-2024" on behalf of government and developing a complementary implementation plan.

The Alberta Sport Plan 2014-2024 calls on all stakeholders to work collectively to align efforts and activities. The Alberta Sport Connection has initiated a process for obtaining public and stakeholder input, as well as a method for Sport Plan development.

So far:

- Findings from Research & Scan presented to Alberta Sport Conn.ction Staff & Task Force on December 15 & 18;
- Task Force began building the implementation plan with Sutcliffe

Group on January 15-16, 2015;

- Feedback sessions for Provincial Sport Associations and Sport Stakeholders are scheduled for February 10-11, 2015 in both Edmonton & Calgary.

The Sport Plan Task Force bring multiple areas of expertise or specific skill sets that we deemed to be beneficial in serving the diverse needs of Alberta's sport system.

For more information about the Alberta Sport Plan Process, and a list of the Task Force members, visit: www.albertasport.ca/sport/alberta-sport-plan

Upcoming Games

- Canada Winter Games (Prince George) February 13 – March 1, 2015
- Alberta 55 Plus Winter Games (Lethbridge) February 19 – 22, 2015
- Alberta 55 Plus Summer Games (Strathmore) July 16-19, 2015 (Zone playoff info will be distributed mid Feb. – Zone playoffs begin April 1st. Registration Deadline is June 18, 2015)
- Western Canada Summer Games – Ft. McMurray – Aug 7 – 15, 2015
www.2015woodbuffalo.com

For more information about Alberta Games, check out www.albertagames.com

Note, Southern Alberta Summer Games has been linked at the www.albertasport.ca site under "Games".

The 2014 Athlete and Team of the Year Awards, Coach Developer, Coaching, Officiating and Sport Volunteer Recognition Awards will be presented at the Alberta Sport Leadership Conference – Awards Banquet on Friday, April 24, 2015 in Banff. For more information on the Sport Leadership Conference (April 23-25), visit: www.albertasport.ca/news-events/2015-alberta-sport-leadership-conference

The Alberta Sport Connection recognizes the contributions that Albertans make to sport through the following awards:

- Athlete and Team of the Year Award

Recognizes and celebrates the significant achievements, performances and contributions of Alberta's amateur teams and athletes. These award winners are outstanding role models who inspire other Albertans to higher

achievements at the recreational or competitive level. Since the program began in 2002, 48 athletes and 12 teams have been recognized.

• **Coach Developer Recognition Awards**

Acknowledging the tremendous impact NCCP Multi-Sport and Sport Learning Facilitators/Evaluators have on Alberta's sport delivery system. The award recognizes and celebrates the significant achievement in developing Alberta's coaches. These individuals are responsible for training and certifying our amateur coaches, they dedicate thousands of hours to attend training and then countless weekends to facilitate coach workshops. Since the program began in 2012, 2 coach developers have been recognized.

The two types of Learning Facilitators/Evaluators being recognized are:

- Don Watts Coach Developer {*NCCP Multi-Sport Learning Facilitator/Evaluator*}
- Coach Developer – Sport {*NCCP Sport Learning Facilitator/Evaluator*}

• **Coaching Recognition Awards**

Recognizes coaches for their successful and outstanding achievements in developing Alberta's amateur athletes. Since the program began in 1987, 71 coaches have been recognized.

• **Officiating Recognition Awards**

Recognizes officials for their successful and outstanding achievements in officiating sports that involve Alberta's amateur athletes. Since the program began in 1992, 46 officials have been recognized.

• **Sport Volunteer Recognition Awards**

Recognizes and honour the significant contributions of individuals who devote their volunteer time and effort to the development of sport. Since the program began in 1987, 88 sport volunteers have been recognized.

Thank you for your attention and cooperation in completing and/or distributing the nomination criteria and form.

Please note the deadline for submission of your nomination is Friday, February 20, 2015.

Please forward this message to partners and stakeholders you think may be interested in submitting a nomination.

2.8 SARA Clothing

Lengthy discussion resulting in decision to wear navy polo (many already own) or yellow/navy Tshirt (dryfit) as well as yellow jackets (many already have). Solid navy embroidery on yellow purchases.

2.9 Marketing

Friends of SARA – suggestion that SARA use society status so we can have a casino. Stephanie will create a shared google drive for records. A request is going out for the holder of records to populate the shared drive – for ease of accessing information.

3.0 Elections

3.1 Chairperson

C. Thibert called for nominations for the Chairperson position. Bonnie Ellis accepted the position of Chairperson for another term through acclamation. We thank Bonnie for her continued support.

3.2 Vice-Chairperson

Chairperson B. Ellis called for nominations for the Vice Chairperson position. C. Thibert nominated Stephanie Wierl, no other nominations. Stephanie accepted the position of Vice Chairman. We thank Stephanie for her continued support.

3.3 Treasurer

Chairperson B. Ellis called for nominations for the Treasurer position. Natalie Sauer accepted the position for another term through acclamation. We thank Natalie for her continued support.

3.4 Secretary

Chairperson B. Ellis called for nominations for the Secretary position. Aline Holmen accepted the position for another term through acclamation. We thank Aline for her continued support.

4.0 Date and Locations of Next Meetings

Time In Sessions – Feb. 23 was identified as meeting date with Council with small number of SARA members to complete Time Ins with remaining Chair people.

Regional Director Meeting – May 4, 2015 10am – 3pm – Claresholm Arena

SARA Retreat – October 6-8 Location TBA

5.0 Future Agenda Items

- More tangible methods to make SARA visible
- Casino
- Operations Manual update
- Mayors and Reeves/Council Meetings

6.0 Adjournment



Recreation Board Request for Decision	
Meeting Date: March 5, 2015 Item 6 (B)	
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 March 2015



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

RECREATION Manager Report

March 2015

Aline Holmen

- Recruitment occurring for the following:
 - Recruiting for a Recreation Operator 3 position at the arena.
 - Recruitment underway for Summer Seasonal staff for Parks
 - Recruitment completed for Summer Seasonal Program staff
- Orientation and training has been underway for the past few weeks for the Supervisor position.
- Preparing template for Health and Safety action plan for Management team.
- Continue to gather information for the Recreation Master Plan from the main User Groups. Preparing the household survey to be distributed in the near future.
- Completed initial review process for job descriptions for all positions within Recreation.
- The team continues to work on the process of completing Job Task evaluations for the Arena/Parks functions, then Hazard Identification regarding those tasks and the creation of Safe Work Procedures for those tasks. WHMIS/MSDS Sheets have also been updated in all Recreation areas.
- Working with Supervisor to develop and implement various processes at the arena.
- Preparation for outdoor season occurring including initial inspections of all parks. Skateboard Park and Dog Park are now being checked daily and garbage removed.
- Initial prep for Programs activities underway including roadway approvals for 5/10km Run, Movie in the Park for Canada Day, etc
- Preparing for meeting with 4 on 4 Hockey Tournament organizers.
- Addressing several incidents of vandalism including a broken window in a door at arena, and graffiti at the Skateboard Park.
- Coordinated First Aid courses and recertification's for Town staff in February.
- Community Registration Event completed and well attended.
- Continue to look at Facility Booking Program/Online Registration options
- Attended ECC Emergency Management course at Firehall Feb. 4, 2015
- Will be attending the Emergency Social Services Course March 4, 2015
- Registered for Emergency Social Services Online course beginning April 1, 2015
- Attended numerous meetings regarding CUPE negotiations.
- Continue to communicate with Sponsorship Connections regarding Sponsorship Program updates. Have been working closely on recent prospects with Dave Higgins from Sponsorship Connections.
- Assisting various groups with their special events.
- Conducted H&S meetings for staff in the pool and arena functions.
- Completed and submitted Heritage Canada grant funding application for Canada Day 2015.
- Coordinated 2015 Building Maintenance project schedule utilizing funds approved in the budget with Building Maintenance Coordinator.
- Reviewed with staff storage at Auditorium and items moved accordingly.
- Continue to work with Users with respect to the new Community Grant Program.
- Coordinating Spring and Summer programming including swim club scheduling, swim lessons, etc.