



AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON May 7, 2015, AT 5:30 PM.

	<u>MOTION</u>
<u>ITEM NO. 1. CALL TO ORDER</u>	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS - NONE</u>	
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u> A) RFD – April 2, 2015	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u> A) RFD – Sponsorship Report	X
<u>ITEM NO. 6. ACTION ITEMS</u> A) RFD – Information for the Recreation Board B) RFD – Recreation Manager Report C) RFD – Recognition Awards	X X X
<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: May 7, 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 April 2, 2015, as presented
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Background:	Minutes of the Regular Meeting of the Recreation Board held on April 2, 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 Regular Meeting of the Recreation Board held on April 2, 2015, as amended.
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Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

04/2015

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON APRIL 2, 2015 AT
5:30 PM.

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

ALSO PRESENT:
Aline Holmen, Recreation Manager
Trent Smith, Recreation Supervisor
Lori Farough, Recording Secretary
Greg Price, Taber Times

CALL TO ORDER

L. Wijna called the Regular Meeting of the Taber Recreation Board to order at 5:29 PM.

ADOPTION OF THE AGENDA

RES.24/2015 MOVED by Councilor Sparks to adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS - NONE

ADOPTION OF THE MINUTES

A) Regular meeting – March 5, 2015

RES.25/2015 MOVED by D. Hansen that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on March 5, 2015, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Off Leash Dog Park

Discussion on Water, Trees, Benches, Signage, Gopher Control, Gates, and Lighting occurred.

BUSINESS ARISING FROM THE MINUTES - CONTINUED

- Councillor Sparks made a recommendation that for the safety of dogs at the off-leash dog park, generic food and water vessels are immediately removed from the facility.

RES.26/2015 MOVED by Councillor Sparks that the Recreation Board accepts the information regarding the Off Leash Dog Park for information and request that Angel Svennes and her group bring back a detailed plan of the vision of the improvements to the off-leash dog park so that the Recreation Board can more readily make these decisions.

CARRIED UNANIMOUSLY

B) Sponsorship Report

- The shortfalls of the monthly report presented were discussed and required improvements were touched on.

RES.27/2015 MOVED by Councillor M. Harris that the Recreation Board accept the Status Report provided by Sponsorship Connections for information.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Recreation Board Processes

- Questions have been presented by some board and committee members
- Education concepts for those serving on volunteer boards and committees were suggested
- Additions to the agenda should be brought forward to the Chairperson by Wednesday, one week prior to the Recreation Board Meeting
- Administration will set the goal to get the agenda prepared for the Recreation Board members by the Friday prior to the Recreation Board Meeting

RES. 28/2015 MOVED by D. Hansen that the Recreation Board accepts the Information regarding Recreation Board processes as presented and that Administration research further training opportunities.

CARRIED UNANIMOUSLY

B) Information for the Recreation Board

1. Gateway Project
2. Recreation Master Plan
3. 4 on 4 Hockey Tournament
4. Construction update
5. Arena Dressing Rooms additions update

RES.29/2015 MOVED by D. Hansen that the Recreation Board accepts the material
In this Agenda item, as information.

C) Recreation Manager Report

A Holmen presented the Managers report.

RES.30/2015 MOVED by D. Firth that the Recreation Board accepts the Recreation
Manager Report for information.

CARRIED UNANIMOUSLY

D) Recognition Awards

A long list of athletic achievements was presented to the Recreation
Board.

RES. 31/2015 MOVED by Councillor Harris that the Recreation Board recommends
the team/individuals receive Recognition Awards.

MEDIA INQUIRIES

G. Price requested more information regarding the training for boards and
committees and asked to be kept informed of any upcoming training
opportunities.

CLOSE OF MEETING

RES. 32/2015 MOVED by Councillor Sparks that this Regular Meeting of the Taber
Recreation Board is hereby closed.

CARRIED UNANIMOUSLY AT 6:52 PM

CHAIRMAN



Recreation Board Request for Decision

Meeting Date: May 7, 2015

Item 5(A)

Subject: Sponsorship Program Report

Recommendation:

That the Recreation Board accept the Status Report provided by Sponsorship Connections for information.

Background:

Attached is the status report that was provided for April by Sponsorship Connections. The new format incorporates many of the suggestions made by the Recreation Board in April.

Legislation / Authority:

Strategic Plan Alignment:

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

Financial Implication:

None at this time in relation to the report.

**Service Level / Staff
Resource Implication:**

Not applicable to the reporting process.

Justification:

In accordance with the revised contract agreement.

Alternative(s):

The Recreation Board may make suggestions regarding information they wish to see included in the report.

Attachment(s):

Monthly Sponsorship Report



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

Taber Sponsorship Program Status Report
April 28, 2015

Item	Quantity	Notes
Suspects	39	Those we have identified as candidates and intend to initiate discussions with
Prospects	34	Those that we are in current discussions with and/or have a proposal submitted to
Dead Prospects	39	Those that have declined the opportunity that was presented
Contacts Made (Past Month)	10/13/0/5 = 28	Indicates total number of entities contacted within the past month (listed in order of Suspects/Prospects/Confirmed Sponsors/Dead)
Decision Making (MDT)	13	Indicates how many of the above "Contacts Made (Past Month)" were with entities whose decision-making is within the MD of Taber area. All others were with decision makers based outside of MD of Taber area
Contacts Made (YTD)	47	Indicates total number of entities contacted this calendar year (regardless of whether they are suspect/prospect/sponsor or were shifted to dead during this time)
Value of Confirmed Parters (Past Month)	\$0	
Confirmed Parters (Since Project Start)	3	Farm Credit Canada (one time only), Taco Time (currently in year 3), ATB (currently in year 1)
Total Sales - 2015	\$7,650	Based on closed agreements that extend through 2015. Note: both were signed in 2014 but benefits extend into 2015
Total Sales (Since Project Start)	\$21,200	As per above list in row 12
Anticipated 2016 Renewals	\$7,650	Taco Time and ATB
Taber Investment	\$36,000	Outlines investment made with SCI for sales component of the sponsorship program
Commissions Paid	\$0	Indicates total commissions paid to SCI - won't make commission payment until total sales reach \$144,000
Remaining Before Commissions	\$122,800	Total Sales required before commissions start to be paid
Return on Investment	-\$14,800	Total Sales MINUS Total Investment by Taber with SCI

Notes/Comments

* April was a good month for adding several new prospects (moving them from suspects to prospects) and getting more proposals and overviews out the door. 5 prospects were shifted to dead during April yet the overall prospect count grew this month from 26 to 34 even with the loss of those 5 prospects to the dead file. April also saw the addition of several new metrics for the above reporting as well as with the CONFIDENTIAL SALES FUNNEL report as well

* May will see a similar pattern with expected growth total prospects and thus a further decrease to the total "suspects". I anticipate adding more suspects in the summer months but for now the focus is on engaging all of the suspects already identified and turning them into prospects. Given the recent addition of several prospects another major focus in May will be follow ups with existing prospects.

Recreation Board Request for Decision

Meeting Date: May 7, 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. **Recreation Master Plan** – the Household Surveys for the plan have been returned. 235 surveys were returned. At the time of preparing this agenda we are in process of compiling the answers to the questions.
2. **Arena Dressing Rooms Addition update** – the Request for Proposals package was developed internally by department staff and the Town’s purchaser. The building addition will include two full size player’s dressing rooms, a referee’s dressing room, shower & washroom areas servicing all dressing rooms and a janitorial room. After a careful review of all proposals submitted for the project, the Town decided to exercise its discretion to not enter into negotiations with any of the proponents or to award the Project contract to any of the parties who submitted proposals. In reaching this decision, the Town considered many factors, among these being that all of the proposals received were either non-compliant to the terms of the Request for Proposals or were over the Town’s budget for the project. A second RFP for the project has now been posted. The RFP period closes at **2pm local time, Friday, May 15th**. The proposed completion date for the project is set at December 16, 2015.
3. **Courses** – Taber will be hosting the following courses in the upcoming months. This initiative aligns well with our strategic plan.
 - a) Alberta Health Services Pool Operator Course – May 5-7, 2015
 - b) Recreation Facility Personnel Pool Operator Level 2 – June 2-

	<p>5, 2015</p> <p>c) Recreation Facility Personnel Arena Operator Level 1 – July, 2015</p> <p>d) Bronze Medallion/Bronze Cross Pool Certification - July</p> <p>e) National Lifeguard Pool Certification - August</p>
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):	
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APPROVALS:

Originated By:

Aline Holmen

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



Recreation Board Request for Decision

Meeting Date: May 7, 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



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

RECREATION Manager Report
April 2015 Aline Holmen

- Recreation Master Plan Household Survey completed. Working on compilation of data in preparation of next steps.
- 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.
- Continue to work with Supervisor to develop and implement various processes in the Recreation functions.
- Met with Stantec regarding Gateway Project and irrigation specs.
- Met with MPE, Rob C., and Gary S. regarding the 50th Street upgrades and shared information with user groups.
- Staff has now switched focus to outdoor facilities. Sportsfields have been inspected and prepared for the spring sports leagues. Park inspections have been completed. Now focusing on daily work plans for the season, H&S, orientations for seasonal staff that begin their employment on May 1st, and equipment maintenance and training. Staff has been sent recently for courses/training required for the positions.
- Initial prep for Programs activities underway including roadway approvals for 5/10km Run, Movie in the Park for Canada Day, etc
- Preparing for the Spring Ice User meeting to be held in the next few weeks.
- Continue to look at Facility Booking Program/Online Registration options
- Focusing on Emergency Social Services Online course.
- Working with Communities in Bloom regarding this season and coordinating to meet their needs.
- Attended numerous meetings regarding CUPE negotiations.
- Continue to communicate with Sponsorship Connections regarding Sponsorship Program updates.
- Assisting various groups with their special events.
- Met with members of the Taber Cares group regarding an enhanced Canada Day event.
- Conducted H&S meetings for staff in the pool and arena functions.
- Conducted research with regards to Off Leash Dog Park upgrades.
- Continue to coordinate 2015 Building Maintenance project schedules utilizing funds approved in the budget with Building Maintenance Coordinator and continue to monitor.
- RFQs for the Weed Spraying/Fertilizing as well as the new mower are in progress.
- Continue to work with Users with respect to the new Community Grant Program.
- Coordinating spring and summer programming including swim club scheduling, swim lessons, summer programs, etc.
- Preparing fall schedules for school and lesson placements on the schedule.
- Planned and conducted the spring Sportsfields User meeting held March 25th.
- 2015 staff training program has begun, one operator recently certified as Level 2 Arena certification, one has been certified in both Level 1 & 2 Sportsfields, and two staff registered for Playground Inspection course. One Lifeguard has been registered for the AHS Pool Operator Level 1 course in May, two have been scheduled for the RFP Pool Operator Level 2 course in June, one has recently been certified as a National Lifeguard Instructor and is working through the practical requirements for completion, one has recently become certified as a Lifesaving Instructor, one as a Red Cross Water Safety Instructor, and one will be attending a Fitness Leadership Symposium in May.
- Coordinating with Alberta Health Services as well as Alberta Recreation Facility Personnel regarding upcoming courses Taber will be hosting. The AHS Pool Operator Course will be hosted in Taber May 5-7, 2015 and the RFP Pool Operator Level 2 course will be hosted in Taber June 2-4. We will also be hosting an Arena Operator RFP Level 1 course in July.

Recreation Board Request for Decision

Meeting Date: May 7, 2015

ITEM 6. (C)

Subject: Recognition Awards

Recommendation:

The Recreation Board recommends that the above team/individuals receive Recognition Awards:

Background:

The Following are recommended for performance recognition:


1. Gold - Nick Sekura - 2015 Indoor Archery Provincial Championships - Junior Recurve Division
2. Silver - Linda Sekura - 2015 Indoor Archery Provincial Championships - Master Division
3. Gold - Tom Sekura - 2015 Indoor Archery Provincial Championships - Master Division
4. Bronze - John Horvath - 2015 Indoor Archery Provincial Championships - Master Division
5. Silver - George Vayro - 2015 Indoor Archery Provincial Championships - Senior Division
6. Gold - Grace Holowski - 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring
7. Gold - Torrance Gedny - 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring
8. Silver- Torrance Gedny - 2015 International Taekwon-Do Federation Western Canadian Championships - Patterns
9. Silver - Jenna Klok- 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring
10. Gold - Jocelyn Planger- 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring
11. Bronze - Jocelyn Planger- 2015 International Taekwon-Do Federation Western Canadian Championships - Patterns
12. Silver - Brooklyn Bullock- 2015 International Taekwon-Do Federation Western Canadian Championships - Patterns
13. Gold - Brennan Abela - 2015 International Taekwon-Do Federation

	<p>Western Canadian Championships - Sparring</p> <p>14. Gold - Brennan Abela - 2015 International Taekwon-Do Federation Western Canadian Championships - Patterns</p> <p>15. Gold - Tanner Bullock - 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring</p> <p>16. Gold - Kennedy Planger - 2015 International Taekwon-Do Federation Western Canadian Championships - Sparring</p> <p>17. Silver - Kennedy Planger - 2015 International Taekwon-Do Federation Western Canadian Championships - Patterns</p>
Legislation / Authority:	N/A
Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	Staff resources utilized to track awards, create certificates of recognition and ensure they are signed by Mayor and Reeve.
Justification:	Recreation Board driven recognition for local athletes that achieve medal status at a Provincial Level or higher.
Alternative:	The Recreation Board recommends that the following teams/individuals be included for Recognition Awards along with the above mentioned (insert here):

Attachment(s):	
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APPROVALS:	
Originated By:	Aline Holmen



Chief Administrative Officer (CAO) or Designate:	
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