



THE REGULAR MEETING OF THE RECREATION BOARD TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, MARCH 6, 2014 AT 5:30 P.M.

MOTION

ITEM NO. CALL TO ORDER

ITEM NO. 2. ADOPTION OF THE AGENDA

X

ITEM NO. 3. DELEGATIONS

- A) Taber Resiliency Campaign & Celebration Committee
- B) Taber Communities in Bloom Society

ITEM NO. 4. ADOPTION OF THE MINUTES

- A) RFD – January 30, 2014

X

ITEM NO. 5. CLOSED SESSION

- Disclosure Harmful to Business Interests of a Third Party (FOIPP ACT Section 16)

X

ITEM NO. 6. INFORMATION ITEMS

- A) RFD – Sponsorship Program Update
- B) RFD – Southern Alberta Recreation Association

X

X

ITEM NO. 7. ACTION ITEMS

- A) RFD – Taber Resiliency Campaign & Celebration Committee –
Recreation Facility Rental Fee Waiver Application
- B) RFD – Taber Communities in Bloom Society – Recreation Facility Rental
Fee Waiver Application

X

X

ITEM NO. 8. BOARD/STAFF REPORTS

- A) RFD - Reports
 - i) Leisure Services Manager, ii) Aquafun Centre, iii) Recreation Facility Manager

X

ITEM NO. 9. RECOGNITION AWARDS

- A) RFD – Recognition Awards
 - 1. Gold – Mason Muller – 2014 Alberta Winter Games - Speed Skating 11-12 YR Old Relay
 - 2. Gold – Kaleb Muller – 2014 Alberta Winter Games - Speed Skating 13-14 YR Old Individual Male
 - 3. Bronze – Mason Muller – 2014 Alberta Winter Games - Speed Skating 11-12 YR Old Individual Male

X

ITEM NO. 10. OTHER BUSINESS

ITEM NO. 11. MEDIA INQUIRIES


ITEM NO. 12. CLOSE OF MEETING

X



Agenda Item #4. A)

TOWN OF TABER
Recreation Board Request For Decision

| | |
|--|---|
| Subject: Recreation Board Minutes | Date of March 6, 2014 Agenda: |
| Prepared By: Aline Holmen | |
| Attachments: Minutes | |
| Budget: | If Over Budget, what is alternate funding source? |
| Expense: | |
| Topic: Adoption of Minutes | |
| Background: | Minutes of the Regular Meeting of the Recreation Board held on January 30, 2014. |
| Options: | <ol style="list-style-type: none">1. That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on January 30, 2014, as presented.2. That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on January 30, 2014, as amended. |
| Recommendation: | Option # 1 That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on January 30, 2014, as presented. |
| Approval Date: February 28, 2014 | Leisure Services Manager:  |

01/2014

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE GREEN ROOM, COMMUNITY CENTRE ON JANUARY 30, 2014 AT 5:30 PM

PRESENT: Luke Wijna
Councilor Randy Sparks
Councilor Merrill Harris
Councilor Andrew Prokop
Darcy Firth
Garrett Simmons

ALSO PRESENT:
Aline Holmen, Leisure Services Manager
Rob Cressman, Director of Community Services
Jan Seweryn, Recreation Facility Manager
Marty Planger, Recording Secretary
Greg Price, Taber Times

ABSENT: Danielle Hansen (Excused)

CALL TO ORDER

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

ADOPTION OF THE AGENDA

RES. 01/2014 MOVED by Councilor M. Harris to adopt the agenda as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

A) Taber Police Association

L. Wijna welcomed two members of the Taber Police Association present to discuss their Recreation Facility Rental Fee Waiver request. They presented the history of the Policemen's Ball event and explained that the proceeds of the event always go toward local youth organizations. This year they have decided to donate all the proceeds to both the St. Mary's and W.R. Myer's bands. Their event has gotten larger and they have outgrown other venues in town. Along with the cost for the larger venue, the cost of decorations and other incidentals rise as well.

All donors will be advertised and publicly thanked. The Police Association also partners with local businesses for door prizes. It was also noted that

the requested for donation on their application is a little lower due to increased decorating time than originally thought and the amount is closer to \$1100.00. They will be providing drive home service.

The Recreation Board thanked them for their attendance and presentation.

ADOPTION OF THE MINUTES

A) Regular meeting – December 5, 2013

RES. 02/2014 MOVED by Councilor M. Harris that the Recreation Board adopt the minutes of the Regular Meeting of the Recreation Board held on December 5, 2013, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Taber Splash Pad Update

A. Holmen reported on the motion by Council in December to support the Splash Pad. Organizers are busy fundraising for the project. The members discussed the recent request from the committee to Council regarding funds for a washroom facility at the site.

RES.03/2014MOVED by G. Simmons that the Recreation Board accepts the update regarding the Taber Splash Pad as presented.

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Taber Police Association – Recreation Facility Rental Fee Waiver Application

The Recreation Board expressed that this request is similar in nature to other requests that the board has recommended to Council for approval in the past. It was reported that this is a trial year to see if the venue will work in the future therefore the request is only for this year.

RES. 04/2014MOVED by Councilor R. Sparks that the Recreation Board recommends that the Taber Police Association Policeman's Ball – Recreation Facility Rental Fee request be submitted to Council for approval.

CARRIED UNANIMOUSLY

B) Ice Surfaces Allocation Policy

Recreation Board Chair, Luke Wijna, introduced the members of the Recreation Board and reviewed the procedure and expectation of the proceedings.

A. Holmen explained the history of the 4 on 4 Tournament and the application to extend the large ice for the 2013/2014 season. The request was received on Nov. 30, 2013 for an extension of March 28-30, 2014. The application for extension was denied for various reported reasons. An initial appeal was made which was denied by Administration and this Hearing is the final appeal as prescribed in the Town's Ice Surfaces Allocation Policy.

Kyle Sargeant and Scott Blanchard presented to the Recreation Board. It was reported that this tournament is going into its eleventh year and brings many supporters into the community every year, which as a result supports many local businesses in town. They supplied a list of businesses that are in support of the tournament.

They argued that the Town did not have procedures in place for the staff to deal with the situations that occurred in the 2013 Tournament and that once people in the facility left the building they are not the tournament organizers responsibility as they are only renting the large ice and small ice facilities. K. Sargeant also argued if he'd been made aware of the problem immediately he would have supported the staff and dealt with the problems immediately instead he had not heard about them until 2 weeks after the event.

K. Sargeant explained that they had phoned the Town Police for enforcement support to deter alcohol consumption outside the facility themselves because they prefer these individuals utilize the beer gardens and these liquor violations only hurt the tournaments profits as the alcohol in the parking lots were not sold from the tournament. They also felt if the Police Officers had issued a few tickets instead of warnings, the violations would have stopped. They also believe that because of all the negative publicity lately, that there will be more support for the beer gardens instead of these "tailgating gatherings".

It was argued that this event is no different then other alcohol events throughout the town such as Cornfest, Demolition Derby, Rodeos, etc. They all have similar problems, and they get dealt with accordingly. It was reported that there has had no fights or vandalism since K. Sargeant took over organizing the event.

They stressed they want to do what they can to make this event happen and are willing to work with the Town any way they can.

The Recreation Board questioned the organizations makeup and it was reported that there is no committee at this time and that the profits from the event goes to K. Sargeant for his work as organizer. The Board asked about the makeup of the participants and it was reported that 70% are out of town teams and is made up of players of all ages however the beer gardens is only open to those 18 years of age and older. The Board asked how the organizers plan to get the tournament rules/expectations out to the participating teams and it was K. Sargeant's belief that he would go to every team's dressing rooms prior to their first game and go through the rules and explain if they don't abide they would be kicked out of the tournament.

Town of Taber's Director of Community Services, Rob Cressman reviewed the tournament usage in the past and noted that this event is a break even event. He reported that after the 2013 4on4 tournament the staff came forward with concerns and they include:

- Witnessed on 4 occasions, people purchasing beer from the beer gardens who immediately/directly walked out of the small ice arena lobby, large ice spectator area, dressing rooms hallway and/or dressing rooms,
- Arena staff approached beer gardens sales people, reported this to them, and their reaction was dismissive – no action appeared to be taken as a result of it being reported by our staff,
- Doors of the alcohol licensed area were left open/propped (against the AGLC regulations),
- Several instances of staff communicating/confronting people with alcohol outside the licensed premises, and those people dismissing the direction being given and being verbally abusive to the employees,
- Arena staff reported alleged unlawful use and possession of alcohol in the parking lot and in the facility to the Taber Police Service at or around 6:00pm Friday night – TPS responded,
- Arena staff witnessed 2 participants carrying a large beer cooler from the parking lot into the small ice arena lobby. The beer cooler was placed on the ground in a location that blocked and emergency/fire exit,
- Observed a participant carrying cases of beer into the large ice arena main entrance,
- Beer containers identified in large ice lobby female washroom on multiple occasions,
- A Texas Mickey of Jack Daniels was promoted (at center ice during event) & presented as a prize for the event shootout competition; arena staff witnessed the prize winner with the prize, opened and consuming it in the dressing room hallway, spectator area and lobby,

- There was limited & insufficient security at the exit doors of the licensed premises,
- There is clearly a broad sense/feeling of entitlement of event participants that they bring alcohol into the premises and consume it outside of licensed areas,
- Players were regularly entering the ice area while staff was performing ice maintenance tasks, and while the resurfacers were open and staff were removing snow/ice from ice surface. The players were skating around, shooting pucks, and one operator stopped a puck from entering the Zamboni conditioner (damage potential). Player #19 from Calgary specifically identified,
- Observed a fist fight occurring between two players immediately after the shootout event Friday night

R. Cressman reported that himself and the Recreation Facility Manager, Jan Seweryn met with Kyle Sargeant a couple of days later at the Lethbridge Community College and the meeting went well. R. Cressman stated K. Sargeant has been very cooperative until recently and denying this request is not a personal decision. The decision was based on:

1. Unlawful behaviors – AGLC and verbally abusive behavior of some event participants,
2. Disrespectful behavior by some participants to Town staff,
3. The apparent emphasis on alcohol by event organizers & participants (note there are typically minors participating in the tournament (16-17 years of age),
4. Town's exposure to liability.

R. Cressman recognized the efforts put out by K. Sargeant and rest of the tournament organizers, however he was not convinced they are able to address these issues and stands behind his decision to not extend the season for the tournament for this year.

The Recreation Board asked R. Cressman why the Town is more liable during this tournament compared to a ball tournament and it was reported that because the staff must be supervising the facility during the entire rental at the arena, there is a higher standard of care and therefore higher exposure to liability. The Town's primary concern is for people, and then the facility. R. Cressman stated this event is putting the Town of Taber at higher risk of liability than Administration suggests is reasonable.

G. Simmons left at 6:57PM

The Recreation Board asked R. Cressman if there had been problems in the past and he responded that there has been some however they were immediately addressed. R. Cressman confirmed that two staff members wanted to quit after the 2013 tournament. The board also questioned if

other tournaments are also revenue neutral and R. Cressman replied that most other events are subsidized youth tournaments and therefore run a deficit. It was mentioned by some members of the board that possibly there should be more staff on hand and that those staff be experienced not new staff as they had last year. It was also voiced that if these abuses continue the town should not allow the tournament to continue.

K. Sargeant was given a chance for rebuttal and he stated that he was unaware of the fight that took place and in hindsight he will do a money prize for the shootout instead of the Texas mickey.

RES. 05/2014MOVED by Councilor M. Harris that the Recreation Board meeting be moved into Closed Session at 7:11 PM.

CARRIED UNANIMOUSLY

RES. 06/2014Moved by Councilor R. Sparks that the Recreation Board meeting be moved in Open Session at 7:40 PM.

CARRIED UNANIMOUSLY

The Recreation Board asked Taber Chief of Police, Alf Rudd for his account of the 2013 tournament and he reported that the tournament went as expected and felt if it is to be held again this year, he did not foresee any concerns as far as his department was concerned.

RES. 07/2014 MOVED by Councilor R. Sparks that the Taber Recreation Board supports the appeal by Kyle Sargeant regarding the 4 on 4 tournament and extension to the 2013/14 ice season, and directs Administration to execute the large and small ice bookings for the event to be held March 28-30, 2014, subject to the following conditions:

1. If proof of an actual functioning 4 on 4 committee can be proven, and this list of members and responsibilities given to Mr. Rob Cressman by February 8th, and if there are no concerns with this list and responsibilities, this tournament will be allowed to continue,
2. We can support this 4 on 4 tournament being allowed to happen in 2014 on a one year trial basis with an evaluation being done by staff, administration, participants and the Taber Police Service to see if this event will be allowed to continue in the future,
3. Tournament organizers contract an independent group to provide security to manage the beer gardens in accordance with AGLC requirements and the Town's policies with the Town being informed of

the security group to be used and how they will be readily identifiable to staff and public, at least one week in advance of the tournament,

4. Provide proof of comprehensive general liability insurance with coverage of not less than \$2,000,000 per occurrence, and
5. Tournament organizers must ensure:
 - ✓ adherence to provincial liquor laws,
 - ✓ respectful treatment of Town staff,
 - ✓ prevention of damage to Town property, and
 - ✓ avoidance of littering.

CARRIED UNANIMOUSLY

OTHER BUSINESS

A) Community Centre Walkabout

It was reported by a member of the Recreation Board that the program has been extremely beneficial for him and his health and so many others and would like to see the program continue until the end of April because the weather can be quite uncooperative during month of April.

RES. 08/2014MOVED by Councilor M. Harris that the Recreation Board ask administration to extend the Walkabout program to include the month of April.

CARRIED UNANIMOUSLY

BOARD/STAFF REPORTS

A) Reports

Town of Taber Council members of the Recreation Board reported that the Town of Taber Council did pass the budget at a 0% increase for the recreation user fees however they cautioned the recreation board to not continue with a 0% increase for too long as the facilities need to recover costs somehow and users must hold that responsibility. Administration has been advising the user groups that at this time there is no increase to the rates however the rates are currently under review and it is up to the organizations if they want to plan for the possibility of a future increase.

Some board members expressed they would like to know where the Sponsorship Program is at and would like an update in the March meeting.

It was reported that the Recreation Board currently has no vacancies as the Town of Taber council approved the reappointments for L. Wijna and D. Hansen for another three years.

A Holmen advised the Recreation Board members of the resignation of the Recreation Facilities Manager, Jan Seweryn.

RES. 09/2014 MOVED by Councilor A. Prokop that the Recreation Board accepts the monthly Board/Staff reports as presented.

CARRIED UNANIMOUSLY

OTHER BUSINESS

It was reported that due to the timing of this meeting late into January, there will be no regular meeting in February unless something urgent arises.

CLOSE OF MEETING

RES. 10/2014 MOVED by D. Firth that this Regular Meeting of the Taber Recreation Board do now close.


CARRIED UNANIMOUSLY AT 8:08 PM

CHAIRMAN



TOWN OF TABER

RECREATION BOARD REQUEST FOR DECISION

| | | | |
|---|---|----------------------------------|---|
| Subject: Sponsorship Program Update | | Date of March 6, 2014 | |
| | | Agenda: | |
| Prepared By: Aline Holmen | | | |
| Attachments: Sponsorship Update Correspondence | | | |
| Topic: Sponsorship Program | | | |
| Background: | Dave Higgins, Managing Director of Sponsorship Connections Inc. has provided an update for presentation to the Recreation Board (see attached). | | |
| | | | |
| Options: | 1. The Recreation Board accepts the Sponsorship Program update as presented. | | |
| | | | |
| Recommendation: | The Recreation Board accepts the Sponsorship Program update as presented. | | |
| Approval Date: | February 28, 2014 | Leisure Services Manager: |  |



February 26, 2014

Rob Cressman
Director of Community Services
Town of Taber

Rob,

Thank you for the opportunity to present this revised plan based on the current status of the sponsorship program and another thank you to all involved for the continued support of this program.

As discussed, there have been multiple challenges encountered throughout the course of this project (some of which were very unexpected including the impact of the Alberta floods as well as losing a Sponsorship Connections staff member that was dedicated to this account). As a result the sponsorship program has not reached the level of success any of us expected or hoped for at this time. In light of the recent success a local group has had with fundraising efforts for the spray park as well as our current resource challenge of not having a dedicated account manager we are proposing we extend the terms of our contract and as a result take a period of approximately 6 months to re-focus our efforts.

Upon completion of this 6 month time frame, Sponsorship Connections would intend to have a dedicated resource in place to reinitiate focused sales efforts for Taber once again. Sponsorship Connections would also extend the terms of our current contract (set to expire in June 2015) until the following year with a new contract completion date of June 2016. Of course, this extension will not involve any additional charges or fees from Sponsorship Connections and would simply be an extension to the existing agreement.

This overall timing will allow for some separation between our requests for sponsorship and the recent spray park funding requests that several local Taber businesses have likely received. It is not ideal to delay things further, however it is our belief that based on the current situation this is a smart approach towards achieving success in the long term.

We fully anticipate that businesses will continue to be committed to other organizations (minor sports teams, Cornfest, spray park, etc) and that will always represent a potential obstacle with certain prospects, however given the recent success of the spray park efforts it is likely to represent a larger obstacle at this time. That factor combined with our current resource situation leads us to believe that a brief hiatus from the project will be beneficial in the long run.

During this proposed hiatus, Sponsorship Connections will continue (as always) to keep the Town of Taber at the forefront of all discovery sessions we conduct in hopes we come across a prospect that represents a

good fit for Taber. With that said, success at the level we all expect to achieve will rely on strong local business support and the renewed focus upon starting the project up again will aim to address that need. In the interim, we will also continue to follow up on those prospects currently featured in the “prospects” section of our latest funnel report. These are local organizations we felt were important to reach out to more recently and we will ensure those discussions continue with the goal of securing some new sponsors during these next few months. I will handle these relationships personally during this time and report back to you as progress is made.

Upon review and consideration of this plan please let me know of your feedback and of any questions you or any members of the committee have and I will be happy to provide further information or insight.


Thanks again for your support and we look forward to greater sponsorship success for the Town of Taber!

Sincerely,

Dave Higgins

Dave Higgins, Managing Director
Sponsorship Connections Inc™

TOWN OF TABER
Recreation Board Request For Decision

| | | | |
|--|--|----------------|---------------|
| Subject: | Southern Alberta Recreation Association | Date of | March 6, 2014 |
| | | Agenda: | |
| Prepared By: | Aline Holmen | | |
| Attachments: | SARA Minutes | | |
| Budget: | If Over Budget, what is alternate funding source? | | |
| Expense: | | | |
| Topic: | Southern Alberta Recreation Association | | |
| Background: | Attached for the Recreation Boards information are the minutes of the January 30, 2014 SARA (Southern Alberta Recreation Association) meeting. | | |
| Options: | 1. The Recreation Board accepts the Southern Alberta Recreation Association minutes as presented. | | |
| Recommendation: | The Recreation Board accepts the Southern Alberta Recreation Association minutes as presented. | | |
| Approval Date: February 28, 2014 | Leisure Services Manager:  | | |

**Southern Alberta Recreation Association
AGM MEETING MINUTES
January 30, 2014
Lethbridge**

Present: Diane Burt-Stuckey, Aline Holmen, Natalie Sauer, Tracey Linderman, Sara Weatherhead, Darrell Joy, Dave Pilling, Carol Thibert, Beth Landowski, Stephanie Wierl, Adam Gross, Hugh Simpson, Doug Henderson

Absent: Bonnie Ellis

1.0 General Update

1.1 Call to Order

Vice Chairperson B. Landowski called the meeting to order at 10:09 am

1.2 Additions to Agenda – none

1.3 Adoption of Agenda

MOTION by N. Sauer to adopt the agenda as presented. Carried.

1.4 Adoption of Minutes – October 3, 2013

MOTION by C. Thibert to adopt the minutes of October 3, 2013. Carried.

2.0 Reports

2.1 Chairperson

No Chairpersons report at this time.

2.2 Treasurer

2.2.1 Financial Report

N. Sauer presented the following financial information:

| | |
|----------------|--------------------|
| Cash on hand | \$31,408.32 |
| GIC | <u>39,398.80</u> |
| Balance | \$70,807.12 |

MOTION by N. Sauer to approve the financial statements dated September through December, 2013 as presented. Carried.

2.2.2 Audit

MOTION by T. Linderman to allow N. Sauer to hire an auditor for the Financial Statement not to exceed \$250.00. Carried.

2.3 Summer Games

2.3.1 Bid Packages for 2015 and 2016 Games

Discussion regarding future games venues/hosts.

ACTION by C. Thibert to follow up on the prospects previously identified for 2015 and 2016 prior to sending out another letter to all regions.

2.3.2 RAMP Registration Program/Rules update

A Holmen reviewed the recent changes made in the RAMP registration system, in particular to the Volunteer section. SARA will need to review contract with RAMP as the contract is coming to an end in the near future.

D. Holmen has completed the RAMP Operations Manual for the Registration site. If any additions/deletions are required he has agreed to make those as needed.

2.3.3 2014 Host Community – Update (confirmed sports/events, rules, budget)

D. Burt Stuckey reported on the progress of the 2014 SASG to be held in Pincher Creek. They are currently preparing for 21 potential sport events along with Cultural components. The Executive Committee is in place as well as majority of the Sport Chair positions. The majority of venues have been identified with a few yet to be finalized. Posting for the Games Coordinator position has been advertised. Budget for the games is in good shape and final will be dependent on the amount of upgrades required. Registration deadline was determined to be June 9, 2014.

2.3.4 Time In sessions

These sessions are set to occur on March 5, 2014. A schedule will be provided to the members. All members are encouraged to participate as for the new members it is an excellent learning opportunity.

2.4 Utility Trailer

Discussion occurred regarding the newly purchased utility trailer and signage on the trailer. Various logo options and cost were reviewed.

MOTION by A. Holmen that we increase the trailer budget from \$4000 to \$4500. Carried.

2.5 Alberta Sport, Recreation, Parks and Wildlife Foundation

D. Joy reported on the new branding and restructuring for the organization. His area is now branded as the Alberta Sport Connection. ASRPWF still exists as the governing agency under the Minister of Tourism but this branch focuses solely on sport (Games, development, leadership, etc.). In relation to the SASG the banners will be changed to reflect the new name. There will be campaigns to push the new name and logo. New website is www.albertasport.ca and Darrell's new email is changing to Darrell.joy@albertasport.ca

D Joy reported on the various programs being offered such as Alberta Games, Interprovincial Games (Western Canada Summer Games & Canada Winter & Summer Games). Also noted was 2013 Sport Recognition Awards: Athlete and Team of the Year (Nomination form was distributed).

Upcoming Games events include:

2014 AB Winter Games – Banff/Canmore – Feb. 6-9

2014 AB Summer Games – Airdrie – July 24-27

2014 Arctic Winter Games – Fairbanks – March 15-22

2014 Canada Senior Summer Games – Strathmore – Aug. 27-30

2015 55+ Winter Games – Lethbridge – Feb. 19-22

2015 55+ Summer Games – Strathmore – July 16-19

2015 Western Canada Summer Games – Ft. McMurray – Aug. 7-15

For more information on these games check out www.albertagames.com

2.6 SARA Apparel

B. Landowski reminded the SARA members to purchase their Navy Blue SARA attire and bring the attire and receipt to the Regional Director Meeting in May. Carol will then get the logos added. Members may purchase any style of clothing their desire to represent SARA up to a maximum of \$100.

3.0 Elections

3.1 Chairperson

Vice Chairperson, Beth Landowski 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

Vice Chairperson Beth Landowski called for nominations for the Vice Chairperson position.

Beth Landowski accepted the position of Vice Chairperson for another term through acclamation.

We thank Beth for her continued support.

3.3 Treasurer

Vice Chairperson, Beth Landowski 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

Vice Chairperson, Beth Landowski 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 - March 5, 2014 – Pincher Creek Time TBD

Regional Director Meeting – May 1, 2014 – Pincher Creek 10:30 am

5.0 Future Agenda Items – RAMP Demonstration

6.0 Adjournment @ 2:05 pm



TOWN OF TABER
RECREATION BOARD REQUEST FOR DECISION

Subject: Taber Resiliency Campaign & Celebration Committee – Recreation Facility Rental Fee Waiver Application

Date of March 6, 2014
Agenda:

Prepared By: Aline Holmen

Attachments: Recreation Facility Rental Fee Waiver Application

Topic: Recreation Facility Rental Fee Waiver Application

Background:

The Town of Taber has received a Recreation Facility Rental Fee Waiver application from the Taber Resiliency Campaign & Celebration Committee regarding their event to be held in the Auditorium May 1, 2014.

The application for a waiver request encompasses Auditorium rental fees for the event as follows:

- Day of event May 1, 2014 11:00am – 9:00 am (hourly rate @\$32=\$304.77 excl GST)

Total rental fees for this event are \$304.77 + \$15.23 GST = \$320.00.

Representatives of this group will be present at the meeting as a delegation to explain their request and answer any questions the Recreation Board may have.

Options:

- 1. The Recreation Board recommends that the Taber Resiliency Campaign & Celebration Committee - Recreation Facility Rental Fee request be submitted to Council for approval.
2. The Recreation Board does not recommend that the Taber Resiliency Campaign & Celebration Committee - Recreation Facility Rental Fee request be submitted to Council for approval.

Recommendation:

Approval Date: February 28, 2014

Leisure Services Manager:

[Signature]



Recreation Facilities Rental Fee Waiver and Reduction Requests

| | |
|---|---|
| Policy No.: PS-REC-2 | Council Resolution No.: 262/12, 277/12, 345/13 |
| Department: Public Services | Authority: Council |
| Effective Date: 24/09/12 | Revision Date: 09/10/12, 15/10/13 |
| Review Date: September 2014 | Repealed Date: |
| Supersedes: Waiver & Reductions Policy & Procedure PS-REC-1 | |
| Related Procedure No.: PS-REC-2 | |
| Related Procedure Name: Recreation Facilities Rental Fee Waiver and Reduction Requests | |

Purpose

The Town of Taber is committed to continued support of community groups and their programs, which benefit the citizens of Taber. The purpose of this policy is to provide a framework when reviewing waiver requests from community organizations or other parties.

Policy Statement

- 1) The Town of Taber recognizes the value realized from efforts of community organizations that enhance the life and social well-being of our residents. Recreation facility rental fee waivers and reduction requests will be reviewed and considered by the Recreation Board. The Recreation Board will make recommendations to Town of Taber Council, regarding such requests.
- 2) Cash donations or grant funding will not be provided to assist organizations with their events.
- 3) Requests will not be considered by individuals or organizations that function for profit.
- 4) Facility Waiver Requests are not a commitment by the municipality to continue such grants in the future.
- 5) Council will review this policy annually by the last meeting of October.
- 6) By way of resolution, Council shall establish a list of community groups that are eligible for a waiver/reduction of Recreation facilities, excluding the Aquafun Centre.



- 7) Administration will include in the budget, an annual grant expense from Council to the recreation functions affected by the waived and reduced fees.
- 8) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Additional References

N/A

R. Guent
MAYOR

Oct. 25/2013
DATE

[Signature]
CHIEF ADMINISTRATIVE OFFICER

Oct. 25/2013
DATE



SCHEDULE "A"

The following groups/organizations/annual events receive a waiver/reduction:

| | |
|---|------|
| 1) Taber Kinsmen Heritage Supper (Auditorium) | 100% |
| 2) Legion Remembrance Day Set Up and Ceremony (Auditorium) | 100% |
| 3) Taber and District Chamber of Commerce - Cornfest Activities (Arenas, Auditorium, Small Ice, Meeting Rooms, Confederation Park) | 100% |
| 4) Taber Museum Cowboy Poetry (Auditorium) | 100% |
| 5) W.R. Myers School Graduation Setup and Exercise (Large Ice or Auditorium) | 100% |
| 6) St. Mary's High School Graduation Setup and Exercise (Auditorium) | 100% |
| 7) St. Patrick's School Christmas School Concerts Practice/Setup/Performance (Auditorium, Meeting Rooms) | 100% |
| 8) Community Keep Fit (Auditorium 2x/Wk x 45 Min.) | 100% |
| 9) Taber Lions Club Good Neighbor Dinner (Auditorium) | 100% |
| 10) Terry Fox Run (Auditorium) | 100% |
| 11) Notogawa Friendship Society (Meeting Rooms and Auditorium) | 100% |
| 12) Taber Community Vacation Bible Camp (Large ice, Small ice, Auditorium and Meeting Room rentals for one week) | 100% |
| 13) TCAD Wellness Walk (Auditorium) | 100% |
| 14) Taber & District Handibus Association – Board Meetings (Meeting Room) | 100% |
| 15) Taber Food Bank – Spaghetti Supper Fundraiser (Auditorium) | 100% |
| 16) TCAPS (Taber Community Action Prevention Society) Ladies Night Out (Auditorium) | 100% |





Recreation Facilities Rental Fee Waiver and Reduction Requests

| | |
|---|------------------------------------|
| Procedure No.: PS-REC-2 | Council Resolution No.: N/A |
| Department: Public Services | Authority: CAO |
| Effective Date: 24/09/12 | Revision Date: 15/10/13 |
| Review Date: September 2014 | Repealed Date: |
| Supersedes: Waiver And Reductions Procedure PS-REC-1 | |
| Related Policy No.: PS-REC-2 and attached Schedule "A" | |
| Related Policy Name: Recreation Facilities Rental Fee Waiver & Reduction Request | |

Purpose

The purpose is to establish consistent operating guidelines for the Recreation Facilities Rental Fee Waiver and Reduction Requests by Community Organizations or groups.

Operating Guidelines

- 1) Eligibility
 - Will only be considered for Not-for-Profit or volunteer based organizations that operate within the Town of Taber and MD of Taber.
 - Will only be considered for programs, activities or events that contribute to the social well-being of the community or address a community need.
 - Graduation events are eligible for up to two days of set up, day of event and following day of clean up.
- 2) Only one request per organization/group will be considered in a calendar year.
- 3) Applications may be for partial or complete waiver consideration.
- 4) Waivers will be considered for the following:
 - a. Financial impact on the Municipality;
 - b. Availability of the facility requested;
 - c. Number of people reached by the request, the benefit to the community, and the significance of the event or activity;



- d. Promotion of cultural, heritage, social, or well-being of the community;
- e. Organizations with an established history of service to the community;
- f. Demonstration of financial need by producing current financial statements for their organizations;
- g. Identification of fundraising efforts to date or explain why fundraising is not a viable option; and,
- h. Explanation of the contributions of their group towards the event by way of volunteerism, in kind contributions and financial contributions.

5) Waivers will not be considered for the following:

- a) Groups of a political nature;
- b) School activities which are already supported through school tax levy;
- c) Entertainment or social functions with no direct tangible benefit to the community at large;
- d) Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
- e) Discriminatory activities or events or those that would incite hatred towards any group;
- f) Activities or events that are unlawful;
- g) Activities or events that are contrary to the policies of the municipality;
- h) Circumstances where the budget previously set for waivers under this policy has been exhausted subject only to further application to Council for additional funding; and,
- i) Any other reason deemed unsuitable by the Town at its sole discretion.

6) Process:

- a. Community Organizations or groups, must complete the Facility Rental Fee Waiver & Reduction Request Application available on-line, at the Aquafun Centre and at the Town of Taber Administration Building;
- b. For annual events, Facility Waiver Request applications must be received no later than August 31st of each year;



- c. For one time events, Facility Waiver Request Applications must be received a minimum of two months prior to the activity or event;
 - d. The Recreation Board will review all applications and make recommendations to Council who is the final granting authority;
 - e. Recommendations for annual requests will be made by the Recreation Board to Council for consideration prior to October 1st of each year. That list shall include the name of the group/organization/annual event and the percentage of the requested waiver/reduction;
 - f. A representative(s) of the Community Organizations requesting the waivers are required to present their application in person during a regular meeting of the Taber Recreation Board;
 - g. The Town of Taber will notify all applicants of Town Councils decision with regards to each waiver request;
 - h. The user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 7) Successful applicants must agree to recognize the Town's contribution to their project, activity or event in all related public information, including printed materials, social media and newspaper.
- 8) In approving the Recreation Facilities Rental Fee Waiver and Reduction Request, the municipality may impose such conditions or restrictions as it deems fit.
- 9) The Municipality reserves the right to limit the number of waivers provided in a given year.
- 10) No cash donations or funds will be provided at any time in lieu of a waiver.
- 11) Groups/Organizations on the annual waiver list will be expected to submit a new application going forward should their request or event change from what has been proposed.


CHIEF ADMINISTRATIVE OFFICER

Oct. 25 / 2013
DATE



Recreation Facilities Rental Fee Waiver and Reduction Request Application

Name of Organization:

Contact Person:

Mailing Address:

Email Address:

Phone Number:

Name of Event:

Date of Function:

Facility Requested:

Describe the event (goals, itinerary, expected attendance, etc):

Describe who will benefit from the activity or event and how they will benefit:

Describe the purpose of the waiver request:

Is this project:

Annual Ongoing a one time event

Financial (please attach your proposed budget indicating fundraising efforts if applicable):

Will there be fees charged for those attending and if so what are they?

Is your organization prepared to share its current financial statement if requested?

Is the request for a partial or full waiver?

Has the organization contacted other community groups to form a partnership for this project?

Is there any additional information you would like for us to consider when reviewing your application?

For Office Use Only

Availability of Facility:

Municipal Cost of Request (excluding GST):

Waiver Outcome: Approved Denied





TOWN OF TABER
RECREATION BOARD REQUEST FOR DECISION

Subject: Taber Communities in Bloom Society –
Recreation Facility Rental Fee
Waiver Application

Date of March 6, 2014
Agenda:

Prepared By: Aline Holmen

Attachments: Recreation Facility Rental Fee Waiver Application

Topic: Recreation Facility Rental Fee Waiver Application

Background:

The Town of Taber has received a Recreation Facility Rental Fee Waiver application from the Taber Communities in Bloom regarding a Communities In Bloom Provincial Awards Ceremony to be held in the auditorium September 13, 2014. Taber had submitted a bid to host the event in past years but was unsuccessful. This year they were approached to see if they were still interested and have agreed to host the event.

The application for a waiver request encompasses Auditorium rental fees for the event as follows:

- Set up September 12, 2014 7:00PM – 9:00PM (hourly rate @ \$32/hr=\$60.95 excl gst)
- Day of event September 13, 2014 1:00PM – 10:00PM (hourly rate @ \$32/hr=\$274.29 excl gst)

Total rental fees for this event are \$335.24 + \$16.76 GST = \$352.00.

Representatives of this group will be present at the meeting as a delegation to explain their request and answer any questions the Recreation Board may have.

Options:

1. The Recreation Board recommends that the Taber Communities in Bloom Society - Recreation Facility Rental Fee request be submitted to Council for approval.
2. The Recreation Board does not recommend that the Taber Communities in Bloom Society - Recreation Facility Rental Fee request be submitted to Council for approval.

Recommendation:

Approval
Date:

Feb. 28, 2014

Leisure
Services
Manager:

Recreation Facilities Rental Fee Waiver and Reduction Request Application

Name of Organization: TABER COMMUNITIES IN BLOOM SOCIETY

Contact Person: JEAN HOLMAN

Mailing Address: BOX 4385
TABER TIG 2C8

Email Address: gholman@shockware.com

Phone Number: 403-223-3179

Name of Event: COMMUNITIES IN BLOOM **Date of Function:** SEPTEMBER 13, 2014
PROVINCIAL AWARDS CEREMONY

Facility Requested: COMMUNITY CENTRE AUDITORIUM

Describe the event (goals, itinerary, expected attendance, etc): 150-200 PEOPLE
AWARDS CEREMONY, ATTENDANCE FROM ACROSS AB

Describe who will benefit from the activity or event and how they will benefit:

BUSINESSES WILL BENEFIT. TOWN WILL BE ON DISPLAY. PROFITS WILL BE
Describe the purpose of the waiver request: RETURNED TO LOCAL CIB

TOWN OF TABER IS OUR MAJOR FUNDRAISER PROJECTS.
Is this project:

Annual Ongoing a one time event

Financial (please attach your proposed budget indicating fundraising efforts if applicable): NOT FINALIZED AS WE HAVE ONLY BEEN CONTACTED WITHIN THE LAST TWO WEEKS.

Will there be fees charged for those attending and if so what are they? NO FEES
EACH COMMUNITY BRINGS A SILENT AUCTION ITEM.

Is your organization prepared to share its current financial statement if requested?
YES, THE TOWN HAS 2013.

Is the request for a partial or full waiver? FULL

Has the organization contacted other community groups to form a partnership for this project? NO, ONLY THE KINEMEN FOR BAR SERVICE

Is there any additional information you would like for us to consider when reviewing your application? WE ARE NON PROFIT, ALL OUR FUNDS ARE RETURNED TO TABER THROUGH OUR PROJECTS.


| | |
|---|---|
| For Office Use Only | |
| Availability of Facility: | Available |
| Municipal Cost of Request (excluding GST): | \$335.24 + \$16.76 GST |
| Waiver Outcome: | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |





Agenda Item No. 8. A)

TOWN OF TABER
RECREATION BOARD REQUEST FOR DECISION

| | | | |
|--|---|----------------------------------|---|
| Subject: Board/Staff Reports | | Date of March 6, 2014 | |
| | | Agenda: | |
| Prepared By: Aline Holmen | | | |
| Attachments: Reports | | | |
| Topic: Department Updates | | | |
| Background: | Attached are the monthly Board/Staff reports. | | |
| | | | |
| Options: | 1. The Recreation Board accepts the monthly Board/Staff reports as presented. | | |
| | | | |
| Recommendation: Option # 1 - The Recreation Board accepts the monthly Board/Staff reports as presented. | | | |
| Approval Date: | February 28, 2014 | Leisure Services Manager: |  |

LEISURE SERVICES Report
February, 2014
Aline Holmen

Aquatics

- Training completed for all new Lifeguard positions. Filled the vacant fulltime Lifeguard position with one of the current casual lifeguards.
- Recruitment underway for one ¾ Lifeguard position and two casuals positions left vacant early in the New Year.
- Overseeing and updating portions of the Town of Taber website/Facebook page.
- Staff members successfully completed Ergonomic Assessment Training and First Aid Instructor training.
- Continue working with the Purchasing department regarding the new purchasing process and setting up of accounts.
- Coordinating facility program planning for May through August.
- Winter Swim Lesson set is almost complete. Spring lessons begin April 1 with registration occurring March 12, 2014. The Home School group has also booked a spring lesson set that will begin April 7, 2014.
- Reviewing Advanced Instructor update requirements for new 2014 standards for staff.
- Attended the Customer Service Training workshops held January 26 & 27th.
- Coordinating thank you letters with Administration for all grants for the project recently completed.
- Reviewing all training requirements for staff for 2014 and planning accordingly.

Leisure Services

- With members of the JHSC completed the Community Centre Arena JHSC Inspection on January 15th.
- Coordinated and attended JHSC meeting February 12, 2014.
- Coordinating First Aid training for staff for March 12 & 13, 2014.
- Working with K. Van Hamm to coordinate ordering of OH&S updates for binders in each department.
- Completed application to Alberta Transportation for the 2014 Cornfest Fun Run.
- Coordinating Recreation Facility Rental Fee waiver requests that have been submitted recently.
- Coordinating AMHSA Health and Safety training courses for staff and management for April 22 & 23, 2014.
- Continue to communicate with Sponsorship Connections regarding Sponsorship Program updates. The Town of Taber has a new representative Dave Higgins looking after the account.
- Reviewing Facility Booking procedure with Community Services Management Team.
- Attended the Cornfest meeting January 20, 2014.
- Coordinated Special Meeting of the Recreation Board on January 30, 2014 and preparing for the March meeting. Assisting with the coordination of the 4 on 4 tournament to be held March 28-30, 2014.
- Preparing for recruitment of Seasonal employees for Programs function.
- Attended the Southern Alberta Recreation Association AGM on January 30, 2014. Assisting with various aspects of the RAMP Registration Program for the upcoming 2014 SASG.
- Working with Active Network regarding changing reports in the CLASS Booking Program.
- Preparing for the Spring Registration Event scheduled to take place the last week of February.
- Spring Leisure Guide has been prepared and distributed to all schools in the region.
- Investigating alternative options for Recreation Facility Rental Fee Waiver requests.
- Attended facilitator meeting preparation for Open house to be held Feb. 20, 2014.
- Completed ISO 100 Emergency Management Course

Aquafun Centre Report
February, 2014

- Recruitment is still underway for two casual Lifeguard staff and one $\frac{3}{4}$ Lifeguard.
- Winter session of swim lessons is drawing to a close over the next few weeks. Spring Lessons will begin on April 1st with registration occurring March 12th.
- Registration for a Bronze Medallion/Bronze Cross course is now available. The course will run March 28-30 and April 4-6th – this is a 40 hour course.
- March Inservice will focus on Health and Safety as well as situational training
- One staff is finishing her training as a First Aid Instructor and will then coordinate training in the future for all Town employees.
- One staff member attended the Ergonomics Assessment course which will enable her to assess work stations for all Town employees and make recommendations for change if required.
- We have partnered with Alberta Health Services for a Pool Operator course to occur in May.
- Low Impact Aquafit is still strongly attended and as such will be extended through the end of June as originally it was a pilot until the end of April.
- Home School Swim Lesson session went extremely well and we have booked another session which will occur in April/May.
- Reading week was very busy at the facility. Our attendance was considerably higher than it has been in recent years.
- We have been receiving numerous private rental bookings for the weekends which are higher than average for this time of year.

Recreation Facilities Manager – Department Report

Community Centre

- Regular operation and bookings ongoing in both Auditorium and Arena's.
- Preparation for the 4 on 4 Tournament
- Review of Safe Work practices and procedures ongoing
- Small Ice Zamboni repairs are scheduled for March 2014 after closing the Ice season.
- The action plan/tasks for New 6th FT Operator position is in process
- The action plan/tasks for New-PT position for Auditorium is in process.
- We continue managing challenges with staffing and scheduling especially for weekend Auditorium / Meeting bookings.
- The renovation of the Grey Room (except carpeting) completed.
- The Auditorium chairs and table storage under the stage improvement and repairs in progress
- We have redesigned/updated most of the signs/information in the Arena and Auditorium
- New or upgraded/modified facility booking system and practices in progress to improve the internal and external communication and customer services
- The identification of the deficiencies in the refrigeration plan - control/alarms systems, and the plant assessment by internal and external authorities to set up a proper action plan /job tasks/quotes/repairs/emergency response plan/ procedures in progress. At this time we are unable to determine the time to complete and we are considering this assignment as ongoing.
- The scheduled renovation of the Auditorium + Auditorium Bar + painting + Grey room floor + lobby carpet are on hold pending the hazardous materials survey report which is expected shortly.
- 2014 budget implementation ongoing.


Parks, Sportsfields & Cemetery

- The Spring/Summer operations are closed.
- Preparation/planning for 2014 season in Parks and Sportsfields in progress.
- Regular maintenance /checks/ planning for next season 2014 is ongoing.
- Review of Safe Work practices and procedures ongoing



Agenda Item # 9. A)

TOWN OF TABER
Recreation Board Request For Decision

| | | | |
|---|---|---|--|
| Subject: Recognition Awards | | Date of March 6, 2014 | |
| Agenda: | | | |
| Prepared By: Aline Holmen – Leisure Services Manager | | | |
| Attachments: | | | |
| Budget: | | If Over Budget, what is alternate funding source? | |
| Expense: | | | |
| Topic: Recognition Awards | | | |
| Background: | The following are recommended for performance recognition: | | |
| | <ol style="list-style-type: none"> 1. Gold – Mason Muller – 2014 Alberta Winter Games - Speed Skating 11-12 YR Old Relay 2. Gold – Kaleb Muller – 2014 Alberta Winter Games - Speed Skating 13-14 YR Old Individual Male 3. Bronze – Mason Muller – 2014 Alberta Winter Games - Speed Skating 11-12 YR Old Individual Male | | |
| Options: | 1. The Recreation Board recommends that the above team/individuals receive Recognition Awards: | | |
| | 2. The Recreation Board recommends that the following teams/individuals be included for Recognition Awards along with the above mentioned (insert here): | | |
| Recommendation: Option # 1 | | | |
| Approval Date: February 28, 2014 | | Leisure Services Manager:  | |