



AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON December 4, 2014, AT 5:30 PM.

MOTION

ITEM NO. 1. CALL TO ORDER

ITEM NO. 2. ADOPTION OF THE AGENDA

X

ITEM NO. 3. DELEGATIONS - none

ITEM NO. 4. ADOPTION OF THE MINUTES

X

A) RFD – November 6, 2014

ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES

A) RFD – Recreation Master Plan

X

ITEM NO. 6. ACTION ITEMS

A) RFD – January Recreation Board Meeting

X

B) RFD – Information Items

X

C) RFD – Recreation Manager Report

X

D) RFD - Recognition Awards

ITEM NO. 7. MEDIA INQUIRIES

ITEM NO. 8. CLOSED SESSION

X

ITEM NO. 9. OPEN SESSION

X

ITEM NO. 10. CLOSE OF MEETING

X



Recreation Board Request for Decision

Meeting Date: December 4, 2014

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 November 6, 2014, as presented

Background: Minutes of the Regular Meeting of the Recreation Board held on November 6, 2014

Legislation / Authority: MGA, Section 208(1)(a)(c)

Strategic Plan Alignment: N/A

Financial Implication: N/A

Service Level / Staff Resource Implication: N/A

Justification: Approval of minutes is in accordance with the Municipal Government Act Section 208

Alternative: That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on November 6, 2014 as amended

Attachment(s): Minutes



APPROVALS:

Originated By:

Aline Holmen

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

11/2014

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON November 6, 2014 AT 5:30 PM

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

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

ABSENT: Garrett Simmons

CALL TO ORDER

Luke Wijna called the Regular Meeting of the Taber Recreation Board to order at 5:31 PM.

ADOPTION OF THE AGENDA

RES. 56/2014 MOVED by Councilor R. Sparks to adopt the agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Regular meeting – October 2, 2014

RES. 57/2014 MOVED by Councilor M. Harris that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 2, 2014 with the following amendments:

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON October 2, 2014 AT 5:30 PM

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

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

ABSENT: Darcy Firth (Excused)
Councilor Merrill Harris

ADOPTION OF THE AGENDA

RES. 47/2014 MOVED by ***Councilor A. Prokop*** to adopt the agenda as presented:

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Community Grant Program

A. Holmen presented the proposed Community Grant Program Policy/Procedure which would replace the current Recreation Facilities Rental Fee Waiver and Reduction Request Policy/Procedure. A. Holmen reviewed the changes from the current Policy/Procedure. The Recreation Board would be given a budget allocation as set by council. The proposed application requires financial information from all applicants. Based on past applications areas of concern have been addressed in this new proposal.

Administration recognizes that an education process will be necessary so that community organizations/groups understand the requirements as well as the once a year application deadline.

The Recreation Board expressed its desire for this to be implemented for the 2015 budget rather than the 2016.

The Recreation Board thanked administration for the preparation of this proposal.

RES. 58/2014 MOVED by Councilor R. Sparks that the Recreation Board recommends Council approve the Community Grant Program Policy and Procedure as presented.

CARRIED UNANIMOUSLY

B) 2015 Proposed Budget

The Recreation Board was presented the Budget Narrative regarding the proposed Operating budget for 2015. A. Holmen highlighted some of major changes for the upcoming year as well as answered questions the board had. She explained that a large portion of the increase is in the wages portion of the budget with the new positions that have been approved (both in the 2014 budget and the Lifeguard 3 position as well as a new seasonal position proposed) and the reallocation of existing Management wages. Questions arose regarding the purpose of the Lifeguard 3 position.

The Recreation Board questioned the delay in addressing the arena dressing room shortage. They expressed that they would like to see a temporary solution to work with until the renovations can be completed for the 2016 season. G. Birch agreed to have the Director of Community Services report the status of this project to council at their budget meeting on Monday. D. Firth offered his trucking services to pick up an ATCO trailer from out of town if one was not available in Taber.

The Recreation Board expressed their concern for the 25% overall budget increase proposed in the Recreation function. Administration commented that the budget is still in preliminary stages and that the expectation is that not all items included will be approved.

RES. 59/2014 MOVED by D. Hansen that the Recreation Board accepts the 2015 Budget Narrative as presented

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Recreation User Fees

A. Holmen reviewed the recreation user fee comparisons that were done with various communities. She also reported that the sponsorship program is currently under review and the Recreation Board will have an update in January.

The Recreation Board recognizes that the fees need to be increased for the 2015 budget and discussed various options.

RES. 60/2014 MOVED by Councilor R. Sparks that the Recreation Board recommends Council approve increases of 3% to Recreation User Fees as proposed in the 2015 Operating Budget.

CARRIED UNANIMOUSLY

B) Credit Card Payments

A. Holmen reported that in an effort to offer better customer service for the recreation users, Council has directed administration to look into the cost of offering Credit Cards as a payment option (for the recreation department only). If credit cards are implemented, the charges will be monitored carefully in 2015 as the amount of usage and the costs associated with that usage are unknown at this time.

A. Holmen reiterated that this is a separate issue from the demand for online registration, which is also being reviewed by administration through a joint collaboration of municipalities. The collaboration group is looking into options for the best online registration software.

RES. 61/2014 MOVED by D. Hansen that the Recreation Board recommends Council proceed with the addition of credit card payments for a portion of the Recreation functions including:

- Aquafun Centre facility bookings and program registrations
- Sportsfields facility bookings
- Arena Facility bookings and Shinny passes (excluding public skating fees)
- Auditorium and meeting room bookings (excluding damage deposit)
- Tennis Court key purchases
- Programs fees (Programs, Fun Run)

CARRIED UNANIMOUSLY

C) Recreation Manager Report

At the October meeting the Recreation Board had concerns regarding the overgrown trees along the walking path by the Legion Park. Those branches have been cut back.

The Recreation Department is recruiting for numerous positions. It was reported that the Arena Operator 1 posting says the 10th however the paper had it closing on the 4th. A. Holmen agreed to mention this to HR.

Taber has been accepted to host an Arena Operator Level 1 and a Pool Operator Level 2 course this winter. Hosting these courses locally will bring people from other municipalities to Taber and aligns with the Town of Taber Strategic Plan.

All programs at KMMSC are now finished so the facility will be locked for the winter as of tomorrow. The annual Halloween party was a success. Brief discussion occurred regarding the event.

RES. 62/2014 MOVED by Councilor A. Prokop that the Recreation Board accepts the Recreation Manager Report for information.

CARRIED UNANIMOUSLY

D) Recognition Awards - None

CLOSE OF MEETING

RES. 63/2014 MOVED by Councilor M. Harris that this Regular Meeting of the Taber Recreation Board do now close.

CARRIED UNANIMOUSLY AT 7:17 PM

CHAIRMAN

Recreation Board Request for Decision

Meeting Date: December 4, 2014

Item 5 (A)

Subject: Recreation Master Plan

Recommendation:

The Recreation Board agrees to assist Administration in the promotion and recruitment of the Recreation Master Plan Workshop being held January 28, 2015 in the Community Centre.

Background:

Administration has scheduled the first phase of the Recreation Master Plan with a workshop scheduled for January 28, 2015 from 6:00PM – 9:00pm in the Community Centre.

Two members from an organization or group may attend to represent their interests. For recreation functions that do not have an organized group we will accept the first two individuals that contact us. Participants will be required to register with the Recreation Manager in advance as this is a workshop not an open house.

Letters will be sent to as many known organizations or groups as we are aware of. Promotion through the Taber Times and the Town of Taber website will also occur. We ask that the Recreation Board members assist us with advising and engaging groups they may be aware of in the community.

The workshop will include supper and refreshments for the participants.


The workshop will comprise of the following sessions:

- PowerPoint – Description of our assets
- Interactive Session – what are our strengths?
- Interactive session – what are our shortfalls?
- Interactive session – what does the community need?
- Interactive session – What is being planned by groups?

We request the presence of the Recreation Board members at the workshop not for the purposes of speaking on behalf of a group but rather to listen to the feedback of the participants.



Legislation / Authority:	MGA Act
Strategic Plan Alignment:	Create and promote all-season recreational opportunities and facilities that are regionally recognized.
Financial Implication:	\$2500 has been allocated by Council towards this plan.
Service Level / Staff Resource Implication:	Will involve significant Administration and staff resources to plan, coordinate and implement the plan.
Justification:	The previous Recreation Master Plan was prepared in 1985. Council has provided direction to Administration to complete the plan in house utilizing existing resources with a budget not to exceed \$2500.
Alternative(s):	The Recreation Board may offer other suggestions for the planned workshop.
Attachment(s):	

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



Recreation Board Request for Decision

Meeting Date: December 4, 2014

Item 6 (A)

Subject: January Recreation Board Meeting

Recommendation:

The Recreation Board accepts the cancellation of the January, 2015 Recreation Board meeting as presented.

Background:

At this time there are no agenda items for the January meeting date. The first Thursday of the month is New Year's Day. With the onset of the holidays generally no items arise. Administration recommends that a January meeting of the Recreation Board not be held.

Should any items arise then a meeting may be scheduled based on availability of the majority of the board members.

Legislation / Authority:

Recreation Board By-law 2-2009

Strategic Plan Alignment:

N/A

Financial Implication:

N/A

Service Level / Staff Resource Implication:

N/A

Justification:

The Recreation Board By-law allows for this provision. With no agenda items to review there is no purpose for a meeting.

Alternative(s):

If the Recreation Board wishes to have a January meeting then an alternate date could be set for the meeting.



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



Recreation Board Request for Decision

Meeting Date: December 4, 2014

Item 6 (B)

Subject: Information for Recreation Board

Recommendation:

That the Recreation Board accepts the material received in this Agenda Item, as information.

Background:

This communication is provided simply as information for the Recreation Board and no comment is needed. In some cases, though, the Recreation Board may wish to seek clarification on the matter from Administration, or even challenge the matter through discussion. Placing the information on the Recreation Boards agenda allows these opportunities.

1. Community Grant Program – has been approved by Council.
2. Recreation User Fees – Council has approved the 3% increase in the 2015 Operating Budget as per the Recreation Boards recommendation.
3. Credit Cards – Council has approved the use of credit cards effective January, 2015 as per the recommendation. The terms of that usage is being developed through policy and procedure.
4. On-line Registration – no decisions have made to date regarding this process. The outcome will be dependent on the Regional Collaboration process the Town of Taber is now involved in with other municipalities in regards to this matter.
5. Public Skating – Community Services has recently adopted the process of mandatory helmets for all participants during public skating. This is a change the staff and Management felt was necessary for the protection of the users participating in that program. (see attached information).

Legislation / Authority:

N/A



Strategic Plan Alignment:	N/A
Financial Implication:	N/A
Service Level / Staff Resource Implication:	N/A
Justification:	To keep the Recreation Board informed of current municipal information and correspondences.
Alternative:	<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):	Public Skating - Helmet Information
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APPROVALS:	
Originated By:	Aline Holmen
Chief Administrative Officer (CAO) or Designate:	

Public Skating - Helmet Use

A helmet is the most important piece of protective equipment that an athlete will wear, as it protects the most important part of the body, the head. A concussion is a brain injury. Any blow to the head, face, and neck or to the body that causes a sudden shaking or jarring of the brain inside the skull may cause a concussion. A concussion can result from any number of activities including falling during public skating.

You do not need to lose consciousness to have had a concussion. As parents, coaches and educators it is important to model safe, responsible behaviors like wearing a properly fitted helmet during appropriate activities. Damage to the brain and spinal cord can rarely be repaired. Life after a brain or spinal cord injury is never the same. A properly fitted helmet will help ensure that sport can be enjoyed with a significantly reduced risk of a head injury.

There are several programs in existence that are educating and training athletes, parents, coaches, and trainers regarding concussions in sport, both organized and recreational.

A recent study by the Department of Pediatrics, from Ohio State University showed that 321 children out of 419 were injured during while skating over a 31 month period.

Skating Activity	No % of Children
Ice Skating	60 (14.3)
Skateboarding	44 (10.5)
Roller Skating	131 (31.3)
Inline Skating	184 (43.9)

The proportion of head injuries among ice-skaters in this study was greater than that observed for participants in other types of skating, for which helmet use is recommended and often required I.E skateboarding, roller blading. Although this study deals with youth there are many adults that have suffered from a concussion as well.

As per Alberta Health guidelines all skaters should wear a helmet. There are no standards for ice skating helmets but a CSA- approved hockey helmet is strongly recommended. Wearing a bike or multi-sport helmet is better than wearing no helmet at all.

Alberta Hockey, in recent years has changed their policy making wearing a helmet mandatory for coaches in their organization for all on ice sessions.

From a review of other recreational facilities in Alberta the trend is to have a helmet use policy for all skaters, both youth and adult. Currently there are several municipalities that

have this in place including Brooks, Okotoks, Drayton Valley, Lloydminster, and Leduc to name a few. From a municipal perspective our due diligence requires that we conduct risk assessments on our facilities and address those risks.

Some municipalities have chosen to "Strongly Recommend" adults (over 18) wear helmets but are working towards the change. We have chosen to be pro-active rather than reactive in our efforts.

We continue to educate participants about the use of wearing a helmet while beginning to enforce mandatory helmet use. If we don't consistently enforce it (refusing people access onto the ice) we may potentially have more issues to deal with around liabilities.



Request for Decision	
Meeting Date: December 4, 2014	
Item 6 (C)	
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
October, 2014
Aline Holmen

- Recruitment occurring for the following:
 - Recruitment complete for the fulltime Lifeguard 3 position at the pool – this is a new position that begins Dec. 8, 2014
 - Recruitment completed for the fulltime Arena Operator I and temporary casual Arena Operator 1.
 - Recruitment completed for the Arena Seasonal position.
 - Recruiting for a temporary fulltime Lifeguard 2 position at the pool.
 - Recruiting for a 50% Custodial position for Auditorium.
 - Recruiting for a temporary relief FT Custodial position.
 - Recruiting for a Recreation Operator 3 position at the arena.
- With another employee, completed the AMHSA Internal Health and Safety Audit for the organization. Awaiting our Quality Assurance audit by AMHSA as Auditors.
- Reviewing and revising job descriptions for all positions within Recreation.
- Preparing job evaluations for all staff that require.
- Completing Job Task evaluations for the Arena function, then Hazard Identification regarding those tasks and the creation of Safe Work Procedures for those tasks.
- Attended the 2014 Southern Alberta Recreation Association (SARA) Retreat in Waterton December 1-3, 2014.
- Attended a Conflict Resolution Course in Lethbridge Nov. 20, 2014 hosted by Canadian Professional Management Services.
- Attended Emergency Management table top at the Firehall Nov. 21, 2014.
- Attended the November JHSC meeting on Nov. 26, 2014.
- Compiling methods for advertising the new Community Grant Program to the community organizations and groups.
- Reviewing budgets for the current year and following up on purchases and projects that remain for the year.
- Attended meetings for CUPE negotiation committee.
- Outdoor facilities – still maintaining garbage receptacles at the Skateboard Park and Dog Park. Investigated vandalism at the Spray Park.
- Participating in TEST training for the new purchasing software.
- Continue to communicate with Sponsorship Connections regarding Sponsorship Program updates. Have been working closely on recent prospects with Dave Higgins from Sponsorship Connections.
- Preparing for training for staff and self in the New Year including Confined Space, First Aid, and Emergency Management.
- Assisting various groups with their special events.
- Conducted H&S meetings for staff in the pool and arena functions.
- Beginning process for Recreation Master Plan.
- Preparing for December swim lesson registration on Dec. 13, 2014
- Planning Spring programming for arena/pool

Recreation Board Request for Decision

Meeting Date: December 4, 2014

ITEM 6. (D)

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- Torrance Gedny - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
2. Gold- Torrance Gedny - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
3. Bronze - Grace Holowiski - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
4. Gold - Grace Holowiski - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
5. Gold - Jocelyn Planger - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
6. Gold - Jocelyn Planger - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
7. Bronze - Nathan Veenstra - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
8. Bronze - Nathan Veenstra - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
9. Silver - Jenna Klok - 2014 Canadian ITF Taekwon - Do National Championships - Patterns
10. Silver - Jenna Klok - 2014 Canadian ITF Taekwon - Do National Championships - Sparring
11. Gold - Taber Bantam Rebels - 2014 Division III Southern Alberta Minor Football Association Championship
12. Gold - St. Mary's Storm - 2014 COLJHAA Volleyball SV Girls Championship
13. Gold - St. Mary's Storm - 2014 COLJHAA Volleyball SV Boys



	<p>Championship</p> <p>14. Gold - W.R. Myers Rebels - 2014 SZJHAA Volleyball 3J Girls Championship</p> <p>15. Gold - St. Mary's Storm - 2014 SZJHAA Volleyball 3J Boys Championships</p> <p>16. Gold - Barnwell Trojans - 2014 Horizon School Division Tier I Boys Volleyball Champions</p> <p>17. Gold - Barnwell Trojans - 2014 Horizon School Division Tier II Boys Volleyball Champions</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(s):	The Recreation Board recommends that the following teams/individuals be included for Recognition Awards along with the above mentioned (insert here):
Attachment(s):	

APPROVALS:	
Originated By:	Aline Holmen



Chief Administrative Officer (CAO) or Designate:	
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