



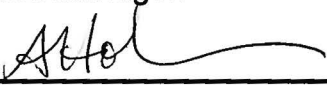
THE REGULAR MEETING OF THE RECREATION BOARD TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, December 6, 12 AT 5:15 P.M.

	<u>MOTION</u>
<u>ITEM NO. CALL TO ORDER – Tim O’Donnell</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 – October 11, 2012	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u>	
A) RFD – Sponsorship Update	X
B) RFD – Recreation Master Plan	X
<u>ITEM NO. 6. INFORMATION ITEMS</u>	
A) RFD – Recreation Facility Rental Fee Waiver & Reduction Requests	
<u>ITEM NO. 7. ACTION ITEMS</u>	
A) RFD – January 2013 Recreation Board Meeting	X
B) RFD – Subsidization and Recovery Policy	X
<u>ITEM NO. 8. BOARD/STAFF REPORTS</u>	
A) RFD - Reports	
i) Leisure Services Manager, ii) Aquafun Centre, iii) Public Services	X
<u>ITEM NO. 9. RECOGNITION AWARDS</u>	
A) RFD – Recognition Awards	X
1. Gold - Barnwell Trojans – Girls 2012 2J South Zone Volleyball Championships	
2. Gold – D.A. Ferguson Dust Devils – Girls 2012 1J South Zone Volleyball Championships	
3. Gold – St. Mary’s Storm – Girls 2012 3J South Zone Volleyball Championships	
<u>ITEM NO. 10. OTHER BUSINESS</u>	
<u>ITEM NO. 11. MEDIA INQUIRIES</u>	
<u>ITEM NO. 12. CLOSE OF MEETING</u>	X



Agenda Item #4. A)

TOWN OF TABER
Recreation Board Request For Decision

Subject: Recreation Board Minutes	Date of December 6, 2012 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 October 11, 2012.
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 October 11, 12, as presented.2. That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 11, 12, as amended.
Recommendation: Option # 1 That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 11, 2012, as presented.	
Approval Date: December 6, 12	Leisure Services Manager: 

10/2012

October 11, 2012

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON October 11, 2012 AT 5:15 PM

PRESENT: Councilor Rick Popadynetz
Danielle Hansen
Councilor Randy Sparks
Luke Wijna
Garrett Simmons
Tim O'Donnell (Arrived 5:31 PM)
Councilor Don Johnson (Arrived 5:33 PM)

ALSO PRESENT:
Aline Holmen, Leisure Services Manager
Rob Cressman, Director of Public Services
Marty Planger, Recording Secretary
Taber Times

Garrett Simmons was sworn into the Recreation Board as a Member At Large prior to the start of the meeting.

CALL TO ORDER

Luke Wijna called the Regular Meeting of the Taber Recreation Board to order at 5:15 pm

The Recreation Board welcomed Garrett Simmons to the board.

ADOPTION OF THE AGENDA

RES. 52/2012 MOVED by Councilor R. Sparks to adopt the agenda as presented.

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Regular meeting – September 6, 2012

RES. 53/2012 MOVED by Councilor R. Popadynetz that the Recreation Board adopt the minutes of the Regular Meeting of the Recreation Board held on September 6, 2012 as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Sponsorship Update

RES. 54/2012 MOVED by D. Hansen that the Recreation Board accept the Sponsorship Update as presented

CARRIED UNANIMOUSLY

ACTION ITEMS

A) Citizen Correspondence

The Recreation Board discussed the limitations on offering of private swimming lessons at the Aquafun Centre.

Tim O'Donnell Arrived 5:31 PM

RES. 55/2012 MOVED by Councilor R. Sparks that the Recreation Board recommends Administration follow up with citizen regarding Aquafun Centre private lessons directly.

CARRIED

B) 2013 Preliminary Operating Budget

Councilor Don Johnson Arrived 5:33 PM

A. Holmen reviewed the RFD and its background information. Administration asked if the Recreation Board would consider reviewing the Cost Recovery of 45-50% at a future meeting as it is no longer realistic to reach with Amortization being factored into current budgets. As in the past Administration will bring back the finalized budget once approved by the Town of Taber Council.

A. Holmen reported that this proposed budget does include the 2013 approved waivers and does not include a forecast for the Sponsorship Program. Staffing is to remain the same and Administration is still recruiting for the two vacant positions of Recreation Facility Manager and the Operator position for Recreation. Budget is very tight and doesn't leave room for a lot of unexpected expenses. Year to date actuals includes up to Sept. 1, 2012. No increases were proposed for the Summer Programs or the Special Event fees and a 3% increase was proposed for all other functions. Amortization function is applied at the end of year therefore is not reflected in the year to date expenditures.

OPERATING BUDGETS

1. Cemetery – proposed budget reflects 3% increase.
2. Arenas – proposed budget reflects 3% increase. Recreation Facility Manager wages are reflected in budget in this function as well as Parks, Auditorium, Sportsfields.
3. Golf/Curling – repainting has not occurred and is not included in this budget.
4. Parks – no revenue reflected other than donations because it is a green space. Electricity reflected here is the cost of general lighting and not from the sportsfields large lighting. There was a concern from the board that the trees continue to be maintained properly. R. Cressman agreed to follow-up. Councilor D. Johnson said the M.D. of Taber has an expertise that could be drawn upon.
5. Programs – there is no increase proposed due to competition offering free programs and feedback from the participants of the events.
6. Summer Games - 2013 - this proposed budget will be going to the MD of Taber Council Meeting also and includes a \$20,000.00 financial contribution from both councils. Donations may be included as part of the sponsorship program because some interest has been shown by businesses during their discovery meetings. SARA has been made aware and is not concerned as it is been done in previous games. Wages for the games Coordinator position is reflected under Professional Services.
7. Recreation Sponsorship – this proposed budget does not show revenue until 2014 as it is an unknown. Administration wanted to take a conservative approach in not wanting to set the budget for failure.
8. Aquatics – this proposed budget reflects a 3% increase. It was reported that it is too hard to compare this facilities deficit to other facilities because of too many variables however it seems average to equivalent size facilities. It was reported that Amortization is very large in this facility and should equal the contributions to capital and is far from doing so.
9. Sportsfields – This proposed budget reflects a 3% increase. It was asked how much of the electricity costs is incurred due to football lighting and A. Holmen agreed to report back on the matter. Question arose as to whether it would be more efficient to purchase portapotties versus renting and it was felt that maintenance on facilities would make it not viable. Staff is exploring other suppliers. It was questioned as to why Amortization was budgeted so high in 2011. R.

Cressman was unsure and thought it could have been data entry error or just because the process was being introduced. R. Cressman agreed to look into it.

10. Auditorium/Meeting Rooms – This proposed budget reflects a 3% increase. The Recreation Board questioned why the contract repairs is budgeted so much higher than in the past and it was explained that this amount reflects the lifecycle maintenance which has been cut from the final budget in previous years. R. Cressman reported that insurance costs have been misallocated previously in this function and others and this amount now reflects the correction. Hardware and Contracted repairs increase was explained that it reflects maintenance in the leased portion of the basement of the Community Centre. The Lessee will be told if this stays in the budget.

The Recreation Board discussed that the increase of 3% equates to \$16,500.00. After reviewing the fee comparisons between facilities it was noted that our recreation fees are already on the high end of the comparison scale. Vacancies may cover the projected income as well as sponsorship that may come to light throughout the year if a zero percent increase is approved. The Recreation Board discussed that the priority should be to encourage usage especially with the youth.

Discussion was had on possibility of volunteer work force to do some of the maintenance however due to liability as well as lack of volunteerism this may not be viable. The M.D. of Taber contribution was discussed in relation to user fees.

RES. 56/2012 MOVED by T. O'Donnell that the Recreation Board recommends to Council a 0% increase in user fees and request that Administration make the adjustments to the operating budget.

CARRIED

The Recreation Board also discussed the merits of a Recreation Master Plan and recommended information be brought back to a future meeting.

The Recreation Board also acknowledged the Cost Recovery Policy should be reviewed at the next meeting.

BOARD/STAFF REPORTS

I. Reports

A. Holmen reported that the Recreation Facility Waiver Requests Policy was approved and the Waiver & Reductions list for 2013 was also

approved. The Recreation Board will receive a copy to assist them with decision making regarding waivers in the future.

RES. 57/2012 MOVED by Councilor D. Johnson that the Recreation Board accepts the monthly Board/Staff reports as presented.

CARRIED UNANIMOUSLY

MEDIA INQUIRY

The low expenditures to date at the Aquafun Centre were questioned and it was explained that the Amortization has not been applied yet, Utilities spike with the lower temperatures and shutdown costs occurred in September which have not been accounted for in the Year to Date column.

CLOSE OF MEETING

RES. 58/2012 MOVED by G. Simmons that this Regular Meeting of the Taber Recreation Board do now close.


CARRIED UNANIMOUSLY AT 7:50 PM

CHAIRMAN



Agenda Item No. 5. A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Sponsorship Update		Date of December 6, 2012	
		Agenda:	
Prepared By: Aline Holmen			
Attachments: Sponsorship Update Report			
Topic: Sponsorship			
Background:	Stephen Furze from Sponsorship Connection's has provided a update on the progress to date regarding obtaining sponsorship (see attached)		
Options:	1. The Recreation Board accepts the sponsorship update as presented.		
Recommendation:		Option # 1 - The Recreation Board accepts the sponsorship update as presented.	
Approval Date:	November 23, 2012	Leisure Services Manager:	



Client Summary Report: Town of Taber
Date: November 13, 2012
Prepared by: Stephen Furze, Manager
Sponsorship Development – Sponsorship
Connections Inc. (SCI)

GENERAL COMMENTS

Since the last client report provided on August 30, 2012, SCI continues to make slow progress on moving sponsorship initiative forward with respect to the opportunities with the Town of Taber. Much of the activity to date has been with organizations with a presence in Taber, but with their decision makers operating outside of the town. Our approach to date has been in targeting a few potentially high value prospects, with the goal of first securing longer term sponsorship deals on some of the more significant pieces within the Taber inventory. Developing these deals does take a longer period of time, but if done correctly, it will mean larger dollar amounts coming in and less work needed down the road.

At this point we are in conversation with three key prospects. Our belief is that there is the potential to develop sponsorship programs with each of these organizations which would consist of naming rights on one of the recreation facilities, combined with other assets included in the inventory. We would be looking to secure multi-year deals with respect to these programs, which if done properly, would simply need to be renewed for subsequent terms going forward.

During the Recreation Board meeting back at the beginning of September, it was suggested that many smaller sponsorship commitments add up to a meaningful amount. While this is indeed the case, SCI feels that we must be prudent in how we commit the town's sponsorship assets. Those organizations that are willing to commit the most money towards sponsoring the town should have access to the best assets available. Further, the sponsorship initiatives that SCI is looking to develop are driven by the sponsor's business objectives. If this is done effectively, then your sponsors will be happy and more likely to commit their resources to you on a longer-term basis. This means less work down the road as there will not be the need to go out and sell the same pieces year after year.

Since the last update, we have added five new businesses to our prospects list. We have had initial discussions with two organizations and have been able to move them along to the next stage of the process. We continue on going discussion with two businesses that had previously been engaged and are working towards the development of appropriate sponsorship programs for them.



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Recreation Master Plan		Date of December 6, 2012	
		Agenda:	
Prepared By: Aline Holmen			
Attachments: Background Information, Chart of Completion			
Topic: Recreation Master Plan			
Background:	Attached is some additional information regarding Recreation Master Plans as requested by the Recreation Board at the October, 2012 meeting.		
	Administration recommends that completion of a Master Plan be contingent on funding from Senior government grants rather than impacting user fees, property taxes or municipal reserves. As the 2013 budget deliberations are nearly complete we recommend consideration for 2014.		
	Recreation Master Plans from other communities have not been included due to the sheer size of the documents. Many municipalities have their plans on their websites and I have several in my office should any members wish to review them.		
Options:	1. The Recreation Board accepts the report regarding Recreation Master Plans as information.		
	2. The Recreation Board recommends Council consider inclusion of a Recreation Master Plan in the 2014 budget contingent on the project being funded by Senior Government grants.		
Recommendation:		The Recreation Board recommends Council consider inclusion of a Recreation Master Plan in the 2014 budget contingent on the project being funded by Senior Government grants.	
Approval Date:	November 30, 2012	Leisure Services Manager:	

Recreation & Leisure Master Plan Backgrounder

Based on numerous studies Recreation & Leisure fosters:

- Cultural Vitality
- Strong social connections
- Environmental responsibility
- Economic prosperity

With the population becoming more diverse and aging, not to mention rising obesity rates and waning economic climate, the face of recreation may require change in the years to come to remain sustainable. Aging facilities combined with budget constraints are increasing the need to identify the most efficient and beneficial delivery of services and programs. Also there is an increasing need to provide facilities and services in a cost efficient manner, with larger capital projects planned and budgeted for in order to balance the Towns expenditures (3 year Capital Budget). The rationale is no different than why we currently have Infrastructure Master Plans, Municipal Development Plans and EMS Master Plans. The Town of Taber requires a Recreation and Leisure Master Plan that is employable and that will allow the town to be a dynamic community offering diverse opportunities for recreation, leisure and culture which addresses the needs of the community.

1. Recreation/Leisure Master Plan

Then: Master Plans were developed primarily for the purpose of aiding municipalities with their financial commitments/contributions to future developments. These plans were also a requirement in past years for grant applications.

Now: Master Plans provide a long term sustainable strategy for managing parks and recreation resources in a cost effective manner that is responsive to both the current and future needs of the community and takes into account the following:

- Casual opportunities for recreation including such things as trails and dog parks which have no relative cost to the user
- Scheduled activities that involve user fees such as swim lessons, programs, etc
- Infrastructure required to provide various services
- Recognition of changing demographics and the need for flexibility in provision and design of facilities that will be in service for decades
- Creative and innovative ways to fund services and amenities
- Communication methods for community engagement and community development
- Methods to celebrate recreation opportunities and community commitment to health and well being of citizens
- Scheduling of capital facility development and maintenance costs over many years to better manage the costs.

2. What does Preparation of a Master Plan entail?

- a. A plan will only be as good as the level of effort provided in these six key areas:
 - i. The level of public consultation
 - ii. The due diligence in analyzing participation records, understanding the level of community resources, determining "What business are we in", municipal planning protocols, standards of development that are accepted and how the municipality is structured to delivery services with employed staff and with volunteers.
 - iii. Sound public and stakeholder communication and transparency regarding the planning process.
 - iv. Assessment of built infrastructure (indoor and outdoor) relative to functionality, use and longevity.
 - v. The creativity built into options designed to meet un-met demands, their cost impacts to individuals to enable public decision making on options and the opportunities for the public to make choices.
 - vi. Accuracy of forecasting the future through trends analysis, prescriptive change and demographic variables and comparative analysis of delivery systems elsewhere. This involves best practices research and may involve serious debate amongst decision makers regarding partnering, pricing policies, budgetary balancing and, in essence new business practices.

- b. The recognition that impact analysis, particularly for major facilities that might become choices for the future, will require a degree of pre-feasibility analysis. This would include basic concept planning, capital costing and operational costing on all optional approaches.

The planning to be done correctly must involve fervent discussion around the overall community values, visions and goals. The Master Plan must be harmonized with overall corporate philosophy and statutory plans that exist.

- c. Should the Master Plan be completed for the specific purpose of development of a particular capital project then that would have to be determined up front to allow for a design plan and a feasibility analysis. That type of inclusion in the Master Plan requires additional resources and will increase the costs.

3. How long does a Master Plan take to develop and can it be developed in-house?

A Master Plan can take up to a year to complete as there are many different components involved. Some municipalities have in the past completed these plans in house but have found them to be a huge drain on resources and, from the feedback Town staff have obtained would not do so the second time around.

Hiring a consultant who has the intricate knowledge of how to complete the plans is also of benefit as they are fully aware of the work that is required and usually bring an unbiased viewpoint into the plan. These companies complete these plans all the time

and have done the research and are aware of the emerging or changing trends occurring.

The most positive form of feedback received from some of the municipalities spoken to was that because the community engagement was unbiased they had large buy in from the user groups and stakeholders which has continued well beyond the development of the plan. For example more people now attend user group meetings and open houses and have a far better view of the community and have been working collaboratively in a much more positive manner.

4. Who are some of the municipalities that have plans?

There are numerous municipalities that have Recreation Master Plans and they have been completed by consultants including:

- Town of Strathmore – RC Strategies
- Cochrane – K. Knights & Assoc. Ltd
- High River – Paul Conrad & Assoc.
- City of Brooks – RC Strategies
- City of Lethbridge – RC Strategies
- City of Medicine Hat – RC Strategies

5. What is the cost?

The cost varies depending on the consultant but on average appears to be approx.. \$70,000 - \$85,000 based on the scope of the plan.

6. How could this Master Plan be funded?

From my research these plans are either being fully funding from Municipal funds or MSI grant funds.

7. What happens if a Master Plan is not completed?

Business as usual will be the message going forward. It is becoming increasingly difficult to plan for the future needs of the community – the most current message we hear often is provide more options for the community that is not user pay. Such options have been done in the past including the playgrounds, walking trails, dog park, and skateboard park. This works for smaller projects but does not really handle the larger issues: Should we build a spraypark? Do we need another arena? Should the trails be lit? Are permanent washrooms a priority in the major parks? Should the quad at KMMSF be completed? Would a BMX park address the needs of a particular target group in our community? Which priority comes first? Without a Master Plan, these will continue to be ad hoc decisions.

We also need to consider the Towns preparedness for the responsibility relating to new development, and the infrastructure that becomes the Towns responsibility to operate and maintain.

There are many potential projects that community members feel would be beneficial and are provided in other communities but how do we decide which are a priority or even right for Taber environment. How does one decide between one of the many worthy ideas brought forth vs upkeep and repair on existing infrastructure? How are best able to plan for the future when we have no idea of the trends occurring and what the future may look like?

The attached chart identifies the action items identified in the 1985 Recreation Master Plan. You will note that the majority of the items have been completed. Also listed are numerous requests/considerations that have been brought forward for the future.

1985 Recreation Master Plan

<u>Recommendation</u>	<u>Priority Timeline</u>	<u>Status</u>	<u>Explanation</u>
Improved maintenance of Public Open Spaces	Ongoing	Ongoing	
Improved maint. - community centre	Ongoing	completed	Life Cycle Plan - restricted previous years due to budget constrictions
Recreation Board - verify role/structure/Function	1985	completed	Bylaw revised, orientation manuals in place
Plan/develop Westlake School park	short term	completed	Town developed Ernest Meier park
Public Open Space Policy	short term	completed	added to General Municipal Plan
Auditorium Lights/Electrical Panel Upgrade	1986	completed	
Ball Diamond re-location	4-6 yrs	completed	Relocated to Confederation Park and development of KMMSF
Indoor Swimming Pool	Long Term	completed	Opened in 1991
Community Centre Roof	short term	completed	
Golf Course Expansion	Long Term	completed	
Tennis Court Relocation	Long Term	completed	
New Museum	2 years	completed	Relocation to Community Centre
New Arts & Crafts Storage	1985	completed	Addition to building
Negotiate a Community/School Agreement	1985	Removed	Plan was in place until a few years ago then determined such was no longer required. Agreement is place however for maint. of sportsfield on school property
Commit to further education agreement	short term	Removed	project terminated following pilot project
Department marketing & communication strategies	short term	Completed	
Fish Pond/Outdoor Range	2-3 yrs	Completed	minor upgrades in 1987 then more work completed in the 1990s
Regional System Agreement (Town/MD)	1987	terminated	
Community Center Storage	short term	completed	equipment storage re-allocated to accommodate
Air Cadet Hall Replacement	Long Term	completed	Legion Youth Centre built by KMMSF

2nd large Ice surface	Long Term	incomplete	not cost effective
Curling Sheets expanded	Long Term	incomplete	Existing facility met needs of users

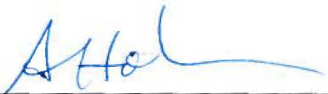
Current Recreation Request/Consideration Items

2nd large Ice Arena
Indoor Soccer Facility
Expand Walking Trails
Spraypark
4th ball diamond KMMSF
BMX Park
Cycling lanes
Upgrades to Auditorium
Upgrades to meeting rooms
Upgrades to Large Ice Arena Lobby
Upgrades to Aquafun Centre
Upgrades to existing sportsfields
Additional storage space in facilities
Batting cage at Confederation Park
Washroom Buildings at various parks
Concession/washroom blding at KMMSF
Development of U12 soccer pitches
Upgrades to curling rink
Upgrade to track facility - rubberized
Upgrade to playground at Confederation
Lights along walking Trails
Sunrise Park Playground
Energy Conservation/Alternative Energy Opportunities



Agenda Item No. 6. A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Recreation Facility Rental Fee Waiver & Reduction Requests	Date of Agenda: December 6, 2012
Prepared By: Aline Holmen	
Attachments: Signed Policy and Procedure	
Topic: Facility Rental Fee Waivers & Reductions	
Background:	Please find attached the approved Recreation Facility Rental Fee Waiver & Reduction Requests Policy and Procedure. These documents are to be utilized when the Recreation Board reviews requests from the community for rental fee waivers and reduction requests.
Options:	1 The Recreation Board accepts the Recreation Facility Rental Fee Waiver & Reduction Requests Policy and Procedures as presented.
Recommendation:	Option # 1 - The Recreation Board accepts the Recreation Facility Rental Fee Waiver & Reduction Requests Policy and Procedures as presented.
Approval Date:	November 26, 2012
Leisure Services Manager:	



Recreation Facilities Rental Fee Waiver and Reduction Requests

Policy No.: PS-REC-2

Council Resolution No.: 262/12, 277/12

Department: Public Services

Authority: Council

Effective Date: 24/09/12

Revision Date: 09/10/12

Review Date: September 2013

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 at 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. Bryant
MAYOR

Oct. 17/2012
DATE

[Signature]
CHIEF ADMINISTRATIVE OFFICER

OCT. 16/2012
DATE



SCHEDULE "A"

The following groups/organizations/annual events receive a waiver/reduction for 2013:

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 – Valentine's Dinner Fundraiser (Auditorium)	100%





Recreation Facilities Rental Fee Waiver and Reduction Requests

Procedure No.: PS-REC-2

Department: Public Services

Effective Date: 24/09/12

Review Date: September 2013

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

Council Resolution No.: N/A

Authority: CAO

Revision Date:

Repealed Date:

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 religious or 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; and,
- h) 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 September 30th 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.



CHIEF ADMINISTRATIVE OFFICER

OCT 3 / 2012

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

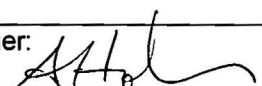




TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Table with 2 columns and 8 rows containing meeting details: Subject, Date of Meeting, Prepared By, Attachments, Topic, Background, Options, Recommendation, Approval Date, and Leisure Services Manager signature.

TOWN OF TABER
Recreation Board Request For Decision

Subject: Subsidization and Recovery Policy	Date of December 6, 2012
Agenda:	
Prepared By: Aline Holmen	
Attachments: Subsidization & Recovery Policy, Cost Recovery Summary, Past Minutes relating	
Budget:	If Over Budget, what is alternate funding source?
Expense:	
Topic: Subsidization & Recovery Policy	
Background:	<p>The Subsidization and Recovery Policy (attached) was last reviewed in 2005 and adjusted at that time to reflect a change from 50% - 55% recovery to 45% - 50% recovery.</p> <p>The 45%-50% recovery rate has been difficult to achieve in recent years. There have been several discussions as to the viability of having such a policy in place or whether the percentages are achievable in relation to amortization, rising costs and increasing user fees.</p> <p>Recognizing that Council is the authority to approve policies, the Recreation Board may wish to recommend Council discontinue or revise his policy as it is no longer relevant.</p>
Options:	<ol style="list-style-type: none"> 1. The Recreation Board accepts the Subsidization and Recovery Policy information as presented. 2. The Recreation Board recommends Council approve the following amendments to the Subsidization and Recovery Policy: (detail here). 3. The Recreation Board recommends Council delete the Subsidization and Recovery Policy. 4. The Recreation Board accepts the report on the Subsidization and Recovery Policy and requests Administration research additional information: (detail here)
Recommendation:	
Approval Date:	November 26, 2012
Leisure Services Manager:	



POLICY

NO.7C- 133/81

TITLE: SUBSIDIZATION AND RECOVERY FORMULA POLICY

FUNCTION: RECREATION BOARD

AUTHORITY: COUNCIL EFFECTIVE DATE: MARCH 16/81

RESOLUTION NO. 133/81

REVISION DATES 136/93 - 152/93 137/93 8/97 - 6/2/97 460/2000
434/05

POLICY

MOVED by Councillor Rochelle that Council of the Town of Taber approve the Policy of Recovery **TO BE AT LEAST A MINIMUM of 45% - 50% expenses**, along with the policy of Adult User paying **100%** of operations costs and Youth recovery of **50%**; and

Formula for Recreation Fee Schedules:

Adult	(18 - 64)	Pays Full Rate of 100%
Student	(13 - 17)	Pays 75% of Full Rate
Senior	(65 +)	Pays 75% of Full Rate
Child	(03 - 12)	Pays 50% of Full Rate
Infant	(00 - 02)	Pays 0% of Full Rate
Family	Would be determined by using two (2) Adults and one (1) Child	

CARRIED UNANIMOUSLY

MOVED by Councillor Bryant that Council amend the Subsidization and Recovery Policy (7C-133/81) to include the M.D. of Taber contribution and exclude the Parks Operations and Debenture expenses.

CARRIED UNANIMOUSLY

DISTRIBUTION:

MANAGEMENT _____ NON-MANAGEMENT _____ OFFICE _____ OTHER _____

INQUIRIES - DIRECTED TO: LEISURE SERVICES COORDINATOR

DATE: DECEMBER 19, 2005

RAY BRYANT

MAYOR

Cost Recovery Summary

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u> Proposed
Cemetery	158.1%	78.5%	163.9%	63.1%	78.6%	114.9%	63.6%	54.1%	71.0%	47.9%
Arenas	57.2%	53.6%	52.7%	50.7%	47.8%	44.5%	49.5%	51.6%	54.0%	54.3%
Golf/Curling	123.0%	81.9%	91.3%	78.5%	73.8%	51.2%	56.4%	49.5%	90.7%	48.7%
Programs	39.1%	47.0%	39.9%	47.9%	46.6%	46.5%	45.9%	37.8%	21.9%	36.0%
Aquatics	43.7%	39.4%	39.4%	28.3%	42.6%	32.9%	37.6%	36.8%	56.1%	37.4%
Sportsfields	22.9%	11.0%	33.5%	16.4%	18.1%	17.6%	22.9%	15.4%	22.6%	19.2%
Auditorium	43.6%	35.4%	32.2%	42.5%	37.4%	60.7%	39.9%	45.6%	49.9%	36.1%

October 2011 Recreation Board Meeting Minutes

B) Subsidization & Recovery Policy

D. Culler reported on the new reporting procedures and how these have started to affect the Recreation Recovery Rate. He explained the requirement for amortization and the effect it and reserve transfers have on the cost recovery. D. Culler also explained that only the facilities that are Infrastructure heavy will have high Amortization (i.e. Arenas & Aquafun Centre) and therefore will struggle to meet the same cost recovery as a facility with less such as sportsfields.

The Recreation Board discussed whether or not the recovery rate should be stated as policy or just a guideline, recognizing that a policy must be adhered to at all costs. They also recognized that this policy has not been met for several years. It was felt that policy is important for tracking and so that there is direction and accountability.

The Recreation Board asked if Parks could be removed from Recreation and it was explained that Parks are removed when calculating the Recovery Rate and this is compliant with the wording in the policy.


RES. 59/2011 MOVED by Councilor D. Johnson that the Recreation Board accepts the Subsidization and Recovery Policy information as presented.

CARRIED UNANIMOUSLY



Agenda Item No. 8. A)

TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Board/Staff Reports		Date of December 6, 2012
		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:	November 26, 2012	Leisure Services Manager: 

**LEISURE SERVICES Report
November, 2012**

Aquatics

- Recruitment underway for a casual cashier position. Recruitment/Training completed for second cashier position.
- Recruitment completed for ¾ Lifeguard and casual Lifeguard positions. Training in progress.
- Conducted the Internal Health and Safety audit with two other Town auditors in October.
- Planning completed for Winter Swim Lesson Session that begins January, 2013.
- Preparing for winter swim lesson registration that will occur Dec. 5, 2012.
- Communications continue with AHS regarding proposed legislation for swimming pools regarding Operational Standards.
- Overseeing and updating portions of the Town of Taber website/Facebook page.
- Attended update and recertification of Instructor status for the revised National Lifeguard certification at the U of L. This was mandatory and hosted by the Lifesaving Society and changes become effective January 1, 2013. Preparing/educating staff for new standards that will be tested early in January.
- Continue to plan for the Aquafun Tiling project – now moved to the 2013 Capital Budget. Still waiting to hear back on grant applications. One being the CFEP application submitted by Swim Club and the second being CIIF grant.
- Continue to prepare service level documents for functional areas under my direction
- Looking ahead to spring programming needs and the spring Leisure Guide as well as the Spring Registration event.

Leisure Services

- Programming and scheduling ice bookings for the remainder of season with user groups.
- Attended JHSC meeting and inspections for November.
- Disability Management Program steps for implementation are occurring now that policy approved.
- Coordinating the equipment and committee/sport chairpersons for the 2013 Southern Alberta Summer Games.
- Continue to work closely with Sponsorship Connections regarding this phase of the Sponsorship project.
- Assisting various groups with special events functions occurring.
- Researching information for Recreation Board regarding Recreation Master Plans.

Recreation

- Overseeing operations in Auditorium/meeting rooms
- Developing hazard assessments for this functional area and will be putting controls in place as required.
- Participated in H&S meeting for Nov. as well as formal inspection of Auditorium/meeting rooms.
- Review and development of safe work practices for the facility.
- Preparing for bookings and events and ensuring adequate coverage and preparedness.
- Participated in recruitment for Recreation Facility Manager Position.

Aquafun Centre Report
September, 2012

- Review, maintenance and modifications to health and safety program ongoing.
- Recruitment completed for one casual Lifeguard and the ¾ Lifeguard positions. Training in progress.
- Recruitment occurring for one casual cashier position and recruitment/training completed for the other cashier position.
- Winter Swim lesson registration to occur December 5, 2012 with the lessons beginning in January, 2013.
- October inservice focused on safety, general discussion, and job expectations.
- November staff inservice focused on safety, general discussion, and water fitness.
- December inservice will focus on safety and Oxygen re-certification training.
- Preparing staff for new Lifeguard recertification standards that come into effect January 1, 2013.
- Management of pvc liner in lap pool.

Recreation Facilities – Department Report

Recruitment

- Recruitment for the Recreation Facility Manager position has been completed. The new manager is Jan Seweryn who will commence his duties with the Town of Taber on December 17, 2012. Jan comes to us from his current position as Facilities Manager in Estevan, Saskatchewan. We will formally introduce Jan at the January meeting of the Recreation Board.
- Recruitment for the Recreation Operator 3 position will occur once the new manager commences in his position.
- Recruitment is complete for the Recreation Operator 1 position with training occurring.
- Two seasonal weekend positions for the Community Centre (arena primarily) operations have been recruited.

Civic Centre

- Regular operation and bookings ongoing in both Auditorium and Arena's
- Review of Safe Work practices and procedures ongoing
- H&S meetings and formal inspections occurring in all areas monthly
- Budget submitted and under review



Agenda Item # 9. A)

TOWN OF TABER
Recreation Board Request For Decision

Subject: Recognition Awards	Date of December 6, 2012 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: 1. Gold - Barnwell Trojans – Girls 2012 2J South Zone Volleyball Championships 2. Gold – D.A. Ferguson Dust Devils – Girls 2012 1J South Zone Volleyball Championships 3. Gold – St. Mary’s Storm – Girls 2012 3J South Zone Volleyball Championships
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: November 26, 2012	Leisure Services Manager: 