




THE REGULAR MEETING OF THE RECREATION BOARD TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, June 16, 2011 AT 5:15 P.M.

	<u>MOTION</u>
<u>ITEM NO. CALL TO ORDER</u> – Tim O'Donnell	
<u>ITEM NO. 2. ADOPTION OF THE AGENDA</u>	X
<u>ITEM NO. 3. DELEGATIONS</u> - NONE	
<u>ITEM NO. 4. ADOPTION OF THE MINUTES</u>	
A) RFD – May 5, 2011	X
<u>ITEM NO. 5. BUSINESS ARISING FROM THE MINUTES</u>	
A) RFD – Sponsorship	X
<u>ITEM NO. 6. INFORMATION ITEMS</u>	
A) RFD – Summer Promotions	X
<u>ITEM NO. 7. ACTION ITEMS</u>	
A) RFD – Summer Meetings	X
B) RFD - Proposal	
<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> - NONE	
<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 June 16, 2011 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 May 5, 2011.
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 May 5, 2011, as presented.2. That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on May 5, 2011, as amended.
Recommendation: Option # 1	
Approval Date: June 13, 11	Leisure Services Manager: 

04/2011

May 5, 2011

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON May 5, 2011 AT
5:15 PM

PRESENT: Councilor Rick Popadynetz
Councilor Randy Sparks
Councilor Ben Elfring
Danielle Hansen
Tim O'Donnell
Jill Marshall
Luke Wijna (Arrived 5:19)

ALSO PRESENT:

Aline Holmen, Leisure Services Manager
Rob Cressman, Director of Public Services
Marty Planger, Recording Secretary

CALL TO ORDER

Tim O'Donnell called the Regular Meeting of the Taber Recreation Board to order at 5:15 pm

ADOPTION OF THE AGENDA

RES. 29/2011 MOVED by Councilor R. Sparks to adopt the agenda as presented.

CARRIED

ADOPTION OF THE MINUTES

1. Regular meeting – April 7, 2011

RES. 30/2011 MOVED by Councilor R. Popadynetz that the Recreation Board adopt the minutes of the Regular Meeting of the Recreation Board held on April 7, 2011 as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

A) Sponsorship

A. Holmen presented the sponsorship report, reviewed the options available to the Town, and requested the Recreation Board consider making a recommendation to Council.

It was brought up by members several times that it would be nice to not have anymore delays and move forward.

L. Wijna arrived 5:19 pm

There was discussion on the value of finding someone to work on a commission basis. The board was concerned that this may lead to someone who does fundraising not sponsorship. Discussion as to which way the Board would like to go and they felt sponsorship was more viable. Discussion around fundraising for the Town is not as easy as fundraising for a "cause".

The board expressed their apprehension about spending \$120,000 with no guarantee of a return. The board discussed existing sponsorships such as with Coca Cola Bottling (expires September 30, 11) and the sign at the community centre.

It was questioned as to whether there is currently anyone qualified on staff to do a town wide audit and it was explained that staff can tell you what the property is valued at for insurance purposes however there is no one on staff who can tell you what is valuable to a prospective sponsor and at what amount.

The board expressed concern about the ownership and control of the information that would be collected by a third party. It was explained that since the Town would be a party to any resulting sponsorship agreements, the Town will have access to and "own" such agreements.

The board discussed the Request For Proposal (RFP) process and agreed this may be a way to receive information from these firms who have not provided such information up until this point. Proposals would then come back to the board for review at which time they would decide which one, if any they would recommend Council select. If the RFP process is approved by Council the Recreation Board requested that details of the RFP come back to the board at the June Recreation Board meeting and be released to the public by July. Proposals could then be presented to the Recreation Board at the regular meeting in September.

The board discussed how the money would be allocated. Funds would be entered as operating revenue in the appropriate operating function (such as the arenas, pool, etc..) to offset operating expenses which would then ultimately have an effect on user fees but still allow some flexibility as to how the funds could be utilized.

The Recreation Board cautioned Administration that the RFP not be too limiting as they didn't want to see the Town have to do the process over again.

RES. 31/2011 MOVED by Councilor R. Sparks that the Recreation Board accept the Sponsorship report as presented and that the Recreation Board recommends Council direct administration to undertake a competitive RFP process in accordance with the Towns purchasing policy, structured

in a way to invite consultants in the field to submit their proposals and allowing the option of selecting components of those proposals.

CARRIED UNANIMOUSLY

INFORMATION ITEMS

A) Southern Alberta Recreation Association

A. Holmen reported that Medicine Hat is hosting the 2011 Southern Alberta Games and Raymond is hosting in 2012. Registration has begun. Medicine Hat is very well organized and has updated many of the games processes. The Games look to be extremely promising and will be held July 6-9.

RES. 32/2011 MOVED by Councilor B. Elfring that the Recreation Board accepts the Southern Alberta Recreation Association minutes as presented.

CARRIED UNANIMOUSLY

BOARD/STAFF REPORTS

I. Reports

A. Holmen highlighted the Rick Hansen event which starts in August and is tentatively scheduled to be in Taber February 18, 2012. The event will mirror the Olympic Torch Relay but with less restrictions.

The Ver-Set Hockey School will run here in Taber July 31-Aug 13 and the ice will remain in following the camp. The organizer has agreed to have it in Taber for the next three years. Main ice user groups have been given the first opportunity to book the extended ice and the remaining will be opened to the public to book. Small ice & Curling parking lots will be rented out for R.V. parking for the duration of the hockey school and the small ice and pool will also be utilized by the participants.

There will be another Rumble in the Cage event in the arena June 4. Taber Boxing Commission meets tonight to formally approve the event and planning is underway.

Skatepark bench is at the shop however the weather has delayed the installation for them as well as the trees. Sportsfields have been the priority. There was also a concern with the overflowing garbage bins. The board was pleased the skaters were utilizing the garbage bins however there may be a need for more in the park. Also, there was a request that the two paths that are being worn by the bikes be paved.

It was discussed that it would be nice to continue with the walking trail plans to go past the graveyard and meet up with the park road. It was reported that the Town and the MD are currently working on this option. There is a concern about bikers coming down too quickly and running into unsuspecting walkers.

The Recreation facilities user survey is going well however it is too early to report any findings as all of the data has not been collected.

RES. 33/2011 MOVED by J. Marshall that the Recreation Board accepts the monthly Board/Staff reports as presented.

CARRIED UNANIMOUSLY

Recognition Awards

II. Recognition Awards

RES. 34/2011 MOVED by Danielle Hansen that the Recreation Board recommends that the following team/individuals receive Recognition Awards:

1. Bronze Medal – Brandi Merritt – 2011 ITF World Championship Individual Specialty Breaking
2. Bronze Medal – Brandi Merritt – 2011 ITF World Championship Team Specialty Breaking
3. Bronze Medal – Brandi Merritt – 2011 ITF World Championship Team Sparring

CARRIED UNANIMOUSLY

CLOSE OF MEETING

RES. 35/2011 MOVED by L. Wijna that this Regular Meeting of the Taber Recreation Board do now close.

CARRIED UNANIMOUSLY AT 6:40 PM

It was announced that the next meeting will be June 2, 2011 unless you hear otherwise.

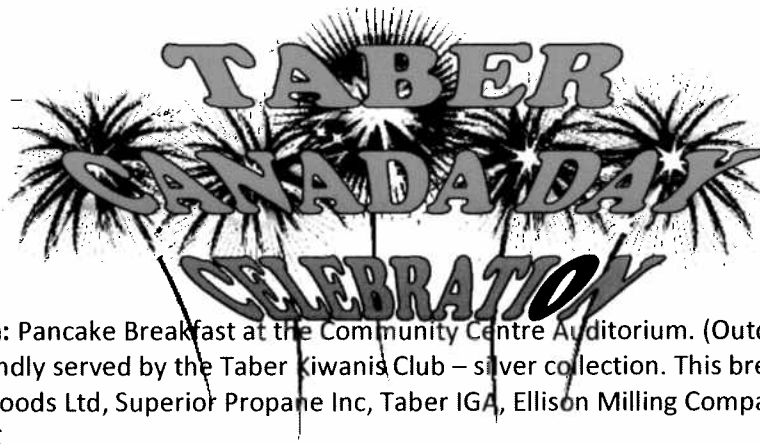


CHAIRMAN



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Summer Promotions		Date of June 16, 2011	
		Agenda:	
Prepared By: Aline Holmen			
Attachments: Leisure Guide, Canada Day Promotional Sheet			
Topic: Summer promotions			
Background:	We are currently the Town of Taber Leisure guide and Canada Day activities. See attached for your information.		
Options:	1. The Recreation Board accepts the summer promotion data as presented.		
Recommendation:	Option # 1 - The Recreation Board accepts the summer promotion data as presented.		
Approval Date:	June 13, 2011	Leisure Services Manager:	



- **9:00am – 11:00 am:** Pancake Breakfast at the Community Centre Auditorium. (Outdoor weather permitting) The breakfast will be kindly served by the Taber Kiwanis Club – silver collection. This breakfast is sponsored by Taber Safeway, Lucerne Foods Ltd, Superior Propane Inc, Taber IGA, Ellison Milling Company, Taber Atco Gas & Lethbridge Pontiac Buick GMC
- **11:00 am:** Flag raising at the flagpole in Confederation Park. There will be a march from the Taber Legion to the flag pole in the park. Everyone is welcome to join in! Assemble for the march at **10:40am** at the Legion.
- These are just some of the fun family festivities throughout the afternoon in Confederation Park:

Brought to you by Bar Al Beef:

11:00 am -3:00 pm: Bar Al Beef's Lunch in the Park in Confederation Park there will be hamburgers and pop for \$5. There will also be **Astro Jumpers, face painting and cotton candy**. All proceeds go to Taber EMS and the Taber Gymnastics Club.

Brought to you by Bill Lawson and other local amateur bands:

11:00-3:00 pm: Stage entertainment, to begin with the singing of the national anthem.

Brought to you by Taber Summer Programs

11:00am-12:00pm: Sack Races, Three-legged Races, Wheel barrel races and a GIANT tug-a-war at noon

11:00am-1:00pm: Craft Tables including Canada Day tattoos, coloring pages and noisemakers

11:00am-2:00pm: Petland Animal Exhibit

12:00-2:00pm: Scavenger Hunt

12:00–3:00pm: We are going to attempt to cover the sidewalk in Confederation Park with sidewalk chalk and paint. We will start at noon at the gate into Confederation Park. (Sidewalk chalk and paint will be provided.)

1:00–2:00pm: Obsta-COOL Course (Expect to get wet!)

1:00-3:00 pm: Giant Slip n' Slide, bring a swimsuit and towel

- **1:00- 5:45pm:** Aquafun Centre Beach Party; Open Family swim, cake, games and prizes
- **To Begin at Dusk (tentatively 10:00 pm):** Fireworks Display and Movie in the Park; Fireworks at Ken McDonald's Memorial Sports Park brought to you by the Taber & District Fire and Rescue Services. "Rio" will be playing after the fireworks. Concession will be available.

WE HOPE TO SEE YOU THERE!

***** ALL ACTIVITIES WEATHER PERMITTING *****

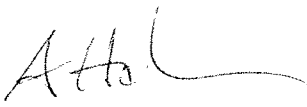
SPONSORS:

Celebrate Canada Program – Canadian Heritage
 Lucerne Foods Ltd
 Taber Safeway
 Taber Atco Gas
 Lethbridge Pontiac Buick GMC
 Superior Propane
 Ellison Milling Co.

Bill Lawson
 Bar Al Beef
 The Aquafun Centre
 The Kiwanis Club
 Taber IGA
 Taber Legion
 Young Parkyn McNab

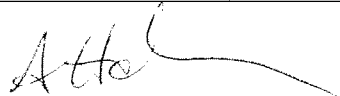


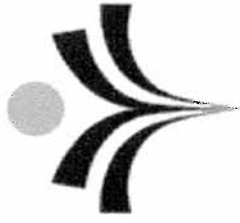
TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Summer Meetings		Date of June 16, 2011	
		Agenda:	
Prepared By: Aline Holmen			
Attachments:			
Topic: Summer Recreation Board Meetings			
Background:	Typically the Recreation Board does not meet in the months of July and August and we recommend consideration to eliminate those meetings from the meeting schedule once again. If an emergency arises that requires input from the Recreation Board members we will attempt to schedule a meeting.		
Options:	1. The Recreation Board agrees to eliminate meetings for the months of July and August and will reconvene in September with the exception of an emergency situation requiring immediate attention.		
Recommendation:		Option # 1 - The Recreation Board agrees to eliminate meetings for the months of July and August and will reconvene in September with the exception of an emergency situation requiring immediate attention.	
Approval Date:	June 13, 2011	Leisure Services Manager:	



TOWN OF TABER
COUNCIL REQUEST FOR DECISION

Subject: Sponsorship	Date of June 16, 2011
	Agenda:
Prepared By: Aline Holmen	
Attachments: Sponsorship Request For Proposals	
Topic: Sponsorship	
Background:	Council has approved the recommendation from the Recreation Board to proceed with the Request for Proposal for Sponsorship and attached is the proposed Request for Proposal for your review and feedback.
Options:	1. The Recreation Board accepts the Sponsorship Request for Proposal as presented.
	2. The Recreation Board accepts the Sponsorship Request for Proposal with the following amendments.
Recommendation:	Option # 1 - The Recreation Board accepts the Sponsorship Request for Proposal as presented.
Approval Date:	June 13, 2011
Leisure Services Manager:	



TOWN OF
TABER

RECREATION SPONSORSHIP SERVICES

Request for Proposals

A 4900 – 50 Street, Taber, AB Ph: 403-223-5500

SUMMARY

The Town of Taber is seeking proposals from experienced, competent consultants who will assist the Town with sponsorship of existing recreation facilities and equipment. The successful firm or individual will work with our administrative team developing a program that will provide opportunities for private businesses and/or individuals to make financial contributions to the Town, in exchange for sponsorship rights.

The Town of Taber recognizes firms in the industry have unique services, processes and methodologies. As a result, the Town has structured this Request For Proposal (RFP) such that your firms' unique approach may be presented to the Town. We are searching for a partner to assist the Town with development and implementation of a successful recreation sponsorship program.

HISTORY

Taber was settled by homesteaders in the late 1890's and initially was a coal-mining town. Coal was mined in Taber and shipped to Medicine Hat, first on the Oldman River steamers and, later by narrow gauge railway. Mining declined dramatically in the late 1920's, however, the extensive development of irrigation in Southern Alberta led to a major recovery in the early 1930's.

Irrigation brought with it the production of sugar beets and by 1950, a sugar beet processing plant had been built. Lantic Inc. (formerly Roger's Sugar Ltd. and the Alberta Sugar Company) operates the only sugar factory in Alberta and it is the largest employer in Taber. The sugar factory is a landmark which can be seen clearly from Highways #3 and #36.

There are many stories of how the town received the name 'Taber', but the one usually accepted is that it was named for Mt. Tabor in Palestine. However, the story is told that in 1903, with the arrival of the first Mormon settlers from the U.S.A. They established a hamlet at what was known then as Tank No. 77 on the Medicine Hat-Lethbridge Railway.

Later, with the establishment of a post office, it was decided by the Canadian Pacific Railroad to name the station Tabor. The station's letterhead and various forms came through printed Taber. When the settlement was incorporated in 1907, the name was changed to Taber, making the name of the town and the post office uniform with the records of the CPR.

In 2005, Taber was one of five communities that celebrated its Centennial birthday concurrent with that of the Province.

BACKGROUND

TABER, Alberta ~ A Great Place to Grow ~

The Town of Taber is a vibrant, progressive community of approximately 8,000 people and services a further 15,000 people within its immediate area. Taber is a remarkable town with all the services and amenities of a larger city – but with the warmth, friendliness and hospitality of a community of caring neighbors. Residents enjoy a quality of life accentuated by excellent educational, health, and recreation facilities. Safe neighborhoods, clean air and water, coupled with affordable housing, secure employment and competitive retail and commercial services provide excellent prospects for businesses looking to grow.

Taber has much to offer from a business and family recreation standpoint as well as being a great community to retire to and a place to call home. We have excellent schools, modern recreational and medical facilities; reasonable tax and utility rates; safe neighbourhoods; clean air and water; and affordable housing make us the envy of other communities in North America. Strategically located just thirty minutes east of Lethbridge, Taber is a thriving, progressive town. With all the amenities of a larger city, Taber can offer its residents a quality life with the safety, friendliness and hospitality of a small community. When you combine these features with our competitive retail services and excellent recreational opportunities - Taber has everything residents desire to fully enjoy life. Maybe that is why our residents display such a great sense of community spirit.

The long hours of sunshine make the growing season in the Taber area ideal for agriculture. Potatoes, sugar beets, and of course corn are only a few of the products Taber agriculture excels at. A strong, stable economy and our central southern Alberta location and close proximity to the United States are only a few reasons why companies like Roger's Sugar, Lamb Weston, Lucerne Foods and Hostess Frito Lay are proud to call Taber and area home. In addition to this, we are also a major service area for the oil and gas industry, and now offer a new and growing industry in the servicing of wind power generating facilities.

The Town of Taber owns, operates and maintains a variety of recreation facilities and equipment. The municipality's mandate established through policy is to operate the recreation department at a 45-50% operating cost recovery rate. Operating revenues comprised of user fees, sale of materials, donations and operating grants from other municipal entities and the provincial government. Details of the Town's operating revenues, expenses and the approved 2011 operating budget are available upon request

The Town has recently undertaken a facilities condition assessment study that outlines maintenance, upgrades and estimated associated costs of our existing facilities to ensure they meet the needs of our community and region for the next 20 years. Estimated costs of major maintenance and upgrades detailed in the report range from \$3.2 million to \$5.9 million.

We are proud of past and current partnerships developed between the Town and local individuals, community organizations and businesses, including the following:

1. Beverage Agreements (in place for 15-20 years)
2. Aquafun Centre – local fundraising drive; MD of Taber grant
3. Arena Boards/Glass sponsorship – Taber Minor Hockey Association (in place for 20+ years)
4. Arena Concession lease – Taber Lions Club; Taber Figure Skating Club
5. Large ice arena score clock – Canadian Union of Public Employees
6. Large ice arena resurfacers – ATCO Gas (expired)
7. Public Skating – Kinsmen Friday nights (4+ years)
8. Parks – various including Kiwanis/Kinsmen/Lions
9. Sportsfields – Ken McDonald Sports Park development (financial donations & in-kind services)
10. Sportsfields – Lon Ferguson Society donation to 3rd diamond development at Ken McDonald Sports Park
11. Aquafun Centre – Aquatic stairs – Lions Club
12. Aquafun Centre – exterior bench - donation
13. Aquafun Centre – Aquatic lift – Kiwanis Club
14. Cemetery Columbarium – Southland Funeral Chapel
15. Walking Trail – MD of Taber,
16. Walking Trail Rest Areas – Kiwanis Club, Rotary Club
17. Skateboard Park – development (financial donations & in-kind services); MD of Taber
18. Tennis courts/track/ball diamonds – donations legacy Summer Games 2005

The Town has an existing policy, adopted by Town Council that establishes a protocol for entering into partnerships and agreements with individuals, community organizations and businesses. The Town is prepared to amend existing or developing new policies that support an effective sponsorship program.

PROJECT DESCRIPTION

Taber has a long successful history in sport & recreation and we are proud of our recreation facilities/programs. Existing recreation facilities on municipal lands include:

- **Community Centre** – two indoor skating rinks, six dressing rooms, auditorium/stage, four meeting rooms, curling rink and two lease spaces. Skating rinks include a regulation size ice surface (w/ spectator seating for up to 1,500 people) and a smaller ice surface (w/ spectator seating for up to 50 people). Each ice surface has a ‘Zamboni’ brand, dual fuel ice resurfacer
- **Parks** – thirteen public parks throughout the community. Each has an automated, underground irrigation system, playground equipment, two have asphalt surfaced basketball courts
- **Sportsfields** – three public sportsfield complexes including a total of twelve soccer pitches, a football field and ten ball diamonds; a tennis court facility with two courts; one skateboard park
- **Indoor Swimming Pool** – the Aquafun Centre includes a 25m competitive pool, free form Leisure Pool/Lagoon, hot tub sauna & steam room, a 250’ waterslide, family changerooms
- **Pedestrian Trail** – trail development began in 2005, and is a work in progress. The Town requires Developers to construct trail within new subdivision developments. The trail is a 3m wide asphalt surfaced facility
- **Track & Field** – includes an 6-lane, 400m asphalt-surfaced running track (2005)
- **Taber Memorial Gardens** – the cemetery is operated by the municipality, and is on a 15 acre parcel
- **Taber Golf Club** – 18 holes, Clubhouse & Pro Shop (Clubhouse & Pro Shop owned/operated by Golf Club)
- **MotoCross Track** – this outdoor facility was developed on 50 acres of municipally-owned land and is leased to the Taber MotoCross Club
- **Paintball park** – located on municipally-owned land and leased to the Taber Paintball Association

In recent years, the Town has experienced significant challenges with balancing operating cost recovery and user fees that don't discourage access and use by our residents and visitors. Increasing costs of energy and labour are factors that have contributed to our challenge. Furthermore, there are some organizational administration costs that are not currently factored into annual recreation operating costs, such as Office Equipment, Human Resources, Payroll/Benefits, Accounts Payable, Senior Management labour costs.

The Town of Taber believes the financial challenges in the recreation operations, may (at least in part) be resolved through an effective sponsorship program. The Town also believes it does not have internal expertise or available resources to undertake the development of a sponsorship program, on its own.

Our objective is to implement a sponsorship program relating to our existing facilities and equipment, in an effort to offset ever-increasing operating costs. For better clarity, we are not looking for Capital project fundraising program.

REQUIREMENTS

The Town of Taber interests have been identified previously and with respect to the selection of an experienced, competent sponsorship consultant. The Town's interests include the following:

- **Value** – the Town's primary interest is to ensure we receive value for our ratepayer's dollar. We challenge proponents to address this issue in their proposal
- **Flexibility** – Proposals offering flexibility of selecting one, some or all of the unique sponsorship program steps your firm proposes will be favoured. Although we will consider all submissions, there is some apprehension to invest in a sponsorship program, without some assurance of a reasonable return on our investment.
- **Communication** – the successful proponent will demonstrate its abilities and strategies for communicating with the Town's Administration throughout the sponsorship program development
- **Sustainability** – the successful proponent will demonstrate how its sponsorship program will be more than a simple one-time fix. The Town expects a sponsorship program that will continue beyond the current calendar year or two, with opportunities for sponsors & benefits to the Town now and into the future

PROPOSAL

Your firm's proposal shall include the following:

- **History and Experience** - the provision of examples of relevant previous projects completed, including the methodology applied and specific staff that worked on the project
- **Qualifications** – description of the proponents qualifications and those of the proposed project team members
- **Methodology** – description of steps in planning, developing and implementing an effective sponsorship program
- **Timelines** - A projected timeline that details tasks to be performed and estimated completion dates of tasks, assuming the Town executes a contract by September 30, 2011 with the preferred proponent
- **Deliverables** - a detailed listing of the deliverables that would be developed for review by the Town
- **Resources** - A detailed listing of resources required for the successful development and implementation of the sponsorship program. The listing should include those resources to be supplied by the proponent and resources that will be required to be provided by the Town of Taber. (i.e. meeting spaces, surveys, etc....)
- **Fees** - A detailed description of the allocation and distribution of funding within the project, along with a prescribed payment schedule to the sponsorship consultant. Performance-based payment terms such as payments for services resulting in executed sponsorship agreements (such as commission-based terms) may be scored higher than payment terms not linked to executed sponsorship agreements
- **Contract & Sponsor Agreements** – a proposed contract between the Town and the sponsorship consultant, defining terms & conditions of the relationship. A sample sponsorship agreement between the Town and Sponsors
- **Additional Information** – Any additional information that the proponent views as pertinent with respect to the proposal, which has not been specifically required within this RFP document.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated and scored by Town Administration, based on the following criteria:

- History and Experience 10 points
 - Qualifications 10 points
 - Methodology 10 points
 - Timelines 10 points
 - Deliverables 20 points
 - Resources 10 points
 - Fees 20 points
 - Contract and Sponsor Agreements 5 points
 - Additional Information 5 points
- Total: 100 points

SELECTION PROCESS

The Recreation Sponsorship selection committee will review and evaluate all submissions received prior to the RFP Deadline, and the committee will establish a short list of up to three proponents by August 26, 2011. Final selection will require a presentation by the shortlisted proponents during the week of September 12-16, 2011..

The Recreation Sponsorship selection committee will evaluate and score the shortlisted proponents presentations, and pending a suitable proponent, the Recreation Board will make a recommendation to Town Council of the preferred proponent at Council's regular meeting, Monday, September 26, 2011.

RFP process timetable:

RFP Distribution	Jun 24, 2011
RFP Deadline	Jul 29, 2011
Proposals Review & Shortlist	Aug 26, 2011
Presentation by Shortlisted Proponents	Sep 12 -16, 2011
Committee Recommendation to Town Council	Sep 26, 2011

DISCLAIMER

The Town of Taber reserves the right to accept or reject any or all proposals and to waive irregularities and information at its sole discretion. The Town reserves the right to accept a proposal other than the one(s) with the lowest price to the Town, without stating reasons. By the act of submitting its proposal, the applicant waives any right to contest in any legal proceedings or action, the right of the Town to award the work to whomever it chooses and its sole and unfettered discretion, and for whatever reasons the Town deems appropriate.

SUBMISSION INFORMATION

Complete proposals shall be submitted to the Town of Taber in a sealed envelope, marked "Recreation Sponsorship Proposal" prior to the RFP Deadline, being **2:00pm local time Friday, July 29, 2011** and shall include:

1. one (1) original paper version, and
2. a CD with a single pdf document of the proposal, to

Town of Taber
A - 4900 50th Street
Taber AB, T1G1T1

Attention: Rob Cressman, Director of Public Services

The clarification of any points with regard to the Request for Proposals is the sole responsibility of the applicant. Any and all inquiries shall be directed via e-mail to the Town of Taber's project manager Rob Cressman at dps@taber.ca

Proposals received after the RFP Deadline, will not be considered by the Town, and will be returned unopened.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)

The applicant acknowledges and agrees that the FOIPP Act applies to all records relating to, or obtained, generated, compiled, or provided under or pursuant to this proposal.

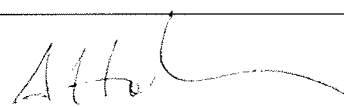
ADDITIONAL MATERIALS AVAILABLE

- Operating Revenues and Expenses reports (2007-2010 Actual)
- Approved Operating budget (2011)
- Recreation Subsidization Cost Recovery policy
- Recreation Signage policy; Recreation Facility Naming Policy
- Facilities Condition Assessment Report



Agenda Item No. 8. A)

TOWN OF TABER
RECREATION BOARD REQUEST FOR DECISION

Subject: Board/Staff Reports		Date of June 16, 2011	
		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:	June 13,11	Leisure Services Manager:	

Aquafun Centre Report
May-June, 2011

- Review, maintenance and modifications to health and safety program ongoing.
- Pool Operator, Lifeguard I, and cashier positions filled and training completed.
- Recruiting for Lifeguard II position.
- May staff training focused on evacuation procedures and practice. June staff training focused on National Lifeguard and discussion items.
- Registration underway for summer session of swim lessons. Registration began June 6 and we have already filled 206 of 290 lessons. We will be adding another mini session for late August as we have huge waiting lists for specific age categories.
- 10 participants registered for the Bronze Medallion/Bronze Cross course being held in July.
- Successful swim meet held in Taber on June 10 & 11 with over 250 swimmers in attendance.
- There were 29 school rentals in May and 4 private rentals.
- Shutdown planning and preparations have begun.

LEISURE SERVICES

May/June, 2011

Aquatics

- Continue with upgrading procedures, staff training & Health and Safety plan. Inspections and Hazard Id/control measures ongoing.
- Recruitment underway for a Lifeguard II position.
- Staff schedules for summer months completed.
- Communications with AHS continued to review proposed new Operational Standards for Swimming Pools with Alberta Health Services and how the legislation may affect our facility.
- Swim lesson registration underway for summer lessons.
- Reviewing pool operator certification training opportunities and scheduled staff as required participating in that training.
- Assisting with other committee members the development of the new website for the Town of Taber.
- Attended several Advanced Instructor updates in Medicine Hat.
- Coordinated new BOAT Operator accreditation process.
- Scheduling 2011/2012 School swim sessions.
- Coordinated swim meet.
- Summer Splash pass promotion underway.

Leisure

- Planning underway for upcoming Rick Hansen Man in Motion 25th Anniversary Event. Attended the regional meeting with Regional rep in Lethbridge April 14th.
- 2011 Summer Leisure Guide completed and distributed.
- Registration underway for Summer Programs.
- Summer Program staff and I are extremely busy planning for Summer Games, Canada Day, Fun Run and programs. Advertising and promotion has been occurring.
- Assisting Southern Alberta Recreation Association in greater capacity for Summer Games 2011 to be held in Medicine Hat.
- Attended the Regional Director meeting in Medicine Hat on May 3, 2011 for Summer Games.
- Successfully completed the Alberta Municipal Health and Safety Auditor recert process in Calgary on May 18.
- Ice schedules completed for August and September.
- Conducting study regarding where all users for all facilities reside as per the ad hoc committee request.
- Community special events have been successful thus far (Relay for Life, Rumble in the Cage, etc), planning and prep continues for those remaining.
- Updating Facebook page for the MD of Taber Southern Alberta Summer Games site.

Recreation Facilities Manager – Department Report

Civic Centre

- Regular operation and bookings ongoing in both Auditorium and Arena's
- Review of Safe Work practices and procedures ongoing
- Spring renovation items ongoing.
- Capital project (condenser) installation to start June 20, 2011
- Planning and meetings with Ver-Set Hockey Skills camp ongoing
- Rumble In the Cage completed
- Tender process and recommendations completed for ice resurfacer replacement

Parks

- Spring/Summer season maintenance program plans ongoing
- Turf management program begun. 1st round of aeration completed on Parks. Spraying of liquid fertilizer and pesticide completed.
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Installation of furnishings and equipment ongoing. Replacement pieces at Kiwanis playground, benches begun at Skate Park
- Site meeting with Catholic Church concerning donation bench for 100th Anniversary completed. Bench being installed at original church site (Kiwanis Park).
- Communities in Bloom spring meeting and projects begun, including watering or flower planters

Sportsfields

- Spring/Summer season maintenance program plans ongoing
- Regular maintenance checks ongoing
- Review of Safe Work practices and procedures ongoing
- Turf management program begun. 1st round of aeration completed on Sports fields. Spraying of liquid fertilizer and pesticide completed.
- Installation of furnishings and equipment ongoing

Cemetery

- Spring/Summer season maintenance program plans ongoing
- Regular maintenance checks ongoing
- Specific site care requests for 2011 ongoing
- Review of Safe Work practices and procedures ongoing
- Levelling and site topping program begun