

AGENDA

REGULAR MEETING OF THE RECREATION BOARD OF THE TOWN OF TABER, TO BE HELD IN THE COUNCIL CHAMBERS, ADMINISTRATION BUILDING, ON THURSDAY, NOVEMBER 1, 2018 AT 5:30 PM.

	<u>MOTION</u>
1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	X
3. ADOPTION OF THE MINUTES	
ITEM No. 3.2. Adoption of the Minutes	X
4. BUSINESS ARISING FROM THE MINUTES	
5. ACTION ITEMS	
ITEM No. 5.1. Community Grant Program Request	X
ITEM No. 5.2. Recreation Fee Schedule	X
ITEM No. 5.3. Recreation Report	X
ITEM No. 5.4. Information for the Recreation Board	X
ITEM No. 5.5. Recognition Awards	X
6. DELEGATIONS	
7. MEDIA INQUIRIES	
8. CLOSED SESSION	X
ITEM No. 8.1. Community Grant Program Applications Closed Session to prevent disclosure of personal information and reveals financial and other details of a contract to supply goods and services in accordance with Section 17(2) of the Freedom of Information and Protection of Privacy Act.	



TOWN OF
TABER

A - 4900 50 ST TABER, ALBERTA, CANADA T1G 1T1

TELEPHONE: (403) 223-5500 FAX: (403) 223-5530

9. OPEN SESSION

X

10. CLOSE OF MEETING

X



Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Recreation Board Minutes	
Recommendation:	That the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on October 4, 2018, as presented
Background:	Minutes of the Regular Meeting of the Recreation Board held on October 4, 2018
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 October 4, 2018 as amended



Attachment(s):	Minutes
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APPROVALS:	
Originated By:	Aline Holmen, Director of Recreation
Chief Administrative Officer (CAO) or Designate:	

6/2018

MINUTES OF THE TABER RECREATION BOARD MEETING HELD IN THE
COUNCIL CHAMBERS, ADMINISTRATION BUILDING ON October 4, 2018 AT
5:30 PM.

PRESENT: Danielle Hansen, Chairperson
Darcy Firth, Vice Chairperson
Councillor John Turcato
Councillor Garth Bekkering
Rene Angermeier

ABSENT: Joel Mills – Excused
Councillor Louis Tams

ALSO PRESENT:
Aline Holmen, Director of Recreation
Marty Planger, Recording Secretary
Taber Times

CALL TO ORDER

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

ADOPTION OF THE AGENDA

RES. 43/2018 MOVED by Councillor G. Bekkering to adopt the agenda as presented

CARRIED UNANIMOUSLY

ADOPTION OF THE MINUTES

A) Regular meeting – September 6, 2018

RES. 44/2018 MOVED by Councillor J. Turcato that the Recreation Board adopts the Minutes of the Regular Meeting of the Recreation Board held on September 6, 2018, as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES - None

ACTION ITEMS

A) Small Ice Arena

The Recreation Board discussed its previous decision, from February 1, 2018,

RES. 03/2018 MOVED by Councillor L. Tams that the Recreation Board direct the Chairperson and Vice Chairperson to attend a Council meeting on behalf of the Recreation Board, to request consideration for renovation of the small ice arena facility as per Option #1 in the MPE Investigative Report

CARRIED UNANIMOUSLY

It was reported that every year the small ice is getting harder to start up. There were a couple more leaks this fall and the ice was delayed opening by four days. Current and future programming was also discussed.

The members had no desire to change the original motion. Chairperson, Danielle Hansen and Vice Chairperson, Darcy Firth plan on attending the next council meeting to present.

B) Recreation Fee Review - Tennis

A. Holmen explained that the entire 2019 Recreation Fee Bylaw will be brought to the November Recreation Board Regular Meeting for review, however she asked the members to give the fee for Tennis memberships some thought prior. Currently the annual membership is \$30.00/season, which is the purchase of a key. Many people have asked for a fee for daily use, which is not currently in our fee structure. It was reported that many communities do not charge for the use of the tennis courts. Security concerns were discussed. Administration agreed to report on the annual membership revenue to the next meeting. If there is anything else this board would like to see, they were asked to let A. Holmen know.

RES. 45/2018 MOVED by Councillor J. Turcato that the Recreation Board directs Administration to investigate different security locking systems, and bring back some options along with the costs to the next meeting.

CARRIED UNANIMOUSLY

C) Recreation Report

The board reviewed the Recreation Activity Report. It was highlighted that the Recreation Director is currently working on an Urban Tree Plan for the town parks and boulevards.

There was a question about whether or not the Combative Sports Commission has all its membership filled. The commission currently has four members, however has asked for more to be added. They are waiting to see if the province will form a Provincial Commission in which case, the local commission may not be necessary. More information to come in the future.

RES. 46/2018 MOVED by D. Firth that the Recreation Board accepts the Recreation Report for information as presented.

CARRIED UNANIMOUSLY

D) Information for the Recreation Board

The Recreation Board briefly reviewed the information provided, item by item. One item highlighted that the Recreation Department will have a strategic planning session on November 6. This is an attempt to align with the Canada's Recreation Framework as well as Council's overall strategic plan. Information will be brought back to the Recreation Board once the information is compiled.

RES. 47/2018 MOVED by D. Firth that the Recreation Board accepts the Recreation Report for information.

CARRIED UNANIMOUSLY

E) West Trail Extension Project Update

A. Holmen reported that the project has seen a lot of work done and the majority of work has been completed for 2018, with just a couple of exceptions:

- The park benches and garbage/recycling receptacles will be installed by some of the Taber Scout members and leaders once the weather warms up
- The paved pathway to connection to HWY 864 is on hold until the 56th Ave development is completed
- A set of swing gates are to be installed at the campground entry point

Naming of the facility will be discussed at the council meeting next week.

The facility has been well received by the community and is already being utilized for fishing events and runs. Members of the board expressed their appreciation and were impressed with how far the project has come.

The members discussed the decision to not allow swimming. If the park was to be a swimming facility, water tests and treatment would be required, which would go against the original idea of bringing the park back to its natural state.

RES. 48/2018 MOVED by R. Angermeier that the Recreation Board accepts the West Trail Extension Project update for information as presented.

CARRIED UNANIMOUSLY

MEDIA INQUIRIES

G. Price asked about the ICF process and how it may impact the municipalities grant funding. The Board Members discussed the Intermunicipal Collaboration Framework which is a driving force for the municipalities to work together and the benefits that could be had for all municipalities involved, including cost sharing, shared resources (staffing/equipment), etc.

CLOSED SESSION - None

CLOSE OF MEETING

RES. 49/2018 MOVED by D. Firth this Regular Meeting of the Taber Recreation Board is hereby closed.

CARRIED UNANIMOUSLY AT 6:14 PM

CHAIRMAN



Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Community Grant Program Request	
Recommendation:	Recreation Board discussion is requested.
Background:	<p>Attached is a request from Jeannette Umbach regarding a Community Grant waiver request. They are hosting their annual Zumba-thon in support of the Taber Food Bank on December 5, 2018 and are asking for a fee waiver for 1.5 hours.</p> <p>As this request is for this year it does not fit with the current batch of applications which relate to 2019.</p> <p>Currently \$23,083.06 of the \$25,000 has been allocated for 2018, leaving a balance of \$1,916.94. Although this submission is well after the annual submission date, the Recreation Board may discuss the request and advise Administration of their decision.</p>
Legislation / Authority:	Community Grant Program Policy PS- Rec-3, Community Grant Program Procedure PS-Rec-3
Strategic Plan Alignment:	Enhance Sense of Community
Financial Implication:	The cost of the request is valued at \$52.88. There is currently \$1,916.94 in funds remaining in the Community Grant Program fund for this year.
Service Level / Staff Resource Implication:	Minimal impact to staff resources
Justification:	



Alternative(s):	<ol style="list-style-type: none">1. The Recreation Board approves the Community Grant Program request from Jeannette Umbach in the amount of \$52.88.2. The Recreation Board declines the Community Grant Program request from Jeannette Umbach.
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Attachment(s):	Grant Form - Zumba for Foodbank
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APPROVALS:	
Originated By:	Aline Holmen, Director of Recreation
Chief Administrative Officer (CAO) or Designate:	



Community Grants Program

Procedure No.: PS-REC-3	Council Resolution No.: N/A
Department: Community Services	Authority: CAO
Effective Date: 24/11/2014	Revision Date: June 25, 2018
Review Date: June 2021	Repealed Date:
Supersedes: Recreation Facilities Rental Fee Waiver And Reductions Procedure PS-REC-2	
Related Policy No.: PS-REC-3	
Related Policy Name: Community Grants Program	

Purpose

The purpose is to establish consistent operating guidelines for the Recreation Community Grant Requests by Community Organizations or groups.

Operating Guidelines

1) Eligibility

Applications will only be considered for:

- Not-for-Profit or volunteer based organizations that operate within the Town of Taber and MD of Taber.
- Programs, projects or events that contribute to the social well-being of the community or address a community need.
- Organizations that have not received financial support from the Town previously for the same project in that calendar year. Capital projects will only be eligible for a grant/waiver one time.
- Applications submitted on the prescribed form.

2) Approvals may include distribution of a financial grant, donation or fee waiver or reduction.

3) Funding requests will be considered based on the following:

- a. Financial impact on the Municipality;
- b. Type of request including capital, operational or maintenance expenses. If the request is for a capital project then the organization must be able to demonstrate their ability to maintain the project in the long term;




- 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 not to exceed 50% of the total project cost;
 - 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.
- 4) Community Grants will not be considered for the following:
- a) Groups of a political nature;
 - b) School activities which are already supported through school tax levy;
 - c) Entertainment or social functions with no direct tangible benefit to the community at large;
 - d) Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
 - e) Discriminatory activities or events or those that would incite hatred towards any group;
 - f) Activities or events that are unlawful;
 - g) Activities or events that are contrary to the policies of the municipality;
 - h) Circumstances where the budget previously set for grant funding under this policy has been exhausted subject only to further application to Council for additional funding; and,
 - i) Any other reason deemed unsuitable by the Town at its sole discretion.
- 5) Process:
- a. Community Organizations or groups, must complete the Community Grant Application available on-line, at the Aquafun Centre or at the Town of Taber Administration Building;



- b. Application for the following calendar year must be submitted by October 15th for consideration under this program. In order to be considered applications must be submitted in full with all requirements. Deadline will not be extended for incomplete application submissions;
 - c. Grants are approved for the following calendar year. Applicants can expect to receive a decision for their request by December 31st of the year the application was submitted;
 - d. If approved, funding must be spent as outlined in the application and as approved by Council. Unused funding must be returned to the Town of Taber;
 - e. Accounting for the funds received must be submitted by October 15th of the year that the grant is received. Dependent on the size of the project, a progress report may be requested. Failure to submit an accounting report may result in disqualification from receiving funds in future years;
 - f. The Recreation Board will review all applications and is the final granting authority;
 - g. The Taber Recreation Board reserves the right to ask any applicant to address the board;
 - h. For facility related applications that are approved, the user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 6) 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.
- 7) In approving the Recreation Community Grant, the municipality may impose such conditions or restrictions as it deems fit.
- 8) Decisions will be made based on the total amount of grant funding allocated by Council in a particular budget year. Approvals may be awarded by the Recreation Board, as a percentage based on the total number of applications and the funds allocated in the annual operating budget.



CHIEF ADMINISTRATIVE OFFICER



DATE





Town of Taber

COMMUNITY GRANT APPLICATION FORM

Is this project (please check one)

- Ongoing (weekly/monthly)
 A onetime project/event

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

Zumba for the FoodBank

DATE:

December 5, 2018

ORGANIZATION CONTACT INFORMATION

Name of Organization:	Jeanette Umbach
Mailing Address:	5030 41 Avenue Taber, AB T1G1A7
Phone Number:	403-393-0107
Website/E-mail	jeanetteumbach@gmail.com
Incorporation Number (Societies Act)	

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	Jeanette Umbach
Phone Number:	403-393-0107
E-mail:	jeanetteumbach@gmail.com

CHECKLIST: These documents must be submitted to the Town of Taber with this Application

	Completed application form
	List of Board of Directors (include names, board positions and phone numbers)
	Organization's financial information (most recent financial statements audited)
	List of other organizations supporting this Project/Other funding sources
	Project Budget

1. PROJECT INFORMATION:

Project for which funding is being requested:	Zumba for the FoodBank
Date of function: Specify setup/takedown	December 5, 2018 7:00pm - 8:30pm
Projected completion date:	December 5, 2018
Category: (check one)	<input type="checkbox"/> Culture <input type="checkbox"/> Facilities <input type="checkbox"/> Recreation – Aquafun Centre <input type="checkbox"/> Recreation – Sportsfields <input checked="" type="checkbox"/> Recreation – Auditorium <input type="checkbox"/> Special Activities

Overview Statement describing the project (community need, target group, activities, etc.):
<p style="text-align: center;">Zumba fitness class Everyone is welcome, all ages, all genders Admission of a foodbank donation</p>

Who in the community will benefit from this project? Is it open to the general public?
<p style="text-align: center;">Anyone who uses the foodbank</p>

Number of Taber residents who will benefit from this project:
<p style="text-align: center;">Anyone who uses the foodbank</p>

Volunteer Participation:

a) Number of volunteers involved:

**Jeanette Umbach & Jenna Kempe will lead a Zumba fitness class,
no volunteers required**

b) In what roles/activities will they be involved:

Community: How will the Community learn about the project?

**Social Media, Posters, I would like to advertise on the new bulletin
in front of the auditorium if possible.**

Evaluation: How will your organization measure the success of the completed project?

Previous Zumba classes for the foodbank have brought in numerous donations, any donation would be a success.

How will your organization provide recognition for the Town of Taber's contribution?

We would like to ask the Town of Taber to waive the rental fee of the use of the auditorium on December 5, 2018 from 7:00pm - 8:30pm.

Other Comments?

2. FINANCIAL INFORMATION:

Grant/waiver amount requested:	Rental cost of Auditorium December 5, 2018 7:00pm-8:30pm
Grant/waiver amount requested represents what % of total budget:	50%
Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:	No
If your request is not fully funded by Council, can you complete your project/event:	Yes

Please attach a detailed budget of the event including itemized revenue/expenses (if not applicable, please explain the reason on the box below).

Zumba Instructor Jeanette Umbach and Jenna Kempe will be donating their time to lead Zumba class. Rent of auditorium would be our only expense along with time to deliver donations to the food bank should the Town of Taber choose not to waive the auditorium rental.

The undersigned verifies that the information provided in this accounting form is correct and complete. The current President or Treasurer of the organization must sign this application.



Signature of President/Treasurer

Jeanette Umbach

Name (please print)

403-393-0107

Phone Number

October 22, 2018

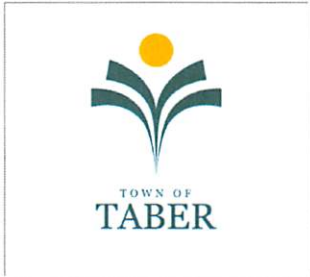
Date

This information is collected for the purposes of determining eligibility of an applicant to receive a Town of Taber grant, and is collected pursuant to the Freedom of Information and Protection of Privacy Act.

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Director of Recreation at (403) 382-9521 or direct (403) 223- 6019. Completed applications, with all required documents, can be submitted to the Director of Recreation:

Regular Mail or Courier:	Fax:	E-mail:
Town of Taber Recreation Board Attention: Director of Recreation 4900 A 50 ST Taber, Alberta, T1G 1T1	(403) 223-5530	Recreation@taber.ca

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Community Grants Program

Policy No.: PS-REC-3	Council Resolution No.: 304/2018
Department: Community Services	Authority: Council
Effective Date: 24/11/2014	Revision Date: June 25, 2018
Review Date: June 2021	Repealed Date:
Supersedes: Recreation Facilities Rental Fee Waiver and Reduction Requests Policy PS-REC-2	
Related Procedure No.: PS-REC-3	
Related Procedure Name: Community Grants Program	

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 for the Recreation Board to review submissions of grant funding/waiver requests submitted by community organizations for recreation, culture, or other activities undertaken by community based organizations.

Policy Statement

- 1) The Town of Taber recognizes the value realized from efforts of community organizations that enhance the life and social wellbeing of our residents. Recreation Community Grant requests will be reviewed and considered by the Recreation Board.
- 2) Cash donations, grant funding, and waivers for services and facilities may be provided to assist organizations with their projects or events.
- 3) Requests will not be considered by individuals or organizations that function for profit.
- 4) Community Grant requests are considered annually; Community Grants that receive approval are not a commitment by the municipality to continue such grants in the future.
- 5) The Recreation Board will review the submissions for approval annually at their meeting in November.
- 6) By way of resolution, the Recreation Board shall establish a list of community groups and organizations that are eligible for grant funding for the upcoming year.



- 7) Administration will include in the annual operating budget, a grant expense in the associated Recreation functions, to be considered annually by Council.
- 8) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.
- 9) A budget figure as set by Council annually is to be placed in the Recreation budget for allocation by the Recreation Board for the disbursement for this program. Any project/event/activity not eligible under the Community Grant Program will be submitted directly to Council for consideration at its next regular meeting.
- 10) For clarity this policy does not include the value of labour resources provided by the Town of Taber in support of the annual Cornfest or Remembrance Day events.

Additional References

N/A



MAYOR

July 11, 2018
DATE



CHIEF ADMINISTRATIVE OFFICER

July 11, 2018
DATE





Community Grants Program

Procedure No.: PS-REC-3	Council Resolution No.: N/A
Department: Community Services	Authority: CAO
Effective Date: 24/11/2014	Revision Date: June 25, 2018
Review Date: June 2021	Repealed Date:
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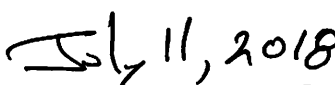
- c. Number of people reached by the request, the benefit to the community, and the significance of the event or activity;
 - d. Promotion of cultural, heritage, social, or well-being of the community;
 - e. Organizations with an established history of service to the community;
 - f. Demonstration of financial need by producing current financial statements for their organizations not to exceed 50% of the total project cost;
 - 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.
- 4) Community Grants will not be considered for the following:
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 - b) School activities which are already supported through school tax levy;
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 - d) Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
 - e) Discriminatory activities or events or those that would incite hatred towards any group;
 - f) Activities or events that are unlawful;
 - g) Activities or events that are contrary to the policies of the municipality;
 - h) Circumstances where the budget previously set for grant funding under this policy has been exhausted subject only to further application to Council for additional funding; and,
 - i) Any other reason deemed unsuitable by the Town at its sole discretion.
- 5) Process:
- a. Community Organizations or groups, must complete the Community Grant Application available on-line, at the Aquafun Centre or at the Town of Taber Administration Building;



- b. Application for the following calendar year must be submitted by October 15th for consideration under this program. In order to be considered applications must be submitted in full with all requirements. Deadline will not be extended for incomplete application submissions;
 - c. Grants are approved for the following calendar year. Applicants can expect to receive a decision for their request by December 31st of the year the application was submitted;
 - d. If approved, funding must be spent as outlined in the application and as approved by Council. Unused funding must be returned to the Town of Taber;
 - e. Accounting for the funds received must be submitted by October 15th of the year that the grant is received. Dependent on the size of the project, a progress report may be requested. Failure to submit an accounting report may result in disqualification from receiving funds in future years;
 - f. The Recreation Board will review all applications and is the final granting authority;
 - g. The Taber Recreation Board reserves the right to ask any applicant to address the board;
 - h. For facility related applications that are approved, the user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 6) 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.
- 7) In approving the Recreation Community Grant, the municipality may impose such conditions or restrictions as it deems fit.
- 8) Decisions will be made based on the total amount of grant funding allocated by Council in a particular budget year. Approvals may be awarded by the Recreation Board, as a percentage based on the total number of applications and the funds allocated in the annual operating budget.



CHIEF ADMINISTRATIVE OFFICER



DATE





Town of Taber

COMMUNITY GRANT APPLICATION FORM

Is this project (please check one)

- Ongoing (weekly/monthly)
 A onetime project/event

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

DATE:

ORGANIZATION CONTACT INFORMATION

Name of Organization:	
Mailing Address:	
Phone Number:	
Website/E-mail	
Incorporation Number (Societies Act)	

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	
Phone Number:	
E-mail:	

CHECKLIST: These documents must be submitted to the Town of Taber with this Application

	Completed application form
	List of Board of Directors (include names, board positions and phone numbers)
	Organization's financial information (most recent financial statements audited)
	List of other organizations supporting this Project/Other funding sources
	Project Budget

Volunteer Participation:

a) Number of volunteers involved:

b) In what roles/activities will they be involved:

Community: How will the Community learn about the project?

Evaluation: How will your organization measure the success of the completed project?

How will your organization provide recognition for the Town of Taber's contribution?

Other Comments?

2. FINANCIAL INFORMATION:

Grant/waiver amount requested:	
Grant/waiver amount requested represents what % of total budget:	
Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:	
If your request is not fully funded by Council, can you complete your project/event:	

Please attach a detailed budget of the event including itemized revenue/expenses (if not applicable, please explain the reason on the box below).

The undersigned verifies that the information provided in this accounting form is correct and complete. The current President or Treasurer of the organization must sign this application.

Signature of President/Treasurer

Name (please print)

Phone Number

Date

This information is collected for the purposes of determining eligibility of an applicant to receive a Town of Taber grant, and is collected pursuant to the Freedom of Information and Protection of Privacy Act.

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Director of Recreation at (403) 382-9521 or direct (403) 223- 6019. Completed applications, with all required documents, can be submitted to the Director of Recreation:

Regular Mail or Courier:	Fax:	E-mail:
Town of Taber Recreation Board Attention: Director of Recreation 4900 A 50 ST Taber, Alberta, T1G 1T1	(403) 223-5530	Recreation@taber.ca

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Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Recreation Fee Schedule	
Recommendation:	<p>The Recreation Board recommends Council approve the rate fees proposed for inclusion in the 2019 Fee Schedule Bylaw.</p>
Background:	<p>Administration is once again, preparing its Fee Schedule for 2019 for Council review. In doing so, Administration requests feedback from the Recreation Board on the proposed fees (attached).</p> <p>The attached proposal indicates an increase of 1.5%. As has been done in the past the figures are then rounded up to the nearest quarter.</p> <p>With the integration of our Recreation Software we were required to have fees for programs, lessons, and passes that were divisible by the number of classes or passes. That then caused a slight shift in the fees to accommodate those requirements.</p> <p>The highlighted fees are fees that in recent years have remained status quo with no increase.</p> <p>As per the direction of the Recreation Board, Administration has investigated options for locks for the tennis courts. There is a locking mechanism that we have found being utilized in Okotoks that is estimated at approx. \$2000 for purchase not including the modifications that may be required for installation.</p> <p>Revenue for the tennis courts the past three years was as follows:</p> <p>2016 - \$1428.52 2017 - \$1514.21 2018- \$1457.07</p> <p>The Recreation Board may consider the addition of a daily rate based on the purchase of a keyboard system, which may increase overall revenue or they may wish to consider the option of free use.</p> <p>Overall, Administration wishes for the Recreation Board to discuss and provide feedback on all fees for inclusion in the 2019 Fee Schedule.</p>



Legislation / Authority:	MGA 243 (2) (i)
Strategic Plan Alignment:	Enhance Sense of Community
Financial Implication:	The 2019 Operating Budget was previously approved by Council but the Recreation Board may suggest revisions to the fee schedule for 2019.
Service Level / Staff Resource Implication:	No direct impact on service levels in the short term. If approved by Council we would require changes of the fees in all our publications and advertising.
Justification:	Required to assist with the Fee Schedule Bylaw.
Alternative(s):	The Recreation Board may ask for additional information.

Attachment(s):	2019 Recreation Fees Proposed
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APPROVALS:	
Originated By:	Aline Holmen, Director of Recreation
Chief Administrative Officer (CAO) or Designate:	



<u>Aquafun</u>	2018	x1.015		Div by
Adult rush	\$ 6.75	\$ 6.85	\$ 7.00	
Student rush	\$ 5.75	\$ 5.84	\$ 6.00	
Child rush	\$ 4.75	\$ 4.82	\$ 5.00	
Senior rush	\$ 5.75	\$ 5.84	\$ 6.00	
Family rush	\$ 15.50	\$ 15.73	\$ 15.75	
Swim Club/hr	\$ 60.00	\$ 60.90	\$ 61.00	
Full Day rental rate	\$ 1,080.50	\$ 1,096.71	\$ 1,096.75	
Private rental reg.	\$ 230.00	\$ 233.45	\$ 233.50	
Private rental youth	\$ 115.50	\$ 117.23	\$ 117.25	
Schools/hr	\$ 57.25	\$ 58.11	\$ 58.25	
Adult 5 use pass	\$ 29.75	\$ 30.20	\$ 30.25	5
Adult 10 use pass	\$ 56.00	\$ 56.84	\$ 57.00	10
Adult 3 month pass	\$ 104.25	\$ 105.81	\$ 106.00	
Adult 6 month pass	\$ 188.25	\$ 191.07	\$ 191.25	
Adult 1 yr pass	\$ 336.50	\$ 341.55	\$ 341.75	
Student 5 use pass	\$ 25.25	\$ 25.63	\$ 25.75	5
Student 10 use pass	\$ 47.50	\$ 48.21	\$ 48.00	10
Student 3 month pass	\$ 88.25	\$ 89.57	\$ 89.75	
Student 6 month pass	\$ 159.25	\$ 161.64	\$ 161.75	
Student 1 yr pass	\$ 284.75	\$ 289.02	\$ 289.25	
Child 5 use pass	\$ 20.75	\$ 21.06	\$ 21.25	5
Child 10 use pass	\$ 39.00	\$ 39.59	\$ 39.50	10
Child 3 month pass	\$ 72.25	\$ 73.33	\$ 73.50	
Child 6 month pass	\$ 130.25	\$ 132.20	\$ 132.25	
Child 1 yr pass	\$ 233.00	\$ 236.50	\$ 236.50	
Senior 5 use pass	\$ 25.25	\$ 25.63	\$ 25.75	5
Senior 10 use pass	\$ 47.50	\$ 48.21	\$ 48.00	10
Senior 3 month pass	\$ 88.25	\$ 89.57	\$ 89.75	
Senior 6 month pass	\$ 159.25	\$ 161.64	\$ 161.75	
Senior 1 yr pass	\$ 284.75	\$ 289.02	\$ 289.25	
Family 5 use pass	\$ 70.00	\$ 71.05	\$ 71.25	5
Family 10 use pass	\$ 131.50	\$ 133.47	\$ 133.50	10
Family 3 month pass	\$ 244.00	\$ 247.66	\$ 247.75	
Family 6 month pass	\$ 441.50	\$ 448.12	\$ 448.25	
Family 1 yr pass	\$ 789.50	\$ 801.34	\$ 801.50	
Private lessons 1/2 hr	\$ 23.50	\$ 23.85	\$ 24.00	
Preschool, SK 1-4	\$ 44.00	\$ 44.66	\$ 46.00	4 & 8
SK 5-9	\$ 54.00	\$ 54.81	\$ 56.00	4 & 8
SK 10	\$ 64.00	\$ 64.96	\$ 66.00	4 & 8
Adult Lessons	\$ 54.00	\$ 54.81	\$ 56.00	4 & 8
Bronze Medallion	\$ 147.25	\$ 149.46	\$ 149.50	5
Bronze Cross	\$ 159.00	\$ 161.39	\$ 161.50	5
National Lifeguard	\$ 351.75	\$ 357.03	\$ 357.25	5

Bronze Cross Recert	\$	28.25	\$	28.67	\$	28.75	
National Lifeguard Recert	\$	64.75	\$	65.72	\$	65.75	
WSI	\$	308.00	\$	312.62	\$	312.50	5
WSI Recertification	\$	71.75	\$	72.83	\$	73.00	
Standard First Aid	\$	152.50	\$	154.79	\$	155.00	2
Extra Lifeguard	\$	23.50	\$	23.85	\$	24.00	

Meeting Rooms

Non Profit rental/hr	\$	20.50	\$	20.81	\$	21.00	
Regular	\$	35.25	\$	35.78	\$	36.00	
Overtime hourly rate	\$	48.25	\$	48.97	\$	49.00	

Auditorium

Regular hourly rate	\$	35.25	\$	35.78	\$	36.00	
Day rate	\$	523.00	\$	530.85	\$	531.00	
Overtime hourly rate	\$	48.25	\$	48.97	\$	49.00	
Stage Only	\$	20.50	\$	20.81	\$	21.00	
Kitchen Only	\$	35.25	\$	35.78	\$	36.00	
Portable Sound System/day	\$	67.50	\$	68.51	\$	68.75	

Parking Lot

Comm. Centre Incl electr./day	\$	444.25	\$	450.91	\$	451.00	
Admin. Blding incl electr./day	\$	140.00	\$	142.10	\$	142.25	

Large Ice

Youth prime time/hr	\$	78.25	\$	79.42	\$	79.50	
Youth non-prime time/hr	\$	62.50	\$	63.44	\$	63.50	
Adult prime time/hr	\$	156.25	\$	158.59	\$	158.75	
Adult non-prime time/hr	\$	124.75	\$	126.62	\$	126.75	
Local Schools/hr	\$	31.00	\$	31.47	\$	31.50	
Summer Ice Out/hr	\$	47.00	\$	47.71	\$	47.75	
Summer Ice Out/day	\$	469.25	\$	476.29	\$	476.50	
Noon Shinny	\$	4.00	\$	4.06	\$	4.25	
Seasonal Shinny Fee	\$	77.00	\$	78.16	\$	78.25	

Small Ice

Youth/hr	\$	41.25	\$	41.87	\$	42.00	
Adult/hr	\$	51.50	\$	52.27	\$	52.50	
Local Schools/hr	\$	20.50	\$	20.81	\$	21.00	
Summer Ice Out/hr	\$	33.50	\$	34.00	\$	34.00	
Summer Ice Out/day	\$	333.25	\$	338.25	\$	338.25	
Public Skate	\$	2.00	\$	2.03	\$	2.25	

Ball Diamonds

Youth fee/day	\$	89.75	\$	91.10	\$	91.25	
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Youth fee/league team	\$	341.25	\$	346.37	\$	346.50
Rep team fee/league	\$	341.25	\$	346.37	\$	346.50
Adult fee/day	\$	179.00	\$	181.69	\$	181.75
Adult fee/league team	\$	682.25	\$	692.48	\$	692.50
Non Resident fee/day	\$	224.00	\$	227.36	\$	227.50
Non Resident fee/league team	\$	852.75	\$	865.54	\$	865.75
Electricity fee/tournament	\$	80.25	\$	81.45	\$	81.50

Soccer Pitches

Youth fee/team league	\$	302.25	\$	306.78	\$	307.00
Adult fee/team league	\$	483.75	\$	491.01	\$	491.25
Non-resident/team league	\$	604.75	\$	613.82	\$	614.00
Youth/day	\$	100.50	\$	102.01	\$	102.25
Adult/day	\$	201.00	\$	204.02	\$	204.25
Non-resident/day	\$	251.25	\$	255.02	\$	255.25

Football

Youth fee/team league	\$	566.50	\$	575.00	\$	575.00
Adult fee/team league	\$	906.25	\$	919.84	\$	920.00
Non-resident/team league	\$	1,132.75	\$	1,149.74	\$	1,149.75
Youth/day	\$	187.75	\$	190.57	\$	190.75
Adult/day	\$	375.00	\$	380.63	\$	380.75
Non-resident/day	\$	468.75	\$	475.78	\$	476.00

Parks

Gazebo incl electricity/day	\$	23.50	\$	23.85	\$	24.00
Bleachers	\$	58.00	\$	58.87	\$	59.00
Cornfest Stage/hr (min 2hrs)	\$	20.00	\$	20.30	\$	20.50
Cornfest Stage inc elec/day	\$	75.00	\$	76.13	\$	76.25

Tennis Courts

Tennis key	\$	30.00	\$	30.45	\$	30.50
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Programs

Summer Week Programs	\$	112.75	\$	114.44	\$	115.00	4&5
Summer Games	\$	15.00	\$	15.23	\$	15.25	
Cornfest Fun Run		27.00-42.50					
Halloween Party - poster	\$	25.00	\$	25.38	\$	25.50	

RV Parks

RV Park	\$	25.00	\$	25.38	\$	25.50
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Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Recreation Report	
Recommendation:	The Recreation Board accepts the Recreation Report for information as presented.
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:	No direct alignment.
Financial Implication:	No financial implications.
Service Level / Staff Resource Implication:	Not applicable for the purposes of this report.
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 Report
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APPROVALS:	
Originated By:	Aline Holmen, Director of Recreation
Chief Administrative Officer (CAO) or Designate:	

ACTIVITY REPORT

DEPARTMENT: **Recreation**

Strategic Plan Alignment (Goals)	Associated Projects & Tasks
 <p>Develop Community & Promote Growth</p>	<ul style="list-style-type: none"> • Continue to work on Investigating and applying for grant funding for energy efficient Initiatives in all recreation areas. Have been involved with Bright Solutions on gathering data and costs.
 <p>Improve Internal & External Communications</p>	<ul style="list-style-type: none"> • Adapting communications processes with Recreation staff • Working with user groups and continue working on LED Signage messaging • Continue to work with stakeholders regarding arena bookings for the season
 <p>Define & Practice Good Governance</p>	<ul style="list-style-type: none"> • Preparing staff with advance info for the Strategic Planning session for recreation staff for November • Development of Urban Forestry Plan is underway. Assessment of trees in various areas is occurring. • Staff are currently enrolled in numerous professional development courses and training courses • Continue to work with and update eCompliance Health and Safety software • Attended the ARPA (Alberta Recreation and Parks Assoc) Conference October 24-27th in Jasper



Enhance
Sense
of
Community

- SASG wrap-up ongoing – final report has been presented to Southern Alberta Recreation Association and we awaiting one last payment
- Coordinated and attended the Southern Alberta Recreation Association fall workshop meetings in Lethbridge October 2nd and 3rd. A strategic planning session was coordinated and held for the board and went well.
- Staff continue to work on sportsfields for football season
- Spraypark washrooms were closed October 5th
- Continue to hold monthly safety meetings with staff and have developed the additional H&S committee (Joint Worksite Health and Safety Committee) as required at the Aquafun Centre
- Continue to work on the West Trail Extension Project, recently ACA has undertaken a mapping project for this body of water
- Completed formal inspections as required
- Small Ice is now installed and functioning as of October 4th
- Coordination of the Community Halloween Party is occurring
- Swim Lessons began this month. 83% of the open lesson spots have been filled.
- Working on development of a playground expansion for Confederation Park. Several partners have committed to the project and application for grant funding is underway. Recently met with stakeholders regarding involvement in grant applications.
- Promoting the revised Community Grant Program process and follow up occurring on previous grants awarded regarding evaluations.
- Continue to work with communications on promotion of various events/programming offered by our department
- Coordinated repairs to the Skateboard Park facility which are now complete
- Working with Building Maintenance on Arena Upgrade Project currently underway.
- Westview Drainage project completed
- Investigating application of key fobs for the Recreation areas
- Met with Communities in Bloom regarding end of season wrap up and discussed future projects as well.
- Taber Kinsmen has once again agreed to sponsor Public Skating on the large ice on Fridays
- Investigating upgrade options and coordination of stakeholder meetings for the Cenotaph park facility
- Attendance by Trent at advanced EOC training sessions in Lethbridge October 10th and 11th.
- All parks and cemetery irrigation lines have been winterized



Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Information for the Recreation Board	
Recommendation:	That the Recreation Board accepts the material received in this Agenda Item, as information.
Background: source	<p>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.</p> <ol style="list-style-type: none"> 1. Community Halloween Party – staff have been coordinating the party that will occur on October 31st from 5:30 – 8:30pm. 2. Aquafun Centre has planned another Dive In movie to occur on November 17, 2018. 3. Recreation Master Plan – Council has authorized the addition of this project for the 2019 Capital Budget. 4. Small Ice Upgrade – Council authorized the addition of this project to the 2020 Capital Budget.
Legislation / Authority:	N/A
Strategic Plan Alignment:	General Information therefore does not specifically apply
Financial Implication:	Costs will be associated with various items listed above as per the 2018 Operating budget.
Service Level / Staff Resource Implication:	Staff resources to be utilized for all items listed above.



Justification:	To keep the Recreation Board informed of current municipal information and correspondences.
Alternative(s):	<ol style="list-style-type: none"> 1. The Recreation Board could seek clarification on any matters from Administration. 2. The Recreation Board could discuss, in depth, any of the matters raised by this communication and take action through a resolution.

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



Recreation Board Request for Decision	
Meeting Date: 11/1/2018	
Subject: Recognition Awards	
Recommendation:	The Recreation Board recommends that the below team/individuals receive Recognition Awards:
Background:	<p>The Following are recommended for performance recognition:</p> <ol style="list-style-type: none"> 1. Bronze – Grace Holowiski – 2018 ITF World Cup – Specialty Breaking 2. Gold – Grace Holowiski – 2018 ITF World Cup – Sparring
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):	
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APPROVALS:	
Originated By:	Aline Holmen, Director of Recreation
Chief Administrative Officer (CAO) or Designate:	