

## AGENDA

1. CALL TO ORDER
2. Land Acknowledgement
 

“The Athabasca Regional Multiplex is located on First Nations Treaty 6 territory. We respect and honour all First Nations, Metis and Inuit Peoples connection to these lands, their history, language and culture.”
3. Approval of Agenda
4. Delegation
  - a) RC Strategies – Strategic Plan update - Michael Roma via Zoom 34
5. Meeting Minutes
  - a) Approval of November 18, 2024, minutes 2-6
  - b) Items arising from minutes
6. Financial Reports
  - a) Financial Statements 7-16
7. Manager Reports
  - a) General Manager, Facility Manager, Aquatic and Concession Supervisor Report 17-33
8. Follow up Business
  - a) Strategic Planning Update 34
9. New Business
  - a) Aspen View Agreement 35-43
  - b) RFP Bylaws Evaluation & Rewrite 44-58
  - c) Fitness Classes with Equipment 59-63
  - d) DRAFT Audio Meeting Recording Policy 64-68
10. Agenda Additions
11. In Camera
  - a) Section 27 (1) FOIP Act – Legal
  - b) Section 27 (1) FOIP Act – Privileged Information
12. Next Meeting
  - a) January 20, 2025
13. Adjournment

**Athabasca Regional Multiplex Society 2024  
November 18, 2024  
Rec Meeting Room**

**PRESENT:** Directors Ashtin Anderson, Camille Wallach, Dave Pacholok, Jon LeMessurier, Natasha Kapitaniuk, Rob Balay (alternate) and Brian Hall (alternate).

General Manager Rhonda Alix, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

**ABSENT:** Director Darlene Reimer, Facility Manager Tim Wolfenberg and Concession Supervisor Tim Festeryga.

**MEMBER OF  
THE PUBLIC:**

Town of Athabasca CAO Rachel Ramey

Member of the Press (1)

**1.0**

**Call to Order** General Manager Alix assumed the Chair and called the meeting to order at 9:31 a.m.

**2.0**

**Approval of  
Agenda**

#24-129 Motion by Director Anderson to approve the November 18, 2024, General Meeting agenda as presented.

**Motion Carried Unanimously.**

**3.0**

**Organizational  
Meeting**

a) Chair

General Manager Alix called for nominations for Chair.  
Director Hall nominated Director Anderson as Chair.

Director Anderson accepted the nomination.

#24-130 Motion by Director Pacholok to cease nominations for Chair.

**Motion Carried Unanimously.**

Director Anderson was elected as Chair of the Athabasca Regional Multiplex Society Board of Directors by acclamation.

Director Kapitaniuk arrived at the meeting at 9:35 a.m.

**Athabasca Regional Multiplex Society 2024  
November 18, 2024  
Rec Meeting Room**

b) Vice-Chair

Chair Anderson called for nominations for Vice-Chair.  
Director Balay nominated Director LeMessurier.

Director LeMessurier accepted the nomination.

#24-131 Motion by Director Pacholok to cease nominations for Vice-Chair.

**Motion Carried Unanimously.**

Director LeMessurier was elected as Vice-Chair of the Athabasca Regional Multiplex Society Board of Directors by acclamation.

c) Secretary-Treasurer

Chair Anderson called for nominations for Secretary-Treasurer.  
Director Kapitaniuk nominated Director Wallach.

Director Wallach accepted the nomination.

#24-132 Motion by Director Pacholok to cease nominations for Secretary-Treasurer.

**Motion Carried Unanimously.**

Director Wallach was elected as Secretary-Treasurer of the Athabasca Regional Multiplex Society Board of Directors by acclamation.

d) Signing Authority

Not required as no positions changed.

**4.0  
Minutes of  
Previous  
Meeting**

a) Approval of October 21, 2024, General Meeting Minutes

#24-133 Motion by Director Wallach to approve the October 21, 2024, General Meeting minutes as presented.

**Motion Carried Unanimously.**

**5.0  
Financial  
Report**

a) Financial Statement

General Manager Alix presented the Financial Statements as of October 31, 2024.

#24-134

Motion by Director Balay to accept the financial information as presented.

**Motion Carried Unanimously.**

**6.0  
Manager  
Reports**

a) General Manager, Facility Manager, and Aquatic and Concession Supervisor Reports

General Manager Rhonda Alix discussed the General Manager's, Facility Manager's, and the Concession Supervisor's Report.

Aquatic Supervisor Dylan Zilinski discussed the Aquatic Supervisor's report.

#24-135

Motion by Director LeMessurier to send a letter to Aspen View School Board to prioritize the completion of the soccer fields by Fall of 2025 so we can assume ownership.

**Motion Carried Unanimously.**

#24-136

Motion by Director Pacholok to accept the reports as presented.

**Motion Carried Unanimously.**

Aquatic Supervisor Dylan Zilinski left the meeting at 10:32 a.m. and did not return.

Chair Anderson declared a recess at 10:34 a.m.  
Meeting reconvened at 10:51 a.m.

**7.0  
Follow up  
Business**

a) Strategic Planning Update

Administration has distributed the public survey across various platforms to encourage patron participation.

#24-137

Motion by Director Wallach to accept the information as presented.

**Motion Carried Unanimously.**



**Athabasca Regional Multiplex Society 2024  
November 18, 2024  
Rec Meeting Room**

b) Draft Land Acknowledgement Policy

Administration was directed to create a draft Land Acknowledgement Policy to review.

#24-138 Motion by Director Balay to adopt the Land Acknowledgement Policy 500-038 as presented.

**Motion Carried.**

c) Auto Renew Program Update

Administration has been directed to investigate the feasibility of enabling credit card processing capabilities within our Intelligenz booking software. Upon confirmation that this functionality can be implemented, Administration will develop a new Auto Renew application form to incorporate credit card payment options.

#24-139 Motion by Director Wallach to accept the information as presented.

**Motion Carried Unanimously.**

d) Demographic Analysis

Demographic Analysis was collected for drop in and punch passes, memberships, and user groups from July, August and September 2024.

#24-140 Motion by Director LeMessurier to accept the information as presented.

**Motion Carried Unanimously.**

**8.0  
New  
Business**

a) Utility Reduction Options

Administration has been directed to compile an analysis of options for reducing utility consumption. These options include installing low-wattage ballasts to maximize savings from LED lighting, placing bathroom lights on motion sensors, equipping the theater's exterior lights with photocells, and retrofitting all multiplex plumbing fixtures with low-flow automatic units to reduce water usage.

#24-141 Motion by Director Kapitaniuk for Administration to bring back quotes for the recommended potential savings options.

**Motion Carried Unanimously.**

**Athabasca Regional Multiplex Society 2024  
November 18, 2024  
Rec Meeting Room**

b) Monthly Movie Business Case

Administration has been tasked with preparing a business case for regularly scheduled movie nights at the theater. Administration will review the theater events calendar and propose a monthly movie day for 2025. In instances where prior events prevent hosting the movie at the theater, the screening may be moved to the multiplex or rescheduled for a different date.

#24-142 Motion by Director Pacholok to accept the information as presented.

**Motion Carried Unanimously.**

c) 2025 Draft Meeting Dates

Administration presented the 2025 Board meeting schedule, with the understanding that the Board of Directors may add or modify meeting dates if any issues arise or scheduling conflicts occur.

#24-143 Motion by Director LeMessurier to accept the information as presented.

**Motion Carried Unanimously.**

**11.0  
Next  
Meeting**

Next meeting December 16, 2024, at 9:30 a.m.

**12.0  
Adjournment**

Meeting adjourned at 11:12 a.m.

**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Financial Statements

---

### Overview

- We have completed the November 30, 2024, Financial Statements.

### Attachments

- November 30, 2024, Balance Sheet & Income Statement with Concession Report
- November 2024, Cheque & Direct Deposit Logs

### Discussion

#### Revenue

- We are projecting school rentals and grant revenue to be lower than budget.
  - Grant revenue as the grants we received will be for Capital expenses.
  - If we are successful in our New Horizons Seniors Program application, we will be closer to our budgeted amount.

#### Expenses

- We are projecting that most expenses will be on budget or under budget except the following:
  - Salary and wages will be slightly overbudget as there are 27 pay periods in 2024. Contracted services and supplies expense accounts will be able to cover the over budgeted amount.
  - Insurance will be over budget, but the amount will fluctuate depending on the insurance invoice from the Athabasca County on November 1<sup>st</sup>.
    - We haven't received the Athabasca County insurance invoice; therefore, the insurance expense account is understated on the Income Statement.
  - Natural Gas is over budget, but Electricity will be under budget. The Electricity expense account will be able to cover the over budgeted portion of the Natural Gas expense.
  - Vehicle Repairs & Maintenance is over budget by \$9,076.30 because of Zamboni repairs totaling \$14,907.40. We will be able to absorb the over budgeted amount in the Building Repairs expense account.

**Balances as of November 30, 2024**

General Bank balance:

- \$513,400.94
  - Including CFEP Grant - \$125,000.00

Not included in the bank balance above:

- Athabasca County Solar PV - \$254,301.53

Reserve balances:

- Operating Reserve Fund - \$142,136.19
- Capital Reserve Fund - \$267,571.62

**Recommendation**

- Motion to accept the information as presented.



---

General Manager – Rhonda Alix

**Athabasca Regional Multiplex Society**  
**Comparative Income Statement**  
**Including the Concession**

	Actual Jan 01, 2024 to November 30, 2024	Budget Jan 01, 2024 to Dec 31, 2024	Percent	Difference
<b>REVENUE</b>				
Sale of Goods	4,443.54	3,500.00	126.96%	943.54
Memberships	478,120.44	511,750.00	93.43%	-33,629.56
School Rentals	47,316.75	72,650.00	65.13%	-25,333.25
User Group Rentals	217,129.71	248,175.00	87.49%	-31,045.29
General Rentals	80,331.53	85,200.00	94.29%	-4,868.47
Liquor Sales	6,545.67	6,500.00	100.70%	45.67
Food Sales	340,943.92	390,000.00	87.42%	-49,056.08
Vending Machine Income	12,955.64	17,000.00	76.21%	-4,044.36
Program Revenue	78,967.91	88,500.00	89.23%	-9,532.09
Lease Revenue	22,166.40	23,908.10	92.72%	-1,741.70
Advertising Revenue	57,708.21	61,000.00	94.60%	-3,291.79
Interest Income	30,987.76	10,000.00	309.88%	20,987.76
Grant Revenue	22,057.00	64,000.00	34.46%	-41,943.00
Other Revenue	1,023.36	2,000.00	51.17%	-976.64
<b>TOTAL REVENUE</b>	<b>1,400,697.84</b>	<b>1,584,183.10</b>	<b>88.42%</b>	<b>-183,485.26</b>
<b>EXPENSE</b>				
Salary	1,327,377.96	1,434,500.00	92.53%	-107,122.04
LAPP, CPP, EI, Manulife, WCB, Employee	280,521.98	304,600.00	92.10%	-24,078.02
Recognition	1,433.37	3,500.00	40.95%	-2,066.63
Uniforms	622.99	2,500.00	24.92%	-1,877.01
Travel & Subsistence	3,734.79	3,750.00	99.59%	-15.21
Professional Development	15,995.53	16,000.00	99.97%	-4.47
Advertising & Promotions	6,937.35	8,000.00	86.72%	-1,062.65
Contracted Services	77,603.51	93,500.00	83.00%	-15,896.49
Professional Fees	18,025.38	20,000.00	90.13%	-1,974.62
Insurance	71,260.36	78,000.00	91.36%	-6,739.64
Bank & Interest Charges	6,295.90	8,500.00	74.07%	-2,204.10
Donations Expense	6,164.29	7,000.00	88.06%	-835.71
Office Supplies	19,942.87	21,000.00	94.97%	-1,057.13
Telephone	11,143.80	11,840.00	94.12%	-696.20
Natural Gas	227,041.70	213,000.00	106.59%	14,041.70
Electricity	299,094.90	455,000.00	65.74%	-155,905.10
Water	74,773.31	79,000.00	94.65%	-4,226.69
Food & Beverage	188,595.60	200,000.00	94.30%	-11,404.40
Vehicle Fuel & Oil	5,205.34	7,700.00	67.60%	-2,494.66
Vehicle Repairs & Maintenance	18,826.30	9,750.00	193.09%	9,076.30
Outdoor Maintenance	21,364.17	27,000.00	79.13%	-5,635.83
Building Repairs	50,301.36	88,100.00	57.10%	-37,798.64
Equipment Repairs & Maintenance	127,122.93	135,500.00	93.82%	-8,377.07
Supplies	61,674.16	86,250.00	71.51%	-24,575.84
Janitorial Supplies	31,580.11	33,350.00	94.69%	-1,769.89
Program Supplies	22,503.85	24,000.00	93.77%	-1,496.15
Ice Plant Supplies	27,523.07	29,000.00	94.91%	-1,476.93
Safety Supplies	9,526.29	15,250.00	62.47%	-5,723.71
<b>TOTAL EXPENSE</b>	<b>3,012,193.17</b>	<b>3,415,590.00</b>	<b>88.19%</b>	<b>-403,396.83</b>
<b>NET INCOME</b>	<b>-1,611,495.33</b>	<b>-1,831,406.90</b>	<b>87.99%</b>	<b>219,911.57</b>
Town of Athabasca Requisition	861,666.63	940,000.00	91.67%	-78,333.37
Athabasca County Requisition	861,666.63	940,000.00	91.67%	-78,333.37
<b>NET INCOME AFTER REQUISITIONS</b>	<b>111,837.93</b>	<b>48,593.10</b>		<b>63,244.83</b>
Reserve	0.00	40,000.00		
CFEP Grant	125,000.00	0.00		
<b>NET INCOME AFTER RESERVE</b>				
<b>ALLOCATION</b>	<b>236,837.93</b>	<b>8,593.10</b>		

**Athabasca Regional Multiplex Society**  
**Income Statement**  
**Concession**

	January 1 - 31	February 1 - 29	March 1 - 31	April 1 - 30	May 1 - 31	June 1 - 30
<b>REVENUE</b>						
General Rentals		520.00	260.00			584.00
Liquor Sales				6,035.35		510.32
Food Sales	36,529.09	34,070.02	41,503.32	36,348.24	16,706.28	56,519.79
<b>TOTAL REVENUE</b>	<b>36,529.09</b>	<b>34,590.02</b>	<b>41,763.32</b>	<b>42,383.59</b>	<b>16,706.28</b>	<b>57,614.11</b>
<b>EXPENSE</b>						
Salary	10,783.12	16,260.22	17,643.56	13,196.69	11,819.57	14,933.14
LAPP, CPP, EI, Manulife, WCB	641.44	992.55	888.61	735.08	656.88	782.43
Uniforms						
Office Supplies		173.80	387.19	200.00		
Food & Beverage						
Opening Inventory	\$ 24,504.00	\$ 20,667.00	\$ 28,059.00	\$ 25,792.31	\$ 22,258.72	\$ 29,212.27
Plus: Purchases	\$ 21,138.00	\$ 23,389.00	\$ 17,591.24	\$ 17,005.34	\$ 17,206.40	\$ 22,703.52
Minus: Inventory on Hand	\$ 20,667.00	\$ 28,059.00	\$ 25,792.31	\$ 22,258.72	\$ 29,212.27	\$ 28,678.02
<b>COGS</b>	<b>24,975.00</b>	<b>15,997.00</b>	<b>19,857.93</b>	<b>20,538.93</b>	<b>10,252.85</b>	<b>23,237.77</b>
Building Repairs						
Equipment Repairs & Maintenance	525.96	1,193.41	2,973.65	3,302.45	425.96	1,689.55
Supplies	2,335.53	2,560.36	1,930.92	1,209.67	2,023.62	2,158.59
Janitorial Supplies					29.1	
Safety Supplies						925.35
<b>TOTAL EXPENSE</b>	<b>39,261.05</b>	<b>37,177.34</b>	<b>43,681.86</b>	<b>39,182.82</b>	<b>25,207.98</b>	<b>43,726.83</b>
<b>NET INCOME</b>	<b>(2,731.96)</b>	<b>(2,587.32)</b>	<b>(1,918.54)</b>	<b>3,200.77</b>	<b>(8,501.70)</b>	<b>13,887.28</b>

**Athabasca Regional Mu**  
**Income Statement**  
**Concession**

	July 1 - 31	August 1 - 31	September 1 - 30	October 1 - 31	November 1 - 30	Total
<b>REVENUE</b>						
General Rentals				220.00	168.00	1,752.00
Liquor Sales						6,545.67
Food Sales	5,240.07	2,670.00	15,276.52	64,659.21	33,173.38	342,695.92
<b>TOTAL REVENUE</b>	<b>5,240.07</b>	<b>2,670.00</b>	<b>15,276.52</b>	<b>64,879.21</b>	<b>33,341.38</b>	<b>350,993.59</b>
<b>EXPENSE</b>						
Salary	5,691.64	5,727.87	9,523.89	12,260.75	18,163.22	136,003.67
LAPP, CPP, EI, Manulife, WCB	423.74	438.19	608.77	712.44	661.69	7,541.82
Uniforms				80.00		80.00
Office Supplies	116.74					877.73
Food & Beverage						-
Opening Inventory	\$ 28,678.02	\$ 24,479.52	\$ 24,073.66	\$ 24,620.76	\$ 27,131.22	
Plus: Purchases	\$ 553.62	\$ 2,469.37	\$ 11,993.47	\$ 40,953.16	\$ 13,592.48	
Minus: Inventory on Hand	\$ 24,479.52	\$ 24,073.66	\$ 24,620.76	\$ 27,131.22	\$ 26,482.63	
COGS	4,752.12	2,875.23	11,446.37	38,442.70	14,241.07	186,616.97
Building Repairs						-
Equipment Repairs & Maintenance	1,845.96	425.96	425.96	634.60	1,075.25	14,518.71
Supplies			488.06	2,220.35	1,071.56	15,998.66
Janitorial Supplies			379.68	181.93		590.71
Safety Supplies				579.44		1,504.79
<b>TOTAL EXPENSE</b>	<b>12,830.20</b>	<b>9,467.25</b>	<b>22,872.73</b>	<b>55,112.21</b>	<b>35,212.79</b>	<b>363,733.06</b>
<b>NET INCOME</b>	<b>(7,590.13)</b>	<b>(6,797.25)</b>	<b>(7,596.21)</b>	<b>9,767.00</b>	<b>(1,871.41)</b>	<b>(12,739.47)</b>

# Athabasca Regional Multiplex Society Capital Projects Breakdown

January 1 to November 30, 2024

## REVENUE

Town of Athabasca Capital Requisition	\$	95,000.00
Athabasca County Capital Requisition	\$	95,000.00
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>190,000.00</b>

## EXPENSE

Fire System Repairs	\$	6,753.84
Duct Cleaning	\$	12,124.00

Curtains x 4 (2 black & 2 white)		ordered December 2nd
Fieldhouse Floor Repairs + pickle ball lines		Centaur going to complete December 21st to 27th
Roof Repairs - yearly maintenance		completed just not invoiced
PA Amplifier x2/repair costs for PA system		ordered but not invoiced

<b>TOTAL EXPENSES AND ASSET ALLOCATION</b>	<b>\$</b>	<b>18,877.84</b>
<b>TOTAL CAPITAL REVENUE REMAINING</b>	<b>\$</b>	<b>171,122.16</b>

Reserve Fund Allocation	\$	117,500.00
-------------------------	----	------------

<b>Left</b>	<b>\$</b>	<b>53,622.16</b>
-------------	-----------	------------------



### Athabasca Regional Multiplex Amended 2024 Capital Budget

Costs do not include GST

Priority	Item Description	Area	Building or Operational	Total Cost	Potential Grant Rebate**	Multiplex Cost	Actual Cost	Approved / Removed
	<b>2023 Capital Projects</b>							
	<b>Grant Projects</b>							
1	Solar PV with 4 Boilers (rebate 80% of total costs-not incl GST) <b>**Note:</b> we will have to pay total costs upfront, after the project is completed, we will submit the rebate application	All Sections of the Multiplex	Building	\$ 1,461,082.00	\$ 1,168,865.60	\$ 292,216.40	\$ -	Approved in 2023
1	4 Boiler Cost - DEE-Jay Plumbing & Heating		Building	\$ 1,045,000.00	\$ 836,000.00	\$ 209,000.00	\$ -	
1	Consulting Fee - Reimagine		Building	\$ 9,500.00	\$ 7,600.00	\$ 1,900.00	\$ 9,500.00	Expensed in 2023
	<b>Total Solar PV with 4 Boilers Grant Project</b>			<b>\$ 2,515,582.00</b>	<b>\$ 2,012,465.60</b>	<b>\$ 503,116.40</b>		
<b>2023</b>	<b>1/2 allocated to the Town of Athabasca and Athabasca County</b>					<b>\$ 251,558.20</b>		
<b>2024</b>	<b>Capital Reserve Fund Allocation</b>					<b>\$ 117,500.00</b>		
	<b>Proposed 2024 Capital Projects</b>							
1	Fieldhouse Floor Repairs + pickle ball lines	Fieldhouse	Building	\$ 16,000.00		\$ 16,000.00		
1	Roof Repairs - yearly maintenance	All roof sections	Building	\$ 6,500.00		\$ 6,500.00		
1	Duct Cleaning	Multiplex Ducts	Building	\$ 15,000.00		\$ 15,000.00	\$ 12,124.00	Completed
1	Fire System Repairs	Theatre	Building	\$ 8,000.00		\$ 8,000.00	\$ 6,753.84	Completed
1	Wheelchair accessible doors	Multiplex - Aquatic Centre	Building	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	Completed
	<b>Building Capital Subtotal</b>			<b>\$ 55,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ 45,500.00</b>		
1	PA Amplifier x2/repair costs for PA system	Common Areas	Operational	\$ 7,000.00		\$ 7,000.00		
1	Curtains x 4 (2 black & 2 white)	Theatre	Operational	\$ 20,000.00		\$ 20,000.00		
	<b>Operational Capital Subtotal</b>			<b>\$ 27,000.00</b>	<b>\$ -</b>	<b>\$ 27,000.00</b>		
	<b>Total Capital Projects Costs in 2024</b>			<b>\$ 82,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ 190,000.00</b>		
<b>2024</b>	<b>1/2 allocated to the Town of Athabasca and Athabasca County</b>			<b>\$ 41,250.00</b>		<b>\$ 95,000.00</b>	<b>\$ 18,877.84</b>	

\*Approved at the Noember 20, 2023 meeting

\*Amended at the Janaury 15, 2024 meeting

**Athabasca Regional Multiplex Society**  
**Cheque Log for 1010 General Bank from Nov 01, 2024 to Nov 30, 2024**

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
3405	Payment	Pepsico Canada	2,952.53	Nov 08, 2024
3406	Payment	Canadian Tire	253.36	Nov 08, 2024
3407	Payment	WCB	4,325.83	Nov 08, 2024
3408	Payment	Cheap Seats	328.65	Nov 08, 2024
3409	Payment	Tipton's YIG	465.61	Nov 08, 2024
3410	Payment	Athabasca Value Drug Mart	40.93	Nov 08, 2024
3411	Payment	Whispering Hills Country Music Association	79.62	Nov 22, 2024
3412	Payment	Tipton's YIG	79.02	Nov 22, 2024
3413	Payment	Flowers by Christina	105.00	Nov 22, 2024
3414	Payment	Pepsico Canada	1,441.49	Nov 22, 2024
3415	Payment	Wolseley Canada Inc.	522.40	Nov 22, 2024

**Athabasca Regional Multiplex Society**  
**Direct Deposit Log Nov 01, 2024 to Nov 30, 2024**

Direct Deposit No.	Transaction Type	Payee	Transaction Date	Amount
DD-2386	Payment	Local Authorities Pension Plan	Nov 01, 2024	5,814.24
DD-2387	Payment	Receiver General	Nov 01, 2024	15,041.85
DD-2388	Payment	Manulife Financial Group Benefits	Nov 01, 2024	9,906.26
VP1449	Payment	Centaur Products Inc.	Nov 01, 2024	488.25
VP1450	Payment		Nov 01, 2024	1,021.65
VP1481	Payment	ATB Mastercard	Nov 07, 2024	1,267.18
VP1451	Payment	Gregg Distributors LP	Nov 08, 2024	840.07
VP1452	Payment	Stonefish Rentals	Nov 08, 2024	769.92
VP1454	Payment	Canadian Linen & Uniform Service	Nov 08, 2024	157.20
VP1455	Payment	Athabasca Home Hardware	Nov 08, 2024	100.17
VP1456	Payment	Royal Caretaking Supplies Inc.	Nov 08, 2024	167.24
VP1457	Payment	Startec Service	Nov 08, 2024	2,302.65
VP1458	Payment	Ainsworth Inc.	Nov 08, 2024	2,623.95
VP1459	Payment	Larue Electric & Controls Ltd.	Nov 08, 2024	1,495.96
VP1460	Payment	Multigas Detection & Instrumentation Services Group	Nov 08, 2024	546.00
VP1461	Payment	Epico Controls Inc.	Nov 08, 2024	462.00
VP1462	Payment	HMFT Inc.	Nov 08, 2024	2,564.13
VP1463	Payment	Master Pools ALTA Ltd.	Nov 08, 2024	7,717.50
VP1464	Payment	Marmak Information Services	Nov 08, 2024	873.60
VP1465	Payment	Sysco Canada	Nov 08, 2024	5,264.62
VP1466	Payment	Sysco Canada	Nov 08, 2024	137.01
VP1467	Payment	Sysco Canada	Nov 08, 2024	5,512.28
VP1468	Payment	Sysco Canada	Nov 08, 2024	2,316.96
VP1469	Payment	Red Bull Canada Ltd.	Nov 08, 2024	3,851.54
VP1470	Payment	Russell Hendrix Food Service	Nov 08, 2024	84.00
VP1471	Payment	Staples Commercial Credit Account	Nov 08, 2024	148.95
VP1472	Payment	Van Houtte Coffee Services Inc.	Nov 08, 2024	404.24
VP1473	Payment	Kelly Gilligan	Nov 08, 2024	577.50
VP1474	Payment	Great West Media	Nov 08, 2024	92.40
VP1475	Payment	Athabasca Regional Waste Mgmt Services Comm.	Nov 08, 2024	517.65
VP1476	Payment	Telus Business Connect	Nov 08, 2024	534.71
VP1477	Payment	Great Canadian Dollar Store	Nov 08, 2024	32.03
VP1478	Payment	Athabasca Automotive	Nov 08, 2024	12.30
DD-2447	Payment	Local Authorities Pension Plan	Nov 15, 2024	5,876.97
DD-2448	Payment	Receiver General	Nov 15, 2024	13,552.90
VP1480	Payment	Alberta Municipalities Services Corporation	Nov 22, 2024	52,299.51
VP1480	Payment	Alberta Municipalities Services Corporation	Nov 22, 2024	52,299.51
VP1483	Payment	Freshet Creative Services	Nov 22, 2024	120.00
VP1484	Payment	Great West Media	Nov 22, 2024	303.45
VP1485	Payment	Great Canadian Dollar Store	Nov 22, 2024	10.50
VP1486	Payment	Telus	Nov 22, 2024	151.17
VP1487	Payment	Ricoh Canada Inc.	Nov 22, 2024	1,216.24
VP1488	Payment	Startec Service	Nov 22, 2024	21,107.26
VP1489	Payment	Sysco Canada	Nov 22, 2024	1,724.72
VP1490	Payment	Sysco Canada	Nov 22, 2024	166.10
VP1491	Payment	Sysco Canada	Nov 22, 2024	1,232.17
VP1492	Payment	Sysco Canada	Nov 22, 2024	1,852.57
VP1493	Payment	Armstrong's National Alarm Monitoring Ltd.	Nov 22, 2024	630.00
VP1494	Payment	Van Houtte Coffee Services Inc.	Nov 22, 2024	1,596.66
VP1495	Payment	RC Strategies Inc.	Nov 22, 2024	3,858.75
VP1496	Payment	Cougar Fuels Ltd.	Nov 22, 2024	393.63
VP1497	Payment	Canadian Linen & Uniform Service	Nov 22, 2024	157.20

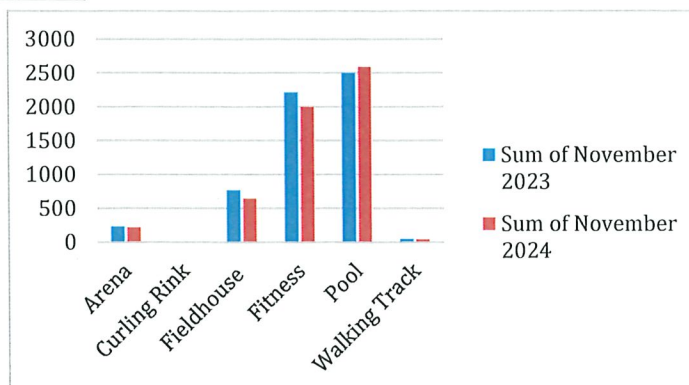
**Athabasca Regional Multiplex Society**  
**Direct Deposit Log Nov 01, 2024 to Nov 30, 2024**

VP1498	Payment	Royal Caretaking Supplies Inc.	Nov 22, 2024	337.37
VP1499	Payment	Tim's Ice Manufacturing Ltd.	Nov 22, 2024	2,821.88
VP1500	Payment	██████████	Nov 22, 2024	80.00
VP1501	Payment	Bell Canada	Nov 22, 2024	310.98
VP1502	Payment	Athabasca Home Hardware	Nov 22, 2024	38.84
DD-2499	Payment	Receiver General	Nov 29, 2024	14,218.74
DD-2500	Payment	Local Authorities Pension Plan	Nov 29, 2024	5,876.97
VP1503	Payment	██████████	Nov 29, 2024	182.00

## Attendance

### November Analysis

Row Labels	November 2023	November 2024
Arena	230	216
Curling Rink	0	2
Fieldhouse	765	641
Fitness	2210	1997
Pool	2498	2593
Walking Track	46	39
<b>Grand Total</b>	<b>5749</b>	<b>5488</b>



### November 2024 Daily Average = 183

## General / Meetings

- November 20<sup>th</sup> – Monthly meeting with the Curling Club.
- December 5<sup>th</sup> – Meeting with Tim's Ice Manufacturing.
- January 13<sup>th</sup> & 14<sup>th</sup>, 2025 - I am attending the Applied Suicide Intervention Skills Training (ASIST) which is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety.
- Holiday Hours
  - Facility
    - Closed – December 24<sup>th</sup> - 26<sup>th</sup> & January 1<sup>st</sup>
    - Reduced Facility Hours - December 27<sup>th</sup> – 31<sup>st</sup> - 10am to 6pm
    - Resume to normal hours and programming on January 2<sup>nd</sup>
  - Concession
    - Closed - December 23<sup>rd</sup> - January 1<sup>st</sup>
    - January 2<sup>nd</sup> – 5<sup>th</sup> – Open for Minor Hockey
    - Resume normal hours on January 6<sup>th</sup>

## Grants

- Approved for the following Grants:
  - Fortis Alberta Energy Savings Grant for lighting ballast upgrades
    - Approved for \$7,500.00.
    - This project is a part of the 2025 approved Capital Budget.
  - Active Communities Grant for Aquatic Centre Updates.
    - Approved for \$139,745.00.
    - This project is a part of the 2025 approved Capital Budget with the potential grant amounts reducing the overall costs by 50%.
  - ALPAC CEP Grant for the replacement of the Main Multiplex boiler systems stacks and chimneys.
    - Approved but we are unsure of the amount.
    - This project is a part of the 2024 & 2025 approved Capital Budget.
  - Kingston Midstream Community Investment program for the purchase of the Theatre Curtains.
    - Approved for \$4,300.00.
    - This project is a part of the 2024 Capital Budget.
- Administration will do a thank you post about the 2024 grant and program funding received.

- Applied for the following Grants:
  - Northern and Regional Economic Development Program (NRED) for marketing, website and advertising upgrade.
  - Canada Summer Jobs grant for a Summer Program Coordinator and 2 Summer Programs Leaders.

#### **Athabasca Chamber of Commerce feedback**

- Food got cold on the one food line as the burners blew out. It was communicated to me and got them restarted but a few people had dished up already. This was towards the end of service.
- A few water jugs leaked on the tables prior to the start of the event. Custodial staff dried the tablecloths, and we helped them reset their tables.
- Kitchen staff started clearing tables after supper was completed. A few Chamber Executive members started to clear tables once they were done eating. We had lots of staff clearing tables, but we should have started prior to supper ending. The Chamber thought we only had one cart with bus bins for clearing tables with, but we used 2 that evening as well as staff carrying bus bins.
- The contract was agreed upon and signed with 15% gratuity. After the Chamber Executive meeting they decided to only pay 5% gratuity.
  - When invoicing customers we always put a caveat on the invoice about the gratuity.
  - Gratuity is optional, based on 15%. Please send a written request if you want it removed.
- They didn't say anything to me about the quality of the food or the portion sizes.
- Attached is what was presented at the Town of Athabasca Council Meeting.
  - To clarify; we do not charge customers for the use of our tablecloths. We have 34 black round tablecloths customers can use when they rent the facility.

#### **Athabasca University**

- AU Convocation is June 5<sup>th</sup> & 6<sup>th</sup>, 2025 at the Multiplex.

#### **GST / Tax Holiday Tax Break**

- The Government of Canada has announced a proposed measure to provide GST/HST relief on certain items beginning December 14, 2024, and ending February 15, 2025.

What to do as a business that charges the GST/HST

- From December 14, 2024, to February 15, 2025, do not charge the GST/HST on the qualifying goods and services listed above.
- We will remove the GST from all items at the Concession, Vending Machines and Diapers from December 14<sup>th</sup> to February 15<sup>th</sup>, 2025.

#### **Tim's Ice Manufacturing**

- Our contract ends with Tim's Ice Manufacturing as of December 31, 2024.
- Starting January 2025, the Multiplex will provide inhouse ice maintenance in the Curling Rink.
- They will provide training in the new year to ensure the transition to inhouse ice maintenance in the Curling Rink goes as smoothly as possible.
- Tim's Ice Manufacturing will complete the mid-season flood and install the little rocks ring during the Holiday break.

#### **Marketing Assistant**

- Our Marketing Assistants' last day was November 29<sup>th</sup>. We will reevaluate this position in January.

#### **Movie**

- We are playing Elf on December 20<sup>th</sup>.
- We will be hosting movies at the Theatre on the second Sunday of each month. We will start by playing 2 different movies on Sunday. For example, a kid and adult movie, a princess and boy movie etc.



### **Arena**

- ADMHA and Skating Club are utilizing the arena for evening practices.
- EPC Hockey Academy is on ice every other school day from 12:15pm to 3:00pm.
- REC Hockey teams are practicing and playing games.
- ADMHA block books Friday night to Sunday afternoon's ice times excluding the early morning REC hockey and Pond Hockey times.
- Pond Hockey practices every Saturday.
- ADMHA has put in a bid to host provincials March 20<sup>th</sup> to 23<sup>rd</sup>.
- The organizers of the "Pucks for Paws" tournament want to hold the second annual tournament in March.

### **Curling Rink**

- The Curling Club's regular season started on October 15<sup>th</sup>.
  - They have one evening draw Monday through Thursday and an adult league draw on Thursday afternoons.
  - Junior Curling started on October 30<sup>th</sup>; 8 youths attended.
- EPC had rented the Curling Rink for their Phys Ed classes.
- The Home School group has rented the Curling Rink in December and January.
- The Curling Club is planning 3 bonspiels in the new year.

### **Fieldhouse**

- November 16<sup>th</sup> – Farmers Market.
- November 27<sup>th</sup> – Learn to Play Pickleball.
- December 5<sup>th</sup> – Community Christmas Dinner.
- December 6<sup>th</sup> – Athabasca County Holiday Event.
- December 7<sup>th</sup>, 14<sup>th</sup> & 21<sup>st</sup> – Farmer's Market.
- December 20<sup>th</sup> – LTIS Fun Day.
- December 22<sup>nd</sup> to 27<sup>th</sup> – Closed for floor repairs.

### **Theatre**

- November 27<sup>th</sup> – Heartwood Performance.
- December 6<sup>th</sup> – 8<sup>th</sup> – Athabasca Dance Society Holiday Show.
- December 20<sup>th</sup> – Elf Movie.

### **Meeting Rooms**

- November 23<sup>rd</sup> – Canadian Tire Holiday Event.
- November 30<sup>th</sup> – ATB Holiday Event.
- December 8<sup>th</sup> – Multiplex Staff Holiday Event.
- December 12<sup>th</sup> – Aspen View Holiday Lunch.
- December 14<sup>th</sup> – Air Cadets Holiday Event.

Respectfully submitted,



Rhonda Alix,  
General Manager

Athabasca District Chamber of Commerce  
Executive Meeting (via Zoom)  
November 13, 2024, 6:45 pm to 7:55 pm

Present: Rick, Penny, Rachael, Todd, Renee, Keith, Mike, Jessica, Rebecca, Jenn O, Jenn K & Darlene

Absent: Sherrie, Catherine

Treasurers report:

- ي At this time, looks like there is a slight loss of \$1,500, all funds have not been received, but confident they will come in.
- ي The contract they had with the Multiplex indicated a 15% gratuity, but on the invoice, there was a note that they could request to remove. There was a discussion on this and determined that Rick would talk with the Multiplex.

Gala report (concerns):

- ي there wasn't sufficient staff to clean tables, and felt they started late. Executive and members of the Chamber started clearing tables. There was only one cart to take around to clear tables, which didn't help.
- ي The pitchers of water were put on the table's early afternoon, this caused issues with the tables being very wet/damaged.
- ي Food was ok, very large food options (ribs, chicken, corn) and was cold for those towards the end (notably the gravy).
- ي Oyster bar – one male staff that was shucking knew what he was doing, the two female staff didn't, which saw many people with bits of shells in the oysters, therefore didn't get eaten nor did they go back for more.
- ي They paid to use the table cloths from the multiplex and ran out – had to get someone to bring some in.
- ي Not enough extension cords for the sound, needed another 75 feet.
- ي Lack of leadership in attendance, felt that this shows lack of interest in our businesses (both Town & County).

Executive report:

- ي No change in membership (86 in total, with 13 free as they were business winners).
- ي General meeting November 27<sup>th</sup>, looking for ideas for these meetings.
- ي Christmas market had 69 tables, could have had more, but not enough tables at the multiplex. This will bring in approximately \$4,000 for the Chamber – no Santa this year, as it was before Nov 11. Next year booked the weekend after Remembrance Day.

Tis the Season Nov 23 & Moonlight Madness Nov 29th

- ي Sleigh rides & hot chocolate Nov 23



- ﻯ no updates, other than marketing that Tasha did up for pop up shops. Businesses that would normally be closed, will be open with owner, like chiropractor. Then there will be a pop-up store to help draw attention.

AGM: soon need to start talking – succession planning is critical

President report:

- ﻯ Shared about councils' decision not to reduce business licenses for Chamber members. They have 86 members, of which maybe 50 are from the Town. Feel that the \$15 reduction is minimal and shows that the Town is supporting our businesses.

Respectfully submitted,  
Councillor Reimer

Athabasca District Chamber of Commerce  
General Meeting (via Zoom)  
November 27, 2024, 7:00 – 7:30 pm

Speaker:

- ﻯ Nadine Byers with Athabasca Employment Services. Nadine and Catherine Swindlehurst (touch point for the Chamber) are collaborating on getting another speaker to present at the Nancy Appleby Theatre, that will help local businesses. Merv (Nadine's supervisor) is keen to figure out when the next speaker will be.
- ﻯ Athabasca Employment Services committed to 2 years of doing these presentations. Last February was the first one and there are still funds to put towards this.
- ﻯ Once speaker is decided upon, then decisions around tickets and marketing will be decided.
- ﻯ Jenn Kirkpatrick sent out some good ideas for speakers – Brad Kotowich, stood out the most.
- ﻯ Athabasca Employment Services is about helping people to find work – from professionals to those with very little experience. They still have a contract to work with disabilities people and contract to continue to work with youth.

Moonlight Madness: lots of great things happening at various stores, where they have home business coming in to show case products "pop up stores".

Tis the Season: great success, even with the colder weather, had sleigh rides and at last count, over 196 hot chocolate was handed in.

AGM: no date set, but not far away – expecting a large turn in executive.

Gala: at the end the overall loss, was in the 3-digit range, which is not a bad thing. Good conversation around the even with the Multiplex, the good, the bad and the ugly!!

Respectfully submitted,  
Councillor Reimer



ALBERTA

Tourism and Sport

---

Office of the Minister  
MLA, Cardston - Siksika

November 29, 2024

Rhonda Alix  
General Manager  
Athabasca Regional Multiplex Society  
2 University Drive,  
Athabasca AB T9S 0A3  
Email Address: multiplexmanager@athabasca.ca

Dear Rhonda Alix:

I am pleased to advise that your Active Communities Initiative (ACI) application to assist your organization in the renovation of the Upgrade of Essential Capital Equipment is approved for \$139,745.

I appreciate the work of non-profit sport and recreational organizations that help to build or enhance active spaces supporting sport and recreation in Alberta communities. The Government of Alberta is proud to support organizations that improve the quality of life in our communities, keeping more Albertans active more often.

Please note your organization must enter into a formal grant agreement with the Ministry of Tourism and Sport outlining the terms and conditions of the grant funding prior to the funds being released. ACI staff will reach out to you regarding next steps. An electronic transfer of funds will be sent to your organization's bank account upon the completion of the formal grant agreement. We will be announcing the government's commitment to supporting your project in the coming weeks, so a member of the Ministry's communications team will also be in touch to arrange a public announcement. I would ask that you keep this news confidential until those arrangements have been made.

If you have any inquiries, please contact the Sport, Physical Activity and Recreation Branch ACI team at [REDACTED]

I wish you great success with your project.

Sincerely,

[REDACTED]  
Hon. Joseph Schow  
Minister

Room 402 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada [REDACTED]

---

Your project "Athabasca Regional Multiplex Lighting Ballast Replacement Project" has been approved

---

From [REDACTED]  
Date Mon 2024-11-25 1:49 PM  
To Multiplex Manager <multiplexmanager@athabasca.ca>  
Cc [REDACTED]

Dear Rhonda,

Thank you for considering FortisAlberta as a partner for your lighting project. We are pleased to inform you that your request for a Save Energy grant has been approved in the amount of \$7,500. We will send the payment request to our Accounting Department right away.

FortisAlberta provides a recognition plaque to acknowledge our donation. This plaque is 11" x 8.5" and is usually mounted in a high-traffic area. I'll reach out when the cheque and plaque are ready to arrange a personal delivery. In the meantime, please let me know if there is anything you need from us.

Sincerely,  
Gail Dalrymple &  
The FortisAlberta Community Investment team

---

## AI-Pac Fall CEP Grant

---

From [REDACTED]  
Date Mon 2024-12-02 3:29 PM  
To Multiplex Manager <multiplexmanager@athabasca.ca>  
Cc [REDACTED]

Hello Athabasca Regional Multiplex Society,

Thank you for your interest in the Alberta-Pacific Forest Industries Inc. (AI-Pac) Community Enhancement Program (CEP) grant. Congratulations! The Multiplex Facility Upgrade Project was selected to receive the grant for the fall intake. We would like to set up a date and time for a cheque presentation. Please let me know of some dates that would work for you. I will be in touch regarding when you will be receiving the payment.

Thank you, and congratulations!



**Emma Sachko | Coordinator, Community Relations**  
**Stakeholder Relations and Sustainability**  
Alberta-Pacific Forest Industries Inc.



-

---

## Donation Cheque Presentation

---

From [REDACTED]

Date Thu 2024-12-12 12:44 PM

To [REDACTED]

Good Afternoon Mike, Marci and Rhonda,

The Richardson Foundation is donating \$4,300 on behalf Kingston Midstream to the Athabasca Regional Multiplex Fitness & Aquatic Centre towards new curtains for the Nancy Appleby Theatre. I will request the actual cheque and order the big cheque for a cheque presentation today. Mike and Marci is there a day that works well for you to do the cheque presentation/photo opp? I mentioned to Rhonda that it might be easier to try to arrange in January, as the last few weeks in December can be hectic?

Thank you,

**Dena Bachorcik**

Public Awareness & Community Investment Coordinator



P: [REDACTED]	
W: kingstonmidstream.com	

---

The foregoing message, together with any attachments, is confidential and intended for the addressee only. If you received this message in error, please delete all copies, and promptly notify us of our error. Thank you.

### Athabasca Regional Multiplex Society Action Log

Meeting date: December 16, 2024

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#24-071	Motion by Director Hall to direct Administration to compile an analysis of utility reduction options for review at the September meeting.	July 15, 2024	Administration compiled current utility reduction and potential saving options in a briefing note presented at the Board meeting on November 18.	Completed
#24-095	Motion by Director Wallach to direct Administration to bring back a business case for regular scheduled movie nights at the theatre.	September 16, 2024	Administration completed a poll to see what day of the week residents would want a movie night on. A business case was presented at the November 18 Board meeting.	Completed
#24-122	Motion by Director Reimer to direct Administration to create a draft Land Acknowledgement Policy to review at the next meeting.	October 21, 2024	Administration presented the Draft Land Acknowledgement to the Board at the November 18 meeting.	Completed
#24-029	Motion by Director Pacholok to direct Administration to research grants that may be applicable to replace boiler systems.	February 26, 2024	Applied for the Active Communities Initiative grant for the Aquatic Centre boilers and pumps on September 3rd as well as the GICB Program on October 16th.	Completed
#24-138	Motion by Director Balay to adopt the Land Acknowledgement Policy 500-038 as presented.	November 18, 2024	Administration has adopted the Land Acknowledgement Policy.	Completed
#22-114	Motion by Director Anderson for Administration to negotiate a lease with the owners of the Athabasca Regional Multiplex Society property.	September 19, 2022	Working with the member municipalities CAO's to finalize an agreement.	In Progress
#24-027	Motion by Director LeMessurier for Administration to purchase the 2014 1565 series II 4WD John Deere with implements from the Town of Athabasca for \$13,500.00 utilizing the donation from Kingston Midstream. The remaining of the donation funds will be used to purchase a storage solution for the tractor.	February 26, 2024	Purchased the tractor from the Town and using it. The purchase of the storage solution will be completed in the Spring of 2025. We have \$1,500 left from the grant to assist with the costs.	In Progress

### Athabasca Regional Multiplex Society Action Log

Meeting date: December 16, 2024

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#24-037	Motion by Director Kapitaniuk to direct Administration to collaborate with Aspen View Public Schools on a Partnership Agreement and bring it back to the Board for approval.	March 11, 2024	Chair Anderson, Tim and I met with EPC administration to discuss our partnership and plan for the 2024/25 school year on August 22. Administration brought back the Draft Agreement to the December 16th Board meeting.	In Progress
#24-078	Motion by Director Reimer to direct Administration to create a Request for Proposal for a consultant to evaluate and rewrite the ARMS Bylaws and bring back the quotations to the Board for review.	July 15, 2024	Administration has completed the ARMS Bylaws RFP and will bring back the quotations to the December 16th Board meeting for review.	In Progress
#24-090	Motion by Director Pacholok to direct Administration to retain an expert to review and provide an opinion about the Aquatic Centre boilers.	July 15, 2024	Administration is investigating the next steps with the Aquatic Centre boilers. Tim has contacted 3 engineering firms to give us quotes on a boiler and review the system.	In Progress
#24-100 <input type="checkbox"/>	Motion by Director Balay to direct Administration to purchase the curling rink dehumidification unit with air conditioning using capital reserves for 50% of the costs.	September 16, 2024	Tim is getting quotes on the dehumidification unit and will have it ordered by the end of the year.	In Progress
#24-102 <input type="checkbox"/>	Motion by Director Wallach to direct Administration to prepare delegation to both members' councils to present the Asset Management Plan as amended.	September 16, 2024	Administration has contacted both CAO's to let them know we are willing to speak to their Councils about the Asset Management Plan.	In Progress
#24-107	Motion by Director Kapitaniuk to table the 2025 Proposed Facility rental rates until after the Strategic Planning meetings.	September 16, 2024	Administration will bring this back to the meeting after the Strategic Plan is completed.	In Progress
#24-108	Motion by Director Kapitaniuk to table the 2025 Proposed Membership Rates until after the Strategic Planning meetings.	September 16, 2024	Administration will bring this back to the meeting after the Strategic Plan is completed.	In Progress



### Athabasca Regional Multiplex Society Action Log

Meeting date: December 16, 2024

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#24-135	Motion by Director LeMessurier to send a letter to Aspen View School Board to prioritize the completion of the soccer fields by Fall of 2025 so we can assume ownership.	November 18, 2024	Chair Anderson will be sending a letter to Aspen View Public Schools.	In Progress
#24-141	Motion by Director Kapitaniuk for Administration to bring back quotes recommended for potential savings options.	November 18, 2024	Tim has met with a community member to go through the Multiplex and provide a list of potential energy savings options. Once we receive the report we will get quotes and bring them back to the Board for discussion.	In Progress
#0	Direction for Administration to have/invite a User Group delegation every other meeting	October 16, 2023	December 16, 2024 we had RC Strategies as a delegation.	ongoing
#23-122	Motion by Director Wallach for Administration to include action item list in all future agenda packages.	November 20, 2023	Added the action item list to the General Managers monthly report.	ongoing
#23-148	Motion by Director Balay to direct Administration to implement a data collection strategy to find out what municipality facility users reside in and report back to the board quarterly.	December 18, 2023	Presented the first quarterly report at the April meeting and the second quarterly report at the September meeting. Third quarter report was presented at the November meeting.	ongoing
#24-007	Motion by Director Kapitaniuk to direct Administration to credit the Athabasca County's annual operational requisition by the amount of interest received from the 2023 Solar PV Capital funding being held by ARMS.	January 15, 2024	Interest was calculated up to August 31, 2024. A cheque was sent to the Athabasca County in September.	ongoing
#24-017	Motion by Director Pacholok to accept the update as information and to direct Administration to provide future updates on the boiler claim quarterly or as needed.	January 15, 2024	Updates will be provided quarterly or as needed.	ongoing
#24-051	Motion by Director Hall to direct Administration or the Chair to provide updates on closed information to all Directors and Alternates.	April 15, 2024	Directors and Alternates can contact Rhonda or the Chair for updates on any closed session information.	ongoing

### Pool Mechanical

Monthly maintenance has been performed on all the circulation and filtration systems.

### Fitness Centre

A water fountain cooling fan failed and was replaced in the fitness centre.

### Arena

Small leak in the snow melt pit glycol system, staff are monitoring.

Sewer gas backing up through the Zamboni room drains. There was a small clog in a drain line and the snow melt pit was drained and cleaned.

### Curling Rink

ACC will be adding one set of mid ice rings at the Christmas break for the little rocks program.

Operator Cam Litz completed his curling ice making certificate and will be completing the ice prep for the remainder of the curling season starting January 6<sup>th</sup>.

### Field House

Operations staff completed multiple stage and event setups over the last month.

Repairs to the fieldhouse floor are scheduled for December 22-27<sup>th</sup>

### Exterior Grounds

Operations staff have been clearing sidewalks and loading areas when snow events occur.

Polarscapes clears the parking lot after large snow events.

### Concession

Operations staff installed a diaphragm in the dishwasher chemical pump.

### Life Safety

Batteries have been ordered for one of the AED devices as they are low.

### Theatre

Stage curtains have been ordered and will be installed in the new year.

Respectfully submitted,



Tim Wolfenberg

Facility Manager

### General Update

- December is a busy month of preparation for the upcoming year, as well as finishing up tasks for the end of 2024. We are working hard to ensure a strong start to the new year and are committed to maintaining a well-managed and well-lifeguarded holiday season at the Fitness and Aquatic Centre.

### Holidays

- The Fitness & Aquatics Centre will be closed on December 24, 25, 26, and January 1.
- The Centre will operate with holiday hours from 10:00a.m. to 6:00p.m. from December 27 to December 31. Regular hours will resume on January 2, 2025.

### Program Updates & 2025 Changes

- All programs will conclude before the holiday season and will resume in early January.
- **Drop-in Water Polo:** No changes in 2025. The program will continue every other Thursday from 7:00p.m. to 8:00p.m.
  - Due to the holiday schedule, the program will resume on January 9, 2025.
  - An EPC gym class participated in water polo sessions at the end of November and December. Both sessions were well received, and we hope this will drive a second wave of drop-in participants.
- **Yoga:** No changes in 2025. Classes are scheduled for Tuesdays from 6:00p.m. to 7:00p.m.
- **Spin Classes:** There will be changes in 2025. Monday afternoon classes (5:45p.m. to 6:30p.m.) will continue, while Tuesday, Thursday, and Friday morning classes will now run from 6:15a.m. to 7:00a.m.
- **Introductory Fitness:** No changes in 2025. Youth classes will run from 3:30 p.m. to 4:30 p.m., and adult classes will run from 5:00p.m. to 6:00p.m.
- **Athabasca Rapids Swim Club:** No changes in 2025. The swim club will operate three days a week: Monday afternoons with 3 lanes, Tuesday afternoons with 3 lanes, and Friday early mornings with 2 lanes.
- **Aqua Fit:** No changes in 2025. We will continue to run 7 classes, 4 days a week in the morning.
  - We plan to add additional evening classes later in 2025 once instructors become available.
  - Regular classes will run until December 23 and resume on January 2.
- **Returning Programs:** Aqua Pole was well-received, and we plan to offer it again in February 2025. Additionally, we are exploring options for Aqua Bike Spin classes.

### Swim Lessons

- Our last lesson of 2024 will be held on December 20.
- Our homeschool group completed two sets of lessons, which were well received. We hope this will lead to more bookings from them and additional Friday lesson registrations.
- The swim lesson schedule for 2025 is now available, and registration is open.
- Schools have already started booking lessons, with lessons scheduled as far ahead as April 2025.

### Staff Training

- The December in service training is scheduled for December 13, 2024, and will focus on poolside activities. Senior staff members will lead groups in training various skills, including first aid and responding to poolside incidents, and will conclude with staff scanning and observation drills.
- Additional training for shift leaders took place at the end of November and the start of December. This included one-on-one sit-downs with each shift leader, followed by a brief meeting on December 9 to review best guarding practices, staff behavior, and holiday planning.
- Additional training in 2025 will include continued service training, lessons instructor training, shift leader-focused training, and recertifications.

### School Bookings

- This December, we are expecting many children from EPC and LTIS for holiday bookings. EPC will have approximately 4 different gym classes, each running 8 times or more, with around 15-27 kids per class. The Junior High Fun Day swim will host approximately 74 kids, and the LTIS school holiday event will include 3 separate swim times, with 87, 77, and 97 kids in attendance. We are pleased to see such great use of the facility during the holiday season.

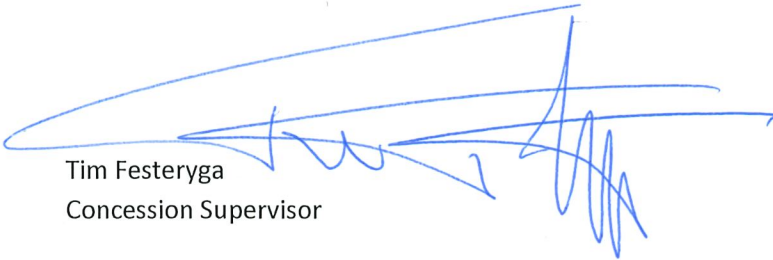
Signature: \_\_\_\_\_



Dylan Zilinski,  
Aquatic Supervisor

- Concession Kitchen
  - Kitchen equipment is running well.
  - Signage and Menu TVs are updated if there are any changes required.
  - The pizza oven has been replaced and is running properly.
- Menu
  - Pizza has been added to the Menu.
- Catering Events
  - Canadian Tire Holiday supper – November 23<sup>rd</sup>
  - ATB Financial Holiday supper – November 30<sup>th</sup>
  - Athabasca Multiplex Staff supper – December 8<sup>th</sup>
  - Aspen View Holiday lunch – December 12<sup>th</sup>
  - Air Cadets Holiday supper – December 14<sup>th</sup>
- Holiday Hours
  - Time Out Concession is closed from December 23<sup>rd</sup> to January 1<sup>st</sup>. Reopen on January 2<sup>nd</sup>.

Respectfully submitted,



Tim Festeryga  
Concession Supervisor





**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Strategic Planning update

---

#### **Background**

- Administration has contracted RC Strategies to complete the ARMS Strategic Plan.

#### **Delegation**

- RC Strategies completed the Draft Strategic Plan and presented it as a delegation.

#### **Attachment**

- Administration will send the Draft Strategic Plan to the Board once received from RC Strategies. We will also bring copies to the Board meeting.

#### **Discussion**

- The Board, Administration and Michael Roma with RC Strategies have had 2 strategic planning meetings.
- We distributed the Strategic Plan survey on various platforms for patrons to fill out.
- Administration is pleased with the participation of patrons in the survey.
- Winner of the yearly membership is Roland Lux. RC Strategies drew the name from the survey participants.

#### **Recommendation**

- Motion to Direct Administration to continue to work with RC Strategies on the changes to the Draft Strategic Plan as discussed.

A handwritten signature in blue ink, appearing to read "Rhonda Alix", positioned above a horizontal line.

**General Manager – Rhonda Alix**



**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Aspen View Agreement

---

#### **Background**

- At the March 11, 2024, the following motion was carried:  
Motion by Director Kapitaniuk *"to direct Administration to collaborate with Aspen View Public Schools on a Partnership Agreement and bring it back to the Board for approval."*

#### **Attachments**

- 2024-25 Statement of Intent between ARMS & AVPS
- EPC Student Multiplex Guidelines
- All Staff Memo - EPC Students

#### **Discussion**

- Aspen View, EPC and Multiplex Administration typically sign a yearly agreement.
- In 2023-24 there was no signed agreement between the partners.
- Chair Anderson, Tim and I met with Aspen View Superintendent of Schools Constantine Kastrinos and EPC Administration to discuss the upcoming school year on August 22<sup>nd</sup>. It was a very productive meeting to discuss our collaboration on dealing with students, misconducts, bookings, and communication. Attached is a memo we sent out to our staff.
- Attached is an updated version of the Statement of Intent incorporating the discussion from August.

#### **Recommendation**

- Motion to accept the information as presented.

A handwritten signature in blue ink, appearing to read 'Rhonda Alix', written over a horizontal line.

**General Manager – Rhonda Alix**

**Statement of Intent between  
Athabasca Regional Multiplex Society (ARMS)  
&  
Aspen View Public Schools (AVPS)**

Whereas ARMS and AVPS are committed to working together to meet the educational and recreational needs of the community, and whereas ARMS and AVPS are interested in joint usage and rental arrangements in their mutual facilities to benefit each. Therefore, ARMS and AVPS agree to explore opportunities to work cooperatively regarding their respective facilities, recognizing that ARMS and AVPS will remain autonomous entities. ARMS and AVPS agree that they will work together to ensure that their rights of each are respected and that any Operating Guidelines are followed. To this end ARMS and AVPS will agree to open regular communication regarding any opportunities for facility use, cost sharing and cost saving.

\_\_\_\_\_  
Ashtin Anderson  
ARMS Board Chair

\_\_\_\_\_  
Constantine Kastrinos  
AVPS Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rhonda Alix  
  
General Manager  
Athabasca Regional Multiplex

\_\_\_\_\_  
Brenna Kowalchuk OR  
Sean Morrison  
Principals of  
Edwin Parr Composite School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Table of Contents

### Table of Contents

Schedule A - Multiplex Rental Guidelines .....	2
Schedule C – 2024/2025 Multiplex & Theatre Rental Rates.....	2
Schedule D – Supervision & Safety Regulations .....	3
Schedule E - Areas of joint use.....	4
Schedule F - Replacement of Equipment.....	4
Schedule G - Student Membership Rate.....	4
Schedule H - Wireless Internet .....	5
Schedule I – Stage .....	5

### Schedule A - Multiplex Rental Guidelines

1. Edwin Parr Composite School (EPC) will request, for the school year, renting areas of the Multiplex and Theatre throughout the school year. All EPC bookings will go through Paula Gabourie except Hockey Academy. EPC staff can book an area of the Multiplex in an emergency but need to follow up with an email cc'ing Paula and the Multiplex.
2. EPC may request to rent the Multiplex Fieldhouse after school for extracurricular practices. This is dependent on how many teams EPC has. This will be unknown until each season starts.
3. EPC will request to rent the ice Arena for its Hockey Academy. Derek West will make the bookings.
4. All AVPS schools can rent any area of the Multiplex or Theatre for their classes or events.

### Schedule C – 2024/2025 Multiplex & Theatre Rental Rates

Facility Name	Rates
AVPS Student Monthly Membership**same as a child membership	\$30/month
Meeting Room/ Multipurpose Room	\$27/hour
Fieldhouse 1/3 <sup>rd</sup>	\$33/hour
Fieldhouse 2/3 <sup>rds</sup>	\$55/hour
Fieldhouse Full	\$81/hour
Fitness Centre (not private rental)	\$48/hour
Curling Rink	\$33/hour
Pool (not a private rental)	\$33/hour
Extra Lifeguard**more than 20 students	\$33.00/hour/guard
Aquatic & Fitness Instructor	\$33.00/hour
Arena**non-Hockey Academy	\$103/hour
Hockey Academy Arena	\$60/hour
Sports Fields	\$11/hour
Nancy Appleby Theatre	\$81/hour
Nancy Appleby Theatre - performance rate	\$394/day

**These rates are reviewed yearly by the ARMS Board and are subject to change.**

#### Schedule D – Supervision & Safety Regulations

1. A supervising EPC staff member will ensure student conduct at the Multiplex during school classes or activities is appropriate and the Multiplex equipment is being utilized properly. An EPC staff member will always accompany and supervise EPC classes or activities at the Multiplex.
2. If the Multiplex is running activities at EPC, the Multiplex will make sure there is proper supervision by a Multiplex staff member for those activities.
3. An EPC staff member will be monitoring students during lunch hour at the Multiplex on a constant basis.
4. Each of the partners will adhere to the other's safety regulations when in each facility.
5. The Lounge area is to be closed to EPC students during the school day due to ongoing misbehavior and vandalism. If the Multiplex wants to give students a "study pass" to gain access to the Lounge area during the day; the Multiplex will let EPC know the process.
6. The EPC doors (west doors) at the Multiplex will be locked during the school day except at lunch hour. Multiplex staff are responsible for locking and unlocking these doors.
7. EPC will create printed ID cards for their students at the beginning of each school year. Students will need to be in possession of their ID card as identification when at the Multiplex.
8. The Multiplex is off limits for all EPC Grade 7 students during the school day unless they are in a class.
9. EPC Grade 7 to 10 students do not have a spare during the school day; therefore, they should not be at the Multiplex unless it is during lunch or with a class.
10. EPC Administration and Multiplex Management have created a group text dialog for student misconduct and emergency situations.
11. The Multiplex and EPC have exchanged keys/fobs and security codes for emergency situations.
12. EPC and the Multiplex will ensure all staff are aware of the supervision regulations.



#### Schedule E - Areas of joint use

1. Areas of joint use at the Multiplex include Fieldhouse, Ball Diamonds, Soccer Fields, Aces Room, Theatre, Curling Rink, Hockey Arena, Fitness Centre, Swimming Pool, and Meeting Rooms.
  - a) EPC Administration understands and accepts that circumstances may arise where an event such as funeral, wedding, conference, etc. needs to be run at the Multiplex, during the school day, in an area that EPC may have booked.
2. Areas of joint use at EPC include gymnasium, library, conference rooms, classrooms, drama room, school fields, track, and computer lab. With the understanding that use by the Multiplex does not interfere with classes and extracurricular activities.
3. If an equitable venue swap can be arranged where Multiplex can use an area of EPC and EPC uses an area of the Multiplex no fee will be charged for that use.

#### Schedule F - Replacement of Equipment

1. If EPC should damage (not regular wear and tear) any equipment of the Multiplex, EPC will be responsible for repairing or replacing the damaged equipment.
2. If the Multiplex should damage (not regular wear and tear) any equipment of EPC, the Multiplex will be responsible for repairing or replacing the damaged equipment.

#### Schedule G - Student Membership Rate

1. ARMS agrees to reduce the student monthly & yearly memberships rate to the child monthly & yearly membership rate for all students that attend AVPS starting Sept 1<sup>st</sup>. Students are required to show identification.
2. This rate is reviewed by the ARMS Board yearly and is subject to change.
3. When AVPS students are attending a class that uses the Multiplex, they are not required to have monthly membership or pay a drop in fee. AVPS students are required to have membership or pay a student drop in fee when utilizing the Multiplex outside of class time; during their spare, lunch, before or after school.

#### Schedule H - Wireless Internet

1. AVPS has agreed to provide HIGH SPEED INTERNET to the Multiplex provided the Multiplex covers the cost of installing and maintaining the system.
2. AVPS has agreed to provide Technology Support to the Multiplex at an average hourly rate of \$55.00 per hour to cover the costs of salary and benefits. This will be based on AVPS's current prioritization system.
3. AVPS will let the Multiplex know if advance when there is a planned Internet outage or update. Internet is essential when conducting business at the Multiplex.

#### Schedule I – Stage

1. The stage at the Multiplex was originally purchased by Aspen View on March 27, 2002. Aspen View also purchased additional pieces in 2003 & 2004.
  - We are unsure of when the Multiplex started to store the stage and use the stage for other events.
  - The Multiplex stores the stage for free.
  - The Multiplex has purchased many items for the stage; curtains, backdrop, rails, legs, wheelchair ramps etc.
2. ARMS will continue to store, maintain and purchase items for the stage. The Multiplex will not charge AVPS for the stage itself. If Multiplex staff are required to set up or take down the stage, there will be a staff per hour charge to AVPS. The Multiplex can charge a fee to customers for the use of the stage to offset some of the repair and maintenance costs.



# EPC STUDENT MULTIPLEX GUIDELINES

Grade 7s are prohibited from the Multiplex during school hours.

#1

Grades 8-12 are allowed at the Multiplex during lunch time.

#2

Only grade 11s & 12s allowed at the Multiplex during class time if on a spare.

#3

Grade 11s & 12s may be asked for their new ID cards during these times.

#4

Failure to display ID card MAY result in the removal from the Multiplex.

#5

During school hours, the Multiplex is an extension of EPC. Misuse of the facility will be sent to EPC admin and dealt with accordingly.

#6



**From:** Management  
**To:** All Staff Memo  
**Date:** August 23, 2024  
**Subject:** EPC students

Multiplex administration has met with the new Administration team at EPC. We are very excited about this new partnership. Here is a summary of our meeting and the expectations of our staff.

- The lounge area is **closed** during school hours (there may be some changes to this as the year progresses).
- EPC doors will be locked during school hours except for lunch hour. (we will provide EPC's bell schedule)
  - Operations staff will be locking and unlocking the EPC doors.
  - We don't need to monitor students opening the door for other students.
  - We only need to monitor if the door is closed as some of them stay open and they shouldn't be propped open with anything.
  - We will add signage and EPC will be creating a sign as well near the doors.
  - Teachers will not have keys to the EPC doors; therefore, they will have to come around to the front and/or have a student run around to open the doors for the class.
- New Alberta Education policy where cell phones are not to be used during class time
  - Staff is not expected to monitor this policy. This is for the EPC teachers to monitor. If we find a student in the bathroom during class time on their cell phones, this is for the teacher to deal with not a Multiplex staff member.
- Communication on student misconduct, incidents and reporting will be the same as in previous years.
- EPC Administration will be doing walk throughs at lunch time and during the day. They may not happen every day but will be a presence in our facility this year.
- All EPC Students are to carry their ID cards with them. These cards will have the students' full name, picture and their grade on them.
  - This will help with identifying the students in misconduct situations, checking in at the front desk, or if they are using the fitness centre but are underage.
- Grade 7 students are not allowed to be in the Multiplex during school hours unless they are with their class. This includes lunch.
- Grade 8, 9, and 10 students should only be here during lunch hours as they do not have spares.
- Grade 11 & 12 students have spares and are allowed to be here during lunch hours or their spare.

If you have any questions, please let us know.

Sincerely,



**Athabasca Regional Multiplex Management**

**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Request for Proposal (RFP) Bylaws Evaluation & Rewrite

---

#### Background

- At the May 27, 2024, meeting the following motion was carried:  
  
*#24-64 Motion by Director Reimer "to direct Administration to add ARMS Bylaws to the next meeting for review."*
- At the July 15, 2024, meeting the following motion was carried:  
  
*#24-78 Motion by Director Reimer "to direct Administration to create a Request for Proposal for a consultant to evaluate and rewrite the ARMS Bylaws and bring back the quotations to the Board for review."*

#### Attachment

- ARMS RFP Bylaws Evaluation & Rewrite

#### Discussion

- Administration created an RFP for a consultant to evaluate and rewrite the ARMS Bylaws.
  - Issue Date – December 17<sup>th</sup>, 2024
  - Closing Date – January 17<sup>th</sup>, 2025
- Administration will bring back the quotations to our January 20<sup>th</sup> Board meeting.

#### Recommendation

- Motion to accept the information as presented.



General Manager – Rhonda Alix



# Athabasca Regional Multiplex Society Request for Proposals for Bylaws Evaluation & Rewrite

Issue Date: December 17, 2024

Contract Manager: Rhonda Alix  
General Manager

Telephone: (780) 675-2967  
Address: 2 University Drive  
Athabasca, AB  
T9S 0A3

E-mail: [multiplexmanager@athabasca.ca](mailto:multiplexmanager@athabasca.ca)

Closing Date and Time: **January 17, 2025**, at 1:00 p.m. (Mountain Standard Time)

Proposals will be received at the Front Desk by 1:00 p.m. (Mountain Standard Time) on **January 17, 2025**.

Proposals shall be submitted to:

Athabasca Regional Multiplex Society  
Attention: Rhonda Alix, General Manager  
2 University Drive  
Athabasca, AB  
T9S 0A3

Proposals should be clearly marked:

"Athabasca Regional Multiplex Society RFP Bylaw Evaluation & Rewrite"

Proposals may be delivered to Front Desk by hand, courier, mail or emailed to the General Manager. Proposals that are received after closing time shall not be accepted and will remain unopened.

## Table of Contents

PART I. INVITATION .....	3
1. Introduction .....	3
2. Project Objectives .....	4
3. Closing Date .....	4
4. Definitions .....	4
PART II. PROJECT REQUIREMENTS .....	5
1. Consultant Roles, Responsibilities & Professional Services .....	5
2. Roles & Responsibilities .....	5
PART III. PROPOSAL DETAILED INSTRUCTIONS .....	6
1. Mandatory Submission Requirements.....	6
2. Executive Summary.....	6
3. Proposal Narrative .....	7
4. Proponent Profile/Project Team Qualifications.....	7
5. Proponent/Project Team References .....	7
7. Other Pertinent Information.....	7
PART IV. EVALUATION CRITERIA.....	8
1 General.....	8
PART V. SELECTION PROCESS .....	10
1. Process Stages.....	10
PART VI. RFP ADMINISTRATION TERMS AND CONDITIONS .....	12
1. Reservation of Rights .....	12
2. Disclaimer of Liability and Indemnity.....	12
3. No Tender and No Contractual Relationship .....	13
4. Discretion .....	13
5. Representations and Warranties .....	14
6. Information Disclosure and Confidentiality .....	14
7. Disqualification .....	14

## **PART I. INVITATION**

The Athabasca Regional Multiplex Society (ARMS) invites Proponents to submit a formal proposal in response to this Request for Proposals (RFP) for qualified consulting services to evaluate, review and rewrite our Bylaws.

### **1. Introduction**

ARMS is entertaining proposals to evaluate, review and rewrite our Bylaws. Our bylaw register is out of date with numerous amending bylaws. There are bylaws that require updating to our current practices.

ARMS was incorporated in Alberta on November 30, 2007. ARMS is a non-profit society. ARMS is made up of representatives from the Town of Athabasca and Athabasca County to manage the Multiplex facility located at 2 University Drive, which has been in operation for 16 years.

The Athabasca Regional Multiplex Society promotes cultural growth, health, wellness, and fitness for all residents in the Athabasca region. We offer opportunities to participate in a wide range of activities by providing exceptional recreational, leisure and cultural facilities.

Designed as a multi-purpose community facility, the Multiplex is also available for conferences, weddings, trade shows, graduations, parties, and meetings of all kinds. There are rooms to comfortably accommodate small groups to groups over 1,000, allowing a wide range of social, sporting, and cultural activities.

Our Fitness & Aquatic Centre established in May 2019, encompasses a variety of amenities. The Aquatic Centre features a lap pool, a lazy river, a water slide, and so much more. Similarly, the Fitness Centre is equipped with state-of-the-art fitness equipment.

Features of the Athabasca Regional Multiplex include:

- Fieldhouse
  - 26,000 sq. ft. with various courts and activities available
  - Indoor track
- Aquatic Centre
  - 25m 6-lane pool, leisure pool, lazy river, whirlpool, sauna, waterslide, and spray features
- Fitness Centre
- Ice Arena
- Curling Rink
  - 4 sheets
- Meeting Rooms
- Concession
- Lounge
- Baseball Diamonds
- Soccer Fields
- Whispering Hills Daycare
- Located offsite: Nancy Appleby Theatre

Conveniently located beside Edwin Parr Composite School which has approximately 700 students in

grades 7-12.

## 2. Project Objectives

Core inclusions in the development of the bylaw review process, as listed below, will be contained within a formal document that is well laid out, user-friendly, electronic format and which will be reviewed and formally adopted by the ARMS Board prior to becoming a public document.

- To review all bylaws to ensure they are our current practices.
- To recommend and update bylaws to encompass all amendments to bylaws into clean new bylaws.

## 3. Closing Date

Proponents are invited to submit a detailed Proposal to provide the Services. Proponents shall submit one hard copy, clearly marked "Request for Proposals for Bylaw Evaluation & Rewrite". Proposals will be received at Front Desk until 1:00 p.m. (Mountain Standard Time) on **January 17, 2025** (the "Closing Date").

Proposals shall be submitted to:

Athabasca Regional Multiplex Society  
2 University Drive  
Athabasca, AB T9S 0A3  
780-675-2967  
Attention: Rhonda Alix  
[multiplexmanager@athabasca.ca](mailto:multiplexmanager@athabasca.ca)

Proposals may be delivered to Front Desk by hand, courier, mail or emailed to the General Manager. Proposals that are received after closing time shall not be accepted and will remain unopened. All Proposals will be date and time stamped upon receipt. In the case of a date and/or time dispute the Multiplex clock will govern. The Multiplex is not responsible for the timeliness of documents delivered or delivered to a location other than the specified address.

## 4. Definitions

For the purposes of this RFP, the terms below shall be interpreted as follows:

- 4.1 "Business Day" means a day other than a Saturday, Sunday or statutory holiday in Alberta;
- 4.2 "Closing Date" means Monday **January 17, 2025**, or such other date as determined by ARMS, at its sole and unfettered discretion;
- 4.3 "Closing Time" means 1:00 p.m. (Mountain Standard Time) on the Closing Date;
- 4.4 "Contract" means the written agreement negotiated and entered into by the Successful Proponent and ARMS to provide the Services contemplated by this RFP;
- 4.5 "Evaluation Committee" means representatives of ARMS, who are responsible for evaluating the Proposals and recommending Qualified Proponents, if any, to ARMS;
- 4.6 "Evaluation Criteria" means those criteria described in Part IV, paragraph 1.0;
- 4.7 "Invitation to Negotiate" means the last and final phase of the selection process where representatives of ARMS and a Qualified Proponent negotiate the Contract;
- 4.8 "Mandatory Requirements" means the minimum requirements that must be addressed or contained in a Proposal as described in this RFP;
- 4.9 "Proponent" means an individual, a corporation, a partnership, or any combination of the

foregoing, assembled for a common purpose that submits a Proposal to ARMS for evaluation in response to this RFP;

- 4.10 "Proposal" means all the information which is presented to ARMS by a Proponent for evaluation in response to this RFP;
- 4.11 "Qualified Proponent" means a Proponent selected to participate in the Invitation to Negotiate at the sole and unfettered discretion of ARMS;
- 4.12 "RFP" means this Request for Proposals for Bylaw Evaluation & Review Agreement;
- 4.13 "Services" means the functions, duties, tasks, responsibilities, and deliverables upon which this RFP is based; and
- 4.14 "Successful Proponent" means the Proponent which ARMS selects to enter into the Contract with.

Headings are used for convenience only, and they do not affect the meaning or interpretation of the clauses.

Words in the singular include the plural and vice versa.

## **PART II. PROJECT REQUIREMENTS**

### **1. Consultant Roles, Responsibilities & Professional Services**

The Consultant will be responsible for reviewing all bylaws to guarantee they are complying with the Province of Alberta Societies Act, the best practices and have been approved by the ARMS Board.

- Ongoing consultation with the General Manager on processes.
- Provide a detailed analysis of all bylaws.
- Develop and produce all presentation materials.
- Prepare status reports and presentations for the ARMS Board as requested by the General Manager.
- Prepare a final report with all recommendations to be presented to the General Manager and ARMS Board.

### **2. Roles & Responsibilities**

This project will be managed by the General Manager who will assist and provide resources in the following manner:

- Direct staff to provide all policies, documents, bylaws, and minutes for review.
- Ensure the provision of information and data to the consultant including existing reports, background information and inventory information to the consultant as required; such information shall include, but not necessarily be limited to:
  - Policy manuals
  - All bylaws, (repealed, defeated, amended)
  - All other materials that are requested

## **PART III. PROPOSAL DETAILED INSTRUCTIONS**

### **1. Mandatory Submission Requirements**

- 1.1. In responding to this RFP, Proponents shall submit one hard copy of their Proposal in a sealed envelope or package marked "Request for Proposals for Bylaw Evaluation & Rewrite" ARMS requires that Proponents submit Proposals as follows.
- 1.2. The cover page must clearly identify the following:
  - a. The title of this RFP;
  - b. The Proponent's name and contact information; and
  - c. The date of submission.
- 1.3. Proposals shall be divided into sections identified as follows:
  - a. Executive Summary;
  - b. Proposal Narrative;
  - c. Proponent/Project Team Qualifications;
  - d. Proponent/Project Team References;
  - e. Fee Proposal; and
  - f. Other Pertinent Information.
- 1.4. Where requested, provide samples, drawings or references that will be used for clarification and confirmation of the services being offered.
- 1.5. Proposals must include all relevant pricing on all items that are the responsibility of the Successful Proponent.
- 1.6. Proposals may be delivered by hand, courier, mail or emailed to the General Manager.
- 1.7. Proposals will be opened following the Closing Time. Proposals will NOT be opened in public.
- 1.8. Proposals must include all required information.
- 1.9. Proponents must fully disclose, in writing to ARMS on or before the Closing Date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. ARMS shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of ARMS, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

### **2. Executive Summary**

1. This chapter should include each of the following items and be no more than two pages in length:
  - A brief description of the Services that are proposed;
  - A brief outline of the unique advantages of the proposed solution; and
  - Corporate name.

### **3. Proposal Narrative**

3.1 In this chapter of the Proposal, the Proponent must demonstrate an understanding of the key requirements of the project and outline the approach taken to completing all aspects of the Services. All assumptions made in preparing the Proposal should be identified clearly. These assumptions will be vetted by the Evaluation Committee and clarification may be required, as necessary. This chapter gives the Proponent the opportunity to describe in detail the unique advantages of the Proponent's proposed solution that illustrates the "added value" that the Proponent has to offer. Be sure to address all of the requirements and specifications contained in the RFP.

### **4. Proponent Profile/Project Team Qualifications**

4.1 The Proponent must indicate the Proponent's/project team's qualifications and capabilities to provide the Services, including past projects having similar requirements to the one being proposed. Include qualifications of the Proponent/project team members, including any subcontractors (if applicable). Specify how these staff will be organized and supervised on the project.

### **5. Proponent/Project Team References**

5.1 The Proponent must provide three references from customers who have contracted with the Proponent. At least one reference from a publicly operated organization is desirable.

5.2 ARMS reserves the right to contact these references, or any other references known to ARMS, without prior notification to the Proponent. ARMS also reserves the right to contact any previous or current user of the Proponent's services.

### **6. Fee Proposal**

6.1 The Proponent shall provide a fee proposal at this time. The proponent is to provide any terms and conditions regarding payment/fee proposal.

6.2 All prices shall be quoted in Canadian dollars with GST identified separately.

### **7. Other Pertinent Information**

7.1 The Proponent should provide any other pertinent information it deems necessary.

## PART IV. EVALUATION CRITERIA

### 1 General

- 1.1 As a general framework, all Proposals presented by Proponents will be evaluated in the context of the overall value they bring to ARMS. The criteria to be considered by ARMS will include a combination of expertise, qualifications, fee, and such other criteria as determined by ARMS at its sole and unfettered discretion (the "Evaluation Criteria"). ARMS shall use the Evaluation Criteria listed below as the basis for its evaluation of submitted Proposals.
- 1.2 The Evaluation Committee will utilize specific evaluation criteria to rate various requirements for evaluation purposes. Subject to the requirements of *Freedom of Information and Protection of Privacy Act* ("FOIPPA"), such ratings shall be confidential, and no totals or scores of such ratings shall be released to any party.
- 1.3 As ARMS evaluates Proposals and bases any decision to award a contract on the contents of the Proposals as submitted, each Proposal shall include any and all information required as called for in the RFP. It shall be explicitly understood that there shall be no opportunity to make any material changes to the Proposal, including any alteration, addition, or deletion of any element within the Proposal as submitted by the Proponent after the RFP has closed.

Evaluation Criteria	Points	Score	Total
<b>Demonstrated understanding of project goals</b>	10 Pts		
<b>Approach and methodology</b>	20 Pts		
<b>Clear definition of process with tangible, relevant outcomes</b>	20 Pts		
<b>Innovation and creativity in approach</b>	10 Pts		
<b>Qualifications of project team and firm's relevant experience</b>	20 Pts		
<b>Fee</b>	20 Pts		
<b>TOTAL</b>	100 Pts		

SCORE		DESCRIPTION
5	Excellent	Exceeds the requirement of the criteria significantly in a way that is beneficial to ARMS needs.
4	Very Good	Exceeds the requirement of the criteria in a way that is somewhat beneficial to ARMS needs.
3	Good	Fully meets the requirement of the criteria.
2	Average	Adequately meets most of the requirements of the criteria; may be lacking in some areas that are not critical.
1	Poor	Minimally addresses some, but not all, of the requirements of the criteria; lacking in critical areas.
0	Very Poor	Does not satisfy the requirements of the criteria in any manner.



- 1.4 By submitting a Proposal, the Proponent acknowledges and agrees that:
- 1.4.1 ARMS has, and is hereby entitled to exercise, the sole and unfettered discretion to award the points for the evaluation of the Evaluation Criteria; and
  - 1.4.2 It waives any right to contest in any legal proceedings or otherwise the decision of ARMS to award points in respect of the Evaluation Criteria.

## PART V. SELECTION PROCESS

### 1. Process Stages

The Successful Proponent will be selected through the following process:

- Stage One – Request for Proposal;
- Stage Two – Evaluation and Interview (optional – short-list only);
- Stage Three – Invitation to Negotiate (one or (if necessary) more Qualified Proponents); and
- Stage Four – Award of Contract.

#### 1.1. Stage One

- 1.1.1. An RFP will be issued by ARMS to potential Proponents as determined by ARMS in its sole and unfettered discretion;
- 1.1.2. Any questions raised by potential Proponents during this stage shall be submitted in writing and must be received by ARMS no later than **January 10, 2025**.  
Submitted to: [multiplexmanager@athabasca.ca](mailto:multiplexmanager@athabasca.ca);
- 1.1.3. The Proponent has the responsibility to notify ARMS, in writing, of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to prepare the Proposal;
- 1.1.4. Verbal responses to any inquiry are not binding on either party.

#### 1.2. Stage Two

- 1.2.1. Following the initial review, and clarifications, if any, ARMS may, in its sole and unfettered discretion, interview anyone, or more of the Proponents that have submitted a Proposal in response to this RFP. This interview may be virtual or in-person; and
- 1.2.2. By submitting a Proposal, each Proponent acknowledges and agrees that the holding of an interview shall not constitute an express or implied representation, warranty or undertaking on the part of ARMS as it relates to the content of the Proposal submitted by the Proponent, and ARMS expressly rejects any express or implied representation, warranty or undertaking which may arise as a result of the Proponent submitting a Proposal in response to this RFP.

#### 1.3. Stage Three

- 1.3.1. After Stage One and Two have concluded, the Evaluation Committee may select the Qualified Proponent with the most attractive Proposal to participate in the Invitation to Negotiate ("ITN");
- 1.3.2. During the ITN stage, ARMS will engage in bilateral negotiations with the Qualified Proponent selected to participate in the ITN. At the conclusion of these negotiations, ARMS, in its sole and unfettered discretion, may select the Successful Proponent based on the terms agreed to as a result of their negotiations;
- 1.3.3. Should the bilateral negotiations with the above-mentioned Qualified Proponent does not result in an executed contract, ARMS reserves the right to contact the Qualified Proponent with the next most attractive Proposal to participate in the ITN

as set out above;

- 1.3.4. The Proposals received shall remain open for acceptance for a period of 90 days following the Closing Date in order to allow ARMS to undertake the evaluation of the Proposals received, to conduct the interviews noted above, and to enter into the ITN;
- 1.3.5. However, as stated previously, until the Contract is actually executed, ARMS reserves the right to terminate negotiations, cancel the project, and proceed with the project on different terms, all without compensation to the Proponents; and
- 1.3.6. ARMS reserves the right to determine the location, date and times of all meetings related to the negotiation of the Contract.

#### 1.4. Stage Four

- 1.4.1. The award of contract by ARMS for the Services occurs once the Successful Proponent receives a Notice of Award of Contract letter duly executed by ARMS.

## **PART VI. RFP ADMINISTRATION TERMS AND CONDITIONS**

### **1. Reservation of Rights**

- 1.1. The fee will be only one of the determinants for acceptance of a Proposal by ARMS. The fee proposal will not necessarily be accepted, and ARMS reserves the right to reject any or all Proposals at its sole and unfettered discretion.
- 1.2. ARMS also reserves the right to accept conditions to be offered by and/or negotiated with the Successful Proponent which are not specifically contained in this RFP. Such options and/or alternatives shall be included in the Proposal review process as part of the evaluation but should not be used to revise the Fee.
- 1.3. At all times, ARMS reserves the right to seek written clarifications of a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal and be binding upon the Proponents.

### **2. Disclaimer of Liability and Indemnity**

- 2.1. ARMS, its directors, officers, servants, employees, agents and consultants expressly disclaim any and all liability for representations, warranties (express or implied), errors or omissions in the RFP package or in any written or oral information transmitted or made available at any time to a Proponent or on behalf of ARMS.
- 2.2. By submitting a Proposal, a Proponent agrees:
  - 2.2.1. To be responsible for conducting its own due diligence on data and information upon which its Proposal is based;
  - 2.2.2. that it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming;
  - 2.2.3. that it has gathered all information necessary to perform all of its obligations under its Proposal;
  - 2.2.4. that it is solely responsible for ensuring that it has all the information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal;
  - 2.2.5. to hold harmless ARMS, its elected officials, officers, employees, insurers, agents, or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process;
  - 2.2.6. that it shall not be entitled to claim against ARMS, its elected officials, officers, employees, insurers, agents or advisors on grounds that any information, whether obtained from ARMS or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient;
  - 2.2.7. that ARMS will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent as a result of or arising out of submitting a Proposal or due to ARMS acceptance or non-acceptance of its Proposal; and
  - 2.2.8. to waive any right to contest in any proceeding, case, action or application, the right of ARMS to negotiate with any Proponent for the Contract whomever ARMS deems, in its sole and unfettered discretion, to have submitted the Proposal most beneficial to ARMS.

- 2.3. The Successful Proponent shall release, indemnify and hold harmless ARMS and its elected and appointed officers, servants, agents, employees, or contractors, from and against any and all losses, claims, demands, payments, suits, actions, damages, judgments and expenses (including solicitor's fees), of every nature and description brought or recovered against or incurred by ARMS and its elected and appointed officers, servants, agents and employees, arising out of or related to the Successful Proponent's breach of the Contract, or by reason of any act or omission or alleged act of omission of the Successful Proponent, its agents, employees or contractors in the performance of the Contract, or arising from the exercise of any rights or remedies of ARMS.

### **3. No Tender and No Contractual Relationship**

- 3.1. This selection process is not a tendering process. It is part of an overall selection process intended to enable ARMS to identify a potential Successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between ARMS and any Proponent. For greater certainty, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between ARMS and the Proponent arising from this RFP or the submission of a Proposal.
- 3.2. Further, the Proponent acknowledges and agrees that this procurement model is not a tender but a Request for Proposal. A Proposal may be rescinded by a Proponent at any time prior to the execution of the Contract by notifying ARMS General Manager in writing.

### **4. Discretion**

- 4.1. Notwithstanding any other provision of this RFP to the contrary, the provisions in Part VI, paragraph 4 prevail, govern, and override all other parts of this RFP. ARMS is not bound to accept any Proposal. At any time prior to execution of the Contract, ARMS may, in its sole and unfettered discretion, or for its own convenience, terminate the selection process, cancel the Project, and proceed with the Project on different terms. All of this may be done with no compensation.
- 4.2. ARMS reserves the right to accept or reject any and all Proposals, all without giving reasons, not necessarily accepting the lowest priced Proposal, and not accepting any Proposal. ARMS reserves the right to determine, in its sole and unfettered discretion, whether any Proposal meets the Mandatory Requirements. Selection of the Successful Proponent, if any, is at the sole and unfettered discretion of ARMS.
- 4.3. ARMS is not bound to negotiate with any Proponent.
- 4.4. ARMS is not bound to grant an interview to any Proponent.
- 4.5. ARMS reserves the right, at its sole and unfettered discretion, to:
- 4.5.1. negotiate the specific contractual terms and conditions, including but not limited to the Fee;
  - 4.5.2. waive any formality, informality, or technicality in any Proposal, whether of a minor and inconsequential nature, or whether of a substantial or material nature;
  - 4.5.3. negotiate with any or all Proponents; and
  - 4.5.4. receive, consider, negotiate, and/or accept any Proposal, regardless of whether it

complies (either in a material or non-material manner) with the Mandatory Requirements or not.

## **5. Representations and Warranties**

- 5.1. ARMS makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP. Information referenced in this RFP, or otherwise made available by ARMS or any of its elected officials, officers, employees, agents, or advisors as part of the selection process, is provided for the convenience of the Proponent only.
- 5.2. The Proponent is required to immediately bring forth to ARMS any conflict or error that it may find in the RFP.
- 5.3. Proponents are hereby required to satisfy themselves with the accuracy and/or completeness of the information provided in this RFP.

## **6. Information Disclosure and Confidentiality**

- 6.1. All documents submitted to ARMS will be subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIPP"). FOIPP allows persons a right of access to records in ARMS custody or control. It also prohibits ARMS from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of FOIPP. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure. However, ARMS cannot assure Proponents that any portion of the Proponent's documents can be kept confidential under FOIPP.

## **7. Disqualification**

- 7.1. The failure to comply with any aspect of this RFP (either in a material way or otherwise), including, but not limited to, the instructions to Proponent, shall render the Proponent subject to such actions as may be determined by ARMS, including disqualification from the selection process, suspension from the selection process and imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.



**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Fitness Classes with Equipment

---

#### **Background**

- At the February 28, 2023, Board meeting, the following direction was made.
  - Direction for Administration to include in memberships registered program classes for free as space allows.

#### **Attachments**

- February 28, 2023, Board meeting minutes

#### **Discussion**

- Including certain Fitness Classes in our Memberships has increased participation in the classes.
- The one problem is the Fitness Classes with equipment.
- Spin Class is full on certain days of the week; therefore, we are turning away customers as the class is full. But on the day of the class, we will have no shows.
  - We have thought of a few different options on how to handle these no shows.
    - Charge a no-show fee.
      - The customer seems to have a reason they could not attend.
    - Remove them from the class after XX number of no shows.
    - Charge a minimal fee for the class.
- Starting in 2025, Fitness Classes with equipment will have a fee of \$5.00 when you have a membership or \$13.23 when you do not have a membership.
  - This will help pay the instructor's fees and cover no show revenue loss. As well as having funds to pay for repairs and maintenance of the equipment or future replacement costs.
  - Members still receive a significant discount.
  - Administration will create an agreement for patrons to use when signing up for classes.
  - This puts the responsibility back on the customer to call to remove themselves from the class within a certain timeframe prior to the start of the class (48 hours).
- Most recreational facilities charge registration fees for their programs to cover the costs of running the program.

#### **Recommendation**

- Motion to accept the information as presented.

A handwritten signature in blue ink, appearing to read 'Rhonda Alix', written over a horizontal line.

**General Manager – Rhonda Alix**

**Athabasca Regional Multiplex Society 2023  
February 28, 2023  
REC Meeting Room**

**Present:** Directors Ashtin Anderson, Natasha Kapitaniuk, Jon LeMessurier, Dave Pacholok, Darlene Reimer (alternate), Camille Wallach; General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Aquatic Supervisor Dylan Zilinski and Administration Supervisor Cheryl Ruthven.

**Absent:** Athabasca County Interim CAO Christa Wilkinson and Town of Athabasca CAO Rachel Ramey

**1.0  
Call to Order** Chair Anderson called the meeting to order at 11:26 a.m.

**2.0  
Approval of  
Agenda**

#23-22 Motion by Director Kapitaniuk to approve the February 28, 2023, General Meeting agenda as presented.

**Motion Carried Unanimously.**

**3.0  
Introductions** Management and Board of Directors introduced themselves.

**4.0  
Meeting  
Minutes**

a) Approval of January 30, 2023, General Meeting Minutes

#23-23 Motion by Director Pacholok to approve the January 30, 2023 General Meeting minutes as presented.

**Motion Carried Unanimously.**

**5.0  
Financial  
Report**

a) Financial Statement

General Manager Alix presented the completed Financial Statements to the end of January 2023.

#23-24 Motion by Director Wallach to accept the financial information as presented.

**Motion Carried Unanimously.**



**Athabasca Regional Multiplex Society 2023  
February 28, 2023  
REC Meeting Room**

**6. Manager Reports**

Manager Alix discussed the General Manager's report.

#23-25      Motion by Director Kapitaniuk to accept the General Manager's report as presented.

**Motion Carried Unanimously.**

Chair Anderson left the meeting at 11:49 a.m.  
Vice Chair LeMessurier led the meeting.

Facility Manager Tim Wolfenberg discussed the Facility Manager's report.

#23-26      Motion by Director Kapitaniuk to accept the Facility Manager's report as presented.

**Motion Carried Unanimously.**

Aquatic Supervisor Dylan Zilinski discussed the Aquatic Supervisor's report.

Chair Anderson returned to the meeting 11:59 a.m.  
and resumed her position.

Director Kapitaniuk left the meeting at 12:05 p.m.

#23-27      Motion by Director Pacholok to accept the Aquatic Supervisor's report as presented.

**Motion Carried Unanimously.**

**7.0  
Follow-Up  
Business**

a)   GICB Solar Project update

Discussion that as soon as we receive the GICB Solar Project Grant approval, we can select our contractors to complete the projects.

Director Kapitaniuk returned to the meeting at 12:12 p.m.

#23-28      Motion by Director LeMessurier to accept GIBC Grant update as information.

**Motion Carried Unanimously.**

b)   2023 Operational Budget

#23-29      Motion by Director LeMessurier to approve the 2023 Operating Budget as presented with a 3% Cost of Living Adjustment (COLA).

**Motion Carried Unanimously.**

**Athabasca Regional Multiplex Society 2023  
February 28, 2023  
REC Meeting Room**

c) Front Entrance Sponsorship

Administration will create a Facility Naming Rights Request for Proposal for the front entrance of the Multiplex with a minimum bid requirement of \$15,000.00 per year for a term of 10 years.

#23-30 Motion by Director Kapitaniuk to accept the front entrance sponsorship update as information.

**Motion Carried Unanimously.**

d) External Contractors

Discussion regarding the legal opinion Administration received referencing the requirement of insurance and certificates for external contractors and how it can expose the multiplex to liability.

#23-31 Motion by Director Pacholok to direct Administration to create a policy and bring back to the March Board meeting outlining the requirements that external fitness contractors be required to provide proof of a business licence along with a minimum of \$2,000,000.00 (two million dollar) liability insurance.

Facility Manager Tim Wolfenberg left the meeting at 12:41 p.m.

Director Wallach left the meeting at 12:41 p.m.

Director Wallach returned to the meeting at 12:42 p.m.

Facility Manager Tim Wolfenberg returned to the meeting at 12:45 p.m.

Director LeMessurier declared pecuniary interest and did not vote.

**Motion Carried Unanimously.**

e) External Auditor

The Athabasca Regional Multiplex received two submissions for the External Audit RFP. Both companies are from Edmonton. Metrix Group is currently the Athabasca County's auditor and Doyle and Company is currently the Town of Athabasca's auditor.

#23-32 Motion by Director Kapitaniuk to contract Doyle and Company Chartered Professional accountants for a 3-year term to complete the external auditing for the 2022, 2023 and 2024 year-ends.

**Motion Carried Unanimously.**

**8.0  
New  
Business**

a) Non-profit Status

Administration discussed the legal opinion received regarding reinforcement on non-profit status. The Athabasca Regional Multiplex will keep a detailed asset listing which will be used in maintenance planning, capital budgeting and asset replacement.

**Athabasca Regional Multiplex Society 2023  
February 28, 2023  
REC Meeting Room**

#23-33                      Motion by Director Wallach to table item until September. **Motion Carried Unanimously.**

b)    Fitness Program Breakdown and Analysis

Administration discussed the swim lesson comparison with other aquatic centres and the swim lesson cost breakdown.

Direction for Administration to include in memberships registered program classes for free as space allows.

#23-34                      Motion by Director Wallach to accept the Fitness Program Breakdown and Comparisons as information. **Motion Carried Unanimously.**

c)    Swim Lesson Fee Breakdown

#23-35                      Motion by Director LeMessurier to accept the Swim Lesson Breakdown and Comparisons as information. **Motion Carried Unanimously.**

**10.0  
In  
Camera**

a)    Section 27 (1) FOIP Act – Legal

#23-36                      Motion by Director Kapitaniuk to go in-camera at 1:02 p.m. **Motion Carried Unanimously.**

#23-37                      Motion by Director Pacholok to come out of camera at 1:07 p.m. **Motion Carried Unanimously.**

**11.0  
Next  
Meeting**

Next meeting March 27, 2023, at 9:30 a.m.

**12.0  
Adjournment**

Meeting adjourned at 1:08 p.m.

**From:** Rhonda Alix, General Manager  
**To:** ARMS Board  
**Date:** December 16, 2024  
**Subject:** Audio Meeting Recording Policy

---

### **Background**

- Administration would like to have a Meeting Recording Policy.

### **Attachments**

- DRAFT Audio Meeting Recording Policy 500-039
- Athabasca County Video Recording & Live Streaming of Council Meetings Policy 8100

### **Discussion**

- Administration would like to add an audio recording policy for ARMS Board meetings to help with the accuracy of the minutes.
- In an effort to reduce amendments to the minutes it would be beneficial to listen to an audio recording of the Board meeting to clarify wording for the minutes.

### **Recommendation**

- Motion to adopt the DRAFT Audio Meeting Recording Policy 500-039 as presented.



General Manager – Rhonda Alix



## **Policies and Procedures Manual**

**Policy Number: 500-039**

**Policy Title: Audio Recordings of ARMS Board Meetings Policy**

**Adopted:**

**Last Reviewed:**

**Amended:**

### **Policy Statement:**

The purpose of this policy is to for the management of recordings of ARMS Board meetings.

#### **Guidelines and Procedures:**

1. The official record of Board meetings shall be the written minutes. The keeping of an audio recording of a Board meeting shall in no way detract or undermine the position of approved minutes as the official record of Board members decisions.
2. Audio recordings of open meetings shall begin when the meeting is called to order.
3. Audio recordings will be paused when the meeting has been recessed or in camera.
4. Signage shall be posted to ensure that presenters and members of the public are aware that all open meetings are being recorded.
5. The Board Chair has the discretion and authority at any time to direct the termination or interruption of the audio recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.

#### **License and Use:**

Copyright to the recordings of meetings is owned by the Athabasca Regional Multiplex Society. For certainty, no person may use the recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity. No part of the recorded materials of ARMS may be reproduced. Audio use is solely for the accuracy of the written minutes. Audio will be classified and stored on the ARMS secure backup filing system and will be deleted after the minutes are approved.



## **MUNICIPAL POLICY HANDBOOK**

**CODE NUMBER: 8100**

**CATEGORY: Internal Council Operations**

### **VIDEO RECORDING & LIVE STREAMING OF COUNCIL MEETINGS**

Council meetings will be broadcast and recorded in an effort to promote transparency, public participation and access to municipal decision making. Any Council meetings or portions of Council meetings closed to the public in accordance with Section 197 of the Municipal Government Act will not be broadcast or recorded.

#### **1.0 Purpose**

This policy will provide guidelines for the live streaming and management of recordings of Council meetings.

#### **2.0 Definitions**

- a. “CAO” means the person appointed by Council as Chief Administrative Officer for Athabasca County or designate.
- b. “Chair” means the Reeve or Chair of the meeting.
- c. “Council Chambers” means Athabasca County council chambers. Exceptions would be when a larger venue is required because of the anticipated number of citizens in attendance, or a meeting is held with another public body.
- d. “Council Meeting” means regular County Council and Committee of the Whole meetings.
- e. “County’s Website” means the websites administered and controlled by Athabasca County, which may include, but is not limited to athabascacounty.com, web-based audio management applications, and social media (ie. YouTube).
- f. “MGA” means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26.
- g. “Open Meeting” means any meeting of Council or Public Hearing open to the public in accordance with Sections 197 of the Municipal Government Act.
- h. “Recording” means video recording.

#### **3.0 Standards**

- 3.1 The official record of Council meetings shall be the written minutes. The keeping of a recording of a Council meeting shall in no way detract or undermine the position of approved minutes as the official record of Council decisions.

---

Effective

Policy Date: 12-08-20

Reference: CC 20-819, CC 22-203, CC 22-838

Revision: CC 24-250

---



---

## MUNICIPAL POLICY MANUAL

---

Code Number: 8100

Category: Internal Council Operations

Page: 2

---

- 3.2 Athabasca County will make every reasonable effort to ensure that live streaming and recordings are available to the public. However, there may be situations where due to technical difficulties the live streaming and recordings may be unavailable or delayed. Council meetings will not be cancelled, postponed, or delayed due to technical issues with the recording of meetings.
- 3.3 Recordings of open meetings shall begin when the meeting is called to order.
- 3.3.1 Recordings will be paused when the meeting has been recessed.
- 3.3.2 Signage shall be posted to ensure that presenters and members of the public are aware that all open meetings of Council are being broadcast, recorded, and made available over the internet.
- 3.4 Recordings will be accessible to the public through the County's Website indefinitely.
- 3.5 Original unmodified recordings will be classified and retained in accordance with the County's Records Management Bylaw.
- 3.6 Council meetings are a public forum of statements, questions, and answers.
- 3.6.1 Opinions expressed and statements made during a Council meeting are those of the individual making them, and not those of Council. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting, and which may be contained in a recording.
- 3.6.2 It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect, or contrary to law and may be the subject of potential liability. As the broadcasting and publishing of recordings of meetings increases the potential audience, potential risks may also increase. Accordingly, the Chair has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.
- 3.6.3 Council does not accept any responsibility for any verbal statements made by the public during a Council meeting which may be inaccurate, incorrect, or defamatory and does not warrant nor represent that the material or statements made by the public during the recorded meetings are complete, reliable, or free from error.

---

Effective

Policy Date: 12-08-20

Reference: CC 20-819, CC 22-203, CC 22-838

Revision: CC 24-250

---





---

## MUNICIPAL POLICY MANUAL

---

Code Number: 8100

Category: Internal Council Operations

Page: 3

---

### 3.7 Council may by majority vote:

- 3.7.1 direct the to direct staff to terminate or interrupt the recording of a Council Meeting if they consider it advisable to do so due to content that is deemed inappropriate; or
- 3.7.2 direct the CAO to direct staff to remove recordings or portions of recordings from the County's Website where they consider it advisable to do so due to content they deem inappropriate to be published.
  - 3.7.2.1 Material considered to be inappropriate may include, but is not limited to, material that may:
    - 3.7.2.1.1 be false or misleading communication which damages the reputation of another individual or organization;
    - 3.7.2.1.2 infringe copyright;
    - 3.7.2.1.3 breach the privacy of an individual or unauthorized disclosure of the personal information of an individual;
    - 3.7.2.1.4 be offensive;
    - 3.7.2.1.5 constitute discrimination;
    - 3.7.2.1.6 constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate;
    - 3.7.2.1.7 disclose confidential or privileged information.

## 4.0 License and Use

Unless otherwise indicated, copyright to the recordings of meetings made available on the County's Website is owned by Athabasca County. Permission is granted to produce or reproduce the recordings posted on the website, or any substantial part of such recordings, for personal, non-commercial, educational and news reporting purposes only, provided that the copied material is not modified or altered, and ownership of the material is attributed to the County. For certainty, no person may use the recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the County's Website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may amended or replaced from time to time, or with the express written permission of the County.

---

Effective

Policy Date: 12-08-20

Reference: CC 20-819, CC 22-203, CC 22-838

Revision: CC 24-250

---