

AGENDA

1. CALL TO ORDER
2. Approval of Agenda
3. Organizational Meeting
 - a) Chair Appointment
 - b) Vice-Chair Appointment
 - c) Secretary-Treasurer Appointment
 - d) Signing Authority 2
4. Meeting Minutes 3-6
 - a) Approval of October 21, 2024, minutes
 - b) Items arising from minutes
5. Financial Reports 7-16
 - a) Financial Statements
6. Manager Reports 17-29
 - a) General Manager, Facility Manager,
Aquatic and Concession Supervisor Report
7. Follow up Business 30
 - a) Strategic Planning Update 31-52
 - b) Draft Land Acknowledgement Policy 53
 - c) Auto Renew Program Update 54-63
 - d) Demographic Analysis
8. New Business 64-65
 - a) Utility Reduction Options 66-67
 - b) Monthly Movie Business Case 68
 - c) 2025 Draft Meeting Dates
9. Agenda Additions
10. In Camera
11. Next Meeting
 - a) December 16
12. Adjournment

From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Signing Authority

Background

- To change the signing authority for all ARMS ATB Financial and Canada Revenue Agency (CRA) accounts, if required.

Discussion

- To remove the previous ARMS Board of Directors and add the new Board of Directors to all ATB Financial and CRA accounts, if required.

Recommendation

If required:

- Motion to remove Ashtin Anderson and add _____ as the ARMS Chair for signing authority for all ARMS accounts.
- Motion to remove Jonathan LeMessurier and add _____ as the ARMS Vice-Chair for signing authority for all ARMS accounts.
- Motion to remove Camille Wallach and add _____ as the ARMS Secretary-Treasurer for signing authority for all ARMS accounts.



General Manager – Rhonda Alix

**Athabasca Regional Multiplex Society 2024
October 21, 2024
Combined Meeting Room**

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

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

ABSENT: Director Jon LeMessurier and Concession Supervisor Tim Festeryga.

MEMBER OF THE PUBLIC: Town of Athabasca CAO Rachel Ramey.

**1.0
Call to Order** Chair Anderson called the meeting to order at 9:35 a.m.

**2.0
Approval of
Agenda**

#24-116 Motion by Director Reimer to approve the October 21, 2024, General Meeting agenda as presented.

Motion Carried Unanimously.

**3.0
Minutes of
Previous
Meeting**

a) Approval of September 16, 2024, General Meeting Minutes

#24-117 Motion by Director Balay to approve the September 16, 2024, General Meeting minutes with the following amendment and addition:

- 1) addition Director Balay left the meeting at 1:20 p.m. and returned at 1:22 p.m.
- 2) 10.0 Next Meeting date should read October 21, 2024

Motion Carried Unanimously.

**4.0
Financial
Report**

a) Financial Statement

General Manager Alix presented the Financial Statements as of September 30, 2024.

**Athabasca Regional Multiplex Society 2024
October 21, 2024
Combined Meeting Room**

#24-118 Motion by Director Pacholok to accept the financial information as presented.

Motion Carried Unanimously.

**5.0
Manager
Reports**

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

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

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

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

#24-119 Motion by Director Kapitaniuk to accept the reports as presented.

Motion Carried Unanimously.

Chair Anderson declared a recess at 10:36 a.m.
Meeting reconvened at 10:46 a.m.

**6.0
Follow up
Business**

a) Strategic Planning

Administration has contracted RC Strategies to complete the ARMS Strategic Plan. We have created a public survey which will be available on various platforms for patrons to fill out. After the November 30, 2024, survey deadline, Administration will set up a meeting with the Board to review the draft Strategic Plan presented by RC Strategies.

#24-120 Motion by Director Pacholok to accept the information as presented.

Motion Carried Unanimously.

b) GICB Application

The Town of Athabasca has applied for the GICB Program for ARMS using GrantMatch Corp. as per the Board motion #24-101.

#24-121 Motion by Director Balay to accept the information as presented.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2024
October 21, 2024
Combined Meeting Room**

**7.0
New
Business**

a) Land Acknowledgement

Administration was instructed to prepare a recommendation regarding the implementation of land acknowledgment. We conducted research on how our recreation group addresses this at their facilities.

#24-122 Motion by Director Reimer to direct Administration to create a draft Land Acknowledgement Policy to review at the next meeting.

Motion Carried.

b) Auto Renew Program Statistics

#24-123 Motion by Director Wallach to direct Administration to research and implement capabilities of accepting credit card payments for auto renew memberships.

Motion Carried Unanimously.

Chair Anderson declared a recess at 11:15 a.m.
Meeting reconvened at 12:05 p.m.

Member of the Public, Facility Manager Tim Wolfenberg and Aquatics Supervisor Dylan Zilinski left the meeting at 11:15 a.m. and did not return.

**9.0
In Camera**

- a) Section 27 (1) FOIP Act – Legal
- b) Section 24 (1) FOIP Act – Privileged Information
- c) Section 17 (2) (e) FOIP Act – Personnel

#24-124 Motion by Director Kapitaniuk to go in camera at 12:19 p.m.

Motion Carried Unanimously.

Administration Supervisor Cheryl Ruthven left the meeting at 12:30 p.m.
and did not return.

General Manager Alix left the meeting at 12:51 p.m.
and returned at 1:04 p.m.

**Athabasca Regional Multiplex Society 2024
October 21, 2024
Combined Meeting Room**

#24-125 Motion by Director Pacholok to come out of camera at 1:13 p.m.

Motion Carried Unanimously.

#24-126 Motion by Director Wallach to accept the information as discussed for 9a.

Motion Carried Unanimously.

#24-127 Motion by Director Balay to accept the information as discussed for 9b.

Motion Carried Unanimously.

#24-128 Motion by Director Reimer to acknowledge the successful completion of the General Manager's performance review and approve an increase to the next step on her pay grid.

Motion Carried Unanimously.

**10.0
Next
Meeting**

Next meeting November 18, 2024, at 9:30 a.m.

**11.0
Adjournment**

Meeting adjourned at 1:14 p.m.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Financial Statements

Overview

- We have completed the October 31, 2024, Financial Statements.

Attachments

- October 31, 2024, Balance Sheet & Income Statement with Concession Report
- October 2024, Cheque & Direct Deposit Logs

Discussion

Revenue

- We are projecting school rentals and grant revenue to be lower than budget.
 - Grant revenue as the CFEP grant 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 most expenses will be on budget or slightly under budget except the following:
 - Vehicle Repairs & Maintenance is over budget by \$8,946.76 because of Zamboni repairs totaling \$14,907.40. We will be able to absorb the over budgeted amount in the Building Repairs or Equipment Repairs expense accounts.
 - We are projecting Natural Gas will be over budget, but Electricity will under budget. The Electricity expense account should be able to cover the over budgeted portion of the Natural Gas expense.
 - Insurance will be over budget by approximately \$4,500.00 but the amount may fluctuate depending on the insurance invoice from the Athabasca County on November 1st.

Balances as of October 31, 2024

General Bank balance:

- \$466,587.49
 - Including CFEP Grant - \$125,000.00

Not included in the bank balance above:

- Athabasca County Solar PV - \$253,469.76

Reserve balances:

- Operating Reserve Fund - \$141,664.69
- Capital Reserve Fund - \$266,683.89

Recommendation

- Motion to accept the information as presented.

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

General Manager – Rhonda Alix

Athabasca Regional Multiplex Society

Balance Sheet As at Oct 31, 2024

ASSET

Total Cash	462,523.30
Operating Reserve	141,664.62
Capital Reserve	266,683.89
Athabasca County Solar PV	253,469.76
Accounts Receivable	343,315.76
Inventory	26,028.55
GST Receivable	7,929.44
Prepaid Expenses	10,125.02

TOTAL ASSET	1,511,740.34
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LIABILITY

Accounts Payable	93,094.21
Payroll Accrual	25,989.17
Total Employee Payable	25,989.17
El Payable	0.48
Total Taxes Payable	0.48
Accrued Liabilities	1,786.78
GST Payable	4,824.05
Total GST	4,824.05
Town and County Requisition	313,333.40
Capital Requisition - current year	171,122.16
Athabasca County Solar PV	253,469.76
Deferred Revenue	1,861.11

TOTAL LIABILITY	865,481.12
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EQUITY

Retained Earnings	374,517.34
Current Earnings	271,741.88

TOTAL EQUITY	646,259.22
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LIABILITIES AND EQUITY	1,511,740.34
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Athabasca Regional Multiplex Society
Comparative Income Statement
Including the Concession

	Actual Jan 01, 2024 to October 31, 2024	Budget Jan 01, 2024 to Dec 31, 2024	Percent	Difference
REVENUE				
Sale of Goods	4,041.13	3,500.00	115.46%	541.13
Memberships	423,523.01	511,750.00	82.76%	-88,226.99
School Rentals	41,848.92	72,650.00	57.60%	-30,801.08
User Group Rentals	180,671.97	248,175.00	72.80%	-67,503.03
General Rentals	72,611.86	85,200.00	85.23%	-12,588.14
Liquor Sales	6,545.67	6,500.00	100.70%	45.67
Food Sales	309,522.54	390,000.00	79.36%	-80,477.46
Vending Machine Income	12,292.23	17,000.00	72.31%	-4,707.77
Program Revenue	75,740.19	88,500.00	85.58%	-12,759.81
Lease Revenue	20,758.40	23,908.10	86.83%	-3,149.70
Advertising Revenue	56,755.83	61,000.00	93.04%	-4,244.17
Interest Income	28,042.16	10,000.00	280.42%	18,042.16
Grant Revenue	22,057.00	64,000.00	34.46%	-41,943.00
Other Revenue	486.36	2,000.00	24.32%	-1,513.64
TOTAL REVENUE	1,254,897.27	1,584,183.10	79.21%	-329,285.83
EXPENSE				
Salary	1,179,808.08	1,434,500.00	82.25%	-254,691.92
LAPP, CPP, EI, Manulife, WCB, Employee	260,955.98	304,600.00	85.67%	-43,644.02
Recognition	1,333.37	3,500.00	38.10%	-2,166.63
Uniforms	622.99	2,500.00	24.92%	-1,877.01
Travel & Subsistence	3,572.29	3,750.00	95.26%	-177.71
Professional Development	14,368.63	16,000.00	89.80%	-1,631.37
Advertising & Promotions	5,886.34	8,000.00	73.58%	-2,113.66
Contracted Services	74,565.25	93,500.00	79.75%	-18,934.75
Professional Fees	14,350.38	20,000.00	71.75%	-5,649.62
Insurance	69,852.00	78,000.00	89.55%	-8,148.00
Bank & Interest Charges	5,733.35	8,500.00	67.45%	-2,766.65
Donations Expense	4,928.81	7,000.00	70.41%	-2,071.19
Office Supplies	18,766.96	21,000.00	89.37%	-2,233.04
Telephone	10,417.48	11,840.00	87.99%	-1,422.52
Natural Gas	197,702.83	213,000.00	92.82%	-15,297.17
Electricity	259,021.28	455,000.00	56.93%	-195,978.72
Water	58,674.68	79,000.00	74.27%	-20,325.32
Food & Beverage	175,003.12	200,000.00	87.50%	-24,996.88
Vehicle Fuel & Oil	4,782.05	7,700.00	62.10%	-2,917.95
Vehicle Repairs & Maintenance	18,696.76	9,750.00	191.76%	8,946.76
Outdoor Maintenance	16,364.17	27,000.00	60.61%	-10,635.83
Building Repairs	47,762.98	88,100.00	54.21%	-40,337.02
Equipment Repairs & Maintenance	103,502.32	135,500.00	76.39%	-31,997.68
Supplies	54,840.43	86,250.00	63.58%	-31,409.57
Janitorial Supplies	29,734.88	33,350.00	89.16%	-3,615.12
Program Supplies	15,917.33	24,000.00	66.32%	-8,082.67
Ice Plant Supplies	18,130.96	29,000.00	62.52%	-10,869.04
Safety Supplies	9,526.29	15,250.00	62.47%	-5,723.71
TOTAL EXPENSE	2,674,821.99	3,415,590.00	78.31%	-740,768.01
NET INCOME	-1,419,924.72	-1,831,406.90	77.53%	411,482.18
Town of Athabasca Requisition	783,333.30	940,000.00	83.33%	-156,666.70
Athabasca County Requisition	783,333.30	940,000.00	83.33%	-156,666.70
NET INCOME AFTER REQUISITIONS	146,741.88	48,593.10		98,148.78
Reserve	0.00	40,000.00		
CFEP Grant	125,000.00	0.00		
NET INCOME AFTER RESERVE	146,741.88	48,593.10		
ALLOCATION	271,741.88	8,593.10		

Athabasca Regional Multiplex Society
Income Statement
Concession

	January 1 - 31	February 1 - 29	March 1 - 31	April 1 - 30	May 1 - 31	June
REVENUE						
General Rentals		520.00	260.00			
Liquor Sales				6,035.35		
Food Sales	36,529.09	34,070.02	41,503.32	36,348.24	16,706.28	
TOTAL REVENUE	36,529.09	34,590.02	41,763.32	42,383.59	16,706.28	
EXPENSE						
Salary	10,783.12	16,260.22	17,643.56	13,196.69	11,819.57	
LAPP, CPP, EI, Manulife, WCB	641.44	992.55	888.61	735.08	656.88	
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
COGS	24,975.00	15,997.00	19,857.93	20,538.93	10,252.85	
Building Repairs						
Equipment Repairs & Maintenance	525.96	1,193.41	2,973.65	3,302.45	425.96	
Supplies	2,335.53	2,560.36	1,930.92	1,209.67	2,023.62	
Janitorial Supplies					29.1	
Safety Supplies						
TOTAL EXPENSE	39,261.05	37,177.34	43,681.86	39,182.82	25,207.98	
NET INCOME	(2,731.96)	(2,587.32)	(1,918.54)	3,200.77	(8,501.70)	

Athabasca Regional Mu
Income Statement
Concession

	1 - 30	July 1 -31	August 1 - 31	September 1 - 30	October 1 - 31	Total
REVENUE						
General Rentals	584.00				220.00	1,584.00
Liquor Sales	510.32					6,545.67
Food Sales	56,519.79	5,240.07	2,670.00	15,276.52	64,659.21	309,522.54
TOTAL REVENUE	57,614.11	5,240.07	2,670.00	15,276.52	64,879.21	317,652.21
EXPENSE						
Salary	14,933.14	5,691.64	5,727.87	9,523.89	12,260.75	117,840.45
LAPP, CPP, EI, Manulife, WCB	782.43	423.74	438.19	608.77	712.44	6,880.13
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		
Plus: Purchases	\$ 553.62	\$ 2,469.37	\$ 11,993.47	\$ 40,953.16		
Minus: Inventory on Hand	\$ 24,479.52	\$ 24,073.66	\$ 24,620.76	\$ 27,131.22		
COGS	23,237.77	4,752.12	2,875.23	11,446.37	38,442.70	172,375.90
Building Repairs						-
Equipment Repairs & Maintenance	1,689.55	1,845.96	425.96	425.96	634.60	13,443.46
Supplies	2,158.59			488.06	2,220.35	14,927.10
Janitorial Supplies				379.68	181.93	590.71
Safety Supplies	925.35				579.44	1,504.79
TOTAL EXPENSE	43,726.83	12,830.20	9,467.25	22,872.73	55,112.21	328,520.27
NET INCOME	13,887.28	(7,590.13)	(6,797.25)	(7,596.21)	9,767.00	(10,868.06)

Athabasca Regional Multiplex Society Capital Projects Breakdown

January 1 to October 31, 2024

REVENUE

Town of Athabasca Capital Requisition	\$	95,000.00
Athabasca County Capital Requisition	\$	95,000.00
TOTAL REVENUE	\$	190,000.00

EXPENSE

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

TOTAL EXPENSES AND ASSET ALLOCATION	\$	18,877.84
TOTAL CAPITAL REVENUE REMAINING	\$	171,122.16

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
	2023 Capital Projects							
	Grant Projects							
1	Solar PV with 4 Boilers (rebate 80% of total costs-not incl GST) **Note: 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
	Total Solar PV with 4 Boilers Grant Project			\$ 2,515,582.00	\$ 2,012,465.60	\$ 503,116.40		
2023	1/2 allocated to the Town of Athabasca and Athabasca County					\$ 251,558.20		
2024	Capital Reserve Fund Allocation					\$ 117,500.00		
	Proposed 2024 Capital Projects							
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
	Building Capital Subtotal			\$ 55,500.00	\$ 10,000.00	\$ 45,500.00		
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		
	Operational Capital Subtotal			\$ 27,000.00	\$ -	\$ 27,000.00		
	Total Capital Projects Costs in 2024			\$ 82,500.00	\$ 10,000.00	\$ 190,000.00		
2024	1/2 allocated to the Town of Athabasca and Athabasca County			\$ 41,250.00		\$ 95,000.00	\$ 18,877.84	

*Approved at the Noember 20, 2023 meeting

*Amended at the Janaury 15, 2024 meeting

Athabasca Regional Multiplex Society
Direct Deposit Log Oct 01, 2024 to Oct 31, 2024

Direct Deposit No.	Transaction Type	Payee	Transaction Date	Amount
VP1386	Payment	YC Charter	Oct 02, 2024	1,564.50
VP1387	Payment	Local Authorities Pension Plan	Oct 04, 2024	5,814.24
VP1388	Payment	Harlan's	Oct 11, 2024	614.95
VP1389	Payment	Town of Athabasca	Oct 11, 2024	22,602.54
VP1391	Payment	Sysco Canada	Oct 11, 2024	111.75
VP1392	Payment	Kelly Gilligan	Oct 11, 2024	315.00
VP1393	Payment	Staples Commercial Credit Account	Oct 11, 2024	209.99
VP1394	Payment	Van Houtte Coffee Services Inc.	Oct 11, 2024	924.04
VP1395	Payment	Russell Hendrix Food Service	Oct 11, 2024	608.41
VP1396	Payment	Red Bull Canada Ltd.	Oct 11, 2024	911.90
VP1397	Payment	RC Strategies Inc.	Oct 11, 2024	2,756.25
VP1398	Payment	Great West Media	Oct 11, 2024	92.40
VP1399	Payment	Telus	Oct 11, 2024	154.30
VP1400	Payment	Alberta Municipalities Services Corporation	Oct 11, 2024	38,998.64
VP1401	Payment	Sysco Canada	Oct 11, 2024	2,179.94
VP1402	Payment	Sysco Canada	Oct 11, 2024	605.02
VP1404	Payment	Sysco Canada	Oct 11, 2024	5,479.77
VP1405	Payment	Sysco Canada	Oct 11, 2024	961.71
VP1406	Payment	Sysco Canada	Oct 11, 2024	1,396.78
VP1407	Payment	Sysco Canada	Oct 11, 2024	30.69
VP1408	Payment	Cougar Fuels Ltd.	Oct 11, 2024	120.97
VP1409	Payment	Grimshaw Trucking LP.	Oct 11, 2024	76.03
VP1410	Payment	Canadian Linen & Uniform Service	Oct 11, 2024	235.80
VP1411	Payment	Athabasca Home Hardware	Oct 11, 2024	11.54
VP1411	Payment	Athabasca Home Hardware	Oct 11, 2024	313.00
VP1412	Payment	Startec Service	Oct 11, 2024	4,321.92
VP1413	Payment	Gregg Distributors LP	Oct 11, 2024	17.05
VP1414	Payment	Royal Caretaking Supplies Inc.	Oct 11, 2024	1,697.92
VP1415	Payment	Vivid Welding and Repair	Oct 11, 2024	199.50
VP1416	Payment	Stonefish Rentals	Oct 11, 2024	314.97
VP1417	Payment	Athabasca Automotive	Oct 11, 2024	16.55
VP1418	Payment	Local Authorities Pension Plan	Oct 18, 2024	5,814.24
VP1419	Payment		Oct 25, 2024	39.98
VP1420	Payment	HMFT Inc.	Oct 25, 2024	2,730.00
VP1421	Payment	Act Fast	Oct 25, 2024	140.00
VP1422	Payment	Sysco Canada	Oct 25, 2024	826.91
VP1423	Payment	Sysco Canada	Oct 25, 2024	5,016.00
VP1424	Payment	Sysco Canada	Oct 25, 2024	1,678.76
VP1425	Payment	Sysco Canada	Oct 25, 2024	1,997.09
VP1426	Payment	Sysco Canada	Oct 25, 2024	693.79
VP1427	Payment	Sysco Canada	Oct 25, 2024	109.12
VP1428	Payment	Sysco Canada	Oct 25, 2024	410.03
VP1429	Payment	Sysco Canada	Oct 25, 2024	214.02
VP1430	Payment	Sysco Canada	Oct 25, 2024	900.36
VP1431	Payment	Sysco Canada	Oct 25, 2024	172.97
VP1432	Payment	Sysco Canada	Oct 25, 2024	2,420.00
VP1433	Payment	Sysco Canada	Oct 25, 2024	96.80
VP1434	Payment	Sysco Canada	Oct 25, 2024	402.92
VP1435	Payment	Sysco Canada	Oct 25, 2024	3,203.74
VP1436	Payment	Sysco Canada	Oct 25, 2024	1,720.93
VP1437	Payment	Staples Commercial Credit Account	Oct 25, 2024	222.83

Athabasca Regional Multiplex Society
Direct Deposit Log Oct 01, 2024 to Oct 31, 2024

VP1438	Payment	RFS Canada	Oct 25, 2024	784.35
VP1439	Payment	Van Houtte Coffee Services Inc.	Oct 25, 2024	105.00
VP1440	Payment	Athabasca Regional Waste Mgmt Services Comm.	Oct 25, 2024	517.65
VP1441	Payment	Startec Service	Oct 25, 2024	2,198.20
VP1442	Payment	Marmak Information Services	Oct 25, 2024	840.00
VP1443	Payment	Tim's Ice Manufacturing Ltd.	Oct 25, 2024	2,821.88
VP1444	Payment	Grimshaw Trucking LP.	Oct 25, 2024	73.59
VP1445	Payment	Industrial Machine Inc.	Oct 25, 2024	218.40
VP1446	Payment	Royal Caretaking Supplies Inc.	Oct 25, 2024	2,178.02
VP1447	Payment	Athabasca Home Hardware	Oct 25, 2024	58.99
VP1448	Payment	Canadian Linen & Uniform Service	Oct 25, 2024	157.20
VP1482	Payment	Receiver General - GST	Oct 31, 2024	2,848.69

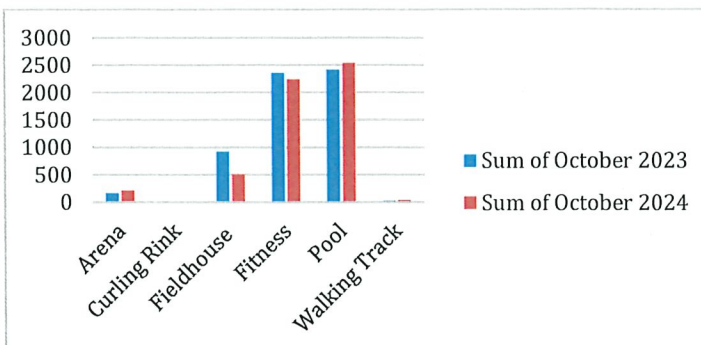
Athabasca Regional Multiplex Society
Cheque Log for 1010 General Bank from Oct 01, 2024 to Oct 31, 2024

Cheque No.	Cheque Type	Payee	Amount	Cheque Date
DD-2278	Payment	Receiver General	13,904.02	Oct 04, 2024
DD-2279	Payment	Manulife Financial Group Benefits	9,906.26	Oct 04, 2024
3391	Payment	Morning Star Ink	31.50	Oct 11, 2024
3392	Payment	Canadian Tire	711.94	Oct 11, 2024
3393	Payment	Pepsico Canada	2,023.61	Oct 11, 2024
3394	Payment	Key Equipment Services	202.13	Oct 11, 2024
3395	Payment	Commercial Aquatics Supplies	183.96	Oct 11, 2024
3396	Payment	LJ Systems Inc.	612.16	Oct 11, 2024
DD-2332	Payment	Receiver General	14,018.66	Oct 18, 2024
3401	Payment	Hack 2 House Ltd.	2,268.00	Oct 25, 2024
3402	Payment	Canadian Tire	1,151.47	Oct 25, 2024
3403	Payment	Flowers by Christina	101.68	Oct 25, 2024
3404	Payment	Tipton's YIG	56.10	Oct 25, 2024

Attendance

October Analysis

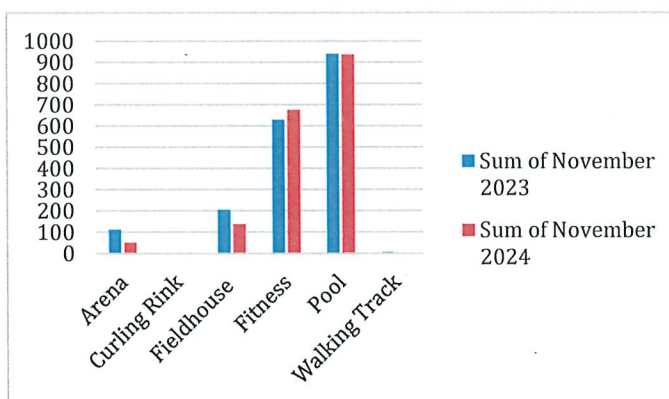
Row Labels	October 2023	October 2024
Arena	159	207
Curling Rink	3	0
Fieldhouse	915	499
Fitness	2356	2236
Pool	2412	2534
Walking Track	22	31
Grand Total	5867	5507



October 2024 Daily Average = 178

November Analysis

Row Labels	November 2023	November 2024
Arena	112	50
Curling Rink	0	0
Fieldhouse	205	137
Fitness	629	676
Pool	940	937
Walking Track	5	3
Grand Total	1891	1803



November 1 – 10, 2024 Daily Average = 180

General / Meetings

- October 18th – Meeting with Delerium about their upcoming Concert.
- October 24th to 27th – Attended the ARPA Conference.
- October 30th - RMCA Meeting.
- October 31st – Multiplex managers/supervisors meeting.
- The Multiplex has been chosen to host 2 Alberta Association Recreation Facility Personnel (AARFP) courses in 2025.
 - We receive 1 free registration fee for hosting the courses.
 - AARFP Building Maintenance Level 1/2 March 18th to 21st.
 - AARFP Pool Operator Level 1 September 25 & 26th.
- Holiday Hours
 - Facility
 - Closed – December 24th - 26th & January 1st
 - Reduced Facility Hours - December 27th – 31st - 10am to 6pm
 - Resume to normal hours and programming on January 2nd

- Concession
 - Closed - December 23rd - January 1st
 - January 2nd – 5th – Open for Minor Hockey
 - Resume normal hours on January 6th
- Athabasca & District Minor Hockey Association is putting in a bid to host the Hockey Alberta U15 Tier 3 Provincial Championships on March 20th to 23rd. I wrote a letter of support on behalf of the Multiplex.

Grants

- Applied for the Kingston Midstream Community Investment grant for a portion of the Theatre Curtains costs.
- Working on the Northern and Regional Economic Development Program (NRED).
 - Application deadline December 6th.
- We were not successful with our ALPAC Community Enhancement Program application.

Rotary Club of Athabasca Donation

- The Rotary Club of Athabasca has donated 42 dozen knives, forks, teaspoons and dessert forks.
- There are additional items they are willing to donate to the Multiplex Kitchen. Wine and water glasses.
- Administration is working with the Rotary Club on a memorandum of understanding for their generous donation.

Movie

- October 27th Hocus Pocus 2 movie at the Theatre
 - Completed a Facebook poll for what Movie to play
 - 29 comments on the poll
 - 18 people attended the movie
 - Financial Breakdown:
 - Revenue
 - Ticket & concession sales \$231.00
 - Expenses
 - Staff, movie, & concession costs \$240.00
 - Net loss - \$9.00
- Next movie is on December 20th

Marketing

- November Marketing Calendar
- We have a promotion to purchase a gift certificate valued at \$10.00 or more and you will be entered into a draw for a 1-month free membership.

Aquatic Centre

- We have seen an increase in contamination. We will be posting that the pool is closed due to contamination on Facebook and around the facility when it happens to be used as an education tool. We will be posting additional signage throughout the facility and Facebook posts to raise awareness to our patrons.
 - The last 4 contaminations were on July 19th, July 25th, October 29th and November 10th.

Arena

- ADMHA and Skating Club are utilizing the arena for evening practices.
- EPC Hockey Academy is on ice every second school day from 12:15pm to 3:00pm.
- REC Hockey started practicing and playing games in October.
- ADMHA started their weekend block booking at the beginning of October.
- Pond Hockey started on October 12th and practice every Saturday.
- November 10th – Referee Clinic.
- November 23rd – Skating Club Test Day

Curling Rink

- The Curling Club's regular season started on October 15th.
 - They have one evening draw Monday through Thursday and an adult league draw on Thursday afternoons.
 - Doubles league was cancelled as they didn't have enough teams interested, they are going to try again in January.
 - Junior Curling started on October 30th, but only a few youths attended. They will continue the program until the end of November and will reassess the program to see if they will continue for December. They may start up again in January.
- Anything goes Bonspiel was cancelled on November 2nd as they only had a handful of teams signed up.
- EPC had rented the Curling Rink in October for their Phys Ed classes.
- The Home School group has rented the Curling Rink in December and January.

Fieldhouse

- October 22nd – Learn to Play Pickleball.
- October 25th - Fire Fighters Appreciation Night.
- October 26th - Farmer's Market.
- October 26th - Delerium Concert.
- October 31st - Lions Club Halloween.
- November 2nd – Taste of Athabasca.
- November 2nd – Farmers Market.
- November 8th & 9th – Chambers Tis the Season Market.
- November 11th – Remembrance Day Ceremony.
- November 16th – Farmers Market.
- November 27th – Learn to Play Pickleball.
- December 5th – Community Christmas Dinner.
- December 6th – Athabasca County Holiday Event.
- December 7th, 14th & 21st – Farmer's Market.
- December 20th – LTIS Fun Day.
- December 22nd to 27th – Closed for floor repairs.

Theatre

- October 25th - Theatre Athabasca Performance.
- October 27th – Hocus Pocus 2 Movie
- October 30th - Heartwood Performance.
- November 6th – 9th – EPC Play.
- November 27th – Heartwood Performance.

- December 6th – 8th – Athabasca Dance Society Holiday Show.

Meeting Rooms

- October 22nd & 23rd – ALPAC meeting.
- October 26th - RhPAP Luncheon.
- November 3rd – 5th – Metis Nation Polling Station.
- November 12th – Interagency Meeting.
- November 23rd – Canadian Tire Holiday Event.
- November 30th – ATB Holiday Event.
- December 8th – Multiplex Staff Holiday Event.
- December 12th – Aspen View Holiday Lunch.
- December 14th – Air Cadets Holiday Event.

Respectfully submitted,



Rhonda Alix,
General Manager

(11) November 2024

PLEASE NOTE:
SOME SOCIAL
MEDIA POSTS ARE
SCHEDULED PRIOR
TO EVENT

CONCESSION

FITNESS &
AQUATICS

MAINTENANCE
/CLOSURES

FACILITY

ICE

OTHER
MARKETING

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01	02
					LIVE BARN HOCKEY SCHEDULE	FEATURED ITEMS SWIM LESSONS
03	04	05	06	07	08	09
ACTIVITY SCHEDULE BUBBLE SOCCER	SWIM SCHEDULE HOURS YOGA	DID YOU KNOW? FH CLOSURE 1 - 2:30 WATER POLO	CORPORATE MEM. CATERING SWIM LESSONS	AGE ACCESS GUIDE SENIORS' DAY SKATE SCHEDULE	HOLIDAY HOURS FITNESS SCHEDULE HOCKEY SCHEDULE	GAMES NIGHT FIELDHOUSE SCHEDULE
10	11	12	13	14	15	16
HOLIDAY HOURS SAVE W/ MEMBERSHIP SWIM LESSONS	HOLIDAY HOURS HOURS NO YOGA	INTRO FITNESS DID YOU KNOW? FH CLOSURE 1 - 2:30	AQUA FIT WARRIOR WENESDAY ACTIVITY SCHEDULE	PROMOS SENIORS' DAY SKATE SCHEDULE	TEEN NIGHT LIVE BARN HOCKEY SCHEDULE	LOCKER RENTALS FEATURED ITEMS SPIN
17	18	19	20	21	22	23
INTRO FITNESS FIELDHOUSE SCHEDULE	MEMBERSHIPS HOURS YOGA	DID YOU KNOW? FH CLOSURE 1 - 2:30 WATER POLO	POOL RENTALS CATERING SPIN	LEARN PICKLEBALL SENIORS' DAY SKATE SCHEDULE	FITNESS SCHEDULE HOCKEY SCHEDULE	BUBBLE SOCCER SWIM LESSONS
24	25	26	27	28	29	30
EVENT RENTALS PING PONG	HOURS YOGA SPIN	DID YOU KNOW? SWIM SCHEDULE FH CLOSURE 1 - 2:30	PROMOS ACTIVITY SCHEDULE	AGE ACCESS GUIDE SENIORS' DAY SKATE SCHEDULE	PROMOS LIVE BARN HOCKEY SCHEDULE	SPRAY DAY AQUA FIT

Athabasca Regional Multiplex Society Action Log

Meeting date: November 18, 2024

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#24-083	Motion by Director Hall to direct Administration to bring forward a recommendation related to the implementation of a land acknowledgement.	July 15, 2024	Administration brought a land acknowledgement recommendation to the October 21st meeting.	Completed
#24-123	Motion by Director Wallach to direct Administration to research and implement capabilities of accepting credit card payments for auto renew memberships.	October 21, 2024	Our Intelligenz booking software is capable of accepting credit card payments.	Completed
#24-099□	Motion by Director Balay to direct Administration to make an official request on behalf of the Board of Directors, that User Groups report what municipalities their members reside in by November 1, 2024.	September 16, 2024	Administration has sent an email out to user groups with the motion and deadline asking for their members resident information. Administration sent a reminder email to user groups prior to the deadline.	Completed
#24-128	Motion by Director Reimer to acknowledge the successful completion of the General Manager's performance review and approve an increase to the next step on her pay grid.	October 21, 2024	General Managers step increase will be effective January 1, 2025. Thank you.	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. Tim is finalizing a storage solution for the tractor.	In Progress
#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.	In Progress
#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	Ashtin, Tim and I met with EPC administration to discuss our partnership and plan for the 2024/25 school year on August 22.	In Progress

Athabasca Regional Multiplex Society Action Log

Meeting date: November 18, 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.	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 will bring an update to the December meeting.	In Progress
#24-090	Motion by Director Pacholok to direct Administration to retain an expert to review and provide and 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
#24-095	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.	In Progress
#24-100□	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□	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
#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.	In Progress
#0	Direction for Administration to have/invite a User Group delegation every other meeting	October 16, 2023	EPC School Council attended the July 15 meeting.	ongoing

Athabasca Regional Multiplex Society Action Log

Meeting date: November 18, 2024

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#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 will be sent to the Athabasca County for that amount.	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.

Extra cleaning was performed on the LP filtrations system after a contamination event.

Fitness Centre

A water fountain cooling fan failed on the fountain at the back of the fitness centre. Parts have been ordered.

Arena

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

Sewer gas backing up through the Zamboni room drains. We are working with a local contractor to identify and fix the issue.

Operators continue to monitor ice plant compressor run hours versus slab temperatures and have reduced our compressor run time by 5 hours a day as well as adjust ice slab temperature-based on usage of the ice. Between these two controls we will be generate energy savings throughout the ice season.

Curling Rink

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

EPC student classes have been rough on the ice this year with dropping rocks and cracking ice near the hacks. However, teachers have been spoken to and we hope more care will be taken by all users moving forward. No repairs were needed.

Fieldhouse

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

Repairs to device protection cages have been completed.

Exterior Grounds

EPC has used the baseball diamond #5 a few times as the weather has been good.

Aspen View School division during the summer and fall completed ground leveling and seeding of those areas on the soccer field that is being rehabilitated.

Aspen View also believes that they do not require any help with snow clearing activities as previously thought.

Respectfully submitted,



Tim Wolfenberg

Facility Manager

General Update

- November saw several smaller events, including the transition to the next set of lessons, a week with Aspen View and other area children off school, November Break lessons keeping the pool busy, and some minor pool closures.

Holidays

- On November 11th, we followed special holiday hours (12:00 PM to 6:00 PM) so staff and the public could attend Remembrance Day services.
- From November 12-15, we were open during regular hours. During this time, we also held a 4-pack of swim lessons due to Aspen View's November break (no school).

Program Updates & Changes

- Drop-in Water Polo: No changes. The program continues every other Thursday from 7:00 PM to 8:00 PM.
 - Note: The session on October 31st was canceled due to Halloween.
- Yoga: No changes. Classes are scheduled for Tuesdays from 6:00 PM to 7:00 PM.
 - Note: No yoga classes were held during the November break.
 - Yoga dates are set through the Dec-Jan holiday season. Dates for 2025 will be posted in December.
- Spin Classes: No changes. Classes continuing Monday afternoons (5:45 PM to 6:30 PM) and Tuesday, Thursday, and Friday mornings (6:00 AM to 7:00 AM).
 - Note: No spin classes during the November break. However, at the request of participants, bikes were left out for use during the mornings.
 - Spin dates are set through the Dec-Jan holiday season. Dates for 2025 will be posted in December.
- Introductory Fitness: No changes. Youth classes run from 3:30 PM to 4:30 PM, and adult classes run from 5:00 PM to 6:00 PM.
 - Note: No introductory fitness classes during the November break.
 - Dates for introductory fitness classes are set through the Dec-Jan holiday season. 2025 dates will be posted in December.
- Athabasca Rapids Swim Club: No changes. The swim club is running three days a week.
 - Note: The swim team did not meet on November 11th, but they did meet on the other two days during the November break.
- Aqua Fit: On November 6th & 8th, EPC had a fitness class join the Aqua Fit Deep-Water classes, resulting in the largest school participation yet with 19 and 20 students on each day.
 - Feedback from attendees was very positive, especially from the seniors and adults who typically participate in these classes.
- Returning Programs: Aqua Pole classes started back on November 7th. These are 45-minute registered programs, similar to Introductory Fitness. They run from 9:00 AM to 9:45 AM every Thursday for 5 weeks.
 - If successful, we plan to offer additional dates and times in the new year.

Estimated profit for this first set is \$47.50, with the class slightly over half full.

Swim Lessons

- November swim lessons have started and will continue until December 20th.
- The November break lessons went well, though the class sizes were smaller compared to our previous 4-pack of lessons during the 2024 Spring Break. We will use this information, along with our 2025 Spring Break 5 pack numbers, to adjust lesson planning for next year.

Staff Training

- The November Inservice was held on November 8th. The meeting covered a variety of important topics, and the in-water portion focused on reviewing swimming skills.
 - Meeting topics included: verbal, physical, sexual, and psychological abuse, as well as a review of the schedules and programs, cleaning tasks, and preparation for the upcoming holiday season.
 - In-water skills reviewed included: Breaststroke, Freestyle, and Back Crawl. We also focused on brick skills, rescue drills (with an emphasis on the eggbeater kick), and deep-end spinal management.

Pool Closures & Equipment Updates

- The red water slide will be outsourced for repairs as local options have either declined or failed to respond to our requests. We anticipate a 4-8 week wait to receive quotes, schedule the work, and have the slide returned.
- There were two recent closures of the leisure pool due to contamination:
 - October 29th (Tuesday evening): A non-solid fecal contamination occurred in the zero-depth area of the leisure pool due to a swim diaper that failed to contain its contents. The pool was closed at approximately 6:15 PM and reopened at around 10:30 AM the following day.
 - November 10th (Sunday): A solid fecal contamination occurred in the main area of the leisure pool, though the source could not be identified. The pool was closed at 11:00 AM and reopened at approximately 1:00 PM after all cleaning had been fully completed and the water had been retested.
- Hot Tub Maintenance: The hot tub was closed for one day on October 26th for maintenance and to investigate the heat exchanger.
 - The good news was that, while we had initially expected a full-day closure with the pool needing to be drained and scrubbed, the issue was resolved quickly, and we were able to reopen the pool by 2:00 PM without draining it.

Signature: 
Dylan Zilinski,
Aquatic Supervisor

- Concession Kitchen
 - The new Donna Italia Pizza Oven has not been working properly. They are going to send us a new oven.
 - Electrical modified to suit the ovens
 - We have a Red Bull Promotion going on. If you purchase a Red Bull, you can enter to win some Red Bull promotional items.
 - Signage and Menu TVs are updated if there are any changes required.
- Menu
 - Initially offering Cheese or Pepperoni Pizzas.
 - Cost (6.39) vs price (10) – Cost/price for the Cheese Pizza is 63.9%
 - Cost (6.95) vs price (12) – Cost/price for the Pepperoni Pizza is 57.9%
 - Healthy options added
 - Fruit cups and Hummus cups.
- Inventory
 - Inventory numbers are high, we will be creating specials to decrease the inventory total by the end of the year.
 - For example, there are Bison ribs leftover from the Chamber, we can make a pulled Bison rib sandwich.
- Commercial Kitchen
 - Received 42 dozen knives, forks, teaspoons and dessert forks from the Rotary Club as a donation.
- Upcoming Catering Events
 - Canadian Tire Holiday supper – November 23rd
 - ATB Financial Holiday supper – November 30th
 - Aspen View Holiday lunch – December 12th
 - Air Cadets Holiday supper – December 14th

Respectfully submitted,



Tim Festeryga
Concession Supervisor



From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Strategic Planning update

Background

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

Discussion

- The Board, Administration and Mike with RC Strategies have had 2 strategic planning meetings.
- The next step is to get the public survey out on various platforms for patrons to fill out.
 - Advertisement for 2 weeks in the newspaper
 - Social media – multiple posts
 - Poster posted on the Multiplex website
 - Front Desk attendants are verbally letting patrons know
 - Poster board at front desk
 - Posters around the facility
 - Emailed the ARMS Board
 - Emailed all customers with an address on file in our Booking software
 - Emailed the Town of Athabasca and Athabasca County
 - Both have shared our Facebook post
 - Emailed the Village of Boyle and Summer Villages
 - Emailed our User Groups asking them to send it out to their members
 - Emailed Multiplex Supervisors to share with staff and family
 - Emailed the Chamber of Commerce
 - Emailed the Interagency group
 - Posters placed at various places around the Town of Athabasca
 - Athabasca Regional Tourism shared the survey on Facebook
- There are 615 completed public surveys as of November 12th
- Also, there were 8 responses to the strategic planning survey that was sent out to the Board and Administration. If you haven't filled it out, please do so.
- The next meeting with the Board to review the draft Strategic Plan presented by RC Strategies is at our December 16th ARMS Board meeting.

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

From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Draft Land Acknowledgement Policy 500-038

Background

- At the July 15, 2024, meeting the following motion was carried:
Motion by Director Hall *"to direct Administration to bring forward a recommendation related to the implementation of a land acknowledgement."*
- At the October 21, 2024, meeting the following motion was carried:
Motion by Director Reimer *"to direct Administration to create a draft Land Acknowledgement Policy to review at the next meeting."*

Attachments

- Draft Land Acknowledgement Policy 500-038
- Athabasca County, Jasper, Grande Prairie, Hinton, Okotoks and Edson's Land Acknowledgement Policies

Discussion

- Administration created the attached Draft Land Acknowledgement Policy 500-038.

Proposed Land Acknowledgement statement

- 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.

Recommendation

- Motion to adopt the Draft Land Acknowledgement Policy 500-038 as presented.



General Manager – Rhonda Alix



Policies and Procedures Manual

Policy Number: 500-038

Policy Title: Land Acknowledgement Policy

Adopted:

Last Reviewed:

Amended:

Policy Statement:

The purpose of this policy is to outline an approved approach for the utilization of a Land Acknowledgement within the organization.

Guidelines and Procedures:

1. A Land Acknowledgement may not be required at all gatherings of ARMS but should be used wherever meaningful and appropriate.
2. A Land Acknowledgement will be stated verbally at the start of the following:
 - a. All ARMS Board of Directors Meetings;
 - b. ARMS celebrations and other official events that are hosted by ARMS.
3. The Land Acknowledgement statement will be printed on each of the following:
 - a. Athabasca Regional Multiplex front entrance area;
 - b. ARMS Board of Directors Meeting agendas;
 - c. ARMS website;
 - d. A printout available for any groups, organizations or teams to utilize for their events; and
 - e. Other ARMS communications where meaningful and appropriate.
4. The Chair, Vice Chair, host, or emcee of an ARMS event or meeting at which a Land Acknowledgement is being used is responsible for giving the Land Acknowledgement. This section should not be interpreted as preventing another guest or speaker from also providing a Land Acknowledgement, where meaningful and appropriate.

ARMS' Land Acknowledgement Statement is:

"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."



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 8310

CATEGORY: Internal Council Operations

LAND ACKNOWLEDGEMENT

1. POLICY STATEMENT

Athabasca County respects and acknowledges that the present-day County sits on the ancestral and traditional territories of Indigenous peoples.

2. PURPOSE

The purpose of this Policy is to outline an approach for the utilization of a Land Acknowledgement (Schedule A) within the organization.

3. DEFINITIONS

The following definitions and interpretations apply in this policy:

"Council" is the Elected Officials of Athabasca County.

"County" is the Municipality of Athabasca County.

"Land Acknowledgement" means a verbal or written statement that communicates recognition and respect for Indigenous peoples, their cultures, histories, and distinct connections to the land, both past and present, as indicated in Schedule A.

4. SCOPE

4.1 A Land Acknowledgement may not be required at all gatherings of Athabasca County but should be used wherever meaningful and appropriate.

4.2 Land Acknowledgement will be used at the start of:

- i. Regular Meetings of Council;
- ii. Special Meetings of Council;
- iii. Committee of the Whole Meetings;
- iv. Municipal Planning Commission Meetings;
- v. Organizational Meetings of Council;
- vi. Council Committee Meetings;
- vii. Municipal celebrations and other official events that are either hosted and/or supported by the County.

4.3 The Land Acknowledgement statement will be printed on each of the following:

- i. Meeting agendas;
- ii. The County website; and
- iii. Other County communications where meaningful and appropriate.

Effective

Policy Date: 09.26.2024

Reference: CC 24-440

Revision:



MUNICIPAL POLICY MANUAL

Code Number: 8310

Category: Internal Council Operations

Page: 2

- 4.4 The Chair, host, or emcee of a municipal event, program or meeting at which a Land Acknowledgement is being used is responsible for giving the Land Acknowledgement. This section should not be interpreted as preventing another guest or speaker from also providing a Land Acknowledgement, where meaningful and appropriate.

5. **RESPONSIBILITIES**

5.1 Council is responsible for:

- i. Approving and reviewing this Policy, including the Land Acknowledgement statement.
- ii. Familiarizing itself with the significance and meaning of the Land Acknowledgement and its role in reconciliation.

5.2 A Chair or host is responsible for:

- i. Reading the Land Acknowledgement during meetings and events in accordance with this Policy.

5.3 This policy must be reviewed every four years from the date of approval.

Effective

Policy Date: 09.26.2024

Reference: CC 24-440

Revision:



MUNICIPAL POLICY MANUAL

Code Number: 8310

Category: Internal Council Operations

Page: 3

SCHEDULE 'A'

Athabasca County Land Acknowledgement

We acknowledge Athabasca County is located on First Nations Treaty 6 and Treaty 8 traditional territory. We respect and honour all First Nations, Metis and Inuit Peoples connection to these lands, their history, language and culture.

Effective

Policy Date: 09.26.2024

Reference: CC 24-440

Revision:

1. POLICY STATEMENT

The Municipality of Jasper respects and acknowledges that the present-day Municipality of Jasper sits on the ancestral and Traditional Territories of Indigenous Peoples. Through the use of a territorial acknowledgement, the Municipality of Jasper:

- honours the relationship between this land and the Indigenous Peoples that were present and thrived in this area since time immemorial;
- acknowledges the past and ongoing impacts of the colonization of Indigenous Peoples and lands;
- recognizes the present-day relationship Indigenous Peoples have with this area; and
- commits to ongoing reconciliation efforts in partnership with those whose Traditional Territory the Municipality of Jasper occupies.

2. PURPOSE

“Land Acknowledgements recognize the present-day and historical relationships to land and help build relationships towards a more positive future.” – *The Good Relations Toolkit, Indigenous Tourism Alberta*

The purpose of this policy is to outline an approved approach to the utilization of a Land Acknowledgement within the organization by providing Municipality of Jasper elected officials, staff, volunteers and committee members with:

- a collaboratively developed and approved statement of territorial acknowledgement;
- a guide for understanding the background, meaning and usage of the statement; and
- a guide for putting the statement into practice within the bigger picture of reconciliation.

3. OBJECTIVES

All employees and representatives of the Municipality of Jasper are expected to be familiar with the Land Acknowledgement Policy and Administrative Procedures and to incorporate the territorial acknowledgement into practice, where appropriate, so as to:

- pay respect to ancestral, traditional and continuing connections to the Territories on which the Municipality of Jasper operates;
- acknowledge the ongoing impacts of colonialization on Indigenous Peoples;
- recognize our role in the Truth and Reconciliation Commission’s 94 calls to action;
- remain mindful of our collective role as caretakers of this land;
- promote understanding of Indigenous history in this area; and
- build awareness of present-day Indigenous relationships with this area as well as Indigenous culture within the community.

4. TERRITORIAL ACKNOWLEDGEMENT

For a territorial acknowledgment to be meaningful, it is important that it is delivered within a bigger picture commitment to reconciliation, with a sense of purpose, meaning and authenticity. It is important to understand that we are all Treaty people and that the signatories to Treaty 6 and Treaty 8 were both Indigenous and non-Indigenous.

Both statements have been approved for use by the Municipality of Jasper:

Version A:

"I would like to begin by acknowledging that the Municipality of Jasper is on Treaty 6 and 8 Territories as well as The Jasper House Métis District. This land is the Traditional Territory, meeting ground, gathering place, travelling route and home for the Dane-zaa, Aseniwuche Winewak, As'ini'wa'chî Ni'yaw, Nêhiyawak, Anishinaabe, Secwépemc, Stoney Nakoda, Mountain Métis and Métis. The Municipality of Jasper acknowledges the land:

- to honour the relationship Indigenous Peoples have with this land;
- to remind us of our responsibility and obligations to this place and to Indigenous peoples; and
- to affirm our accountability to address the ongoing impacts of colonization that continue to affect Indigenous Peoples."

Version B:

The Municipality of Jasper respectfully acknowledges that the Municipality of Jasper is on Treaty 6 and 8 Territories as well as The Jasper House Métis District. This land is the Traditional Territory, meeting ground, gathering place, travelling route and home for the Dane-zaa, Aseniwuche Winewak As'ini'wa'chî Ni'yaw, Nêhiyawak, Anishinaabe, Secwépemc, Stoney Nakoda, Mountain Métis and Métis.

5. SCOPE AND USE

A territorial acknowledgment does not need to be done at every meeting and gathering at the Municipality of Jasper. But it should be done when it is meaningful and appropriate.

The acknowledgment is recommended for use at the start of public meetings of Council and at Municipal celebrations and other official events that are either hosted and/or supported by the Municipality. The acknowledgment may appear in email signatures, be printed, spoken, projected, or posted on the Municipality of Jasper website.

A host or emcee of a Municipal event, program or meeting is the person who would do the Land Acknowledgement. A guest may also be asked to do a Land Acknowledgement. It is not expected that any other speaker or presenter would also do one. However, a speaker may choose to, if they wish.

Policy Title: LAND ACKNOWLEDGEMENT POLICY

Policy #: A-106

Date adopted by Council: December 5, 2023



6. IMPORTANT CONSIDERATIONS

Indigenous Worldviews: this document, in its written form, does not speak to the largely oral worldview of many Indigenous Peoples. It is important to remember that in the building of collaborative relationships, regular, ongoing spoken interactions will carry much more meaning.

Terms: The Municipality of Jasper recognizes that various terms may be preferred over others, and that preferred terms can change over time. The Municipality's practice will be to honour Indigenous Peoples utilizing the terms they wish to be identified with.

Continuous Improvement: The Municipality of Jasper is learning about the rich and complex histories of Indigenous Peoples in this area and is continuously working to refine how the organization can best acknowledge these histories and present-day realities in a truthful and authentic way. It is understood that this is a living document that will continue to evolve over time as the Municipality is engaged in ongoing learning and education about reconciliation.

7. DEFINITIONS

Colonization: The action or process of settling among and establishing control over the Indigenous people of an area. Settler colonialism in Canada is this process and the consequences of the colonization of the lands of the Indigenous people already present at first contact. As colonization progressed in Canada, the Indigenous peoples went through forced displacement, genocide as well as assimilation.

Indigenous Peoples: Indigenous Peoples are defined in international or national legislation as having a specific set of rights based on their historical ties to a particular territory, and their cultural or historical distinctiveness from other populations that are often politically and culturally dominant. Across the lands that are now occupied by the nation we call Canada, Indigenous Peoples are defined to include First Nations, Métis and Inuit Peoples.

Public Meeting: means a meeting of Council or committee of the whole at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing.

Reconciliation: Reconciliation is about addressing past and present wrongs committed against Indigenous Peoples, making amends, and improving relationships between Indigenous and non-Indigenous people to create a better future for all.

Territorial Acknowledgement: Acknowledging territory means presenting a verbal or written statement that communicates recognition and respect for Indigenous Peoples, their histories and their distinct and unique connections to the land. It is recognition of their presence both in the past and in the present. It may reflect a Treaty or may be expressed as "unceded" where no Treaty exists.

Traditional Territory: the geographic area identified by Indigenous Peoples as the area of land to which they currently have a connection and/or to which their ancestors traditionally cared for, travelled through, utilized, protected and/or valued. A Traditional Territory is often illustrated on a map but can also be described orally through story or language.

Treaties: Treaties are agreements made between the Government of Canada or the Crown, Indigenous groups and often provinces and territories that define ongoing rights and obligations on all sides.

These agreements set out continuing treaty rights and benefits for each group. Treaty rights and Aboriginal rights (commonly referred to as Indigenous rights) are recognized and affirmed in Section 35 of the Constitution Act, 1982 and are also a key part of the United Nations Declaration on the Rights of Indigenous Peoples which the Government of Canada has committed to adopt (Government of Canada, 2020). Treaties can include both historic and modern treaties and comprehensive land claim agreements with Indigenous groups.

8. STYLE GUIDE AND PRONUNCIATION

When in written form, capitalize Indigenous Peoples, Traditional Territory(ies) and Treaty. Indigenous Peoples is plural to reflect an understanding of the diversity of Indigenous Peoples.

Indigenous name	Pronunciation	English name
Dane-zaa	<u>dane</u> -zah	Beaver
As'in'î'wa'chî Nî'yaw	ah-se-neh-wa-chee nee-yaw	Rocky Mountain Cree
Aseniwuche Winewak	ah-se-neh-wu-chee win-eh-walk	Rocky Mountain People
Nêhiyawak	nee- <u>hay</u> -ah-wuk	Cree
Anishinaabe	ah-nish- <u>nah</u> -bay	Ojibway
Secwépemc	Say- <u>kwep</u> -emk	Shuswap
Stoney Nakoda	stow-nee-na- <u>koh</u> - da	Stoney Nakoda
Mountain Métis	Mountain may-tee	Mountain Métis
Métis	may- <u>tee</u>	Métis

Pronunciation: Empower yourself to ask questions for clarity on how to pronounce local nation names. When you ask questions, you create space for dialogue and relationship building. <https://www.firstvoices.com/> is an online space for Indigenous communities to share and promote language, oral culture and linguistic history.

9. RESPONSIBILITIES

All Staff

- Read and understand the Land Acknowledgement Policy and administrative procedures.

Policy Title: LAND ACKNOWLEDGEMENT POLICY

Policy #: A-106

Date adopted by Council: December 5, 2023



Directors and Managers

- Ensure that all staff read and are oriented to the Land Acknowledgement Policy and Administrative Procedures.
- Make a shared commitment to role-model purposeful and authentic reconciliation efforts for the rest of the organization.
- Support and promote opportunities for staff to engage in training on reconciliation.

CAO

- Ensure that the Senior Leadership Team read, sign off on and are oriented to and utilizing the Land Acknowledgement Policy and Administrative Procedures.
- Support and promote opportunities for the Senior Leadership Team to engage in training on reconciliation.

Council

- Include the Land Acknowledgement policy and administrative procedures in elected official orientations and training.
- Ensure that Municipality of Jasper senior leadership team are utilizing the Land Acknowledgement policy and procedures in organizational functions and objectives.
- Support and promote opportunities for the CAO and Senior Leadership Team to engage in training on reconciliation.
- Review the policy and approve changes as required.

10. ACKNOWLEDGEMENTS

This policy and Land Acknowledgement have been developed in consultation with community and Indigenous partners including: Parks Canada – Indigenous Relations, Indigenous Tourism Alberta, members of the Indigenous Peoples' Circle of Jasper, local Indigenous entrepreneurs and those who identify a historical and ongoing connection to this area. The Municipality of Jasper is thankful for their willingness to share their knowledge.



POLICY

POLICY NO:	125	APPROVAL DATE:	April 17, 2023
TITLE:	Land Acknowledgement	REVISION DATE:	
SECTION:	Administration	LAST REVIEWED:	April 17, 2023
DEPARTMENT:	Intergovernmental Affairs	PAGE 1 OF 3	

POLICY STATEMENT

The City of Grande Prairie (“City”) recognizes a land acknowledgement as an act of Truth and Reconciliation. Indigenous people have been implementing land acknowledgements as a part of their culture for many years.

REASON FOR POLICY

To ensure that a land acknowledgement specific to our location is used in a consistent and appropriate manner.

DEFINITIONS

“**Beaver**” Tsattine (Saht-su-nah) or Beaver (Dane-zaa) means the original people who lived in northwestern Alberta before the disruptions of the colonial era. There are several Beaver clans. The Tsattine River people are those whose traditional territory centers around the Peace River of Northwestern Alberta.

“**Cree**” Nêhiyaw (Nay-hee-ow) means the most populous and widely distribute Indigenous people in Canada. Other words the Cree use to describe themselves include Nêhiyaw, nihithaw, nehinaw and ininiw. Cree First Nations occupy territory in the Subarctic region from Alberta to Quebec, as well as portions of the Plains region in Alberta and Saskatchewan.

“**Dene**” (Deh-ney) comprise a far-reaching cultural and linguistic family, stretching from the Canadian North and Alaska to the American southwest. In Canada, the Dene, which means “the people” in their language, comprises a variety of First Nations, some of which include the Denesoline (Chipewyan), Tlicho (Dogrib) and Dinjii Zhuh (Gwich’in). The Dene are also known as Athabaskan, Athabaskan, Athapascan or Athapaskan peoples.

“**First Nation**” means any group of Indigenous peoples of Canada officially recognized as an administrative unit by the federal government or functioning without official status. The term is generally understood to exclude the Inuit and Métis.

“**Inuit**” means a member of a group of Indigenous peoples inhabiting northernmost North America from northern Alaska to eastern Canada and Greenland.

“Métis” means a person who self-identifies as Métis, is distinct from other Aboriginal peoples and is of historic Métis Nation Ancestry. One of the Indigenous peoples of Canada, the Métis people, are distinct from Inuit and First Nations people; they are descended from First Nations people who intermarried with European fur traders in the 18th century in the Canadian west. The word “Métis” comes from the Latin *misère*, meaning “to mix”. Michif is a distinguished language of several Métis communities. Alberta is home to the only recognized Métis land base in Canada, with eight (8) Métis Settlements located primarily in the east-central and northern areas of the province.

“Sovereign Nations” is also recognized by the Canadian government, meaning that both Canada and Indigenous Peoples maintain their own sovereign states. Sovereign states indicate that they are two (2) separate governing states residing on the same land.

“Time Immemorial” means a time in the past that was so long ago that people have no knowledge or memory of it.

“Treaty 8” was signed on 21 June 1899 by the Crown and First Nations of the Lesser Slave Lake area. The treaty covers roughly 841,487,137 km² of what was formerly the Northwest Territories and British Columbia and now includes northern Alberta, northwest Saskatchewan, and portions of the modern Northwest Territories and British Columbia, making it the largest treaty by area in the history of Canada.

“Turtle Island” means for some Indigenous people, Turtle Island refers to the continent of North America. The name comes from various Indigenous oral histories that tell stories of a turtle that holds the world on its back. For some Indigenous people, the turtle is therefore considered an icon of life, and the story of Turtle Island consequently speaks to various spiritual and cultural beliefs.

RELATED INFORMATION

A land acknowledgement is a moment to recognize the caretakers’ sacrifices to preserve the land. Land acknowledgements may also provide an educational element as well by detailing the names of nations and places.

This Policy has been developed with the consultation of various Indigenous organizations and community members, as well, through internal stakeholders in the City’s organization and are congruent with organizations across Canada that value Truth and Reconciliation.

GENERAL PRINCIPLES

Land Acknowledgement:

“The City respectfully acknowledges the Beaver, Cree, Dene, and Métis people as the original caretakers of these Lands and surrounding areas. We are grateful to live, learn, work and play on Treaty 8 territory within Turtle Island and acknowledge these Lands have been home to diverse and sovereign First Nations and Inuit Nations since Time Immemorial.”

To be used as the City's printed and/or verbalized land acknowledgement at the commencement of larger public and formal events which includes Council meetings, public announcements, sports and tourism events, large public events in the City, and the first meeting of Committee days. This land acknowledgement will also be publicized in legible text and strategically placed on posters, publicized brochures or booklets, central meeting locations, public spaces and on the City's website.

Shortened Land Acknowledgement:

"The City acknowledges we are on Treaty 8 territory within Turtle Island, home to the Beaver, Cree, Dene, Métis, and other diverse Indigenous Sovereign Nations."


To be used only in written situations where available space limits the legibility of the full Land Acknowledgement.

RESPONSIBILITIES

City Council will review and approve any revisions to this Policy.

City Manager will review and approve any procedures related to this Policy.

City Administration will carry out the policy based on established procedures.

	Land Acknowledgement Policy
	Council Approved
	Council (CL) #1110
	Approved September 6 th , 2022
	Next Review Date September 6 th , 2025

1.0 POLICY STATEMENT

- 1.1 The Town of Hinton (the “Town”) is committed to recognizing, respecting, and affirming the ongoing relationships between peoples and the land, as well as fostering a spirit of welcomeness and honour for tradition through the implementation of a Land Acknowledgement Statement.

2.0 PURPOSE

- 2.1 This Policy provides parameters for the Town on the use of the Land Acknowledgement Statement.

3.0 SCOPE

- 3.1 The Land Acknowledgement Statement will be stated verbally at the start of each of the following:
 - 3.1.1 Regular Meetings of Council;
 - 3.1.2 Special Meetings of Council;
 - 3.1.3 Committee of the Whole Meetings; and
 - 3.1.4 Organizational Meetings of Council.
- 3.2 The Land Acknowledgement Statement will exist in print on each of the following:
 - 3.2.1 Agendas;
 - 3.2.2 The Town website; and
 - 3.2.3 Town Social Media as applicable.

4.0 RESPONSIBILITIES

- 4.1 The Meeting Chair or their designate will be responsible for:
 - 4.1.1 Reading the Land Acknowledgement Statement at the start of the occasions outlined under Section 3.1.
- 4.2 The Communications Coordinator or their designate will be responsible for:

- 4.2.1 Ensuring the accuracy of the Land Acknowledgement Statement on any Town Social Media or print material where it may appear.

5.0 RELATED MATTERS AND REFERENCES

- 5.1 Council Procedure Bylaw
- 5.2 Culture Policy
- 5.3 Public Communications Policy
- 5.4 Social Media Policy

6.0 DEFINITIONS

- 6.1 **Land Acknowledgement Statement:** a statement used to recognize, respect, and affirm the ongoing relationships between peoples and the land, as well as foster a spirit of welcomeness and honour for tradition.

7.0 APPENDICES, PROCEDURES, & FORMS

- 7.1 Land Acknowledgement Statement

8.0 REVISION CONTROL

- 8.1 This Policy must be reviewed every three (3) years out of consideration for the feedback garnered by the community regarding the Land Acknowledgement Statement.
- 8.2 Upon Council approval, all former versions of this Policy are hereby rescinded.

Date	Revision
SEPT 6, 2022	

Land Acknowledgement Statement

“The Town of Hinton respectfully acknowledges that it is located on the First People’s traditional lands. We recognize this traditional territory to show respect and understanding to those who walked this land since time immemorial. Today, we uphold our ongoing responsibility to work together in the spirit of the intent of the Treaties with all the First Peoples and Nations that call this place home. The Town expresses gratitude for the opportunity to build a better community on these sacred lands for generations to come.”

	Traditional Land Acknowledgment	
	Policy Type:	Governance Process
	Number:	GP-D-2.5
	To be Reviewed:	Once per term
	Approval Date:	December 11, 2023
	Motion Number:	23.C.395
	Revised Date(s):	

Policy Statement

The Town of Okotoks (Town) created a land acknowledgement in support of the calls to action for reconciliation. As the Town's relations with our Indigenous partners evolved, our understanding of the meaning of a land acknowledgment also evolved.

The Traditional Land Acknowledgment Policy embraces the oral culture of the Indigenous with an accompanying video of land acknowledgement and a guide on its use moving forward.

Policy Purpose

This Policy outlines when the written Traditional Land Acknowledgment and Traditional Land Acknowledgement Video are to be utilized.

1. Written Traditional Land Acknowledgement

1.1. The Town of Okotoks' written Traditional Land Acknowledgement is:

"The Town of Okotoks acknowledges the original stewards of this land that we know and call Treaty 7 Territory, which includes the Blackfoot Confederacy First Nations the Kainai, Siksika and Piikani. The Stoney Nakoda First Nations, which includes the Bears paw, Chiniki and Goodstoney, the Dene First Nation of Tsuut'ina and the Metis Nation of Alberta. We Vow to continue honouring and respecting the Indigenous Peoples Sacred and Traditional ways of life and will carry on this special relationship with the land so that generations to come can enjoy, use, and live off the land as their ancestors did. We honour and respect this space, the water, the animals, and all the beings who have a spirit and have been here long before us."

1.2. The Mayor or Deputy Mayor, following the call to order of Council and Governance and Priorities Meetings, will read the written Traditional Land Acknowledgment.

1.3. The Chair or Vice Chair of Council's board and committees, following the call to order, will read the written Traditional Land Acknowledgment.

1.4. The written Traditional Land Acknowledgment may be read before the start of any Town-lead function, meeting, or gathering as desired.

2. Traditional Land Acknowledgement Video

2.1. The Town's Traditional Land Acknowledgement video will be available to all citizens on the Town's website (<https://okotoks.ca/land-acknowledgement>) and on the Town's YouTube channel.

2.2. The Traditional Land Acknowledgement video will be shown annually at Council's Organizational Meeting and every four (4) years at the Inauguration of Council.



Traditional Land Acknowledgment

Policy Type: Governance Process

Number: GP-D-2.5

To be Reviewed: Once per term

Approval Date: December 11, 2023

Motion Number: 23.C.395

Revised Date(s):

- 2.3. The Traditional Land Acknowledgement video will be shown annually at the first meeting of Council's boards and committees following Council's Organizational Meeting.
- 2.4. The Traditional Land Acknowledgement video may be shown before the start of any Town-lead function, meeting, or gathering as desired.

LAND ACKNOWLEDGEMENT POLICY

Approving Authority:	Council	
Approval Date:	September 2023 (Draft)	Resolution #:
Supersedes:	New	
Amended or Reviewed:		Resolution #:
Next Review Date:	September 2026	
Cross Reference:	N/A	

1. POLICY STATEMENT

- 1.1 The Town of Edson respects and acknowledges that the present-day Town sits on the ancestral and traditional territories of Indigenous peoples. By using a Territorial Acknowledgement, the Town:
- a. commits to ongoing reconciliation with the Indigenous peoples whose traditional territory the Town occupies;
 - b. acknowledges the historical and ongoing impacts of the colonization of Indigenous peoples and lands;
 - c. honours the relationship between the land and the Indigenous peoples who are present and have thrived in this area since time immemorial;
 - d. recognizes the present-day relationship Indigenous peoples have with this area.

2. PURPOSE:

- 2.1 The purpose of this Policy is to outline an approach for the utilization of a Land Acknowledgement (Schedule A) within the organization by providing elected officials, staff, volunteers and committee members with:
- a. a collaboratively developed and approved statement of Territorial Acknowledgement; and
 - b. a guide for putting the statement into practice within the larger context of reconciliation.

3. DEFINITIONS

- 3.1 In this Policy,
- a. “CAO” means the Chief Administrative Officer of the Town of Edson, or their designate.
 - b. “Land/Territorial Acknowledgement” means a verbal or written statement that communicates recognition and respect for Indigenous peoples, their cultures, histories, and distinct connections to the land, both past and present, as indicated in Schedule A.

- c. “Town” means the municipal corporation of the Town of Edson, or the jurisdictional boundaries of the same, as the context requires.

4. SCOPE AND USE

- 4.1 A Land Acknowledgement may not be required at all gatherings of the Town of Edson, but should be used wherever meaningful and appropriate.
- 4.2 A Land Acknowledgement will be used at the start of
 - a. Regular Meetings of Council;
 - b. Special Meetings of Council;
 - c. Committee of the Whole Meetings;
 - d. Council Committee Meetings;
 - e. Organizational Meetings of Council;
 - f. Municipal celebrations and other official events that are either hosted and/or supported by the Town.
- 4.3 The Land Acknowledgement statement will be printed on each of the following:
 - a. Meeting agendas;
 - b. The Town website; and
 - c. Other Town communications where meaningful and appropriate.
- 4.4 The Chair, host, or emcee of a municipal event, program or meeting at which a Land Acknowledgement is being used is responsible for giving the Land Acknowledgement. This section should not be interpreted as preventing another guest or speaker from also providing a Land Acknowledgement, where meaningful and appropriate.

5. RESPONSIBILITIES

- 5.1 Council is responsible for:
 - a. Approving and reviewing this Policy, including the Land Acknowledgement statement.
 - b. Familiarizing itself with the significance and meaning of the Land Acknowledgement and its role in reconciliation.
- 5.2 A Chair or host is responsible for:
 - a. Reading the Land Acknowledgement during meetings and events in accordance with this Policy.
- 5.3 The CAO is responsible for:
 - a. Overseeing all aspects of the implementation of this policy.
 - b. Familiarizing themselves with the significance and meaning of the Land Acknowledgement and its role in reconciliation.

- c. Ensuring Town staff are aware of this Policy and the Land Acknowledgement statement, and are provided direction on its meaning, significance, and appropriate usage.

5.4 The Communications Coordinator or their designate is responsible for:

- a. Ensuring the accuracy of the Land Acknowledgement on any Town communications on which it appears.
- b. Where appropriate, publishing interpretive materials and other information which highlights the meaning and significance of the Town's Land Acknowledgement.

5.5 All staff are responsible for:

- a. Utilizing the Land Acknowledgement in accordance with this Policy.
- b. Familiarizing themselves with this Policy and with the significance and meaning of the Land Acknowledgement and its role in reconciliation.

6. REVIEW FREQUENCY

6.1 This Policy shall be reviewed every three years, and such review shall be acknowledged by resolution of Council. An amendment of this Policy shall constitute a review for the purposes of this section.

CAO or Designate	Signature
Christine Beveridge, CAO	
Mayor	Signature
Kevin Zahara, Mayor	

SCHEDULE A – LAND ACKNOWLEDGEMENT

In the spirit of truth and reconciliation, we acknowledge the Town of Edson is located on Treaty 6 territory, the traditional and ancestral lands of the Nehiyawak (Naheeyawak), Saulteaux (Sotoe), Siksika (Siksiga), Piikuni (Peegaunee), Kainai (Kina), Dene (Dena), Nakota Sioux (Nakota Sue), and the Otipemisiwak (Otipeemissoowak)(Métis) Nations. We honour the knowledge of this land, the Elders and youth which gather here, and our ancestors who have gathered here for centuries.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18 , 2024
Subject: Auto Renew Membership Discount Program update

Background

- At the September 16, 2024, meeting Administration was asked to bring back the Auto Renew Membership discount information and statistics.
- At the October 21, 2024, meeting the following motion was carried:
Motion by Director Wallach "to direct Administration to research and implement capabilities of accepting credit card payments for auto renew memberships."

Discussion

- Auto Renew customers receive a 10% discount off their Monthly or Yearly membership.
- Monthly membership requires a minimum 3-month commitment.
- We require 30 days' notice to cancel an Auto Renew membership.
- Up to November 2024 we only accepted Auto Renew memberships if we debited the customers' bank account.
- We have investigated the possibility of accepting credit card payments through our Intelligenz booking software and it can be done.
- Administration will create a new Auto Renew application form to include credit card payments.
- Once the application form is completed, we will promote the new payment option for Auto Renew memberships.

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

From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: User Demographic Analysis

Background

- At the December 18, 2023, meeting the following motion was carried:
#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."

Attachment

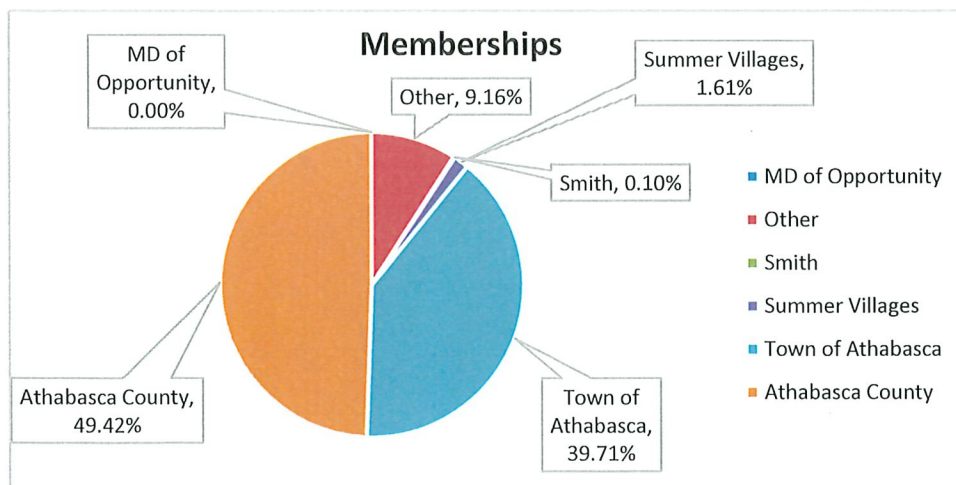
- April 15, 2024, briefing note and analysis from January, February and March 2024
- September 16, 2024, briefing note and analysis from April, May and June 2024

Discussion

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

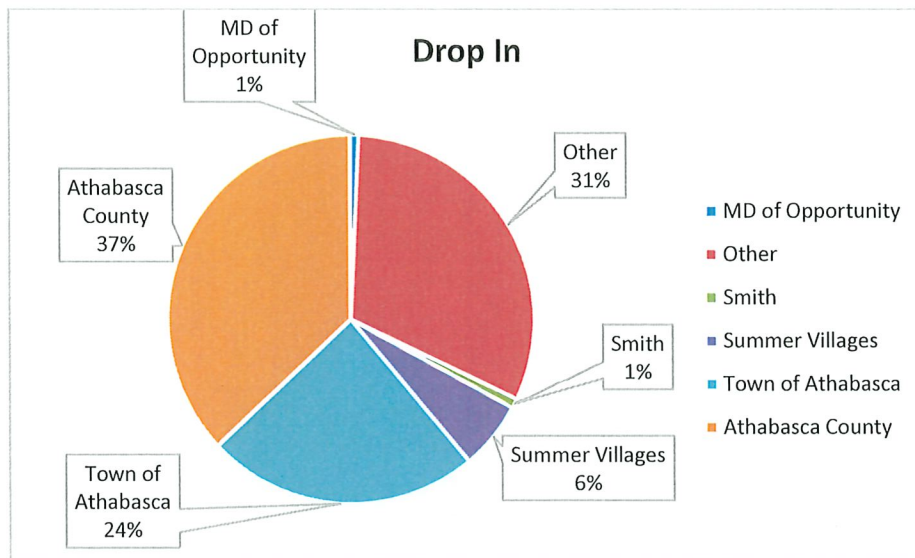
Membership Analysis – July 1 to September 30

Location	July	August	September	Total	%
Town of Athabasca	264	244	281	789	39.71%
Athabasca County	341	319	322	982	49.42%
Summer Villages	13	8	11	32	1.61%
MD of Opportunity	0	0	0	0	0.00%
Smith	2	0	0	2	0.10%
Other	62	58	62	182	9.16%



Drop In Analysis – July 1 to September 30

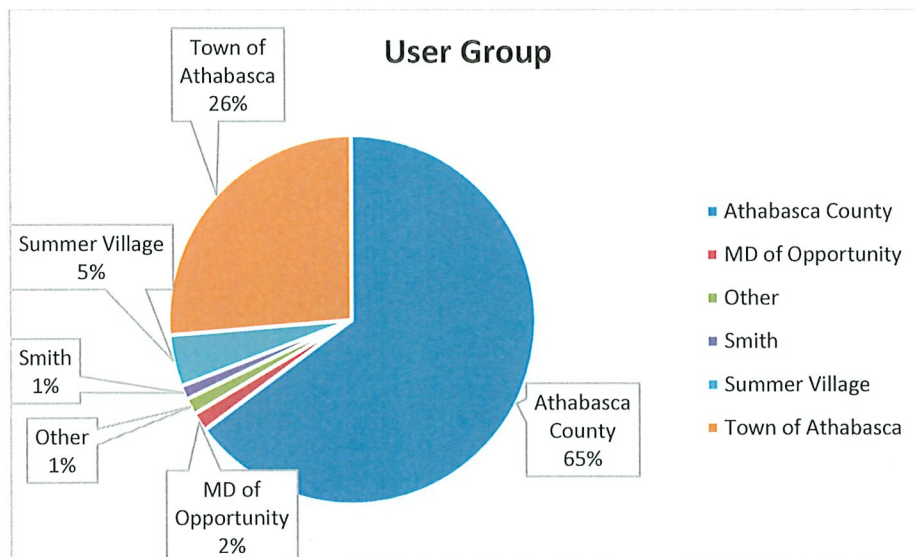
Location	July	August	September	Total	Percentage
Town of Athabasca	564	612	387	1563	24%
Athabasca County	974	899	528	2401	37%
Summer Villages	181	175	32	388	6%
MD of Opportunity	28	18	1	47	1%
Smith	9	32	14	55	1%
Other	983	763	292	2038	31%



User Group Analysis - July 1 to September 30

- Minor Ball said they do not collect that information and didn't have the time to check each member's address.
- User groups included are:
 - Heartwood Folk Club
 - Hustlers
 - Athabasca Dance Society
 - Athabasca & District Minor Hockey Association
 - Athabasca Rapids Swim Club
 - Athabasca Curling Club
 - Athabasca Skating Club
 - Athabasca Ukrainian Dance Association

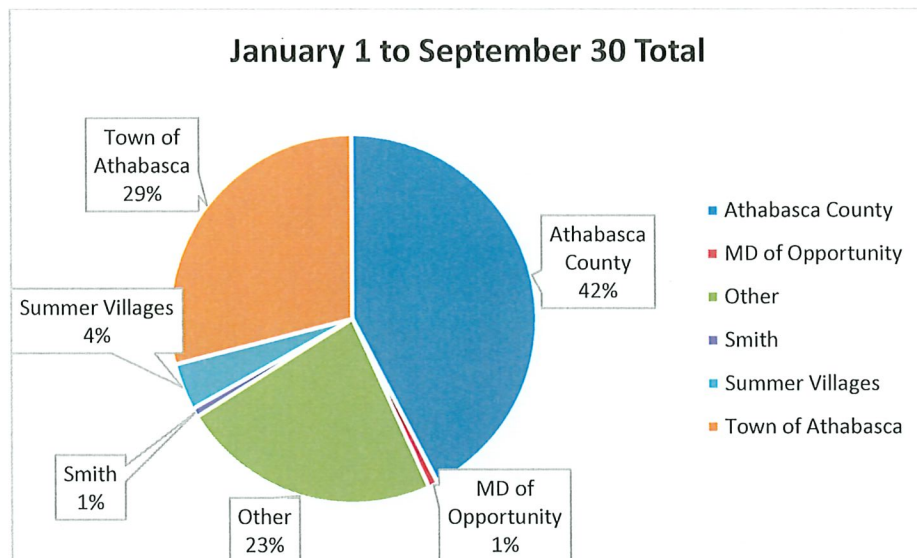
Location	Total	%
Town of Athabasca	128	26%
Athabasca County	316	65%
Summer Villages	22	5%
MD of Opportunity	8	2%
Smith	6	1%
Other	7	1%



January 1 to September 30 Totals

- User groups included are:
 - Heartwood Folk Club
 - Hustlers
 - Athabasca Dance Society
 - Athabasca & District Minor Hockey Association
 - Athabasca Rapids Swim Club
 - Athabasca Curling Club
 - Athabasca Skating Club
 - Athabasca Ukrainian Dance Association
 - Edwin Parr
 - Rusty Nuts
 - Saturday Morning Shinny
- The Curling Club has sent their user group information twice so, I averaged the numbers to include in the totals below.

Location	Membership	User Group	Drop In	Total	%
Town of Athabasca	2635	370	4080	7085	28.9%
Athabasca County	3127	801	6448	10376	42.4%
Summer Villages	77	50	882	1009	4.1%
MD of Opportunity	1	12	198	211	0.9%
Smith	4	28	166	198	0.8%
Other	765	9	4832	5606	22.9%



Recommendation

- Motion to accept the information as presented.

General Manager – Rhonda Alix

From: Rhonda Alix, General Manager
To: ARMS Board
Date: April 15, 2024
Subject: User Demographic Analysis

Background

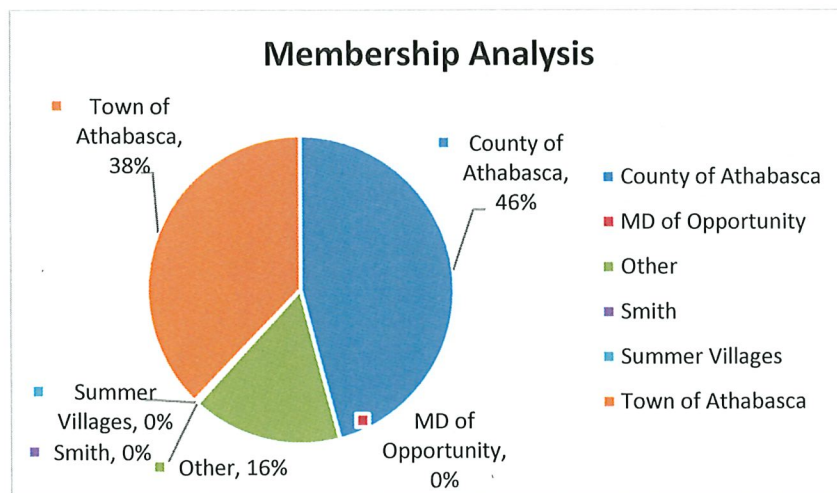
- At the December 18, 2023, meeting the following motion was carried:
#23-148 "Motion by Director Balay to direct administration to implement a data collection strategy to find out what municipality facility users reside in and report back to the board quarterly."

Discussion

- Demographic analysis was collected for drop in and punch passes, memberships, and user groups.
- Some user groups have not responded back with their user's information.

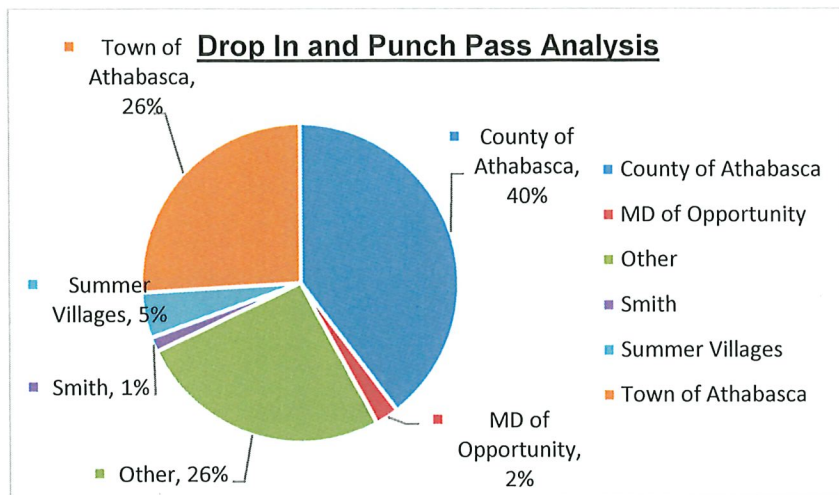
Membership Analysis

	January	February	March	Total	%
Town of Athabasca	277	315	287	879	37.77%
County of Athabasca	360	343	365	1068	45.90%
Summer Villages	0	3	6	9	0.39%
MD of Opportunity	0	0	0	0	0.00%
Smith	0	0	0	0	0.00%
Other	160	125	86	371	15.94%
Total	797	786	744	2327	100.00%



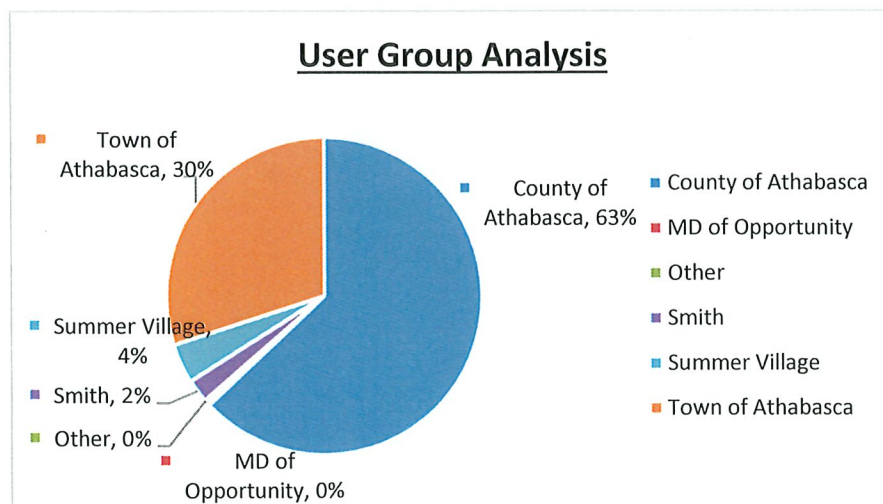
Drop In and Punch Pass Analysis

Location	January	February	March	Total	Percentage
Town of Athabasca	0	548	693	1241	26%
County of Athabasca	0	762	1134	1896	40%
Summer Villages	0	130	90	220	5%
MD of Opportunity	0	96	17	113	2%
Smith	0	28	43	71	1%
Other	0	509	729	1238	26%
Total	0	2073	2706	4779	100%



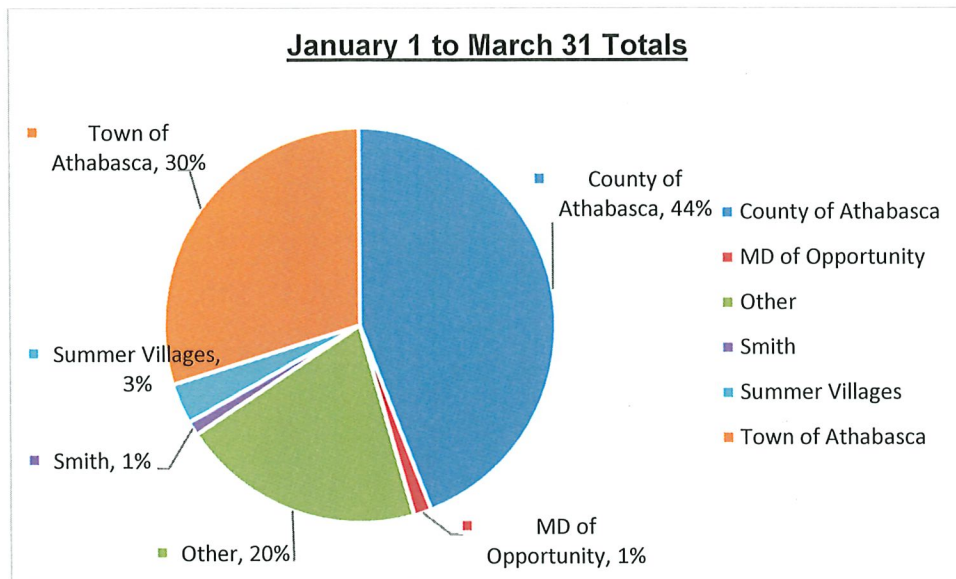
User Group Analysis

Row Labels	Total	%
County of Athabasca	583	63%
MD of Opportunity	4	0%
Other	2	0%
Smith	22	2%
Summer Village	37	4%
Town of Athabasca	277	30%
Grand Total	925	100%



January 1 to March 31 Totals

Location	Membership	User Group	Drop In	Total	%
Town of Athabasca	879	277	1241	2397	30%
County of Athabasca	1068	583	1896	3547	44%
Summer Villages	9	37	220	266	3%
MD of Opportunity	0	4	113	117	1%
Smith	0	22	71	93	1%
Other	371	2	1238	1611	20%
Total	2327	925	4779	8031	1



Recommendation

- Motion to accept the information as presented.

General Manager – Rhonda Alix

From: Rhonda Alix, General Manager
To: ARMS Board
Date: September 16, 2024
Subject: User Demographic Analysis

Background

- At the December 18, 2023, meeting the following motion was carried:
#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."

Attachment

- April 15, 2024, briefing note and analysis from January, February and March 2024

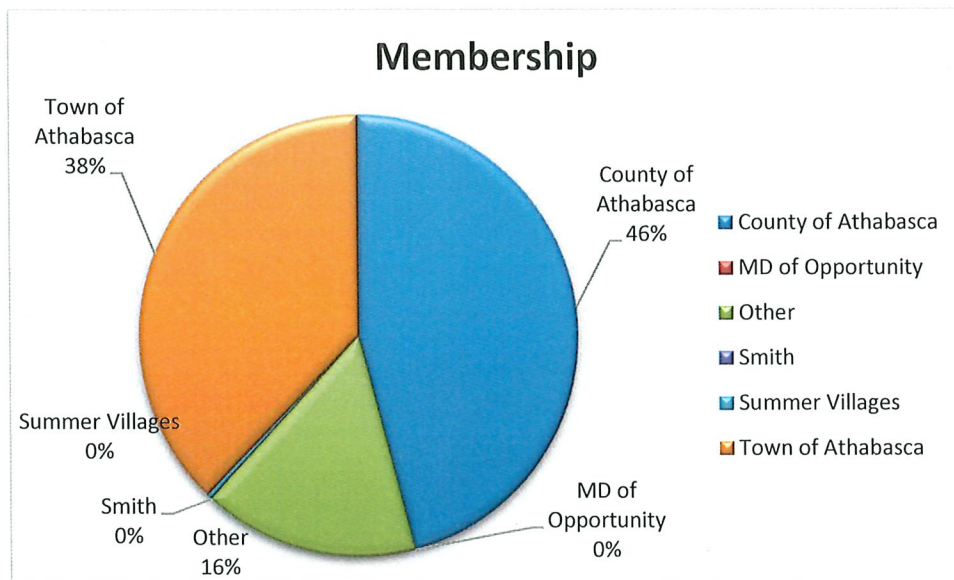
Discussion

- Demographic analysis was collected for drop in and punch passes, memberships, and user groups from April, May and June 2024.
- No user groups responded back with their user's information.

Membership Analysis – April 1 to June 30

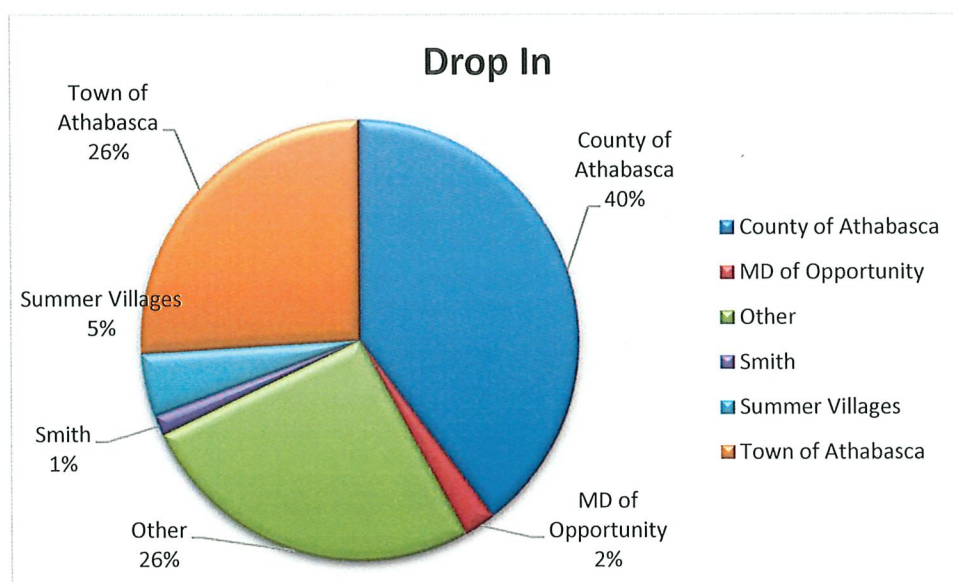
Membership Analysis

Location	April	May	June	Total	%
Town of Athabasca	398	309	260	967	41.56%
County of Athabasca	369	356	352	1077	46.28%
Summer Villages	13	18	5	36	1.55%
MD of Opportunity	0	1	0	1	0.04%
Smith	2	0	0	2	0.09%
Other	69	74	69	212	9.11%



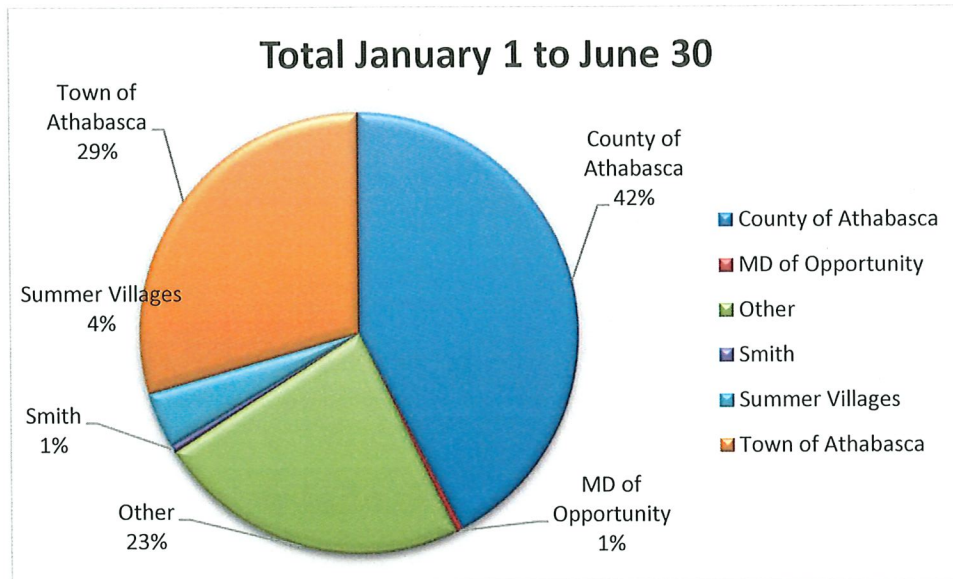
Drop In Analysis – April 1 to June 30

Location	April	May	June	Total	Percentage
Town of Athabasca	526	379	371	1276	24%
County of Athabasca	814	681	656	2151	40%
Summer Villages	93	124	57	274	5%
MD of Opportunity	5	19	14	38	1%
Smith	11	26	3	40	1%
Other	534	640	382	1556	29%



January 1 to June 30 Totals

Location	Membership	User Group	Drop In	Total	%
Town of Athabasca	1846	277	2517	4640	30%
County of Athabasca	2145	583	4047	6775	43%
Summer Villages	45	37	494	576	4%
MD of Opportunity	1	4	151	156	1%
Smith	2	22	111	135	1%
Other	583	2	2794	3379	22%



Recommendation

- Motion to accept the information as presented.

General Manager – Rhonda Alix

From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Utility Reduction Options

Background

- At the July 15, 2024, the following motion was carried:
Motion by Director Hall *"to direct Administration to compile an analysis of utility reduction options for review at the September meeting."*

Discussion

Staff are currently doing or have completed the following utility reduction options.

- Pool
 - Temperature evaluation.
 - Lowering temperatures in the pool.
 - Reduced temperature of water to the showers in the changeroom and on deck.
 - Reduced run time on showers.
 - Monitoring pool water usage per pool daily (repair leaks asap).
- Arena
 - Nightly slab temperature setbacks.
 - Purchase of the new Condenser that only uses water when outside temperatures are above 8 degrees Celsius.
 - REALice cold water is used for all arena ice maintenance and Zamboni floods including wash water.
 - Ice slab temperature
 - Operators continue to monitor ice plant compressor run hours versus slab temperatures and have reduced our compressor run time by 5 hours a day, which should generate energy savings throughout the ice season even with the introduction of the curling ice slab.
 - Staff follow arena heaters policy.
- Facility
 - Automation system.
 - Nightly temperature setbacks.
 - Daily temperature setbacks.
 - Meeting rooms and common areas.
 - LED lighting
 - Would need to purchase low wattage ballast to get the savings out of the LED lighting (except pool & fitness).
 - Turn off lights in areas not being utilized.

- Operations staff are monitoring building systems and adjusting systems to reduce run times when possible.
- Exterior lights are all LED and are controlled by a photocell.
- Purchase of a new Dehumidification Unit.
- Theatre
 - HVAC thermostats have been programmed for reduced run times for energy savings.
 - Exterior lights:
 - 2 fixtures upgraded to LED and lights are on a timer.
- Grant Application
 - Completed the GICB Grant application for Solar PV and energy efficient boilers for the Multiplex Facility & Aquatic Centre.

Asset Management Policy states:

- Energy Management: Assets should be environmentally, economically sustainable and resilient into the long-term.

Potential energy savings options

1. Need to have low wattage ballast installed to get the savings out of the LED lighting (except pool & fitness).
2. All auditorium lights in the Theatre could be upgraded to LED and bathroom lights should be put on a sensor.
3. Theatre exterior lights to all go LED and put on photocell rather than timer.
4. Potential reduction of water usage by retrofitting all Multiplex plumbing fixtures to low flow automatic units.

Recommendation

- Motion to accept the information as presented.



General Manager – Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: Monthly Movie Business Case

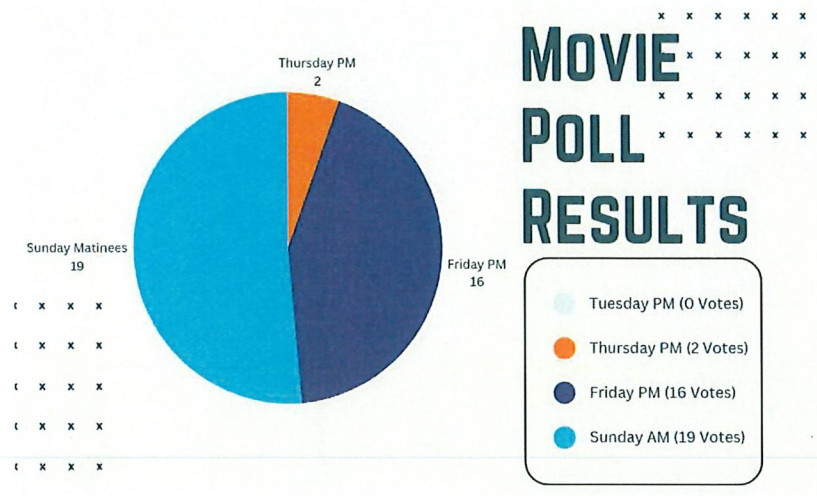
Background

- At the September 16, 2024, Board meeting the following Motion was carried:
Motion by Director Wallach *"to direct Administration to bring back a business case for regular scheduled movie nights at the theatre."*

Discussion

- Administration was asked to bring back a business case for regular schedule movie nights.
- We sold anywhere from 15 to 40 movie tickets per showing in 2024. In 2023 we had 2 movies with over 50 tickets sold.
 - Movie ticket prices
 - \$7.00 per ticket or
 - 5 tickets for \$30.00
- Expenses to hosting a movie are staffing, movie license and concession product costs.
 - Audio Cine Films Inc provides us with the movie licenses
 - 8 movie showings cost \$975.00/year
 - \$ 121.88/showing
 - 12 movie showings cost \$1,299.00/year
 - \$108.25/showing
 - 24 movie showings cost \$2,200.00/year
 - \$91.67/showing
- Movies are close to breakeven activity depending on the number of tickets sold.
- We set up a small concession stand when the movie is hosted at the Theatre. If the Movie is at the Multiplex, we sell popcorn and cotton candy, as well as the Time Out Concession is open.
- With the movie poll results below we would host our Monthly movie on Friday night or Sunday matinee.
- Administration will look at the Theatre events calendar and come up with a monthly movie day for 2024. There might be days we cannot host the movie at the Theatre due to events; we can move the movie location to the Multiplex or change the movie date.

Movie Facebook Poll Results



Recommendation

- Motion to accept the information as presented.


General Manager – Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: November 18, 2024
Subject: DRAFT 2025 ARMS Board Meeting Dates

Background

- Administration would like to set the 2025 meeting dates for planning purposes.

Discussion

- ARMS Board meetings have been on the third Monday of each month unless they fall on a statutory holiday or conference.
- The Board of Directors can add or change meeting dates if an issue arises or scheduling conflict.
- Meetings will start at 9:30am.

DRAFT 2025 ARMS Board Meeting Dates

January 20, 2025
February 24, 2025
March 24, 2025
April 28, 2025
May 26, 2025
June 16, 2025
September 22, 2025
No October meeting due to Elections
November 24, 2025
December 15, 2025

Recommendation

- Motion to accept the DRAFT 2025 ARMS Board meeting dates as presented.

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

General Manager – Rhonda Alix