

AGENDA

1. CALL TO ORDER
2. Land Acknowledgement

“The Athabasca Regional Multiplex is located on First Nations Treaty 6 territory. We respect and honour all First Nations, Metis and Inuit Peoples connection to these lands, their history, language and culture.”
3. Approval of Agenda
4. Meeting Minutes

a) Approval of May 27, 2025, minutes	2-6
b) Items arising from minutes	
5. Financial Reports

a) 2024 Year-end Reserve Contribution Allocation	7-26
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6. Manager Reports

a) General Manager, Facility Manager, and Aquatic Supervisor Reports	27-37
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7. Follow up Business

a) Strategic Plan Update	37-72
b) Insurance Analysis Update	73-81
c) Soccer Fields Update	82-88
d) 2025 Capital Budget Update	89-95
e) 2025 Operating Budget Update	96-100
8. New Business

a) 500-0032 Operational and Capital Budgets Policy Update	101-104
b) 500-016 Tobacco Product Policy Update	105-117
c) Athabasca Curling Club Lounge Lease Letter	118-120
9. Agenda Additions
10. In Camera

a) Section 27 (1) FOIP Act – Legal	
b) Section 27 (1) FOIP Act – Legal	
c) Section 16 (1) FOIP Act – Business Interest from a Third Party	
11. Next Meeting

a) September 22, 2025	
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12. Adjournment

**Athabasca Regional Multiplex Society 2025
May 27, 2025
Aquatic Centre Alta Gas Lounge**

PRESENT: Directors Ashtin Anderson, Brian Hall, Darlene Reimer, Dave Pacholok and Jon LeMessurier.

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

ABSENT: Directors Camille Wallach and Natasha Kapitaniuk.

1.0

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

2.0

**Land
Acknowledgement**

Chair Anderson read the Land Acknowledgement: "The Athabasca Regional Multiplex is located on First Nations Treaty 6 territory. We respect and honour all First Nations, Metis and Inuit Peoples connection to these lands, their history, language and culture."

3.0

**Approval of
Agenda**

#25-43 Motion by Director Reimer to approve the May 27, 2025, General Meeting agenda as presented.

Motion Carried Unanimously.

4.0

**Minutes of
Previous
Meeting**

a) Approval of April 22, 2025, General Meeting Minutes

#25-44 Motion by Director Pacholok to approve the April 22, 2025, General Meeting minutes as presented.

Motion Carried Unanimously.

5.0

**Financial
Report**

a) Financial Statement

General Manager Alix presented the Financial Statements as of April 30, 2025.

**Athabasca Regional Multiplex Society 2025
May 27, 2025
Aquatic Centre Alta Gas Lounge**

#25-45 Motion by Director Reimer to direct Administration to separate the concession inventory report showing perishable and non-perishable items.

Motion Carried.

#25-46 Motion by Director Pacholok to accept the financial information as presented.

Motion Carried Unanimously.

b) 2024 Draft Audited Financial Statements

Doyle & Company Chartered Professional Accountants have completed the Audit and Financial Statements for the year-ended December 31, 2024.

#25-47 Motion by Director Hall to accept the 2024 Draft Year End Audited Financial Statements as information and to hold the ARMS Annual General Meeting on June 16th before the ARMS Board Meeting.

Motion Carried Unanimously.

**6.0
Manager
Reports**

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

General Manager Rhonda Alix discussed the General Manager's report.

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

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

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

#25-48 Motion by Director LeMessurier to accept the reports as presented.

Motion Carried Unanimously.

Chair Anderson declared at recess at 11:10 a.m.
Meeting reconvened at 11:38 a.m.

**Athabasca Regional Multiplex Society 2025
May 27, 2025
Aquatic Centre Alta Gas Lounge**

**7.0
Follow up
Business**

a) Strategic Plan Update

Administration submitted revisions to the Draft Strategic Plan to RC Strategies for further editing. RC Strategies incorporated these revisions and finalized the updated draft of the Strategic Plan.

Director Pacholok returned to the meeting at 11:43 a.m.

Aquatic Supervisor returned to the meeting at 11:44 a.m.

Facility Manager Tim Wolfenberg left at 12:40 p.m. and returned at 12:43 p.m.

#25-49

Motion by Director Hall to direct Administration to work with RC Strategies to make the necessary changes to the Draft Strategic Plan as discussed.

Motion Carried Unanimously.

b) Insurance Analysis

Administration completed and presented a complete insurance analysis as insurance rates increased substantially.

#25-50

Motion by Director Hall to direct Administration to get a quote for general liability insurance for the Nancy Appleby Theatre through Genesis.

Motion Carried Unanimously.

c) Soccer Fields Update

On November 18, 2024, Administration was directed to request that the Aspen View School Board prioritize completing the soccer fields by Fall 2025 to facilitate ownership transfer. Due to a lack of response from the Superintendent, Administration engaged directly with Aspen View Public Schools' maintenance staff. An on-site meeting was held on May 22, 2025, during which Administration requested regular mowing and maintenance of the fields, implementation of fertilizer and weed control measures, and potential seeding where necessary. Tim will continue to liaise with maintenance staff to ensure that these maintenance tasks are consistently carried out and remain on schedule.

#25-51

Motion by Director Reimer to direct Administration to engage a surveyor to survey the field boundaries discussed, with a maximum budget of \$1,500.00 and to obtain a quote from a contractor to complete the work.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2025
May 27, 2025
Aquatic Centre Alta Gas Lounge**

d) Fieldhouse Chiller Project Update

Administration submitted a change of scope request to the CFEP Grants office to reallocate funds towards replacing the fieldhouse chiller compressors. Approval was granted, and the compressor replacement project commenced as planned.

#25-52 Motion by Director LeMessurier to accept the information as presented.

Motion Carried Unanimously.

e) Curling Rink Dehumidification Unit Update

ARMS was approved for a Community Facility Enhancement Program (CFEP) Small Grant, which included funding for the purchase of a Curling Rink Dehumidification Unit. Following a contractor's review, it was determined that the combined dehumidification and air conditioning unit would be inadequate to cool the curling rink effectively. As a result, a proposal was made to install a separate air conditioning unit to meet the facility's cooling requirements.

#25-53 Motion by Director Pacholok to direct Administration to purchase the Dehumidification Unit for the curling rink without air conditioning utilizing the CFEP Grant and capital reserves.

Motion Carried Unanimously.

f) 2025 Capital Budget

The Administration prepared the 2025 Capital Budget, which was approved on September 16, 2024, with each municipality contributing \$225,000. However, during the Town of Athabasca Council meeting on December 17, 2024, a motion was passed to allocate \$90,000 to the ARMS Capital Budget, significantly less than the originally approved amount. Subsequently, on January 14, 2025, Athabasca County Council passed a motion stipulating that its contribution to the ARMS Capital Budget should not exceed the amount allocated by the Town of Athabasca.

Director LeMessurier left the meeting at 1:29 p.m. and did not return.

Aquatic Supervisor Dylan Zilinski left the meeting at 1:38 p.m. and returned at 1:40 p.m.

#25-54 Motion by Director Pacholok to direct Administration to update the Capital Budget as discussed with funding up to \$30,000.00 from the capital reserve.

Motion Carried Unanimously.

**8.0
New
Business**

a) 500-032 Operational and Capital Budgets Policy Update

Administration is recommending updates to the Operational and Capital Budgets Policy to protect the assets of ARMS. These proposed changes will support long-term sustainability and responsible financial governance across all departments.

#25-55 Motion by Director Hall to amend Policy 500-032 as discussed and bring back to the next meeting.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2025
May 27, 2025
Aquatic Centre Alta Gas Lounge**

- b) 500-027 Membership Reimbursement Policy Update

Administration has proposed amendments to the current 500-027 Membership Reimbursement Policy, outlining specific changes they wish to implement.

#25-56 Motion by Director Reimer to amend Policy 500-027 as discussed.

Motion Carried.

**10.0
In Camera**

- a) Section 27 (1) FOIP Act – Legal

- b) Section 27 (1) FOIP Act – Legal

#25-57 Motion by Director Pacholok to go in camera at 2:05 p.m.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski left the meeting and did not return.

#25-58 Motion by Director Reimer to come out of camera at 2:23 p.m.

Motion Carried Unanimously.

#25-59 Motion by Director Pacholok to direct Administration to forward the Draft Lease Agreement 1 for the Multiplex to the Athabasca County and Town of Athabasca Councils for review; and forward the Draft Lease Agreement 2 for the Nancy Appleby Theatre to the Town of Athabasca Council for review.

Motion Carried Unanimously.

**11.0
Next
Meeting**

Next meeting June 16, 2025, following the Annual General Meeting.

**12.0
Adjournment**

Meeting adjourned at 2:24p.m.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: 2024 Year-end Surplus Reserve Contribution

Background

- Doyle & Company Chartered Professional Accountants completed our December 31, 2024, year-end audit.

Attachments

- December 31, 2024, audited Draft Financial Statements
- Reserve Policy

Discussion

- December 31, 2024, DRAFT Year-end Statement amounts:
 - Revenue - \$1,626,738.00
 - Member Requisitions - \$1,880,000.00
 - Total Revenue - \$3,506,738.00
 - Total Expenses - \$ 3,499,771.00
 - **Net Income – \$6,967.00**
- ARMS Reserve Policy states:

“Year-end actual surpluses or deficits will be allocated to/from Reserves.”

December 31, 2024, Reserve Balances

Capital Reserve

February 2024 - \$258,844.00

December 31, 2024 – \$386,078.68

Increase of \$127,234.68 which is \$9,734.68 in interest and \$117,500.00 from the 2024 Capital Budget

- There was a transfer of \$8,637.00 in April 2025 after the 2024 Capital Projects were completed.

Operating Reserve

February 2024 - \$137,500.00

December 31, 2024 – \$142,586.16

Increase of \$5,086.16 which was all interest.

Recommendation

- Motion to transfer the 2024 year-end net income surplus amount to the Operating Reserve account in accordance with the ARMS Reserve Policy.



General Manager – Rhonda Alix

Athabasca Regional Multiplex Society
Financial Statements
December 31, 2024

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Athabasca Regional Multiplex Society

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Athabasca Regional Multiplex Society is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within this Society's financial position at December 31, 2024 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

The financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The Society's management carries out its responsibilities for review of the financial statements principally through regular meetings with management to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Board with and without the presence of management. The Society's Board of Directors has approved the financial statements.

The financial statements have been audited by Doyle & Company Chartered Professional Accountants, independent external auditors appointed by the Society. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Society's financial statements.

Rhonda Alix
General Manager

May 27, 2025
#2, University Drive
Athabasca, Alberta T9S 0A3

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INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Directors

Opinion

We have audited the financial statements of **Athabasca Regional Multiplex Society** (the Society), which comprise the statement of financial position as at December 31, 2024, and the results of its operations, changes in its net financial assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Athabasca Regional Multiplex Society as at December 31, 2024, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than from one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

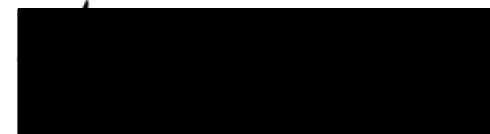
INDEPENDENT AUDITORS' REPORT - continued

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

May 27, 2025
11210 - 107 Avenue NW
Edmonton, Alberta T5H 0Y1



Chartered Professional Accountants

Athabasca Regional Multiplex Society

Statement of Financial Position

As at December 31, 2024

	2024	2023
	\$	\$
Financial Assets		
Cash	260,187	304,956
Restricted cash (Note 2)	780,223	-
Accounts receivable (Note 3)	111,712	237,863
Inventory	26,969	26,028
Prepaid expenses	109,307	61,074
	1,288,398	629,921
Liabilities		
Current		
Accounts payable and accrued liabilities (Note 4)	388,918	232,404
Deferred contributions (Note 5)	517,996	23,000
	906,914	255,404
Net Assets	381,484	374,517
	1,288,398	629,921

Approved by the Board:

Director, Board Chair

Director

Athabasca Regional Multiplex Society

Statement of Changes in Net Assets

For the year ended December 31, 2024

	Unrestricted	Internally Restricted	2024 \$	2023 \$
Balance, beginning of year	374,517	-	374,517	396,344
Excess (deficiency) of revenues over expenses	6,967	-	6,967	(21,827)
Transfers	(381,484)	381,484	-	-
Balance, end of year	-	381,484	381,484	374,517

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Athabasca Regional Multiplex Society

Statement of Operations

For the year ended December 31, 2024

	2024 Budget \$	2024 Actual \$	2023 Actual \$
Revenue			
Local government transfers (Note 6)	1,880,000	1,880,000	1,820,000
User fees	600,250	594,402	581,613
Rental	406,025	385,321	369,813
Government transfers (Note 7)	64,000	22,057	29,061
Capital grants	100,862	100,862	-
Contracted services	23,908	24,214	29,598
Advertising	61,000	56,472	50,961
Food services	407,000	399,651	144,632
Other	15,500	43,759	23,359
Total Revenues	3,558,545	3,506,738	3,049,037
Expenses			
Advertising and promotion	15,000	14,546	14,618
Contracted and general services	109,500	110,120	137,145
Insurance	78,000	93,434	82,911
Interest and bank charges	8,500	8,353	4,949
Professional fees	20,000	22,750	17,464
Repairs and maintenance	368,912	362,236	248,180
Supplies	411,350	397,188	292,385
Telephone	11,840	12,285	13,747
Utilities	747,000	665,084	738,976
Wages and employee benefits	1,746,350	1,813,775	1,520,490
Total Expenses	3,516,452	3,499,771	3,070,865
Excess (Deficiency) of Revenue over Expenses	42,093	6,967	(21,828)

The accompanying notes form part of these financial statements.

Athabasca Regional Multiplex Society

Statement of Cash Flows

For the year ended December 31, 2024

	2024	2023
	\$	\$
Cash Flows from Operating Activities		
Cash received from funding agencies and customers	4,127,885	3,219,831
Cash paid to suppliers	(3,392,431)	(2,944,826)
	735,454	275,005
Change in Cash Flow	735,454	275,005
Cash - Beginning of year	304,956	29,951
Cash - End of year	1,040,410	304,956
Cash is comprised of;		
Cash	260,187	304,956
Restricted cash	780,223	-
	1,040,410	304,956

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Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

Description of Operations

The Athabasca Regional Multiplex Society (the "Society") is a not-for-profit organization that is primarily responsible for the operation and promotion of recreation facilities in the Athabasca area. The Town of Athabasca and Athabasca County are members of the Society. The Society is exempt from income taxes under the Income Tax Act.

1. Significant Accounting Policies

The financial statements of the Athabasca Regional Multiplex Society are the representations of management prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations. Significant aspects of the accounting policies adopted by the municipality are as follows:

a) Basis of Accounting

The financial statements were prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

b) Revenue Recognition

The Society follows the deferral method of accounting for contributions.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Government transfers received in advance are deferred and recorded as revenue in the period in which they relate.

Rental revenue is recognized as the rental space is provided.

Local government transfers are recognized as revenue in the period in which the events giving rise to the transfer occurred, providing the transfer are authorized, eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Revenue from the sale of foods services are recognized when customers purchase the goods.

Revenue derived from the sale of fitness membership contracts, daily use fees, advertising, and other contracted services are recognized as revenue as follows:

- a) Fitness membership contracts: recognized as income on a straight-line basis over the term of the contract.
- b) Daily use fees recognized as income when the pass is sold.
- c) Advertising: recognized as revenue over the term of the contract.
- d) Contracted services: when the performance for transactions are met and collection is reasonably assured.

c) Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

1. Significant Accounting Policies - continue

d) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Provisions are made for slow moving and obsolete inventory.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in the revenue or expenses in the period in which they become known. Actual results could differ from those estimates.

e) Contributed Services

The operations of the Society depend on both the contribution of time by volunteers and materials donated from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

f) Cash and Temporary Investments

Cash and temporary investments consists of bank accounts and temporary investments with maturities of three months or less.

g) Capital Assets

The multiplex facility is owned by the Town of Athabasca and Athabasca County. The original costs and all subsequent building related capital expenditures have been paid by the two municipalities and are recorded in their financial records.

All equipment, including fitness centre, furnishing and computer equipment are owned by the multiplex. The costs related to these acquisitions is netted against the funding received. Therefore, on the statement of financial position there are no capital assets shown.

h) Pension Expenses

Contributions for current and past service pension benefits are recorded as expenses in the year in which they become due.

Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

1. Significant Accounting Policies - continue

i) Financial Instruments

Measurement of financial instruments

The Society initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transactions costs directly attributable to the instruments

The Society subsequently measures all its financial assets and financial liabilities at amortized cost, except for investment in equity instruments that are quoted in an active market, which are measure at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Society has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. the amount of the write-down is recognized in the excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The Society recognizes its transaction costs in the excess of revenue over expenses in the period incurred. However the carrying amount of the financial instrument that will not be subsequently measured at fair value is reflected in the transaction cost that are directly attributable to their organization, issuance or assumption.

j) Internally Restricted Reserves

The Society has established both an operating and a capital reserve.

The operating reserve is intended to be used on unexpected or unbudgeted expenditures that arise during a year.

The capital budget is intended to be used for future capital expenditures.

Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

2. Restricted Cash

	2024	2023
	\$	\$
Operating reserve	142,586	-
Capital reserve	386,079	-
Solar grant	251,558	-
	780,223	-

3. Accounts Receivable

	2024	2023
	\$	\$
Trade	98,930	87,118
GST receivable	11,395	-
Athabasca County	1,324	126,430
Town of Athabasca	63	24,315
	111,712	237,863

4. Accounts Payable and Accrued Liabilities

	2024	2023
	\$	\$
Trade	184,512	202,418
GST payable	-	2,210
Wages and employee benefits	31,735	25,989
Vacation, personal, floater and overtime	44,533	1,787
Athabasca County	128,138	-
	388,918	232,404

5. Deferred Contributions

	2024	2023
	\$	\$
Richardson Foundation	1,861	15,000
Pembina Pipeline Corporation	-	8,000
Athabasca County	312,477	-
Town of Athabasca	60,918	-
Alberta Pacific Forest Industries Inc.	13,440	-
Government of Alberta	125,000	-
Kingston Midstream	4,300	-
	517,996	23,000

Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

6. Local Government Transfers

	2024	2023
	\$	\$
Town of Athabasca	940,000	910,000
Athabasca County	940,000	910,000
	1,880,000	1,820,000

See Note 8 - Related Party Transactions

7. Government Transfers

	2024	2023
	\$	\$
Government of Canada	9,557	14,141
Government of Alberta	12,500	11,110
Town of Athabasca	-	3,810
	22,057	29,061

8. Related Party Transactions

Athabasca County and the Town of Athabasca are related to the Society by virtue of being joint operators of the Society. All transactions with the County and Town are in the normal course of business and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

9. Local Authorities Pension Plan

Employees of the Society participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 250,000 people and over 400 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Society is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.23% on pensionable earnings above this amount. Employees of the Society are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.23% on pensionable salary above this amount.

Total current service contributions by the Society to the LAPP in 2024 were \$75,778 (2023 - \$65,502). Total current service contributions by the employees of the Society to the LAPP in 2024 were \$66,440 (2023 - \$57,951).

At December 31, 2023, the LAPP disclosed an actuarial surplus of \$15.057 billion (2022 - \$12.6 billion). The 2024 actuarial surplus was not available prior to issuing these financial statements.

Athabasca Regional Multiplex Society

Notes to the Financial Statements

December 31, 2024

10. Financial Risks

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of December 31, 2024.

(a) Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from its membership. The Society has a significant number of members which minimizes concentration of credit risk.

(b) Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to the risk mainly in respect of its receipt of funds from members.

The Society mitigates the risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

11. Economic Dependence

The Society's primary source of funding consists of local government transfers from the Town of Athabasca and Athabasca County. The Society's ability to continue viable operations is dependent upon the ability of the Town and County to continue their funding. As at the date of the financial statements, the Society is confident this support will continue in the future.

12. Segmented Disclosure

The Society provides a range of services to its users. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statement as disclosed in Note 1.

13. Budgets

The budget amounts have been presented for information purposes and have not been audited.

14. Approval of Financial Statements

The Board and management have approved these financial statements.



Policies and Procedures Manual

Policy Number: 100-007

Policy Title: Reserve Policy

Adopted: September 11, 2023

Last Reviewed:

Amended:

Policy Statement:

ARMS recognizes the need to maintain and manage the Reserve funds that:

1. Minimize the financial exposure from unanticipated fluctuations in operating activities,
2. Balance the current year deficit, accommodate any emergency type expenditure and for non-budgeted operating items that require funding and Board approval during the year.
3. Maintain and improve working capital requirements,
4. Provide for future operating and capital requirements, and
5. Address the overall current and future initiatives of ARMS.

Guidelines and Procedures:

1. The purpose of the Reserve Policy is to provide a guidance with respect to the development, maintenance, and use of ARMS Reserve Funds.
2. Only the ARMS Board has authority to create and close Reserves.
3. ARMS Board approves all expenditures from Reserves and transfers between Reserves through budget deliberations or Board Motions.
4. Reserves are not intended to reduce sponsorship and/or donation initiatives by Administration.
5. Year-end actual surpluses or deficits will be allocated to/from Reserves.
6. Each year the General Manager will prepare a reserve report for the Board which will include a section on compliance with this Policy. All Reserve balances must be presented in the ARMS annual financial statements and budget documents.
7. It is recognized that Reserves include, but are not limited to, the following benefits:
 - a) finance replacement of capital assets;
 - b) fund emerging issues; and
 - c) ensure service levels are maintained and not immediately impacted by economic downturns.



Policies and Procedures Manual

Policy Number: 100-007

Policy Title: Reserve Policy

Adopted: September 11, 2023

Last Reviewed:

Amended:

8. In support of the overall financial health of ARMS, a Reserve will be created for the following purposes:

Capital Projects Reserve

Purpose:

- a) Establish a systematic method of capital equipment/infrastructure replacements that emphasizes the long-term annual expense of equipment/infrastructure rather than sporadic expenditures for equipment.
- b) Encourage long-term planning for new capital needs and a systematic method of financing for those needs.

Source of Funding:

- a) An annual contribution determined by the Board;
- b) Interest earned on investing available Reserve Funds.
- c) Allocation of the actual annual surplus; or
- d) Other sources as approved by the Board.

Optimal Balance:

- a) Average of the approved 5-year Capital Plan amount.

Operating Reserve

Purpose:

- a) To minimize the financial exposure from unanticipated fluctuations in operating activities.
- b) To manage one-time, unexpected operational needs. Unexpected operational needs would include accidents or disasters beyond the support of insurance proceeds, changes in regulation requiring spending or urgent matters deemed by the Board requiring funding.
- c) To fund emergency or essential expenditures not fully allocated in the current year's budget.

Source Funding:

- a) An annual contribution determined by the Board;
- b) Interest earned on investing available Reserve Funds;
- c) Allocation of the actual annual surplus; or
- d) Other sources as approved by the Board.

Optimal Balance:

- a) 3 months operating budget.

Athabasca Regional Multiplex Society Capital Projects Breakdown

January 1 to December 31, 2024

REVENUE

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

Difference

Fire System Repairs	\$	8,000.00	\$	-
Duct Cleaning	\$	12,124.00	\$	(2,876.00)
Curtains x 4 (2 black & 2 white)	\$	15,559.00	\$	(141.00)
Fieldhouse Floor Repairs + pickle ball lines	\$	14,680.00	\$	(1,320.00)
Roof Repairs - yearly maintenance	\$	6,500.00	\$	-
PA Amplifier x2/repair costs for PA system	\$	7,000.00	\$	-

TOTAL EXPENSES AND ASSET ALLOCATION	\$	63,863.00	\$	(4,337.00)
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TOTAL CAPITAL REVENUE REMAINING	\$	126,137.00
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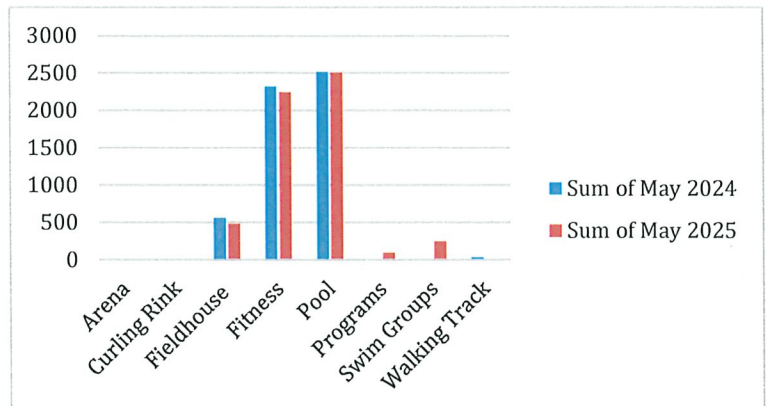
Transfer to Reserve Fund in 2024	\$	117,500.00
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Transfer to Reserve Fund in April 2025	\$	8,637.00
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Attendance

May 2025 Analysis

Row Labels	May 2024	May 2025
Arena	7	0
Curling Rink	0	0
Fieldhouse	562	479
Fitness	2314	2239
Pool	2515	2502
Programs	0	94
Swim Groups	0	245
Walking Track	31	9
Grand Total	5429	5568

May 2025, Daily Average = 186

Membership Analysis

April 2025

Membership	Regular	Corporate	Auto Renew	Total Memberships	Total Members
Adult	153	56	25	234	234
Child	8		2	10	10
Family	34		34	68	297
Senior	52	1	9	62	62
Student	24		3	27	27
Aspen View	72		14	86	86
Total	343	57	87	487	716

Membership Analysis

May 2025

Membership	Regular	Corporate	Auto Renew	Total Memberships	Total Members
Adult	129	55	28	212	212
Child	8		3	11	11
Family	31		35	66	296
Senior	49	1	9	59	59
Student	23		3	26	26
Aspen View	52		14	66	66
Total	292	56	92	440	670

General

- Summer hours started June 9th
 - Monday through Friday
 - Facility – 6am to 8pm
 - Pool – 7am to 8pm
 - Saturday & Sunday
 - Facility – 10am to 6pm
 - Pool – 10am to 5pm
- The facility will be closed for Canada Day, Heritage Day and Labour Day.
- Rotary delegation
 - Administration has been asked by the Rotary Club of Athabasca to be a delegation at an upcoming meeting to discuss our Capital Budget and Asset Management Plan.

Event updates

- Athabasca University Convocation
 - Athabasca University Convocation was held on June 5th and 6th and was a tremendous success. Staff did an outstanding job in the lead-up and throughout the event, contributing to its smooth execution. We've received positive feedback from the Athabasca University events team, which is a testament to everyone's hard work. Tim and I will be meeting with the events team in the coming weeks for a debrief.
- Oilers watch Party in the Lounge
 - Contacted the Athabasca Curling Club to inquire about opening the Lounge for an Oilers watch party. They were not interested as they sold all their alcohol. They did send a letter requesting not to pay their rent from May to September due to that time being their offseason.

Grants

- We were unsuccessful in securing the New Horizons for Seniors Program Grant, we will continue to offer free Seniors' Day every Thursday.
- We were successful in obtaining a Farm Credit Canada grant and received \$3,000.00 toward the replacement of the Fieldhouse chiller compressors.

Promotions

- Created a Programs Punch Pass for our Fitness & Aquatic Programs
 - Members and non-members pricing
- Fridays in June
 - Adults get in for free when they are with a child.
- Senior's Day
 - Every Thursday – 6:30am to 11:30am. Free drop in and coffee for Seniors.
- Participaction Grant
 - Monday June 9th and June 30th – ½ price drop-in rates.
- June
 - Every Wednesday is 1/2 off drop-in rates from 7pm to 8pm.
- Last Friday of the month
 - ½ off drop-in rates for teens from 6pm to 8pm.

Movies

- We played Minecraft and Captain America on June 8th.
 - Minecraft - 64 tickets sold and \$382.00 at the Concession.
 - Captain America - 0 tickets sold
- Net income was achieved for the June movies due to Minecraft's success.

Summer Programs

- We have hired one Summer Programs Coordinator and two Summer Program Leaders to run this year's Summer Programs. The Coordinator has actively engaged with local businesses and successfully sold advertising space in

the program booklet. We are currently waiting on a few remaining businesses to confirm their participation, after which the booklet will be finalized and distributed later this week.

Arena

- June 4th – 6th – AU Convocation.
- August 18th – 21st – Hockey Camp.

Aquatic Centre

- June 28th – Free Swim from 3:00pm to 5:00pm – sponsor Native Friendship Centre.

Curling Rink

- June 1st – 9th – AU Convocation.

Fieldhouse

- June 1st – 7th – AU Convocation.
- June 11th – Learn to Play Pickleball.
- June 25th – EPC Fun day.
- August 18th – 21st – Hockey Camp.

Theatre

- June 8th – ARMS Movie.
- July 3rd – EpicLive Presents the Hip Experience.
- July 7th – 11th – Theatre Drama Camp.
- July 12th – Rock or Bust AC/DC Tribute Band.
- July 13th – ARMS Movie.
- July 14th – 18th – Theatre Drama Camp.
- August 10th – ARMS Movie night.

Meeting Rooms

- June 4th – 6th – AU Convocation.
- August 18th – 21st – Hockey Camp.

Sports Fields

Baseball Diamonds

- Athabasca Minor Ball has a U15AA team this season. They will continue to practice and possibly have home games until the middle of July.
- April 24th – Athabasca Minor Ball start to utilize the diamonds for practices.
- May 5th – Slo-Pitch season started. They are primarily only using one diamond per day at the Multiplex.
- June 1st – U15 Softball tournament.
- June 14th & 15th – 15U-AA Baseball tiering games.
- June 21st – U13 Softball tournament.
- June 25th – EPC Fun day.

Soccer Pitches

- Athabasca Soccer Association has the Soccer Pitch inside the EPC track booked for 3 hours each day Monday through Thursdays. The Soccer Pitch on the Multiplex property is booked for 1 hour on Tuesday and Thursdays.
- The EPC Rugby Team also utilizes the Soccer Pitch area inside the EPC track.
- June 8th – Athabasca Soccer booking for 3 hours. (Multiplex Pitch)

Respectfully submitted,



Rhonda Alix,
General Manager

Athabasca Regional Multiplex Society Action Log

Meeting date: **June 16, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-06	Motion by Director Kapitaniuk to direct Administration to work with RC Strategies and make the necessary changes to the draft Strategic Plan as discussed.	January 27, 2025	Administration brought back the draft changes to the May 27, 2025 Board Meeting.	Completed
#25-10	Motion by Director LeMessurier to table item 10. c to the June ARMS meeting for discussion	January 27, 2025	Administration brought back the information to the June 16 Board meeting for discussion in camera.	Completed
#25-45	Motion by Director Reimer to direct Administration to separate the concession inventory report showing perishable and non-perishable items.	May 27, 2025	Administration has updated the Concession Inventory spreadsheet to separate out the perishable and non perishable items.	Completed
#25-47	Motion by Director Hall to accept the 2024 Draft Year End Audited Financial Statements as information and to hold the ARMS Annual General Meeting on June 16th before the ARMS Board Meeting.	May 27, 2025	The ARMS Annual General Meeting was on June 16th prior to the regular Board meeting.	Completed
#25-49	Motion by Director Hall to direct Administration to work with RC Strategies to make the necessary changes to the Draft Strategic Plan as discussed.	May 27, 2025	Administration brought back the changes to the Strategic Plan as discussed to the June 16th meeting.	Completed
#25-53	Motion by Director Pacholok to direct Administration to purchase the Dehumidification Unit for the curling rink without air conditioning utilizing the CFEP Grant and capital reserves.	May 27, 2025	Administration has purchased the Dehumidification Unit for the Curling Rink and will utilize the CFEP and Capital reserves to pay for it.	Completed
#25-54	Motion by Director Pacholok to direct Administration to update the Capital Budget as discussed with funding up to \$30,000.00 from the capital reserve.	May 27, 2025	Administration updated the 2025 Capital Budget as discussed and brought the revisions to the June 16th meeting.	Completed
#25-55	Motion by Director Hall to amend Policy 500-032 as discussed and bring back to the next meeting.	May 27, 2025	Administration made the necessary adjustments to the Policy as discussed and brought the revisions to the June 16th meeting.	Completed
#25-56	Motion by Director Reimer to amend Policy 500-027 as discussed.	May 27, 2025	Administration amended Policy 500-027 as discussed.	Completed

Athabasca Regional Multiplex Society Action Log

Meeting date: **June 16, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-59	Motion by Director Pacholok to direct Administration to forward the Draft Lease Agreement 1 for the Multiplex to the Athabasca County and Town of Athabasca Councils for review; and forward the Draft Lease Agreement 2 for the Nancy Appleby Theatre to the Town of Athabasca Council for review.	May 27, 2025	Administration forwarded the Lease Agreements to each Council for their review on May 28, 2025.	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	Administration sent a draft lease agreement to the Society members on May 28, 2025.	In Progress
#24-090	Motion by Director Pacholok to direct Administration to retain an expert to review and provide an opinion about the Aquatic Centre boilers.	July 15, 2024	Administration is investigating the next steps with the Aquatic Centre boilers.	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 presented the Asset Management plan to the Town Council on February 18, 2025. Administration is presenting at the Athabasca County Committee of the Whole meeting on June 17.	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	Added to the February 24, 2025 Board meeting agenda. Tabled the motion until after the Strategic Plan is complete.	In Progress
#24-108	Motion by Director Kapitaniuk to table the 2025 Proposed Membership Rates until after the Strategic Planning meetings.	September 16, 2024	Added to the February 24, 2025 Board meeting agenda. Tabled the motion until after the Strategic Plan is complete.	In Progress
#24-141	Motion by Director Kapitaniuk for Administration to bring back quotes recommended for potential savings options.	November 18, 2024	Tim has met with a community member to go through the Multiplex and provide a list of potential energy savings options. Once we receive the report we will get quotes and bring them back to the Board for discussion.	In Progress

Athabasca Regional Multiplex Society Action Log

Meeting date: **June 16, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-36	Motion by Director Wallach to direct Administration to add the First Aid Course comparison rates to the 2025 ARMS Facility Rental Rate discussion.	April 22, 2025	Administration will bring this information to the board meeting with the 2025 Facility Rate discussion.	In Progress
#25-50	Motion by Director Hall to direct Administration to get a quote for general liability insurance for the Nancy Appleby Theatre through Genesis.	May 27, 2025	Administration has been working with RMA to obtain a quote on the Theatre liability insurance through Genesis.	In Progress
#25-51	Motion by Director Reimer to direct Administration to engage a surveyor to survey the field boundaries discussed, with a maximum budget of \$1,500.00 and to obtain a quote from a contractor to complete the work	May 27, 2025	Administration has obtained quotes from survey companies and met with a contractor to give us a quote on the soccer field work.	In Progress
#0	Direction for Administration to have/invite a User Group delegation every other meeting	October 16, 2023	December 16, 2024 we had RC Strategies as a delegation.	ongoing
#23-122	Motion by Director Wallach for Administration to include action item list in all future agenda packages.	November 20, 2023	Added the action item list to the General Managers monthly report.	ongoing
#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 and December 31, 2024. Cheques were sent to the Athabasca County for the interest amounts.	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
#25-05	Motion by Director Wallach to direct Administration to report monthly on the number of active memberships in the General Manager's report.	January 27, 2025	Administration will add the membership analysis to the General Managers monthly report.	ongoing

Pool Mechanical

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

Fitness Centre

All fitness equipment has been inspected and has received preventative maintenance

Arena

A small roof leak has appeared at the north end of the rink. It drips in the afternoons for about an hour. A roofing contractor will be contacted to investigate the cause of the leak and make repairs.

Curling Rink

The replacement of the curling rink dehumidification system is scheduled for mid to late August.

Field House

Fieldhouse Chiller replacement compressors have been ordered, and we are still awaiting their arrival.

Exterior Grounds

Operations were asked by Athabasca Minor Soccer to line 3 soccer fields at WHIPS prior to a soccer tournament. All costs were billed back to Athabasca Minor Soccer.

Two soccer fields have been lined (EPC field and Multiplex field) are being maintained as needed.

Concession

Both concession and back kitchen exhaust units have had the sheeves replaced and the systems balanced.

Life Safety

Public Announcement system backbone infrastructure work has been completed and has restored the use of the ceiling speakers in the curling rink and fieldhouse. The system will be fully functional when TELUS is able to program our new paging module so that facility-wide announcements can be made from multiplex telephones within the facility. -UPDATE- Aspen View now believes an internal security device on the multiplex's system may be the issue in allowing the system to function properly. We are just awaiting confirmation.

Administration

The EPC student work program has wrapped up for the year and the multiplex hosted all the EPC worker for a Thank-You BBQ on June 11th.

Theatre

Feedback from the Marv'n Barry Show.

"We had some major issues with the lighting board, to the point where our tech (who is an industry professional theatre technician) was in tears because the system kept malfunctioning. It would have been really helpful if there was some sort of info sheet (aka magic sheet) available to anybody who's renting the space for quick and easy access to any specific need to know information for the lighting grid and the lighting board. We repeatedly tried to call the multiplex to get some information, and it took forever to get somebody to call us back.

Due to the nature of the current lighting board, it took us three times longer to build a lighting queue than normal, and when the whole show was nearly programmed, the entire lighting program disappeared. After bringing in two separate people to help [REDACTED] we still couldn't sort out the lighting board, our tech wasted several hours of her time creating things that got mysteriously deleted, and we had to run our show with the most basic and simple lighting cues which drastically changed the production value of what we normally offer.

It is my understanding that the rental money does not directly go back into keeping the theatre up to date. If the intention is to offer the Nancy Applebee Theatre as a rental space for local and out-of-town companies for productions, I would suggest that the rental costs go back into the theatre itself to enhance the space's capabilities.

As a person from Athabasca, I am extremely disappointed in the lack of care for the space, and I think it's important to share that here. I would be happy to have a discussion with whoever operates or runs the space because I'm unhappy with the rental.

I want to continue to bring shows back to my hometown and want to make that experience far better than the one I just had. As this is not the first time we have rented the space, I'm unsure what has changed; the last rental we had at the Nancy Appleby went smoothly. Maybe an in-house technician would be helpful for a rental

like this, I know once [REDACTED] arrived, it made things a lot easier, though there were still major malfunctions with the tech program.

As an immediate adjustment, I would suggest the addition of an in-house technician as part of the rental agreement - someone familiar with the space, lighting and sound board requirements, and a higher rental fee could help offset those costs. “

The technician mentioned in the email feedback is the one we currently recommend to our Theatre renters. We acknowledge that the lighting and sound boards are in need of extensive repairs and upgrades. It is important to note that these upgrades would involve a significant capital investment.

Respectfully submitted,



Tim Wolfenberg

Facility Manager

General Update

- June has brought a few notable changes with the conclusion of our spring season.
- Many fitness programs are winding down or reducing hours for the summer. Swim Lessons will shift to the summer format, using the Monday – Friday 5-pack lesson structure.

Holidays

- The facility will closed on July 1, 2025, for Canada Day.

Fitness Centre & Facility Hours

- Effective June 9, the Fitness Centre will begin closing at 8:00 PM on weeknights, opens 10:00 PM & closes at 6:00 PM on weekends.
- With the updated hours, private pool rentals will now only be available on weekends from 5:00 PM to 6:00 PM.

Program Updates & 2025 Changes

- **Drop-In Water Polo:** Ends for the summer on June 19, with a planned return in October 2025.
- **Yoga:** Ends on June 17.
 - We are currently working with the instructor to offer one or two summer sessions per month.
- **Spin Classes:** Tuesday and Thursday morning classes end on June 10 and 12, respectively.
 - Summer sessions may be scheduled once or twice a month, pending instructor availability.
- **Athabasca Rapids Swim Club:** Sessions conclude on June 9, with a possible fun day on June 11. Their fall season is already booked for September 2025.
- **Aqua Fit:** Continues with seven classes held across four mornings per week through June.

Swim Lessons

- School swim lessons will conclude on June 24.
- Fun swim bookings will finish on June 26.
- Regular swim lessons will conclude on Saturday, June 21.
- Summer Swim Lessons are open for registration and will run Monday to Friday in July and August.
 - Due to the limited number of dates in August, we will also offer a Tuesday/Thursday evening set during that month.

Staff Training

- Lifeguarding Inservice will be held on June 13, with a focus on summer preparation, including out of town swimmers, daytime 5-pack lessons, and staff vacation planning. The session will also include swimming and first aid skills.
- Swim Lesson Instructor Inservice was held on June 7. Topics covered included roster accuracy, lesson songs, expectations for staff to be there for the full set, proper procedures for getting shift coverage, and evaluation practices, to keep evaluations as consistent as possible.

Pool Closures & Equipment Updates

- This month's report includes a trial summary of the Aquatics Centre operating hours. As this is our first attempt, it reflects the June 1–7 period. A more refined and comprehensive version will follow in future reports.
- Total Aquatics Centre public hours per week: 79 hours
- Total Fitness Centre public hours per week as of June 9th: 86 hours

(This excludes private rentals, and additional open/close time needed for water testing and cleaning.)

- Main Pool: Open 79 hours /week - 100%
- Leisure Pool: Open 79 hours/week - 100%
- Hot Tub: Open 79 hours/week - 100%
- Fitness: Open 86 hours/week – 100% (Aces Room used by AU was closed 35% of June 1-7 old fitness hours were used 91 hours/week.)
- Aqua Bikes are in regular daily use and beginning to show signs of wear. They will require servicing and replacement parts this summer. If necessary, some may be removed from use.
- The Hot Tub experienced two minor closures at the end of May but has been fully operational since the beginning of June as we can see above.

Sponsored Free Swims

- The Athabasca Native Friendship Centre will be sponsoring a free swim on Saturday, June 28, from 3:00 PM to 5:00 PM, in celebration of the end of the school year.

Signature: _____

Dylan Zilinski,

Aquatic Supervisor



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: Strategic Plan update

Background

- Administration has sent the changes the Board requested in the Draft Strategic Plan to RC Strategies.

Attachments

- RC Strategies Revised Draft Strategic Plan
- RC Strategies Survey Results

Discussion

- Administration submitted revisions to the Draft Strategic Plan to RC Strategies for further editing.
- RC Strategies incorporated the revisions and completed the updated Draft Strategic Plan.
- RC Strategies provided us with a breakdown of survey results.

Recommendation

- Motion to adopt the Draft Strategic Plan prepared by RC Strategies as presented.

A handwritten signature in blue ink, appearing to read 'R. Alix'.

General Manager – Rhonda Alix



Athabasca Regional Multiplex Society **STRATEGIC PLAN**



Land Acknowledgement

The Athabasca Regional Multiplex is located on First Nations Treaty 6 territory. We respect and honour all First Nations, Métis and Inuit Peoples connection to these lands, their history, language and culture.

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1

INTRODUCTION



The Athabasca Regional Multiplex Society (ARMS) is the product of a partnership between the Town of Athabasca and Athabasca County. The partnership was formed to own and operate the Athabasca Regional Multiplex, a major recreation facility in the Town of Athabasca, as well as local sports fields and the Nancy Appleby Theatre.

The Town and the County agree that there are many benefits to having robust recreation and culture opportunities in the Region. This is apparent in their broader strategic planning, and in the investment they make in the Society and other elements of recreation and culture services not overseen by the Society. In 2024, the Town and the County contributed \$2,070,000 (combined) to support ARMS.

This Strategic Plan has been developed under the guidance of the Society Board, which is comprised of Elected Officials from both the Town and the County, as well as Society administration.

ARMS is a successful example of regional collaboration between the Town and the County.

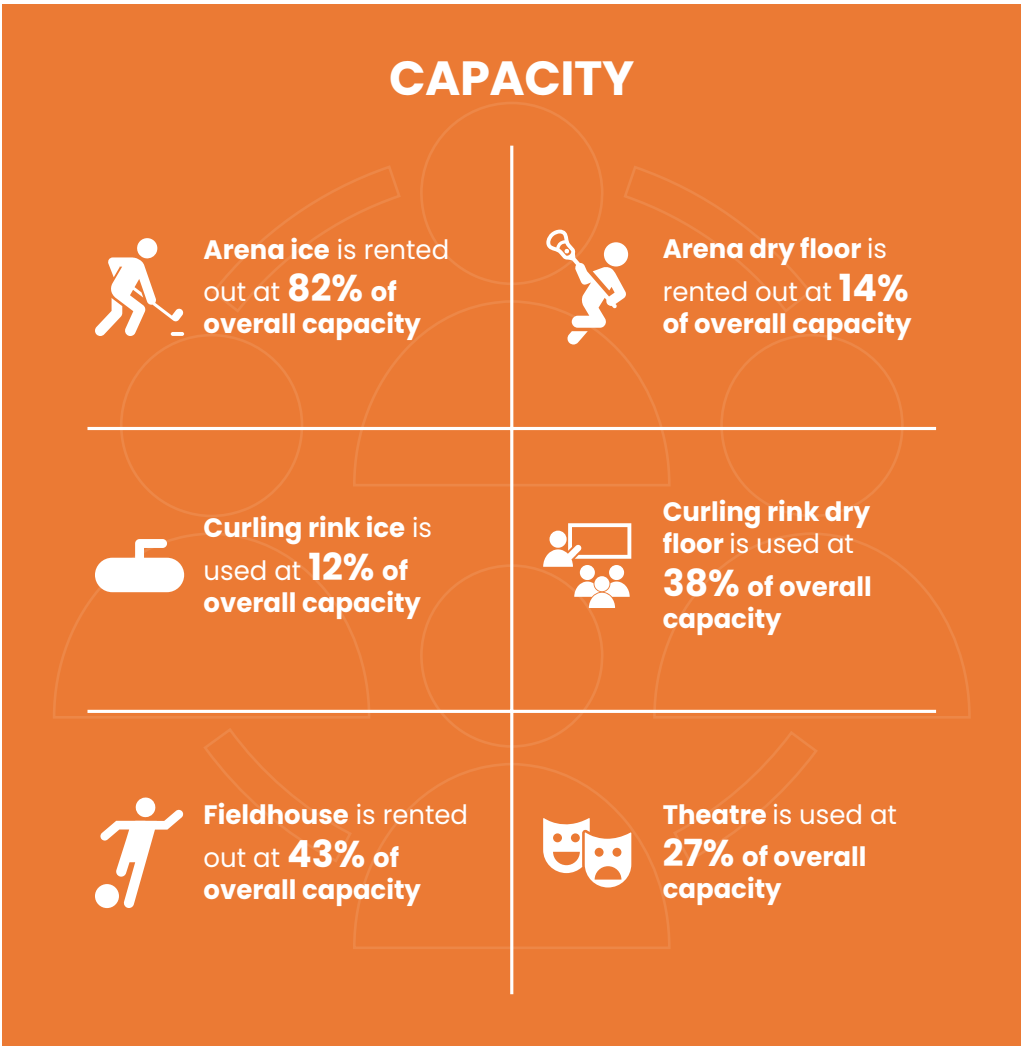
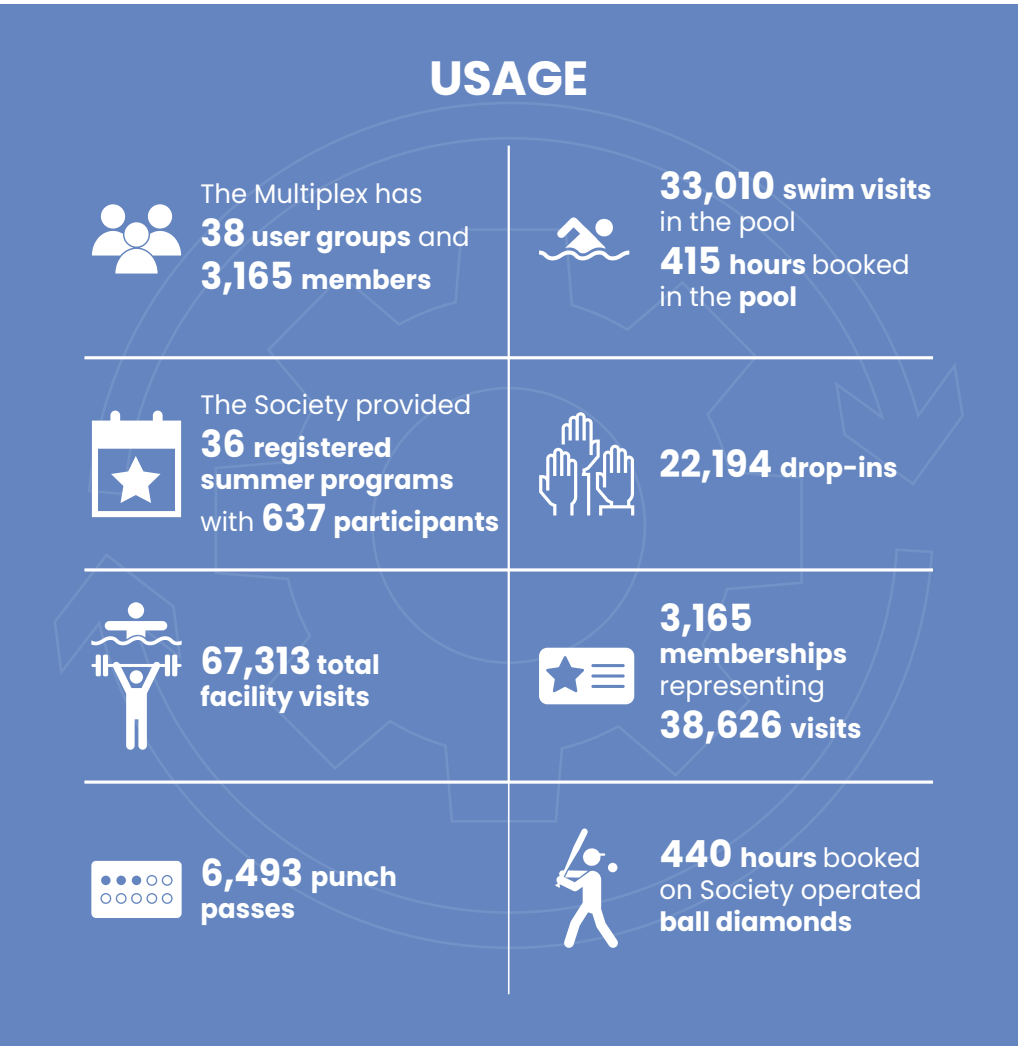
The work of ARMS helps the County achieve its vision of “...being part of a thriving region that attracts visitors, businesses, and residents.” (2023–2026 County Strategic Plan).

It also helps the Town achieve its goals in the 2022 – 2032 Council Strategic Plan related to:

1. Infrastructure
2. Well-being
3. Leadership
4. Community

CURRENT SOCIETY ACHIEVEMENTS





In a typical year, the Society provided spaces and programs for regional residents and visitors to participate in a variety of activities.



Data is based on 2023 numbers.

THE BENEFITS OF RECREATION AND CULTURE

Recreation and culture services are a valuable and essential public investment because of all the benefits that they lead to in communities. These benefits are both direct (to the participants) and indirect (to all, regardless of participation) and they are benefits that cannot be escaped.

 Health	 Social & Cultural	 Economics	 Environmental
<ul style="list-style-type: none">• Improve physical health, including supporting rehabilitation post illness or injury• Improve wellbeing, support mental health and positive self-esteem• Provide safe environments for re-engaging individuals with physical activity• Develop fundamental physical literacy skills	<ul style="list-style-type: none">• Increase social interaction and cohesion for individuals and families• Build community pride• Offer welcoming, universal experiences to support inclusive communities• Support reconciliation with Indigenous communities• Reduce anti-social and risk behaviours of youth• Provide leadership experiences and training• Enhance appreciation of an areas' history & culture	<ul style="list-style-type: none">• Support growth of the sport, culture, tourism and event economies• Create new direct and indirect jobs• Attract new and retain existing skilled labour and businesses• Increase land values and local government revenues• Serve as important assets to deliver core government services and programs.	<ul style="list-style-type: none">• Build a culture of stewardship• Protect & restore biodiversity• Provide essential ecological service (e.g., water filtration, pollination, climate regulation)• Enhance our resilience and mitigation of climate events• Mitigate risk from extreme weather events

Sources include the Framework for Recreation in Canada (2015/2024) and Measuring-impact.ca.



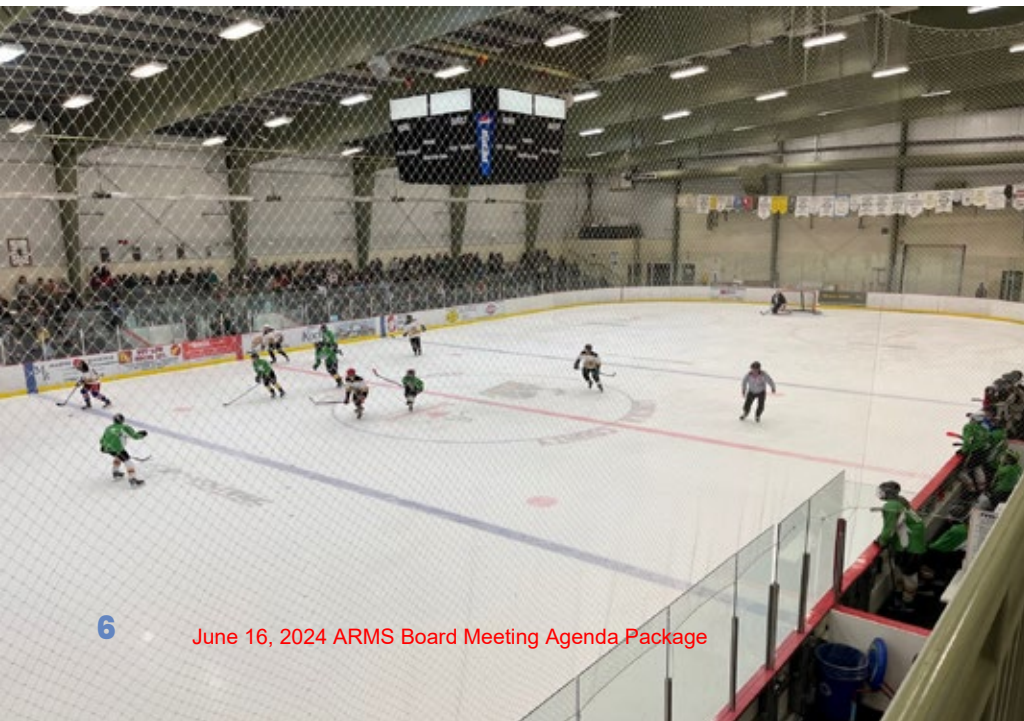
2 PURPOSE, MISSION AND VALUES

PURPOSE STATEMENT

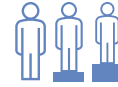
ARMS fosters happiness, health, and connection in the Athabasca Region by providing recreation and cultural opportunities. Through the stewardship of safe, welcoming, and modern spaces, we strive for all community members to feel valued, involved, and supported.

MISSION

ARMS enriches life in the Athabasca Region by providing inclusive, quality recreation and cultural services that reflect community needs and characteristics.



VALUES



Participation and Access for All; ARMS aims to maximize participation by providing inclusive, equitable, and accessible recreation and cultural opportunities for all residents and visitors.



Partnership and Collaboration; ARMS works with the community to help leverage private investment and broaden the impact of municipal investment.



Financial Accountability and Efficiency; ARMS aims to optimize Town and County investment, while reducing the cost per use / user fees of programs and services wherever possible. One of the key measures of the success of ARMS is subsidization/user.



Innovation through Data Driven Creativity; ARMS leads with creativity and innovation, using quality data to design, deliver, and improve impactful programs and services.



Environmental Sustainability; ARMS projects and initiatives aim to reduce the environmental impact of its operations.



3 STRATEGIC FOCUS

This section of the Strategic Plan outlines the strategic pillars that support the mission and vision of this document. Each pillar includes a clear purpose statement, defined goals, and indicators of success. Actionable tactics are aligned with the strategic values, each with an associated timeline and estimated investment. Together, these pillars guide the Society's operational and investment decisions, ensuring strategic alignment with the purpose statement, mission, and values for long-term positive community impact.





PILLAR 1: GOVERNANCE

PURPOSE

To ensure that the appropriate agreements, structures, and processes are in place to effectively govern ARMS, within a framework of accountability and transparency. This governance ensures the Society remains accountable and responsive to its staff, users, and partners.

GOALS


























1. Align all activities with the Society's mission and vision.
2. Maintain a proactive, engaged, and informed Board of Directors.
3. Uphold sound financial practices to ensure long-term viability.
4. Comply with all legal and fiduciary responsibilities.
5. Build and maintain trust with communities and partner organizations.
6. Monitor progress toward strategic goals and adjust strategies as needed.
7. Establish management continuity and ensure organizational resilience.

INDICATORS OF SUCCESS

- Sustained patron attendance and engagement.
- Progress toward completion of strategic goals.
- Clean audits, adherence to budgets, an up-to-date asset management plan, increased financial reserves, and diversified funding sources.
- Regularly reviews and updates of bylaws and policies.
- Positive feedback from community members and partner organizations.
- Consistently positive performance evaluations of the General Manager.
- Clear evidence of leadership accountability.



















TACTICS

Tactic	Timeline (short/mid/ long term)	Investment (\$/\$\$/\$\$\$)	Value Alignment
Create and maintain a board training and onboarding program.	Short	\$	  
Review bylaws and policies regularly.	Short	\$	    
Regularly review the financial reserve and asset management policy.	Short	\$	 
Host an annual meeting with Elected officials from both municipalities to provide an update of ARMS usage and strategic progress.	Short	\$	 
Implement this Strategic Plan and adopt purpose statement, vision and values within.	Short	\$	  
Conduct an annual strategic alignment review of all programs and initiatives.	Short	\$	 
Develop and maintain a general manager performance evaluation framework.	Mid	\$	    
Establish formal agreements with key partners and members.	Mid	\$	  

Timeline: Short (0 - 3 years) Mid (4 - 6 years) Long (7 years +) **Investment:** \$ (<\$25K) \$\$ (\$25 - 100K) \$\$\$ (>100K)

PILLAR 1: GOVERNANCE

Tactic	Timeline (short/mid/ long term)	Investment (\$/\$\$/\$\$\$)	Value Alignment
Develop a current and agreed to User Fee philosophy.	Mid	\$	  
Develop a current and agreed to Allocation Policy.	Mid	\$	  
Conduct a Needs Assessment on a 5 year cycle.	Mid	\$\$	    
Develop a Regional Recreation and Culture Plan.	Mid	\$\$	    

Timeline: Short (0 - 3 years) Mid (4 - 6 years) Long (7 years +) **Investment:** \$ (<\$25K) \$\$ (\$25 - 100K) \$\$\$ (>100K)



PILLAR 2: PROGRAMS AND PATRON EXPERIENCE

PURPOSE

To develop, maintain and support a variety of programs, amenities and services at ARMS facilities, while adhering to established objectives, strategies, and budget.

GOALS





















1. Maximize use of ARMS facilities and spaces to realize community benefit.
2. Develop and host programs that are responsive to evolving community needs.

INDICATORS OF SUCCESS

- Controlled deficit per user
- Strong relationships with community groups.
- Variety of programs and services available to different parts of population.
- Improved utilization rates of ARMS facilities and spaces.
- Responding to community recreation and cultures needs and wants.
- High community satisfaction rates.







TACTICS

Tactic	Timeline (short/mid/ long term)	Investment (\$/\$\$/\$\$\$)	Value Alignment
Create a communications plan.	Short	\$	  
Offer programming that focuses on serving a variety of skills level, personal abilities and ages.	Short	\$	 
Program a variety of opportunities at different times of the day and nights for community use.	Short	\$	   
Consistently offer no or low-cost recreation and culture opportunities.	Short	\$	  
Pursue collaboration opportunities and partnerships with different organizations to support the overall community wellbeing.	Short	\$	 
Create consistent messaging and use of communication channels to promote and market recreation and culture opportunities.	Short	\$	  
Develop brand standards and marketing templates.	Short	\$	
Conduct an annual survey of patrons and user groups to assess their satisfaction with the facility.	Short	\$	 

Timeline: Short (0 - 3 years) Mid (4 - 6 years) Long (7 years +) **Investment:** \$ (<\$25K) \$\$ (\$25 - 100K) \$\$\$ (>100K)

PILLAR 2: PROGRAMS AND PATRON EXPERIENCE

Tactic	Timeline (short/mid/ long term)	Investment (\$/\$\$/\$\$\$)	Value Alignment
Implement protocols and code of conduct for the use of facilities and spaces for user groups.	Mid	\$\$	 
Utilizing and monitoring technology and software to understand community use of facilities and spaces, and to inform ARMS program development.	Mid	\$\$	 

Timeline: Short (0 - 3 years) Mid (4 - 6 years) Long (7 years +) **Investment:** \$ (<\$25K) \$\$ (\$25 - 100K) \$\$\$ (>100K)



PILLAR 3: ASSET MANAGEMENT

PURPOSE

ARMS is responsible for the operations and stewardship of public investment in recreation facilities and must ensure they are operated and maintained in an appropriate way over time.

GOALS







1. Responsible management of public investment.
2. Continue regional collaboration to support the long-term investment of recreation and culture facilities and spaces based on the needs assessment.
3. Establish a long-term investment plan to maintain existing service levels.
4. Practice environmental stewardship and awareness in facility operations.

INDICATORS OF SUCCESS

- Short/Mid/Long term plan outlining opportunities for facility and service improvements.
- Monitor and ensure long-term maintenance of ARMS facilities and spaces.
- Utilizing technology to support operations where appropriate.
- Maintain a long-term funding forecast.
- Research, submit and obtain grant funding.



TACTICS

Tactic	Timeline (short/mid/ long term)	Investment (\$/\$\$/\$\$\$)	Value Alignment
Continue to implement the Asset Management Policy.	Mid	\$	
Develop a prioritized capital investment plan that is aligned with the community and facility needs.	Mid	\$	
Explore new technologies for a better understanding of performance measures and efficiencies for the maintenance and longevity of facilities and spaces.	Long	\$\$	
Conduct an environmental audit of the facility and create a building maintenance plan to reduce costs.	Long	\$\$	
Seek out alternative or additional funding sources to support capital and lifecycle investment needs including utilization of grant funds.	Long	\$\$\$	
Create a reserve capital spending account for unexpected infrastructure costs.	Long	\$\$\$	

Timeline: Short (0 - 3 years) Mid (4 - 6 years) Long (7 years +) **Investment:** \$ (<\$25K) \$\$ (\$25 - 100K) \$\$\$ (>100K)







Community Engagement Results

RC Strategies

Athabasca Regional Multiplex Society

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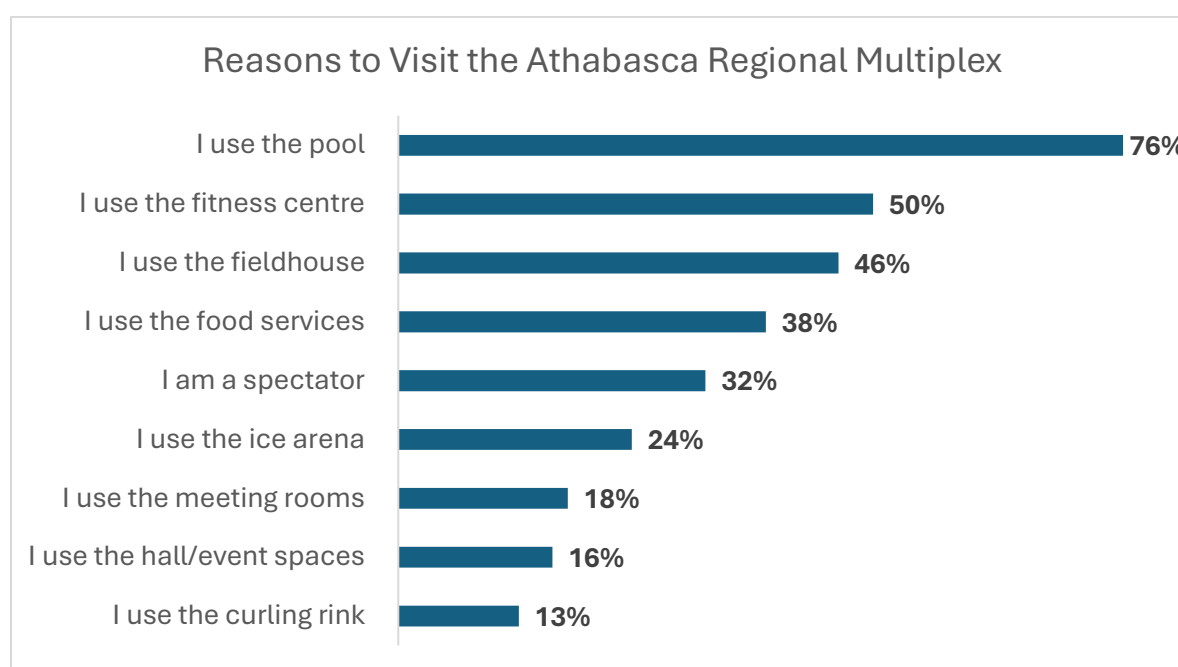
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Community Engagement

A community survey was administered as part of the development of the 2025 Strategic Plan. The survey was fielded online and promoted across the region. In total, 819 responses were completed. The results are summarized as follows.

Key findings about the Athabasca Regional Multiplex

97% of respondents indicated that they visit the Athabasca Regional Multiplex. The types of visits of respondents are as follows:



Those who didn't visit the facility (only 8 respondents), indicated that "admission fees", "not being interested in what the facility has to offer", and "nothing" were the main reasons for not visiting.

92% of respondents were either very (55%) or somewhat (37%) satisfied with the Athabasca Regional Multiplex.

99% of respondents indicated that the Athabasca Regional Multiplex is either very (91%) or somewhat (8%) important.

Key findings about the Nancy Appleby Theatre

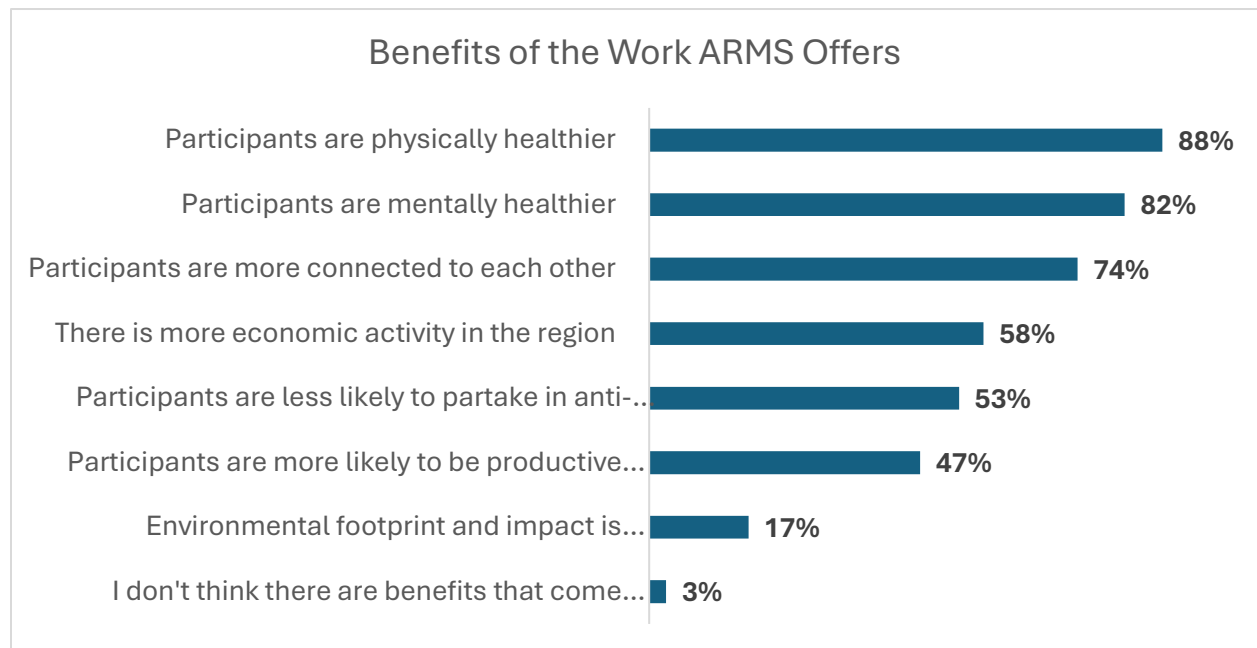
62% of respondents indicated that they visit the Nancy Appleby Theatre

Those who didn't visit the facility (313 respondents), indicated that "nothing" (33%), "unaware of opportunities" (32%), and "not being interested in what the facility has to offer" (24%) were the main reasons for not visiting.

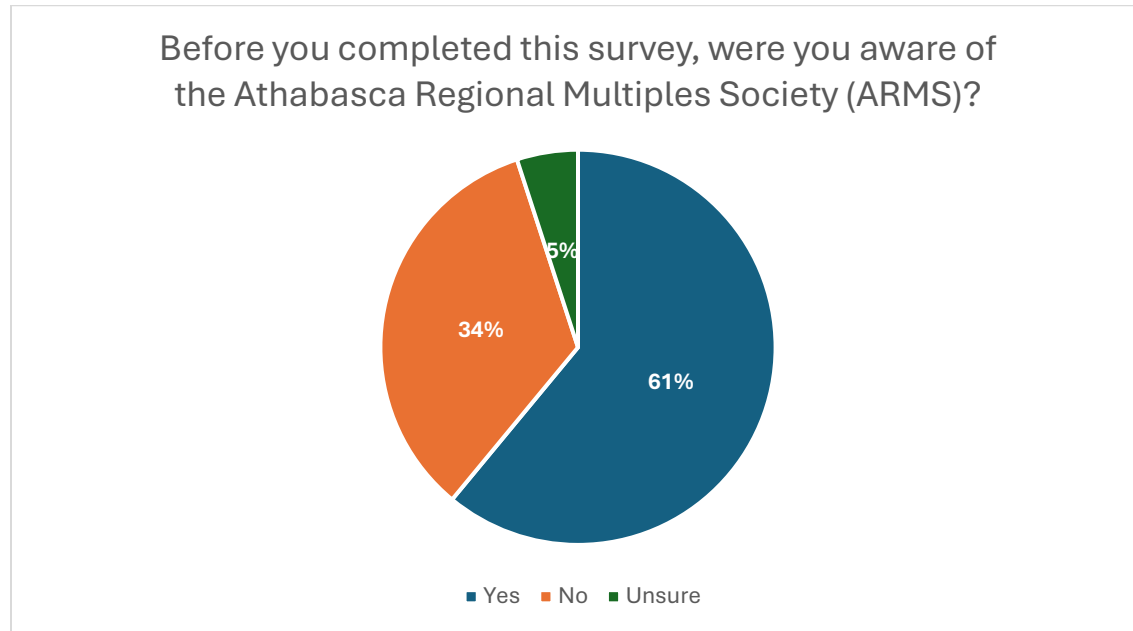
88% of respondents indicated that the Nancy Appleby Theatre is either very (60%) or somewhat (28%) important.

Key findings about ARMS

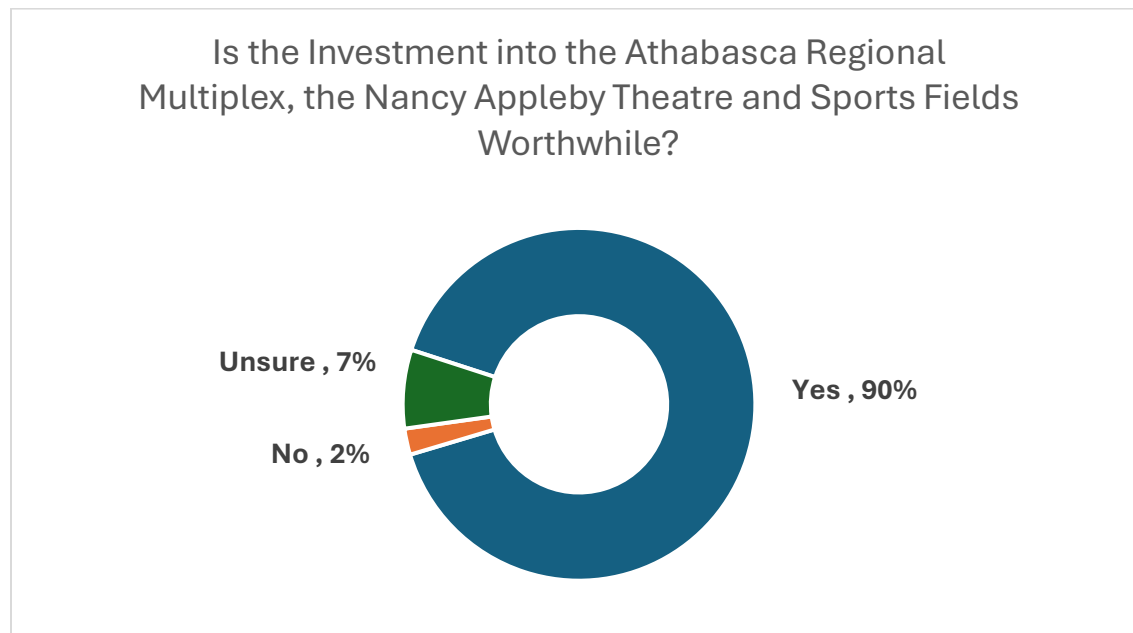
Respondents were also asked what benefits they thought the work of ARMS leads to:



Respondents were asked if they were aware of the Athabasca Regional Multiplex Society (ARMS) before taking this survey:



Respondents were asked if they thought the investment made by the Town and County in ARMS was worthwhile.



General Comments

Respondents were given the opportunity to share any other comments they had regard the ARMS. The responses are presented below in themes:

Respondents feedback underscores the value of the ARMS while highlighting areas for improvement. The responses center around five key themes:

1. Facility Maintenance & Enhancements

While many appreciate the multiplex's upkeep, several residents note the need for upgrades:

- "Fitness center needs to be updated. I.e. upholstery on machines is flaying, treadmills squeal, and new equipment is needed."
- "The theatre needs focus and attention. There should be a sub-committee focused on NAT."

Requests for better heating in the arena, additional equipment in the fitness center, and improved sound dampening in event spaces are frequently mentioned.

2. Accessibility & Affordability

Concerns about pricing and accessibility dominate the feedback:

- "Drop-in costs are too high for myself or my family to drop in for an hour or so."
- "Lower the darn prices! Families are struggling to make ends meet and the prices are too high at the multiplex."
- "Encourage funding model to be evaluated capacity of County is stronger to support ongoing deficit."

Respondents call for expanded hours, especially on weekends and holidays, alongside more affordable memberships and drop-in fees. Discounts for families and seniors are widely suggested to improve accessibility and inclusivity.

3. Expanded Programming & Community Engagement

Community members suggest ways to diversify activities:

- "Athabasca needs more events—book some concerts, comedy nights, and utilize the space beyond just sports!"
- "More movies projected at the Nancy Appleby would be nice."

- "Would love to see a childcare center at the multiplex."

Many want to see more cultural events, such as live music and comedy nights, alongside enhanced family-friendly programs like indoor play areas for children.

4. Funding & Governance

Financial transparency and equitable funding distribution are recurring concerns:

- "Deficit will be unmanageable if allowed to continue to grow. Taxpayers should not be expected to continue to subsidize this facility at any cost."
- "It is a beautiful facility, but its long-term viability depends on responsible financial planning."
- "I believe there should be seats on the Board for public members, not just elected officials from both councils."

Many expressed frustrations over financial sustainability, calling for more community involvement in decision-making and increased efforts in fundraising. Additionally, respondents expressed frustration over perceived inefficiencies and a lack of proactive leadership in addressing ongoing issues.

5. Community Impact & Future Growth

Despite concerns, respondents recognize the multiplex's role in strengthening the community:

- "The multiplex is vital to our community. I appreciate all the ways I have seen them engage with the community."
- "These facilities create the heart of a community; they should be fully activated with cultural and sports opportunities."
- "We are lucky to have these facilities, but we need to ensure their sustainability for years to come."

The multiplex is seen as a critical asset that attracts families, supports local businesses, and fosters social connections. Ensuring its long-term success will require thoughtful planning, financial stewardship, and continued responsiveness to community needs.

About the survey respondents

Of the 819 responses, 51% were from Athabasca County while 37% were from the Town of Athabasca. 6% indicated they were from “other”, 5% were from a summer village in the County and 2% were from the Village of Boyle.

61% of respondents were aware of ARMS while 34% were not aware and 5% were unsure.

From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: Insurance Analysis

Background

- Administration completed a complete insurance analysis as insurance rates increased substantially.

At the February 24, 2025, ARMS Board meeting the following motion was carried.

- # 25-16 Motion by Director Wallach *"for Administration to get more information from the Athabasca County on our insurance premium breakdown and bring the information back to the next board meeting. And send a letter to the Town of Athabasca requesting an explanation of the 66% premiums charged for the Nancy Appleby Theatre property."*

At the April 22, 2025, ARMS Board meeting the following motion was carried.

- #25-31 Motion by Director Wallach *"to direct Administration to send a letter to the Town of Athabasca requesting that the 66% theatre insurance allocation be recalculated based on the square footage included in the assessment summary and further to request a detailed breakdown of the insurance and general liability premiums being allocated to ARMS specifically showing what coverage is allocated for the theatre and multiplex."*

At the May 27, 2025, ARMS Board meeting the following motion was carried.

- #25-50 Motion by Director Hall *"to direct Administration to get a quote for general liability insurance for the Nancy Appleby Theatre through Genesis."*

Attachments

- Letter from the Town of Athabasca to ARMS – dated June 5
- Multiplex GM Letter to Town of Athabasca – dated May 1
- Multiplex GM Letter to Town of Athabasca – dated February 28
- Letter from the Town of Athabasca to ARMS - dated March 13
- Multiplex and Aquatic Centre Insurance Premium history update by the Athabasca County
- Nancy Appleby Theatre and Landing Pool Insurance Premium history updated

Discussion

Property Insurance

- Nancy Appleby Theatre – Insurance through the Town of Athabasca

- Administration received a letter from the Town of Athabasca dated June 5, 2025, with the following motion that was carried at the June 3, 2025, Council meeting.

Motion by Councillor Graling, *"THAT COUNCIL DIRECT ADMINISTRATION TO ADJUST THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S INSURANCE INVOICE USING THE PERCENTAGE OF SQUARE FEET FROM THE 2023 ASSESSMENT SUMMARY."*

- ARMS has been charged 66% of the Brick School, Library and Theatre property premiums since January 2021.

Liability Insurance

- Liability Insurance Premiums for the Nancy Appleby Theatre activities.
 - Premiums through the Town of Athabasca
 - 2025 - \$7,894.95
 - 2024 - \$7,798.15
 - Liability premiums through the Athabasca County for the Multiplex & Aquatic Centre activities.
 - 2024 - \$777.33
 - 2023 - \$776.91
- Administration has requested a liability insurance quote through Genesis for the Nancy Appleby Theatre; however, the quote has not yet been received, as additional information is required. Genesis has asked for a certificate of insurance, confirmation of whether we are listed as an Additional Named Insured (ANI) under the Town's policy, and a signed lease agreement—which is not currently in place. They also want to ensure there is no overlap in liability coverage for our activities at the Theatre.
- Administration has contacted the Town to request a copy of their Certificate of Insurance and to confirm whether ARMS is listed as an Additional Named Insured on their policy.

Recommendation

- Motion to direct Administration to bring back the revised insurance invoice from the Town of Athabasca for review once it has been received.
- Furthermore, if the liability insurance premiums for the Nancy Appleby Theatre through Genesis represent a reduction of at least 15% per year, Administration is authorized to proceed with obtaining liability insurance through Genesis and to discontinue the current liability premiums being paid through the Town of Athabasca.



General Manager – Rhonda Alix



Town of Athabasca

Gateway to the Great New North

4705 – 49 Avenue • Athabasca, AB • T9S 1B7
Telephone: (780) 675-2063 • Fax (780) 675-4242
Email: town@athabasca.ca • www.athabasca.ca

June 5, 2025

Athabasca Regional Multiplex Society
2 University Drive
Athabasca, AB T9S 0A3
multiplexmanager@athabasca.ca

Sent Via Email

RE: Insurance

At the Town of Athabasca's Regular Council Meeting held June 3rd, 2025, the following motion was carried:

Motion by Councillor Graling, "THAT COUNCIL DIRECT ADMINISTRATION TO ADJUST THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S INSURANCE INVOICE USING THE PERCENTAGE OF SQUARE FEET FROM THE 2023 ASSESSMENT SUMMARY."

MOTION CARRIED UNANIMOUSLY

If you have any questions, please contact me by phone at 780-675-2063 or via email at rachel@athabasca.ca.

Sincerely,



Rachel Ramey, CLGM
Chief Administrative Officer
Town of Athabasca

/pm

May 1, 2025

Town of Athabasca
4705 49 Avenue
Athabasca, AB T9S 1B7
Attention: CAO Rachel Ramey
rachel@athabasca.ca

Sent Via Email

RE: Athabasca Performing Arts Centre (Nancy Appleby Theatre) Insurance

Dear Ms. Ramey,

Thank you for your letter dated March 13, 2025, regarding the Nancy Appleby Theatre Insurance. The ARMS Board of Directors reviewed your letter at our last meeting.

The Athabasca Regional Multiplex Society Board (ARMS) carried the following motion at the April 22, 2025, Board meeting:

#25-31 Motion by Director Wallach to *"direct Administration to send a letter to the Town of Athabasca requesting that the 66% theatre insurance allocation be recalculated based on the square footage included in the assessment summary and further to request a detailed breakdown of the insurance and general liability premiums being allocated to ARMS specifically showing what coverage is allocated for the theatre and multiplex."*

Motion Carried Unanimously.

We appreciate your attention to this matter and look forward to your response.

If you have any questions, please contact the undersigned at 780-675-2967 or via email
multiplexmanager@athabasca.ca

Sincerely,



Rhonda Alix
General Manager
Athabasca Regional Multiplex

February 28, 2025

Town of Athabasca
4705 49 Avenue
Athabasca, AB T9S 1B7
Attention: CAO Rachel Ramey
rachel@athabasca.ca

Sent Via Email

RE: Athabasca Performing Arts Centre (Nancy Appleby Theatre) Insurance

Dear Ms. Ramey,

The Athabasca Regional Multiplex Society Board (ARMS) carried the following motion at the February 24th, 2025 Board meeting:

#25-16 Motion by Director Wallach *"for Administration to get more information from the Athabasca County on our insurance premium breakdown and bring the information back to the next board meeting. And send a letter to the Town of Athabasca requesting an explanation of the 66% premiums charged for the Nancy Appleby Theatre property."*


Motion Carried Unanimously.

ARMS is charged 66% of the total property insurance premiums for the Athabasca Brick School, Athabasca Performing Arts Centre and Alice B Donahue Library. Please explain to the ARMS Board how 66% was calculated for the Athabasca Performing Arts Centre property premiums.

ARMS is also being charged 15.31% of the total commercial general liability premiums for the operation of the Performing Arts Centre. Please explain to the ARMS Board how 15.31% was calculated for the Athabasca Performing Arts Centre liability premiums.

If you have any questions, please contact the undersigned at 780-675-2967 or via email
multiplexmanager@athabasca.ca

Sincerely,



Rhonda Alix
General Manager
Athabasca Regional Multiplex

Athabasca Regional Multiplex Society
2 University Drive
Athabasca, AB T9S 0A3

Sent Via Email

March 13, 2025

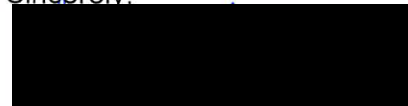
RE: Nancy Appleby Theatre Insurance

In response to your recent inquiry regarding the insurance coverage for the Nancy Appleby Theatre, I have looked into the matter further and can provide the following clarification regarding the insurance premium calculations:

1. The 66% allocation of the property insurance premium was initially determined using the same formula previously agreed upon for utility cost-sharing when ownership changed (Section 2.2 of the agreement). Upon further review, I found that this percentage is also based on the square footage of the facility.
2. The 15.31% allocation of the total commercial general liability insurance was calculated based on the proportion of the Town's total general liability expenditures assigned to each department. The Multiplex's operating expenditures account for approximately 15.31% of the Town's total operating expenditure, and this percentage was applied when determining the amount charged to the Multiplex Society.

We hope this explanation clarifies the basis for the insurance allocations. If you require any further details or have any additional questions, please do not hesitate to reach out at 780-675-2063 or via email at rachel@athabasca.ca.

Sincerely,



Rachel Ramey, CLGM
Chief Administrative Officer
Town of Athabasca

/pm

Athabasca Regional Multiples

Insurance Analysis - Multiplex & Aquatic Centre

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
General Liability	\$ 494.40	\$ 513.97	\$ 583.00	\$ 625.40	\$ 802.91	\$ 837.17	\$ 712.00	\$ 712.00
Premium Based Loss Ratio - Liability	From RMA finance I was only able to get the actual cost there was no loss ratios on the spreadsheet they sent me. I can't confirm if there was a loss or a Cr.						\$ 64.91	\$ 65.33
Additional Coverage - Property - Multiplex	\$ 35,523.46 only P00109	\$ 36,417.00 only P00109	\$ 39,712.00	\$ 38,929.87	\$ 54,497.44 S/B \$42,845.00 P00109	\$ 57,640.33 S/B \$44,545.00 P00109	\$ 63,473.61	\$ 71,462.00
Additional Coverage - Property - Aquatic Centre	N/A	N/A	\$ 16,578.00	\$ 16,261.96	S/B \$17,914 P00135	S/B \$17,142.00	this is combined in line above.	\$ 28,150.00
Premium Based Loss Ratio - Property	same as above	same as above	same as above	same as above	same as above	same as above	S/B a Cr. Included in the premiums	\$ 19,853.67
Additional Coverage - Equipment	N/A	N/A	\$ 179.00	\$ 188.49	\$ 188.49	\$ 188.49	\$ 161.79	\$ 193.00
Additional Coverage - Auto	\$ 387.28	\$ 420.24	\$ 498.00	\$ 537.66	\$ 531.48	\$ 550.02	\$ 560.00	\$ 526.00
RMA Insurance Admin Fee	included in the costs already 3%	included in the costs already 3%	\$ 1,605.30	included in the costs already 3%	included in the costs already 3%	included in the costs already 3%	\$ 1,949.17	\$ 3,628.86
Underwriting Credit 1st year	N/A	N/A	-\$ 4,040.16	N/A	N/A	N/A	N/A	N/A
TOTAL	\$ 36,569.53	\$ 36,417.00	\$ 55,115.14	\$ 56,543.38	\$ 56,020.32	\$ 59,216.01	\$ 66,921.48	\$ 124,590.86
Increase		-\$ 152.53	\$ 18,698.14	\$ 1,428.24	-\$ 523.06	\$ 3,195.69	\$ 7,705.47	\$ 57,669.38
Percentage		0%	51%	3%	-1%	6%	13%	86%
Difference					42,845.00 + 17,914.00 = \$60,759.00 a diff of \$6,261.56	44,545. + 17,142.00 = \$61,687.00 a dif of \$4,046.67	this is correct as I did the invoice	this is correct as I did the invoice

**Athabasca Regional Multiples
Insurance Premiums - Multiplex & Aquatic Centre**

Presented May 27, 2025

	2017	2018	2019	2020	2021	2022	2023	2024
General Liability	\$ 494.40	\$ 513.97	\$ 583.00	\$ 625.40	\$ 802.91	\$ 837.17	\$ 712.00	\$ 712.00
Premium Based Loss Ratio - Liability							\$ 64.91	\$ 65.33
Additional Coverage - Property - Multiplex	\$ 35,523.46	\$ 36,417.00	\$ 39,712.00	\$ 38,929.87	\$ 42,845.00	\$ 44,545.00	\$ 63,473.61	\$ 71,462.00
Additional Coverage - Property - Aquatic Centre			\$ 16,578.00	\$ 16,261.96	\$ 17,914.00	\$ 17,142.00		\$ 28,150.00
Premium Based Loss Ratio - Property								\$ 19,853.67
Additional Coverage - Equipment	\$ 164.39		\$ 179.00	\$ 188.49	\$ 188.49	\$ 188.49	\$ 161.79	\$ 193.00
Additional Coverage - Auto	\$ 387.28	\$ 420.24	\$ 498.00	\$ 537.66	\$ 531.48	\$ 550.02	\$ 560.00	\$ 526.00
RMA Insurance Admin Fee			\$ 1,605.30				\$ 1,949.17	\$ 3,628.86
Underwriting Credit 1st year			-\$ 4,040.16					
TOTAL Should have been Invoiced	\$ 36,569.53	\$ 37,351.21	\$ 55,115.14	\$ 56,543.38	\$ 62,281.88	\$ 63,262.68	\$ 66,921.48	\$ 124,590.86
Increase		\$ 781.68	\$ 17,763.93	\$ 1,428.24	\$ 5,738.50	\$ 980.80	\$ 3,658.80	\$ 57,669.38
Percentage		2%	48%	3%	10%	2%	6%	86%
Actual Invoice	\$ 36,569.53	\$ 36,417.00	\$ 55,115.14	\$ 56,543.38	\$ 56,020.32	\$ 59,216.01	\$ 66,921.48	\$ 124,590.86
Difference	\$ -	-\$ 934.21	\$ -	\$ -	-\$ 6,261.56	-\$ 4,046.67	\$ -	\$ -

NOTES

Opened the Aquatic Centre in 2019

Insurance Renewal date is November 1

**Athabasca Regional Multiples
Insurance Premiums - Nancy Appleby Theatre (APAC) & Landing Pool**

Presented May 27, 2025

	2018	2019	2020	2021	2022	2023	2024	2025
Property Insurance - APAC	\$ 4,608.81	\$ 10,156.11	\$ 10,455.51	\$ 7,524.30	\$ 8,050.99	\$ 8,669.42	\$ 9,102.72	\$ 9,525.00
Boiler Insurance - APAC	\$ 228.27	\$ 322.44	\$ 331.94					\$ 191.77
Liability Insurance	\$ 3,891.57	\$ 4,449.05	\$ 4,688.99	\$ 5,908.03	\$ 5,094.82	\$ 8,740.95	\$ 7,798.15	\$ 7,894.95
Property Insurance -Pool	\$ 9,976.54	\$ 4,691.76						
Boiler Insurance - Pool	\$ 105.45	\$ 148.96						
TOTAL	\$ 18,810.64	\$ 19,768.32	\$ 15,476.44	\$ 13,432.33	\$ 13,145.81	\$ 17,410.37	\$ 16,900.87	\$ 17,611.72
Total Amount of Increase		\$ 957.68	-\$ 4,291.88	-\$ 2,044.11	-\$ 286.52	\$ 4,264.56	\$ 3,755.06	\$ 201.35
Total Percentage Increase		5%	-22%	-13%	-2%	32%	29%	1%

NOTES

Opened the Aquatic Centre in 2019

March 31, 2020 - ARMS no longer takes care of the Library or Old Brick School

Charged 66% of the Brick School, Library and Theatre premiums

Insurance Renewal date is January 1



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: Soccer Fields Update

Background

At the November 18, 2024, ARMS Board Meeting the following motion was carried.

#24-135 Motion by Director LeMessurier *"to send a letter to Aspen View School Board to prioritize the completion of the soccer fields by Fall of 2025 so we can assume ownership."*

At the May 27, 2025, ARMS Board Meeting the following motion was carried.

#25-51 Motion by Director Reimer *"to direct Administration to engage a surveyor to survey the field boundaries discussed, with a maximum budget of \$1,500.00 and to obtain a quote from a contractor to complete the work."*

Attachments

- Letter from ARMS Board Chair to Aspen View Public Schools – dated May 29, 2025
- ARMS Board Chair email from Aspen View Superintendent – dated May 27, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated January 10, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated March 20, 2025

Discussion

- Superintendent Response:
 - The ARMS Board Chair received a response from the Aspen View Public Schools Superintendent regarding the soccer fields on May 27, 2025.
- Field Survey:
 - Tim has contacted two survey companies to define and confirm the field boundaries.
- Field Improvements:
 - Tim has also reached out to a contractor to obtain a quote for the necessary work to bring the field up to the same quality as the one north of EPC.
- On-Site Meeting:
 - On May 22, 2025, Tim and Paul met on-site at the soccer pitches to assess current conditions and discuss next steps. Tim requested the following actions:
 - Regular cutting and general maintenance of the fields.
 - Implementation of fertilizer and weed control measures.
 - Possible seeding, depending on assessment.
- Next Steps:
 - The impact of these maintenance actions will be monitored over the coming months. Tim will remain in contact with Paul to ensure that the requested maintenance is being carried out consistently and on schedule.

Recommendation

- Motion to accept the information as presented.


General Manager – Rhonda Alix

May 29, 2025



Superintendent Constantine Kastrinos
Aspen View Public Schools
1 University Drive
Athabasca, AB T9S 3A3

Dear Superintendent Kastrinos,

Re: Request for Updated Timeline on Soccer Field Construction – Follow Up

Thank you for your response to my letters requesting an updated timeline for the construction of the soccer fields.

Unfortunately, your correspondence was received following the discussion of this topic at our May 27, 2025 ARMS board meeting. Moreover, the information provided is in conflict with the details our board has received from ARMS administration.

As reported in our administrative report, our Facility Manager, Tim Wolfenberg, met with Paul from AVPS on May 22, 2025, to assess the current condition of the fields. At that time, Tim requested regular cutting and general maintenance of the fields, the implementation of fertilizer and weed control measures, and the potential for seeding, depending on further assessment.

During our board meeting, it was noted that AVPS made an effort last fall to fill some low spots on the field using black dirt. However, the ARMS Board continues to believe that the soccer fields do not yet meet the standards required for our acceptance.

It is important to note that the three soccer fields on which Edwin Parr Composite High School was constructed were in pristine condition prior to the project. As we are only receiving two replacement fields in return, the Board expects these new fields to be delivered in equivalent condition. Maintaining the quality and usability of these fields is critical to supporting the community's ongoing needs.

As a result of these discussions, the ARMS Board has directed our administration to take further action. Specifically, we will be engaging a surveyor to formally survey the property and will be obtaining a quote from a contractor to complete the necessary work to bring the fields up to our expectations.

We trust this will be given your prompt attention and look forward to seeing timely progress on this matter. The ARMS Board will be discussing this item again at our next meeting on June 16.

Sincerely,



Ashtin Anderson
Board Chair
Athabasca Regional Multiplex Society

cc. Rhonda Alix, General Manager, Athabasca Regional Multiplex Society
Athabasca Regional Multiplex Society Board of Directors

RE: Follow-Up: Request for Updated Timeline on Soccer Field Construction

From Constantine Kastrinos <Constantine.Kastrinos@aspenview.org>

Date Tue 2025-05-27 1:56 PM

To Ashtin Anderson <AAnderson@athabascacounty.com>; BoardChair <BoardChair@aspenview.org>

Cc Multiplex Manager <multiplexmanager@athabasca.ca>; Paul Feledichuk <Paul.Feledichuk@aspenview.org>;
Amber Oko <Amber.Oko@aspenview.org>

Ms. Anderson,

I hope this message finds you well.

I'm writing to confirm that Aspen View Public Schools has fulfilled its obligations regarding the soccer fields, which we believe have been ready for transfer for some time. Most recently, our Maintenance Lead, Paul Feledichuk, met with staff from the Multiplex and identified that fertilization is the final step remaining. This will be completed as soon as possible.

Please don't hesitate to reach out if you have any further questions or require additional information.

Best regards,

Constantine Kastrinos

Superintendent of Schools

Aspen View Public Schools



Constantine Kastrinos (B.A., B.Ed., M.Ed.)

Superintendent of Schools

[Aspen View Public Schools](#)

(W) 780 675 7080

Engage Learning. Ignite Potential. Inspire Success.

From: Ashtin Anderson <AAnderson@athabascacounty.com>

Sent: Tuesday, May 20, 2025 4:06 PM

To: Constantine Kastrinos <Constantine.Kastrinos@aspenview.org>; BoardChair <BoardChair@aspenview.org>

Cc: multiplexmanager <multiplexmanager@athabasca.ca>

Subject: Follow-Up: Request for Updated Timeline on Soccer Field Construction

CAUTION: This email originated from outside of Aspen View Public Schools. Treat links and attachments with care.

Good afternoon Superintendent Kastrinos and Chair Nikipelo,

Please find attached a follow-up letter from the Athabasca Regional Multiplex Society regarding our previous request for an update on the construction timeline for the new soccer fields.

As we prepare for our upcoming ARMS board meeting on **Tuesday, May 27, 2025**, we would greatly appreciate any updates you are able to provide in advance of that date. If the original letter was missed, I have included it as an attachment.

Thank you for your attention to this matter. We look forward to your response.

Thank you,

Ashtin Anderson

Chair, Athabasca Regional Multiplex Society

Phone: (780) 689-6568



This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and/or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

January 10, 2025



Superintendent Constantine Kastrinos
Aspen View Public Schools
1 University Drive
Athabasca, AB T9S 3A3

Dear Superintendent Kastrinos,

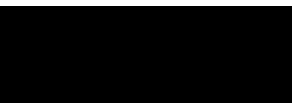
Re: Request for Updated Timeline on Soccer Field Construction

On behalf of the Athabasca Regional Multiplex Society, I am writing to request an update regarding the timeline for the completion of the soccer fields currently under construction. These fields are a critical component of the community's recreational infrastructure, and many residents, including our youth and local sports organizations, are eagerly awaiting their availability.

Understanding the complexity and challenges inherent in construction projects, we appreciate the efforts being made to complete the fields in a timely manner. However, as we prepare to take over the maintenance of the fields, we kindly request the latest updates on progress, anticipated completion dates, and any potential challenges that may affect the timeline.

Thank you for your attention to this matter. We value the partnership between our organizations and look forward to your response and any updates you can provide.

Sincerely,



Ashtin Anderson
Board Chair
Athabasca Regional Multiplex Society

cc. Rhonda Alix, General Manager, Athabasca Regional Multiplex Society
Athabasca Regional Multiplex Society Board of Directors
Candy Nikipelo, Chair, Aspen View Public Schools

May 20, 2025



Superintendent Constantine Kastrinos
Aspen View Public Schools
1 University Drive
Athabasca, AB T9S 3A3

Dear Superintendent Kastrinos and Aspen View Public Schools Trustees,

Re: Request for Updated Timeline on Soccer Field Construction – Follow Up

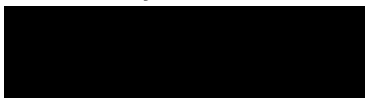
On behalf of the Athabasca Regional Multiplex Society, I am following up on a letter we sent requesting an updated timeline regarding the construction of the new soccer fields. As we have not yet received a response, I wanted to ensure that our initial correspondence was received and to kindly reiterate our request.

These fields represent a significant replacement of our community's recreational infrastructure, and we are eager for information on their availability. As the ARMS prepares to assume responsibility for maintaining these facilities, having a clear understanding of the current construction status, estimated completion dates, and any known challenges is essential for our planning and operations.

I respectfully ask that an update be provided prior to our next ARMS board meeting on Tuesday, May 27, 2025, so that information can be shared with our board members.

We greatly value the ongoing collaboration between Aspen View Public Schools and the Athabasca Regional Multiplex Society and thank you in advance for your time and attention to this matter.

Sincerely,



Ashtin Anderson
Board Chair
Athabasca Regional Multiplex Society

cc. Rhonda Alix, General Manager, Athabasca Regional Multiplex Society
Athabasca Regional Multiplex Society Board of Directors
Candy Nikipelo, Chair, Aspen View Public Schools

From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: 2025 Amended Capital Budget Update

Background

- Administration prepared the 2025 Capital Budget which was approved on September 16, 2024, with the following motion that was carried.
#24-111 Motion by Director Balay *"to approve the 2025 proposed capital budget at \$225,000.00 from each municipality."*
- At the January 27, 2025, ARMS Board Meeting the following motion was carried.
#25-07 Motion by Director Wallach *"for Administration to send a letter to the Town of Athabasca requesting reconsideration of the 2025 Capital funding and request a delegation to discuss the Capital Budget."*
- At the May 27, 2025, ARMS Board Meeting the following motion was carried.
25-54 Motion by Director Pacholok *"to direct Administration to update the Capital Budget as discussed with funding up to \$30,000.00 from the capital reserve."*

Attachments

- September 16, 2024 – Approved 2025 Capital Budget
- May 27, 2025 - Updated 2025 Capital Budget

Discussion

- The ARMS Board approved the 2025 Capital Budget at the September 16, 2024, meeting as per the motion above.
- Administration billed the ARMS members for \$225,000.00 each.
- The ARMS Board amended the 2025 Capital Budget at the May 27, 2025, meeting as per the motion above.
 - Town of Athabasca has paid \$105,000.00
 - Athabasca County has paid \$90,000.00

The following motions were carried out by our members.

Town of Athabasca Council motions.

- At the December 17th, 2024, Town of Athabasca Council meeting the following motion was carried.

- Motion by Councillor Pacholok, *"THAT COUNCIL APPROVE NINE HUNDRED EIGHTY-FIVE THOUSAND DOLLARS (\$985,000.00) FOR THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S 2025 OPERATING BUDGET AND NINETY THOUSAND DOLLARS (\$90,000.00) FOR THE 2025 CAPITAL BUDGET."*
- At the June 3, 2025, Town of Athabasca Council meeting the following motion was carried.
 - Motion by Councillor Pacholok, *"THAT COUNCIL APPROVE AN ADDITIONAL FIFTEEN THOUSAND DOLLARS (\$15,000.00) FOR THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S 2025 CAPITAL BUDGET, FOR A TOTAL OF ONE HUNDRED AND FIVE THOUSAND DOLLARS (\$105,000.00), WITH THE ADDITIONAL FUNDS TO COME FROM THE TOWN'S MULTIPLEX RESERVE."*

Athabasca County Council motion.

- At the January 14th, 2025, Athabasca County Council meeting the following motion was carried.

Resolution CC 25-29

 - Moved by Councillor Hall *"that County Council direct administration that payments to ARMS for the capital budget of the Athabasca Regional Multiplex does not exceed payments made by the Town of Athabasca. County funding is for exclusive use of the Athabasca Regional Multiplex."*
- 2025 Capital Budget as approved on September 16, 2024, breakdown.

Summary

 - Total contribution by ARMS members' - \$225,000.00
 - Total Capital Budget Projects less grant funding - \$446,948.70
 - Total Surplus to be put in Capital Reserves - \$3,051.30
- 2025 Capital Budget updated on May 27, 2025, breakdown

Summary

 - Total contributions by ARMS members = \$105,000.00
 - (A reduction of \$120,000.00 each)
 - Total Capital Budget Projects less grant funding or cost changes - \$370,734.48
 - Total Surplus to be taken out of Capital Reserves - \$160,734.48

Removed, deferred or moved

 - Amount considered for the 2025 Operational Budget - \$41,500.00
 - Amount deferred to the 2026 Capital Budget - \$95,000.00
 - Amount for the Town of Athabasca Only - \$20,000.00

Added to Capital Budget

 - Curling Rink Dehumidification and Fieldhouse Compressors - \$165,901.30
 - Amount taken out of Capital Reserves - \$165,901.30
 - (Included in the summary deficit of \$160,734.48 above)

- **Capital Reserve** amount after 2025 Capital Budget
 - Starting balance – May 31, 2025 - \$399,915.79
 - Less: 2025 Capital Budget Deficit - \$160,734.48
 - **Approximate balance after projects are completed - \$239,181.31**
- Administration will update the future capital and the asset management plan prior to the 2026 Capital Budget discussions.

Recommendation

- Motion to direct Administration to revise the 2025 Capital Budget invoices for ARMS Members to \$105,000.00 each, in accordance with the amended 2025 Capital Budget approved at the May 27, 2025, Board meeting, and the Town of Athabasca's motion approving an additional contribution of \$15,000.00, bringing the total to \$105,000.00 per Member.



General Manager – Rhonda Alix



Town of Athabasca

Gateway to the Great New North

4705 – 49 Avenue • Athabasca, AB • T9S 1B7
Telephone: (780) 675-2063 • Fax (780) 675-4242
Email: town@athabasca.ca • www.athabasca.ca

June 5, 2025

Athabasca Regional Multiplex Society
2 University Drive
Athabasca, AB T9S 0A3
multiplexmanager@athabasca.ca

Sent Via Email

RE: Capital Budget

At the Town of Athabasca's Regular Council Meeting held June 3rd, 2025, the following motions were carried:

Motion by Councillor Pacholok, "THAT COUNCIL APPROVE AN ADDITIONAL FIFTEEN THOUSAND DOLLARS (\$15,000.00) FOR THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S 2025 CAPITAL BUDGET, FOR A TOTAL OF ONE HUNDRED AND FIVE THOUSAND DOLLARS (\$105,000.00), WITH THE ADDITIONAL FUNDS TO COME FROM THE TOWN'S MULTIPLEX RESERVE."

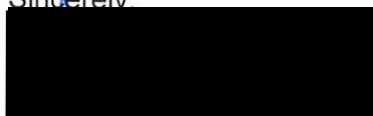
MOTION CARRIED

Motion by Councillor LeMessurier, "THAT COUNCIL DIRECT ADMINISTRATION TO PAY ONE HUNDRED AND FIVE THOUSAND DOLLARS (\$105,000.00) TO THE ATHABASCA REGIONAL MULTIPLEX FOR THEIR 2025 CAPITAL BUDGET."

MOTION CARRIED UNANIMOUSLY

If you have any questions, please contact me by phone at 780-675-2063 or via email at rachel@athabasca.ca.

Sincerely,



Rachel Ramey, CLGM
Chief Administrative Officer
Town of Athabasca

/pm

c.c. Athabasca County

Athabasca Regional Multiplex 2025 Capital Budget

Amended: May 27, 2025

Costs do not include GST

As per Motion #25-54

Motion by Director Pacholok "to direct Administration to update the Capital Budget as discussed with funding up to \$30,000.00 from the capital reserve."

2025	Capital Reserve Fund Allocation						
	Approved 2025 Capital Projects - Amended						Amended Notes
1	Fitness & Aquatic Centre Boilers (2)	Pool Mechanical	Building	\$ 200,602.70	\$ 100,301.35	\$ 100,301.35	Approved to complete
1	Pool Pumps 25HP, 7.5HP, 15HP - all pool pumps	Pool Mechanical	Building	\$ 53,478.60	\$ 26,739.30	\$ 26,739.30	Approved to complete
1	Curling Rink Dehumidification Unit	Curling Rink	Building	\$ 191,526.30	\$ 95,763.15	\$ 95,763.15	Approved to complete with the balance coming out of Capital Reserves
1	Fieldhouse Compressors' Replacement	Fieldhouse	Building	\$ 102,375.00	\$ 32,236.85	\$ 70,138.15	Approved to complete with the balance coming out of Capital Reserves
1	Roof Repairs - yearly maintenance	All roof sections	Building				Consider moving to Operation Budget - \$6,500
1	Roof Repairs 2025	All roof sections	Building	\$ 23,500.00		\$ 23,500.00	Approved to complete
1	Roof Maintenance	Theatre	Building			\$ -	Town of Athabasca - \$5,000
1	Theatre Repainting	Theatre	Building			\$ -	Town of Athabasca - \$15,000.00
1	Low wattage ballast	All Multiplex Areas	Building	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	Approved to complete
1	Annual Fire System Testing & Repairs	All Multiplex Areas	Building			\$ -	Consider moving to Operation Budget - \$10,000
1	Annual Fire system Testing & Repairs	Theatre	Building			\$ -	Consider moving to Operation Budget - \$5,000
1	Multiplex Boiler Chimney	All Multiplex Areas	Building	\$ 30,816.10	\$ 25,000.00	\$ 5,816.10	Completed
1	Home Plate Repairs Clay (Est)	Ball Diamonds	Building	\$ 2,500.00		\$ 2,500.00	Reduced from \$7,500 to \$2,500
1	Arena/Curling Rink Brine Headers	Arena/Curling Rink	Building			\$ -	Deferred to 2026 - \$80,000
	Building Capital Subtotal			\$ 619,798.70	\$ 287,540.65	\$ 332,258.05	\$ -
1	CCTV Upgrades	All Multiplex Areas	Operational	\$ 12,654.57		\$ 12,654.57	Reduced to \$12,654.57 from \$30,000 - completed
1	Ride-on Floor Scrubber	Lobby/Fieldhouse	Operational	\$ 20,821.86		\$ 20,821.86	Completed
1	Inflatables	Fieldhouse	Operational			\$ -	Consider moving to Operation Budget - \$20,000
1	Office Computers	Administration	Operational	\$ 5,000.00		\$ 5,000.00	Completed
1	Event Tables 6 & 8 footers	Meeting rooms/event spaces	Operational			\$ -	Deferred to 2026 - \$5,000
1	Chair racks (black chairs)	Meeting rooms/event spaces	Operational			\$ -	Deferred to 2026 - \$5,000
1	Consultant Building structure	All Multiplex Areas	Operational			\$ -	Deferred to 2026 - \$5,000
	Operational Capital Subtotal			\$ 38,476.43	\$ -	\$ 38,476.43	\$ -
	Total 2025 Capital Projects Costs			\$ 658,275.13	\$ 287,540.65	\$ 370,734.48	\$ -
2025	Amended Capital Funding from ARMS Members					\$ 210,000.00	
2025	Deficit amount to be taken out of the Capital Reserve Fund					\$ (160,734.48)	

Consider Moving to the Operating Budget							
Roof Repairs - yearly maintenance	All roof sections	Building	\$ 6,500.00		\$ 6,500.00		
Annual Fire System Testing & Repairs	All Multiplex Areas	Building	\$ 10,000.00		\$ 10,000.00		
Annual Fire system Testing & Repairs	Theatre	Building	\$ 5,000.00		\$ 5,000.00		
Inflatables	Fieldhouse	Operational	\$ 20,000.00		\$ 20,000.00		
Amounts to consider moving from the Capital Budget to the Operating Budget			\$ 41,500.00	\$ -	\$ 41,500.00		

Theatre Capital Expenses (Town of Athabasca)							
Roof Maintenance	Theatre	Building	\$ 5,000.00		\$ 5,000.00		
Theatre Repainting	Theatre	Building	\$ 15,000.00		\$ 15,000.00		
Amounts moved from the Capital Budget to the Town of Athabasca Only Expenses			\$ 20,000.00	\$ -	\$ 20,000.00		

As per Motion #25-19

Motion by Director Hall "that ARMS cease all new capital repairs and capital maintenance at the Nancy Appleby Theatre until a lease and funding agreement is in place with the owner."

Deferred to 2026 Capital Budget							
Arena/Curling Rink Brine Headers	Arena/Curling Rink	Building	\$ 80,000.00		\$ 80,000.00		
Event Tables 6 & 8 footers	Meeting rooms/event spaces	Operational	\$ 5,000.00		\$ 5,000.00		
Chair racks (black chairs)	Meeting rooms/event spaces	Operational	\$ 5,000.00		\$ 5,000.00		
Consultant Building structure	All Multiplex Areas	Operational	\$ 5,000.00		\$ 5,000.00		
Amounts moved from the Capital Budget and Deferred to 2026 Capital Budget			\$ 95,000.00	\$ -	\$ 95,000.00		

**Athabasca Regional Multiplex Society
Capital Projects Breakdown
January to May 2025**

REVENUE	Budget	Actual	Difference - Remaining
Town of Athabasca Capital Requisition	\$ 105,000.00	\$ 105,000.00	\$ -
Athabasca County Capital Requisition	\$ 105,000.00	\$ 90,000.00	-\$ 15,000.00
TOTAL REVENUE	\$ 210,000.00	\$ 195,000.00	\$ (15,000.00)

EXPENSE	Budget	Actual	Difference - Remaining
Fitness & Aquatic Centre Boilers (2)	\$ 100,301.35		\$ 100,301.35
Pool Pumps 25HP, 7.5HP, 15HP - all pool pumps	\$ 26,739.30		\$ 26,739.30
Curling Rink Dehumidification Unit	\$ 95,763.15		\$ 95,763.15
Fieldhouse Compressors' Replacement	\$ 70,138.15		\$ 70,138.15
Roof Repairs - yearly maintenance			\$ -
Roof Repairs 2025	\$ 23,500.00		\$ 23,500.00
Roof Maintenance			\$ -
Theatre Repainting			\$ -
Low wattage ballast	\$ 7,500.00		\$ 7,500.00
Annual Fire System Testing & Repairs			\$ -
Annual Fire system Testing & Repairs			\$ -
Multiplex Boiler Chimney	\$ 5,816.10	\$ 5,816.10	\$ -
Home Plate Repairs Clay (Est)	\$ 2,500.00		\$ 2,500.00
Arena/Curling Rink Brine Headers			\$ -
Building Capital Subtotal	\$ 332,258.05	\$ 5,816.10	\$ 326,441.95
CCTV Upgrades	\$ 12,654.57	\$ 12,654.57	\$ -
Ride-on Floor Scrubber	\$ 20,821.86	\$ 20,821.86	\$ -
Inflatables			\$ -
Office Computers	\$ 5,000.00	\$ 5,000.00	\$ -
Event Tables 6 & 8 footers			\$ -
Chair racks (black chairs)			\$ -
Consultant Building structure			\$ -
Operational Capital Subtotal	\$ 38,476.43	\$ 38,476.43	\$ -
Total Capital Projects Costs in 2025	\$ 370,734.48	\$ 44,292.53	\$ 326,441.95

Approved to complete

Approved to complete

Approved to complete with the balance coming out of Capital Reserves

Approved to complete with the balance coming out of Capital Reserves

Consider moving to Operation Budget - \$6,500

Approved to complete

Town of Athabasca - \$5,000

Town of Athabasca - \$15,000.00

Approved to complete

Consider moving to Operation Budget - \$10,000

Consider moving to Operation Budget - \$5,000

Completed

Reduced from \$7,500 to \$2,500

Deferred to 2026 - \$80,000

Reduced to \$12,654.57 from \$30,000 - completed

Completed

Consider moving to Operation Budget - \$20,000

Completed

Deferred to 2026 - \$5,000

Deferred to 2026 - \$5,000

Deferred to 2026 - \$5,000

2025 Capital Shortfall	\$ (160,734.48)
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Approved Capital Projects Approved from Reserves

Curling Rink Dehumidification Unit

Motion # 24-100

Total Cost	\$ 191,526.30
Less: CFEP Grant Amount	\$ 95,763.15
Left to come out of the Capital Reserves	\$ 95,763.15

Fieldhouse Compressors' Replacement

Motion # 25-37

Total Cost	\$ 102,375.00
Less: CFEP Grant Amount	\$ 29,236.85
Less: FCC Grant Amount	\$ 3,000.00
Left to come out of the Capital Reserves	\$ 70,138.15

Capital Reserve Balance

Less: Approval Capital Purchases from Reserves	\$ 398,882.52
Capital Reserves Remaining	\$ 165,901.30
	\$ 232,981.22

CFEP Grant Total	\$ 125,000.00
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Athabasca Regional Multiplex 2025 Capital Budget

Approved: September 16, 2024

Costs do not include GST

Priority	Item Description	Area	Building or Operational	Total Cost	Potential Grant Rebate**	Multiplex Cost	Actual Cost	Approved / Removed
	2025 Capital Projects if Grant Application is successful							
	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		
1	4 Boiler Cost - DEE-Jay Plumbing & Heating		Building	\$ 1,045,000.00	\$ 836,000.00	\$ 209,000.00		
1	Consulting fee			???		???		
	Total Solar PV with 4 Boilers Grant Project			\$ 2,506,082.00	\$ 2,004,865.60	\$ 501,216.40		
	1/2 allocated to the Town of Athabasca and Athabasca County					\$ 250,608.20		
2025	Capital Reserve Fund Allocation							
	Proposed 2025 Capital Projects							
1	Fitness & Aquatic Centre Boilers (2)	Pool Mechanical	Building	\$ 200,602.70	\$ 100,301.35	\$ 100,301.35	Applied for ACI grant	
1	Pool Pumps 25HP, 7.5HP, 15HP - all pool pumps	Pool Mechanical	Building	\$ 53,478.60	\$ 26,739.30	\$ 26,739.30	Applied for ACI grant	
1	Roof Repairs - yearly maintenance	All roof sections	Building	\$ 6,500.00		\$ 6,500.00		
1	Roof Repairs 2025	All roof sections	Building	\$ 23,500.00		\$ 23,500.00		
1	Roof Maintenance	Theatre	Building	\$ 5,000.00		\$ 5,000.00		
1	Theatre Repainting	Theatre	Building	\$ 15,000.00		\$ 15,000.00		
1	Low wattage ballast	All Multiplex Areas	Building	\$ 15,000.00		\$ 15,000.00	Energy saving initiative	
1	Annual Fire System Testing & Repairs	All Multiplex Areas	Building	\$ 10,000.00		\$ 10,000.00		
1	Annual Fire system Testing & Repairs	Theatre	Building	\$ 5,000.00		\$ 5,000.00		
1	Multiplex Boiler Chimney	All Multiplex Areas	Building	\$ 30,816.10	\$ 15,408.05	\$ 15,408.05	Half the cost with one stack being completed in 2024	
1	Home Plate Repairs Clay (Est)	Ball Diamonds	Building	\$ 7,500.00		\$ 7,500.00		
1	Arena/Curling Rink Brine Headers	Arena/Curling Rink	Building	\$ 80,000.00		\$ 80,000.00		
	Building Capital Subtotal			\$ 372,397.40	\$ 142,448.70	\$ 309,948.70	\$ -	
1	CCTV Upgrades	All Multiplex Areas	Operational	\$ 30,000.00		\$ 30,000.00		
1	Ride-on Floor Scrubber	Lobby/Fieldhouse	Operational	\$ 67,000.00		\$ 67,000.00		
1	Inflatables	Fieldhouse	Operational	\$ 20,000.00		\$ 20,000.00		
1	Office Computers	Administration	Operational	\$ 5,000.00		\$ 5,000.00		
1	Event Tables 6 & 8 footers	Meeting rooms/event spaces	Operational	\$ 5,000.00		\$ 5,000.00		
1	Chair racks (black chairs)	Meeting rooms/event spaces	Operational	\$ 5,000.00		\$ 5,000.00		
1	Consultant Building structure	All Multiplex Areas	Operational	\$ 5,000.00		\$ 5,000.00		
	Operational Capital Subtotal			\$ 137,000.00	\$ -	\$ 137,000.00	\$ -	
	Total Capital Projects Costs in 2025			\$ 509,397.40	\$ 142,448.70	\$ 446,948.70		
2025	1/2 allocated to the Town of Athabasca and Athabasca County			\$ 254,698.70		\$ 223,474.35	\$ -	

2025 Capital Budget requested amounts from our members	\$ 225,000.00
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2025 Surplus amount to be put in the Capital Reserve Fund	\$ 3,051.30
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From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: 2025 Proposed Amended Operating Budget

Background

- At the May 27, 2025, ARMS Board Meeting, the Board discussed reallocating certain Capital Expenses to the Operating Budget. In addition, there was a significant increase in insurance premiums, and changes were made to Concession Operations. As a result, Administration has revised the 2025 Operating Budget accordingly.

Attachments

- June 16, 2025 – Proposed Amended 2025 Operating Budget
- September 16, 2024 – Approved 2025 Operating Budget

Discussion

Interest Income

- Initial Budget \$15,000.00
 - As of May 31, 2025, our actual interest income is \$13,890.09.
 - **Proposed Amended Interest Income - \$25,000.00** which is a \$10,000.00 increase in income

Liquor Income

- Initial Budget \$6,500.00
 - Remove the Income as we are not providing Liquor for any events in 2025
 - **Proposed Amended Liquor Revenue Sales - \$0.00** which is a \$6,500.00 decrease in income

- **Concession/Kitchen**

We have not had any Catering jobs to date in 2025; we do anticipate a few smaller events before the end of the year.

Concession Income

- Initial Budget \$380,000.00
 - As of April 30, 2025, our actual concession income is \$107,300.04
 - **Proposed Amended Concession Income - \$280,000.00** which is a difference of \$100,000.00

Concession Wages

- Initial Budget \$145,000.00
 - **Proposed Amended Concession Wages \$130,000.00** which is a difference of \$15,000.00

Food Supplies

- Initial Budget \$195,000.00
 - As of April 30, 2025, our actual food supplies are \$57,709.12
 - **Proposed Amended Food Supplies Expense - \$110,000.00** which is a difference of \$85,000.00

Overall Concession/Kitchen

- **Proposed Amended Concession Income and Expenses = \$0.00**
(Decrease in income is fully offset by reductions in expenses)

Insurance Expense

- Initial Budget \$86,000.00
 - Insurance Invoices received
 - Town of Athabasca – January 1 to December 31, 2025 - \$16,900.87
 - Athabasca County – November 1, 2024, to October 31, 2025 - \$124,590.86
 - **Total Insurance Invoices = \$141,491.73** plus we need to account for an increase in the Athabasca County insurance premiums from November 1 to December 31, 2025, but we will receive a credit invoice from the Town of Athabasca.
 - **Proposed Amended Insurance Expense - \$141,500.00** which is a \$55,500.00 increase in expenses

Electricity Expense

- Initial Budget \$465,000.00
 - As of May 31, 2025, our actual Electricity Expense is \$110,200.67
 - **Proposed Amended electricity expenses - \$410,000.00** which is a \$55,000.00 decrease in expenses

Capital Expenses

- Initial Budget \$0.00
- At the May 27, 2025 ARMS Board Meeting the following expenses were discussed being reallocated to the Operating Budget

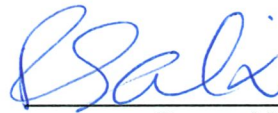
Roof Repairs - yearly maintenance	All roof sections	\$ 6,500.00
Annual Fire System Testing & Repairs	All Multiplex Areas	\$ 10,000.00
Annual Fire system Testing & Repairs	Theatre	\$ 5,000.00
Inflatables	Fieldhouse	\$ 20,000.00

- **Proposed Amended Capital Expenses added - \$41,500.00** which is a \$41,500.00 increase in expenses

- **Operating Reserve** amount if amended 2025 Amended Operating Budget is approved
 - Starting balance – May 31, 2025 - \$144,493.05
 - Less Operating Budget Deficit - \$38,500.00
 - **Approximate balance after Operating Deficit - \$105,993.05**

Recommendation

- Motion to approve the proposed amended 2025 Operating Budget as presented, and that the \$38,500.00 deficit be funded from the Operating Reserve.



General Manager – Rhonda Alix

Athabasca Regional Multiplex 2025 Approved Budget

2025 Proposed Amended Operating Budget

Account	2025 Approved Budget - September 16, 2025	2025 Budget Proposed June 16, 2025	\$ Difference in Approved and Proposed Budget	April 30, 2025 Balance	Variance % between April 30 and Approved Budget
Revenue					
Government Grants	30,000.00	\$ 30,000.00	\$ -	\$ 750.00	2.50%
Memberships (user fees)	529,000.00	\$ 529,000.00	\$ -	\$ 200,330.19	37.87%
General Rentals	110,500.00	\$ 110,500.00	\$ -	\$ 30,169.57	27.30%
Vending Income	17,000.00	\$ 17,000.00	\$ -	\$ 5,154.30	30.32%
Advertising Revenue	65,500.00	\$ 65,500.00	\$ -	\$ -	0.00%
Interest Income	15,000.00	\$ 25,000.00	\$ (10,000.00)	\$ 11,109.25	74.06%
Sale of Goods	4,500.00	\$ 4,500.00	\$ -	\$ 2,270.35	50.45%
School Rentals	70,500.00	\$ 70,500.00	\$ -	\$ 19,574.30	27.76%
Club Rentals	260,625.00	\$ 260,625.00	\$ -	\$ 122,966.40	47.18%
Liquor Sales	6,500.00	\$ -	\$ 6,500.00	\$ -	0.00%
Food Sales	380,000.00	\$ 280,000.00	\$ 100,000.00	\$ 107,300.04	28.24%
Program Revenue	90,000.00	\$ 90,000.00	\$ -	\$ 20,832.70	23.15%
Lease Revenue	24,082.00	\$ 24,082.00	\$ -	\$ 11,779.00	48.91%
Other Revenue	2,000.00	\$ 2,000.00	\$ -	\$ 2,299.06	114.95%
Total Revenue	\$ 1,605,207.00	\$ 1,508,707.00	\$ 96,500.00	\$ 534,535.16	33.30%
Expenses					
Salaries	1,501,500.00	\$ 1,486,500.00	\$ 15,000.00	\$ 459,490.13	30.60%
Contracted Services	96,500.00	\$ 96,500.00	\$ -	\$ 31,734.29	32.89%
Professional & Bookkeeping fees	20,000.00	\$ 20,000.00	\$ -	\$ 3,016.64	15.08%
LAPP, EI, CPP, Manulife, WCB	319,100.00	\$ 319,100.00	\$ -	\$ 108,067.73	33.87%
Donations Expense	7,000.00	\$ 7,000.00	\$ -	\$ 1,172.80	16.75%
Advertising & Promotion	7,000.00	\$ 7,000.00	\$ -	\$ 2,271.10	32.44%
Office Supplies/Expense	22,250.00	\$ 22,250.00	\$ -	\$ 7,134.42	32.06%
Bank Charges & Interest	8,500.00	\$ 8,500.00	\$ -	\$ 2,246.16	26.43%
Insurance	86,000.00	\$ 141,500.00	\$ (55,500.00)	\$ 47,400.84	55.12%
Professional Development	16,000.00	\$ 16,000.00	\$ -	\$ 2,830.95	17.69%
Uniforms	2,250.00	\$ 2,250.00	\$ -	\$ -	0.00%
Travel and Subsistence	3,750.00	\$ 3,750.00	\$ -	\$ 1,549.49	41.32%
Telephone and Internet Expense	12,840.00	\$ 12,840.00	\$ -	\$ 4,870.50	37.93%
Natural Gas	264,000.00	\$ 264,000.00	\$ -	\$ 110,602.55	41.89%
Electricity	465,000.00	\$ 410,000.00	\$ 55,000.00	\$ 91,122.12	19.60%
Water	82,000.00	\$ 82,000.00	\$ -	\$ 21,404.31	26.10%
Janitorial Supplies	34,350.00	\$ 34,350.00	\$ -	\$ 14,170.90	41.25%
Vehicle Fuel and Oil	8,500.00	\$ 8,500.00	\$ -	\$ 2,314.52	27.23%
Vehicle Repairs and Maintenance	10,500.00	\$ 10,500.00	\$ -	\$ 3,971.39	37.82%
Outdoor Maintenance	27,000.00	\$ 27,000.00	\$ -	\$ 2,038.93	7.55%
Building Repairs	94,100.00	\$ 94,100.00	\$ -	\$ 35,337.23	37.55%
Equipment/Repairs & Maintenance	139,500.00	\$ 139,500.00	\$ -	\$ 45,167.18	32.38%
Program Supplies	23,000.00	\$ 23,000.00	\$ -	\$ 2,395.08	10.41%
Ice Plant Expense	29,000.00	\$ 29,000.00	\$ -	\$ 7,694.30	26.53%
Supplies	268,250.00	\$ 183,250.00	\$ 85,000.00	\$ 77,688.36	28.96%
Safety	15,250.00	\$ 15,250.00	\$ -	\$ 867.77	5.69%
Recognition	3,250.00	\$ 3,250.00	\$ -	\$ 75.00	2.31%
Reserve	-	\$ -	\$ -	\$ -	
Capital Budget Repairs Considered moving to Operations		\$ 41,500.00	\$ (41,500.00)	\$ -	
Total Expenses	\$ 3,566,390.00	\$ 3,508,390.00	\$ 58,000.00	\$ 1,086,634.69	30.47%
Net Revenue/(Expense)	\$ (1,961,183.00)	\$ (1,999,683.00)	\$ 38,500.00	\$ (552,099.53)	28.15%
Town Requisition	985,000.00	\$ 985,000.00		\$ 328,333.32	33.33%
County Requisition	985,000.00	\$ 985,000.00		\$ 328,333.32	33.33%
Balance	\$ 8,817.00	\$ (29,683.00)	\$ 38,500.00	\$ 104,567.11	1185.97%

Amount to come from Operating Reserves \$ 38,500.00

Net Income \$ 8,817.00

Athabasca Regional Multiplex 2025 Approved Budget

SUMMARY

Account	2022 Actual	2022 Budget	2023 Actual	2023 Budget	2024 Budget adjusted in May	2025 Budget	Variance \$	Variance %
Revenue							-	
Government Grants	31,890.67	34,600.00	29,061.04	53,600.00	64,000.00	30,000.00	(34,000.00)	-53%
Memberships (user fees)	419,940.00	325,000.00	496,724.82	432,180.00	511,750.00	529,000.00	17,250.00	3%
General Rentals	71,926.14	83,000.00	84,142.94	76,500.00	85,200.00	110,500.00	25,300.00	30%
Vending Income	8,491.94	4,000.00	17,242.62	10,000.00	17,000.00	17,000.00	-	0%
Advertising Revenue	36,509.00	35,000.00	50,961.17	84,550.00	61,000.00	65,500.00	4,500.00	7%
Interest Income	10,427.76	2,000.00	22,238.64	5,000.00	10,000.00	15,000.00	5,000.00	50%
Sale of Goods	2,748.91	2,000.00	4,601.17	3,000.00	3,500.00	4,500.00	1,000.00	29%
School Rentals	48,685.55	46,500.00	63,424.47	69,300.00	72,650.00	70,500.00	(2,150.00)	-3%
Club Rentals	186,306.38	235,500.00	222,245.24	240,975.00	248,175.00	260,625.00	12,450.00	5%
Liquor Sales		-		-	6,500.00	6,500.00	-	0%
Food Sales	72.00	-	114,161.37	-	390,000.00	380,000.00	(10,000.00)	-3%
Program Revenue	76,648.38	55,000.00	84,888.51	82,750.00	88,500.00	90,000.00	1,500.00	2%
Lease Revenue	33,986.84	33,704.00	29,598.05	33,172.00	23,908.10	24,082.00	173.90	1%
Other Revenue	-	-	1,121.00	3,000.00	2,000.00	2,000.00	-	0%
Total Revenue	\$ 927,633.57	\$ 856,304.00	\$ 1,220,411.04	\$ 1,094,027.00	\$ 1,584,183.10	\$ 1,605,207.00	\$ 21,023.90	1%
Expenses					-		-	
Salaries	1,130,940.73	1,136,520.00	1,246,255.35	1,207,800.00	1,434,500.00	1,501,500.00	67,000.00	5%
Contracted Services	111,949.69	129,057.00	123,906.00	113,557.00	93,500.00	96,500.00	3,000.00	3%
Professional & Bookkeeping fees	21,015.00	20,000.00	17,464.16	20,000.00	20,000.00	20,000.00	-	0%
LAPP, EI, CPP, Manulife, WCB	191,131.09	207,885.80	268,547.02	251,400.00	304,600.00	319,100.00	14,500.00	5%
Donations Expense	-	-	6,989.97	8,000.00	7,000.00	7,000.00	-	0%
Advertising & Promotion	2,628.88	10,000.00	7,627.74	8,000.00	8,000.00	7,000.00	(1,000.00)	-13%
Office Supplies/Expense	29,356.70	28,000.00	26,399.64	20,500.00	21,000.00	22,250.00	1,250.00	6%
Bank Charges & Interest	6,042.15	5,000.00	4,949.00	5,000.00	8,500.00	8,500.00	-	0%
Insurance	68,045.89	72,136.00	82,910.60	71,000.00	78,000.00	86,000.00	8,000.00	10%
Professional Development	12,899.76	24,000.00	13,239.39	16,000.00	16,000.00	16,000.00	-	0%
Uniforms	2,638.00	3,100.00	4,633.21	2,500.00	2,500.00	2,250.00	(250.00)	-10%
Travel and Subsistence	3,447.19	4,750.00	2,330.84	3,750.00	3,750.00	3,750.00	-	0%
Telephone and Internet Expense	16,510.38	18,000.00	13,746.58	13,440.00	11,840.00	12,840.00	1,000.00	8%
Natural Gas	213,010.27	147,000.00	222,195.17	206,000.00	213,000.00	264,000.00	51,000.00	24%
Electricity	439,815.16	245,000.00	456,341.73	440,000.00	455,000.00	465,000.00	10,000.00	2%
Water	78,062.22	47,000.00	60,439.25	70,000.00	79,000.00	82,000.00	3,000.00	4%
Janitorial Supplies	31,166.92	34,600.00	36,493.28	32,350.00	33,350.00	34,350.00	1,000.00	3%
Vehicle Fuel and Oil	5,409.16	7,500.00	6,270.78	7,500.00	7,700.00	8,500.00	800.00	10%
Vehicle Repairs and Maintenance	4,790.81	7,750.00	7,304.23	7,750.00	9,750.00	10,500.00	750.00	8%
Outdoor Maintenance	22,602.18	32,000.00	24,061.82	27,000.00	27,000.00	27,000.00	-	0%
Building Repairs	79,347.03	85,600.00	82,375.53	80,600.00	88,100.00	94,100.00	6,000.00	7%
Equipment/Repairs & Maintenance	111,517.40	116,500.00	128,168.07	128,000.00	135,500.00	139,500.00	4,000.00	3%
Program Supplies	18,690.93	19,000.00	20,544.21	20,500.00	24,000.00	23,000.00	(1,000.00)	-4%
Ice Plant Expense	28,518.60	29,000.00	44,695.11	29,000.00	29,000.00	29,000.00	-	0%
Supplies	62,598.20	43,250.00	136,945.45	63,750.00	286,250.00	268,250.00	(18,000.00)	-6%
Safety	10,943.68	21,000.00	14,047.09	14,750.00	15,250.00	15,250.00	-	0%
Recognition	2,177.52	7,000.00	3,356.33	3,500.00	3,500.00	3,250.00	(250.00)	-7%
Reserve		-	(21,826.51)	40,000.00	40,000.00	-	(40,000.00)	-100%
Total Expenses	\$ 2,705,255.54	\$ 2,500,648.80	\$ 3,040,411.04	\$ 2,911,647.00	\$ 3,455,590.00	\$ 3,566,390.00	110,800.00	3%
Net Revenue/(Expense)	\$ (1,777,621.97)	\$ (1,644,344.80)	\$ (1,820,000.00)	\$ (1,817,620.00)	\$ (1,871,406.90)	\$ (1,961,183.00)	\$ (89,776.10)	-2%
Town Requisition	825,000.00	825,000.00	910,000.00	910,000.00	940,000.00	985,000.00	45,000.00	5%
County Requisition	825,000.00	825,000.00	910,000.00	910,000.00	940,000.00	985,000.00	45,000.00	5%
Balance	\$ 396,343.85	\$ 5,655.20	\$ 0.00	\$ 2,380.00	\$ 8,593.10	\$ 8,817.00	\$ 223.90	8%



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: 500-032 Operational and Capital Budgets Policy update

Background

- Administration is recommending updates to the Operational and Capital Budgets Policy to protect the assets of ARMS. These proposed changes will support long-term sustainability and responsible financial governance across all departments.
- At the May 27, 2025, ARMS Board Meeting the following motion was carried.

#25-55 Motion by Director Hall *"to amend Policy 500-032 as discussed and bring back to the next meeting."*

Attachments

- 500-032 Operational & Capital Budget – Current
- 500-032 Operational & Capital Budget – Proposed
- 500-032 Operational & Capital Budget – Amended

Discussion


- Recommended Policy Adjustments
 - Replace the existing policy with the wording discussed on May 27, 2025, to ensure alignment with current procedures and Members' responsibilities.

Recommendation

- Motion to amend Policy 500-032 Operational and Capital Budgets as presented.

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

General Manager – Rhonda Alix

 <p>Policies and Procedures Manual</p>	<p>Policy Number: 500-032</p> <p>Policy Title: Operational and Capital Budgets</p> <p>Adopted: May 2nd, 2012</p> <p>Last Reviewed: May 25th, 2021</p> <p>Amended:</p>
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Policy Statement:

ARMS recognizes the need to establish a policy with regards to operational and capital budgets.

Guidelines and Procedures:

1. Each year the GM will submit for Society Board approval a draft budget for operational expenses and capital purchases on or before the third Monday of November.
2. The GM and the Society Board of Directors will ensure that all resources are exhausted in order to provide the lowest deficit possible.
3. The GM of the Society will produce an operational budget with a deficit of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.
4. The GM of the Society will produce a capital purchase budget of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.
5. Upon approval by the Society Board of Directors if either of the budgets requested amount exceeds the agreed membership policy the GM will seek approval from each member before official approval is given.
6. The Society will ask that each membership commit to half (50%) of the budgeted operating deficit.
7. The Society will ask that each Membership commit to a minimum \$50,000.00 capital budget on an annual basis.



Policies and Procedures Manual

Policy Number: 500-032

Policy Title: Operational and Capital Budgets

Adopted: May 2nd, 2012

Last Reviewed: May 25th, 2021


Amended:

Policy Statement:

ARMS recognizes the need to establish a policy with regards to operational and capital budgets.

Guidelines and Procedures:

- ~~1. Each year the GM will submit for Society Board approval a draft budget for operational expenses and capital purchases on or before the third Monday of November.~~
- ~~2. The GM and the Society Board of Directors will ensure that all resources are exhausted in order to provide the lowest deficit possible.~~
- ~~3. The GM of the Society will produce an operational budget with a deficit of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.~~
- ~~4. The GM of the Society will produce a capital purchase budget of no more than the agreed amount by the membership as per their policy governing the Athabasca Regional Multiplex.~~
- ~~5. Upon approval by the Society Board of Directors if either of the budgets requested amount exceeds the agreed membership policy the GM will seek approval from each member before official approval is given.~~
- ~~6. The Society will ask that each membership commit to half (50%) of the budgeted operating deficit.~~
- ~~7. The Society will ask that each Membership commit to a minimum \$50,000.00 capital budget on an annual basis.~~
 1. The Society will provide an annual Operating Budget in time for consideration by our Members.
 2. The Society will establish a minimum 20-year Asset Management Plan, which will be used to develop an annual Capital Budget and forward budget projections, both to be considered by our Members.

 <p>Policies and Procedures Manual</p>	<p>Policy Number: 500-032</p> <p>Policy Title: Operational and Capital Budgets</p> <p>Adopted: May 2nd, 2012</p> <p>Last Reviewed: May 25th, 2021</p> <p>Amended:</p>
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Policy Statement:

ARMS recognizes the need to establish a policy with regards to operational and capital budgets.

Guidelines and Procedures:

1. The Society will provide an annual Operating Budget in time for consideration by our Members.
2. The Society will establish a minimum 20-year Asset Management Plan, which will be used to develop an annual Capital Budget and forward budget projections, both to be considered by our Members.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: 500-016 Tobacco Products Policy Update

Background

- Administration would like to update the Tobacco Products Policy 500-016 to allow for smudging within the facilities we operate.

Attachments

- ARPA Embracing Smudge in Recreation spaces newsletter
- 500-016 Tobacco Products Policy – Current
- 500-016 Proposed Tobacco Products Policy – Track Changes
- 500-016 Proposed Tobacco Products Policy – Amended
- City of Cold Lake Unofficial Bylaw Smoking in Public Places
- Rocky View Schools Smoke Free School Division Procedure

Discussion

- Currently, smoking and smudging is not allowed within any of the facilities we operate.
- In the past, administration has been asked whether smudging is permitted within our facilities.
- ARMS hosts several large events as well as smaller cultural bookings where smudging may be requested.
- Administration will develop a smudging procedure that specifies permitted areas within the facility. This procedure will include steps such as temporarily disabling the fire suppression system, posting clear signage, having fire extinguishers readily available, and possibly notifying the fire department.
- The Town of Athabasca and Athabasca County do not have smudging policies for their facilities.

Recommendation

- Motion to amend Policy 500-016 Tobacco Products Policy as presented.

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

General Manager – Rhonda Alix

EMBRACING SMUDGE IN RECREATION SPACES

WHAT IS SMUDGE?

Smudge is a traditional practice that is common among many Indigenous peoples in Canada, and around the world. While the practice of smudge may vary from group to group, it is typically used for medicinal, ceremonial, and spiritual purposes and involves prayer and the burning of sacred medicines such as: sweetgrass, sage, cedar and tobacco to name a few.



Burned in small amounts and carried in a small vessel (usually a small bowl or shell), the smudge produces smoke which rises and symbolizes the connection to the Creator, and provides communities with a way to gain spiritual protection and blessings, as well as to improve spiritual health. The smoke is also known for purifying the body and soul, and bringing clarity to the mind.

In traditional Indigenous ceremonies/events, smudging is typically led by an Elder or Knowledge Keeper, however, anyone can perform their own smudge should they feel it necessary and so long as they remain genuine and respectful.

WHY CAN'T SMUDGE BE MOVED OUTSIDE?

While smudge is most often conducted inside the home and/or in ceremonial and communal spaces, it is a practice that is increasingly being brought into professional buildings and public facilities. However, many Indigenous peoples continue to face barriers for practicing smudge in urban settings, with many facilities and/or infrastructure placing bans on smudging because of the smoke it produces.

Though it may seem like a well-intentioned solution, asking Indigenous peoples to move their smudge outside is often considered an act of disrespect because it continues to perpetuate colonial attitudes towards Indigenous culture, practices and protocols. Smudge was just one of many traditional practices that were banned during the early years of colonialism, and continues to be in many places today.

When looking to incorporate smudging in the workplace or other indoor settings, it is important to consider these barriers and explore ways to help reduce them.



WHAT CAN YOU DO TO ACCOMMODATE SMUDGE?

- 1 Seek to understand smudge through the perspectives of Indigenous peoples. Start by watching the following videos:
 - ▶ [Smudging with Reg & Rose Crowshoe](#)
 - ▶ [The Importance of Smudge with Elder Violet March](#)
- 2 Book venues that are accepting of Indigenous protocols and practices like smudge.
- 3 Ask where Indigenous partners wish to smudge during an event. Work with them versus assuming what they want. Be prepared to accommodate this by using some of the suggested steps in this list.
- 4 Allocate a designated space (i.e. preferably near windows or doors) for smudge to be safely conducted indoors within your facility. Open a door or window for ventilation to accommodate those with smoke sensitivities.
- 5 Train staff on how to disengage the fire alarm system and then to be on stand-by during a smudge to monitor the situation during a certain time.
- 6 Adjust your facility's policy to include accommodations for cultural protocols and practices like smudge.
- 7 Communicate openly about the smudging process so people can decide if they want to be involved.

ARPA'S RECONCILIATION JOURNEY



The Alberta Recreation & Parks Association (ARPA) is on its own reconciliation journey with diverse Indigenous peoples and communities across Alberta. As a member based organization, we strive to demonstrate our dedication to moving forward in partnership with Indigenous communities in the spirit of reconciliation and collaboration. In recognition of our Indigenous friends, colleagues and partners, we have embraced the practice of Smudge as a way to meaningfully blend Indigenous and non-Indigenous ways of knowing into our organizational practices. This has become integral to the way in which we open and close many staff meetings, virtual get-togethers and in-person events.



CASE STUDY: ARPA & FAIRMONT

During ARPA's Annual Conferences, we have coordinated with the Fairmont Chateau Lake Louise and Jasper Park Lodge to have the fire alarm systems turned off during smudging. We work with their staff to confirm the time(s) at which a smudge will take place and ensure someone is there to keep watch.





Policies and Procedures Manual

Policy Number: 500-016

Policy Title: Tobacco Products

Adopted: November 30th, 2016

Last Reviewed: May 25th, 2021

Amended:

Policy Statement:

ARMS has a policy that helps ensure that all Society facilities are a healthy and safe place for all users.

Guidelines and Procedures:

1. Smoking and vaping will only be permitted in the designated smoking areas outside of any facility. All patrons will be fined according to the Town of Athabasca's Smoking By-law.
2. Chewing tobacco is strictly prohibited from any facility managed by the Society.



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 - "Smoking" means to smoke, inhale or exhale smoke from, burn, carry, hold or otherwise have control over a lit cigarette, cigar, pipe, electronic cigarette or other device that burns or heats tobacco, cannabis, any weed, any herb, or other substance that is intended to be smoked or inhaled.
 - "Smudging" means an indigenous spiritual and cultural practice comprised of a cleansing or sacred smoke bath, created from burning medicinal or sacred plants that is used to purify the body, aura, energy, ceremonial/ritual space or any other space and personal articles.
 - 1. • "Traditional Pipe Ceremony" means a cultural or religious ceremony performed by Canada's Indigenous Peoples involving the use of tobacco products and is commonly held out of doors or in a separate and specific indigenous structure such as a tipi.
2. Chewing tobacco is strictly prohibited from any facility operated ~~managed~~ by the Society.
3. Exceptions
 - Traditional Indigenous Spiritual or Cultural Practices:
 - The rights of indigenous peoples respecting traditional indigenous spiritual or cultural practices of ceremony are exempt from this policy and include such practices as Traditional Pipe Ceremony or Smudging.
 - The Traditional Pipe Ceremony or Smudging exemption only applies to those persons actually participating in the ceremony and does not apply to spectators or on lookers, not directly involved in the ceremony.
 - 2. • At least forty-eight (48) hours prior to the use of smoke under this exemption, a written request must be provided to the GM or designate who will confirm the specific location is appropriate for use, to permit time to notify other users of the facility, disable smoke detectors, disable fire alarm system, create signage, and provide access to a fire extinguisher as required.



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**CITY OF COLD LAKE
BYLAW NO. 554-PL-15**

A BYLAW REGULATING SMOKING IN PUBLIC PLACES

Please note: in a bylaw that is “Unofficially Consolidated” the original approved bylaw is updated to include all of the approved amendments to that bylaw.

Unofficial Consolidation as of April 23, 2024

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF REGULATING SMOKING IN PUBLIC PLACES

WHEREAS it has been determined that second-hand tobacco smoke (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) is a health hazard or discomfort for many inhabitants of the City of Cold Lake;

AND WHEREAS, Council deems it necessary and in the public interest to regulate tobacco smoking in or near parks, playgrounds and outdoor recreational facilities in City of Cold Lake,

AND WHEREAS the *Municipal Government Act, RSA 2000, Chapter M-26* authorizes a council to pass bylaws for municipal purposes respecting safety, health and welfare of people and the protection of people and property people, activities and things in, on or near a public place and property;

NOW THEREFORE, pursuant to the authority of the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended, the Council of the City of Cold Lake duly assembled enacts:

SECTION 1 – TITLE

This Bylaw shall be cited as the “Smoking Bylaw”.

SECTION 2 – DEFINITIONS

In this Bylaw,

- 2.1 “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires.
- 2.2 "Electronic cigarette" means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, containing a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled and includes all components used in conjunction with the device, including the e-liquid, cartridge and any other component that may be sold separately from the device itself.
- 2.3 "Employer" includes any person who as the owner, proprietor, manager, superintendent or overseer of any activity, business, work, trade, occupation or profession has control over or direction of, or is directly or indirectly responsible for the employment of a person therein.
- 2.4 “Municipal outdoor recreation area” means any park, playground, or outdoor recreation facility such as but not limited to soccer pitches, baseball diamonds, football field, water park, skate park or outdoor skating rinks located on lands owned by the city of Cold Lake including cemeteries, undeveloped municipal reserves or other open spaces or any land managed by the City for recreational purposes through lease or other formal arrangement with a private land owner or other public organization such as a school district”.
- 2.5 “Officer” means a Peace Officer, a Bylaw Officer, a member of the RCMP, or any person appointed by the CAO to enforce this Bylaw.
- 2.6 “Patio” means an area outside of a building intended for the consumption of food or beverages by patrons of a business providing such food and beverages.

- 2.7 “Public building” means an enclosed or substantially enclosed building or structure to which the public is customarily admitted or invited. Without limiting the generality of the forgoing, public building includes bus shelters.
- 2.8 “Public transportation vehicle” means a bus, school bus, taxi, limousine or other vehicle that is used to transport members of the public for a fee;
- 2.9 "Proprietor" means the owner or his agent or representative of the premises referred to in this Bylaw, and includes any person in charge thereof or anyone who controls, governs or directs the activity carried on therein.
- 2.10 "Sign" means a sign as prescribed by the *Alberta Tobacco and Smoking Reduction Act* and/or as prescribed by the *Tobacco and Smoking Reduction Regulations*.
- 2.11 "Smoke" or "Smoking" means to smoke, inhale or exhale smoke from, burn, carry, hold or otherwise have control over a lit cigarette, cigar, pipe, electronic cigarette or other device that burns or heats tobacco, cannabis, any weed, any herb, or other substance that is intended to be smoked or inhaled.

Amended on August 28, 2018, Bylaw No. 629-PL-18

- 2.12 “Smudging” means an indigenous spiritual and cultural practice comprised of a cleansing or sacred smoke bath, created from burning medicinal or sacred plants that is used to purify the body, aura, energy, ceremonial/ritual space or any other space and personal articles.
- 2.13 “Traditional Pipe Ceremony” means a cultural or religious ceremony performed by Canada’s Indigenous Peoples involving the use of tobacco products and is commonly held out of doors or in a separate and specific indigenous structure such as a tipi.

*Amended by Bylaw No. 835-PL-24
April 23, 2024*

- 2.14 “Violation Tag, Municipal” means a tag or similar document issued by the City pursuant to the *Municipal Government Act R.S.A. 2000* as amended.
- 2.15 “Violation Ticket, Provincial” has the same meaning as in the *Provincial Offences Act R.S.A. 2000* as amended;
- 2.16 “Workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry, rooms, enclosed parking garages and work vehicles;
 - 2.16.1 place is a Workplace whether or not the employee is employed by the proprietor of the premises at which the employee works;
 - 2.16.2 subject to the sub clause below, if an employee works in any portion of a building, the entire building shall be deemed to be a workplace; and
 - 2.16.3 any portion of a building that is a private residence shall not be deemed to be a workplace.

SECTION 3 – GENERAL PROHIBITIONS

- 3.1 The following are designated public places for the purposes of this bylaw:
 - 3.1.1 a public building;
 - 3.1.2 a patio;

- 3.1.3 a public transportation vehicle;
- 3.1.4 a workplace;
- 3.1.5 a municipal outdoor recreation area and those areas within five metres of a municipal outdoor recreation area;
- 3.1.6 within five metres from a doorway, window or air intake of a building, patio or workplace.
- 3.2 No person shall smoke in any designated public place regardless of whether or not a 'No Smoking' sign is posted.
- 3.3 No proprietor or employer shall permit smoking in a designated public place, whether or not a 'No Smoking' sign is posted or visible.
- 3.4 Should a proprietor of a facility wish to make any area not covered by this bylaw or an existing provincial or federal legislation a non-smoking area, they are required to post a No Smoking sign as prescribed by the *Alberta Tobacco and Smoking Reduction Act*. Where appropriate signage has been posted, the area is deemed to be non-smoking.

SECTION 4 - EXEMPTIONS

- 4.1 Traditional Indigenous Spiritual or Cultural Practices:
 - 4.1.1 The rights of indigenous people respecting traditional indigenous spiritual or cultural practices of ceremony are exempt from this bylaw, and include such practices as Traditional Pipe Ceremony or Smudging.
 - 4.1.2 The Traditional Pipe Ceremony or Smudging exemption only applies to those persons actually participating in the ceremony and does not apply to spectators or on lookers, not directly involved in the ceremony.
 - 4.1.3 At least twenty-hour (24) hours prior to the use of smoke under this exemption, a written request must be provided to the CAO or designate who will confirm the specific location is appropriate for use, to permit time to notify other users of the facility, disable smoke detectors, sprinklers and/or ventilation systems, and provide access to a fire extinguisher as required.

*Amended by Bylaw No. 835-PL-24
April 23, 2024*

SECTION 5 - ASHTRAYS

- 5.1 The proprietor or employer of every designated public place shall ensure that no ashtrays are placed or allowed to remain in any designated public place.
- 5.2 The proprietor and employer of every designated public place shall, if employees or members of the public from time to time gather to smoke at a location outside the designated public place, ensure that ashtrays are placed more than five meters from the entrance or exit of the designated public place.

SECTION 6 - OFFENCES AND PENALTIES

- 6.1 Any person or corporation that contravenes this Bylaw is guilty of an offence.
- 6.2 Any person who willfully obstructs an Officer or assaults an Officer in the exercise or performance of their duties related to this Bylaw, with the intent to resist or prevent the lawful arrest or detainment of themselves or another person is guilty of an offence.
- 6.3 ~~A person who is guilty of an offence is liable, upon summary conviction, to a fine in an amount not less than two hundred fifty dollars (\$250.00) and not exceeding two thousand five hundred dollars (\$2,500), and to imprisonment for not more than~~

~~six months for non-payment of a fine.~~ A person who is guilty of an offence is liable, upon summary conviction, to a fine in an amount not less than three hundred dollars (\$300.00) and not exceeding two thousand five hundred dollars (\$2,500), and to imprisonment for not more than six months for non-payment of a fine.

Amended on April 26, 2022, Bylaw No. 744-PL-22

- 6.4 The penalty for a second offence, within a calendar year, shall be double the fine amount.
- 6.5 The penalty for a third and subsequent offences, within a calendar year, shall be triple the fine amount.

SECTION 7 - MUNICIPAL VIOLATION TAGS AND PROVINCIAL VIOLATION TICKETS

- 7.1 A municipal violation tag or provincial violation ticket may be issued in respect to an offence, and the municipal violation tag or provincial violation ticket must specify the fine amount established by this Bylaw for the offence.
- 7.2 The person receiving the municipal violation tag or provincial violation ticket may pay the fine amount on or before the required date, and this person shall not be prosecuted for the offence.
- 7.3 A provincial violation ticket must be paid before the date specified by the ticket.
- 7.4 A municipal violation tag must be paid within thirty (30) days of the date it was issued.
- 7.5 If a municipal violation tag has been issued, a person may, prior to the required date, request that a provincial violation ticket be issued in place of a municipal violation tag to allow that person to attend court with respect to the offence.
- 7.6 If a provincial violation ticket is issued in respect to an offence:
- 7.6.1 The provincial violation ticket may specify the fine amount established by this bylaw for the offence;
- 7.6.2 The provincial violation ticket may require a person to appear in court without the alternative of making a voluntary payment;
- 7.7 If a provincial violation ticket specifies a fine amount, a person may make a voluntary payment equal to the fine amount specified on or before the required date, and this person shall not be prosecuted for the offence; or
- 7.8 If a provincial violation ticket specifies a fine amount, a person or their agent may appear in court on the required date and elect to enter a plea with respect to the offence.

ENACTMENT

This Bylaw shall come into full force and effect immediately upon the date of its final passage.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 10th day of March, A.D., 2015, on motion by Councillor Lefebvre.

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 24th day of March, A.D., 2015, on motion by Councillor MacDonald.

THIRD READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 14th day of April, A.D., 2015, on motion by Councillor MacDonald.

Executed this_____ day of _____, 2015.

CITY OF COLD LAKE

DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER

Unofficial Consolidation

Purpose/Background

The Division is committed to providing a safe and healthy environment for students, employees and visitors. All buildings and vehicles owned and operated by the Division, and all Division property, shall be smoke-free environments including restricting the use of:

- Tobacco
- Marijuana or other substances
- E-cigarettes

The only exception being Indigenous ceremonial use of tobacco for Smudging Ceremonies. See Appendix A.

In accordance with the *Tobacco Reduction Act* and the *Prevention of Youth Tobacco Use Act*, the Division prohibits tobacco and E-cigarette use and possession by anyone under the age of 18 years of age in schools, in vehicles owned and operated by the Division and on school grounds or at school-related activities. Employees of the Division are expected to model the expectations of this Administrative Procedure.

Procedures

1. This Administrative Procedure applies to all users of Division operated buildings, including students, employees and visitors. It applies to all school activities as well as community use activities at Division operated buildings.
2. This Administrative Procedure applies to vehicles owned and operated by the Division, which includes vehicles that are leased or contracted to the Division, including school buses.
3. The Division will provide appropriate signs designating its facilities and vehicles to be smoke-free.
4. With the prior approval of the Principal, the use of tobacco is permitted as part of religious/ceremonial events.

Reference:

- Board Policy 22 Community Use of School Facilities and Equipment
- School Act Sections 20, 60, 61, 96, 113, and 117
- Prevention of Youth Tobacco Use Act
- Prevention of Youth Tobacco Use Regulation 13/2003
- Tobacco Reduction Act

Appendix A – SMUDGING/ PIPE CEREMONIES

Purpose/Background

The Division recognizes the spiritual needs of the Aboriginal community. The Division recognizes that smudging and the use of herbs and tobacco are a part of the Aboriginal traditional way of life and are, therefore, permitted in Division schools, subject to proper safety measures.

Definition

Smudging is an Aboriginal tradition which involves the burning of sage, sweetgrass and/or cedar. Smudge produces a distinct odour, but the smoke associated with it is minimal and lasts a very short time. A smudge is burned to cleanse the body, mind, spirit of any bad feelings, negative thoughts, or negative energy - cleansing both physically and spiritually.

Procedures

1. If smudging is to take place in a Division building, principals/supervisors must ensure staff understand the associated protocols and importance of smudging and pipe ceremonies as part of the Aboriginal traditional way of life.
2. If smudging is to take place in a Division building it will be in a designated area.
3. Any areas designated as smudging areas are to be in a well-ventilated area and approved by the Director of Maintenance and Grounds or designate.
4. Designated smudging areas must contain a fully charged fire extinguisher.
5. Staff responsible must be instructed on the use of fire extinguishers.
6. When smudging ceremonies are completed the materials must be fully extinguished and disposed of in an appropriate manner.
 - 6.1 Smoking or warm smudging materials need to burn out on their own.
 - 6.2 Smudge remnants and matches are to be placed in a tin can and saved.
 - 6.3 Smudge remnants are never to be placed in trash receptacle.
7. Tobacco is used in pipe ceremonies and only by a pipe carrier.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: June 16, 2025
Subject: Athabasca Curling Club Lounge Lease Request Letter

Background

- Administration received a letter from the Athabasca Curling Club requesting their Lounge Lease fees to be waived from May to September 2025.

At the May 27, 2024 ARMS Board Meeting the following motion was carried.

#24-61 Motion by Director Kapitaniuk *"to direct Administration to terminate the Athabasca Curling Club's current lounge bar rental agreement and further to permit them to utilize the space to store their items at their discretion."*

Attachments

- Athabasca Curling Club Lounge Lease Letter

Discussion

Previous Lease Agreement

- September 2023 - ACC signed a 12-month lease agreement for the Lounge effective October 1, 2023.
- May 2024 - ACC requested ARMS to waive lease fees.
 - The ARMS Board of Directors passed a motion to terminate the lease effective June 1, 2024.

Current Lease Agreement

- August 2024 - ACC entered into a new 12-month lease agreement for the Lounge effective September 1, 2024.
- May 2025 - ACC sent a new request to waive lease fees from May to September 2025.
 - ACC's curling season runs from October to the end of March.
 - The total annual lease revenue ARMS receives from renting the Lounge is \$3,780.00.
 - If lease fees are waived for the period of May to September 2025 as requested by ACC, ARMS' total lease revenue will decrease by \$1,575.00, representing a discount of over 40%.
- The Lounge is intended for use not only by Curling Club patrons but also by all user groups, renters and patrons of ARMS.
- Historically, Lounge lease agreements have been upheld on a full 12-month rental basis, regardless of seasonal usage.
- Granting repeated waivers may create a precedent inconsistent with expectations set for other tenants and may jeopardize lease revenue stability.

- ACC has been encouraged to generate off-season revenue through events, such as Oilers watch parties, which they have chosen not to pursue.

Recommendation

- Motion to accept the correspondence from the Athabasca Curling Club (ACC) requesting their Lounge lease fees be waived from May to September 2025; and further, that Administration respond to ACC advising that ARMS will not be waiving the fees nor terminating the lease agreement.



General Manager – Rhonda Alix



2 University Drive,
Athabasca, AB
T9S 0A3

May 23, 2025

Athabasca Regional Multiplex
2 University Drive
Athabasca, AB
T9S 0A3

Attention: Multiplex Manager, Facilities Manager, Chairperson of Athabasca Regional Multiplex

Subject: Lounge Rental Fees

On behalf of the Executive of the Athabasca Curling Club, I would like to request to have the monthly rental fee of \$315 to be waived during the off season. As you may know, we have no source of income during the months of May-September.

We were grateful to have the fees waived last season and would appreciate the same grace for this season.

We appreciate your attention to this request. We look forward to continuing to run the lounge in the coming years and appreciate working together to provide excellent service to our members and to the public.

Regards,

Darlene Day
President