

AGENDA

CALL TO ORDER

1. 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.”

2. Approval of Agenda

3. Meeting Minutes

- a) Approval of December 2, 2025, minutes 2-8
- b) Items arising from minutes

4. Financial Reports

- a) Financial Statements 9

5. Manager Reports

- a) General Manager, Facility Manager, and Aquatic Supervisor Reports 10-21

6. Follow up Business

- a) Nancy Appleby Theatre Insurance Update 22-25
- b) Soccer Fields Update 26-56
 - i) Letters and ATIA Request
- c) Policy 500-16 Tobacco Product Update 57-71
- d) 2026 Approved Capital Budget 72-79
 - i) Future Capital and Asset Management Plan
- e) 2026 Draft Operation Budget 80-96
- f) Board Workshop Update 97

7. New Business

8. Agenda Additions

9. In Camera

- a) Section 20 (1)(a) – Third Party Information
- b) Section 20 (1)(a) – Third Party Information
- c) Section 29 (1) – Advice from Officials

10. Next Meeting

- a) January 19, 2026, at **5:00pm**

11. Adjournment

12. Tour of the Facility

Athabasca Regional Multiplex Society 2025
December 2, 2025
Aquatic Centre Alta Gas Lounge

PRESENT: Directors: Brian Hall, Codie Callihoo, Colleen Powell (alternate), Darlene Reimer, Dave Neufeld, Dave Pacholok, Natasha Kapitaniuk.

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

Town of Athabasca CAO Rachel Ramey

Call to Order

General Manager Alix called the meeting to order at 9:31 a.m.

1.0
Land
Acknowledgement

General Manager Alix 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."

2. Introductions

Each member of the Board of Directors and the Administration provided a brief self-introduction.

3.0
Approval of
Agenda

#25-111 Motion by Director Pacholok to approve the September 22, 2025, General Meeting.

4.0
Organizational Meeting

a) Chair

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

Director Reimer accepted the nomination.

General Manager Alix made a second and third call for nominations for Chair. As there was no other nominations Director Reimer was elected as Chair of the Athabasca Regional Multiplex Society by acclamation.

b) Vice-Chair

Chair Reimer called for nominations for Vice-Chair.
Director Pacholok nominated Director Hall.

Director Hall accepted the nomination.

Athabasca Regional Multiplex Society 2025
December 2, 2025
Aquatic Centre Alta Gas Lounge

Chair Reimer made a second and third call for nominations for Vice-Chair. As there was no other nominations Director Hall was elected as Vice-Chair of the Athabasca Regional Multiplex Society by acclamation.

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

c) Secretary-Treasurer

Chair Reimer called for nominations for Secretary-Treasurer.
Director Hall nominated Director Pacholok.

Director Pacholok accepted the nomination.

Chair Reimer made a second and third call for nominations for Secretary-Treasurer. As there was no other nominations Director Pacholok was elected as Secretary-Treasurer of the Athabasca Regional Multiplex Society by acclamation.

d) Signing Authority

#25-112 Motion by Director Pacholok to remove Brian Hall and add Darlene Reimer as the ARMS Chair for signing authority for all ARMS accounts.

Motion Carried Unanimously.

#25-113 Motion by Director Callihoo to remove Darlene Reimer and add Brian Hall as the ARMS Vice-Chair for signing authority for all ARMS accounts.

Motion Carried Unanimously.

e) Board Orientation

Administration prepared a detailed Orientation package.

#25-114 Motion by Director Hall for Administration to bring back a briefing note on Ball Diamond 2 & 3 agreement for January's meeting.

Motion Carried Unanimously.

f) Board Meeting Dates

Administration would like to set the proposed 2026 meeting dates for planning purposes.

#25-115 Motion by Director Hall to accept the 2026 ARMS Board meeting dates as amended.

Motion Carried Unanimously.

#25-116 Motion by Director Hall to have the January 19, 2026, Board Meeting start time at 5:00 p.m.

Carried.

Athabasca Regional Multiplex Society 2025
December 2, 2025
Aquatic Centre Alta Gas Lounge

5.0
Minutes of
Previous
Meeting

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

#25-117 Motion by Director Pacholok to approve the September 22, 2025, General Meeting minutes as presented.

Motion Carried Unanimously.

b) Approval of October 27, 2025, General Meeting Minutes

#25-118 Motion by Director Hall to approve the October 27, 2025, General Meeting minutes as presented.

Motion Carried Unanimously.

c) Posting of Board Minutes

Currently, Administration is posting the Board Meeting Minutes to the website while they are still in draft form and have not been reviewed or approved by the Board of Directors.

#25-119 Motion by Director Kapitaniuk to direct Administration to post the Board Meeting Minutes to the website only after they have been approved by the ARMS Board of Directors.

Motion Carried Unanimously.

6.0
Financial
Report

a) Financial Statement

General Manager Alix presented the Financial Statements as of October 31, 2025.

#25-120 Motion by Director Callihoo to accept the financial information as presented.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski arrived at the meeting at 10:30 a.m.

7.0
Manager
Reports

a) General Manager, Facility Manager, Aquatic 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.

Athabasca Regional Multiplex Society 2025
December 2, 2025
Aquatic Centre Alta Gas Lounge

#25-121 Motion by Director Pacholok to direct Administration to contact the four Advertisers on the curling rinks score boards to consider releasing their advertising rights of their signs.

Motion Carried Unanimously.

Chair declared a recess at 11:13 a.m.
Meeting reconvened at 11:25 a.m.

#25-122 Motion by Director Hall to rescind Motion #24-051.

Motion Carried Unanimously.

#25-123 Motion by Director Callihoo to accept the reports as presented.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski left the meeting at 11:42 a.m. and did not return.

8.0
Follow up
Business

a) Nancy Appleby Insurance Update

#25-124 Motion by Director Hall to refer this item to the December 15 meeting.

Motion Carried Unanimously.

b) Strategic Plan

The Board adopted the Strategic Plan at the June 16 meeting.

Administration will create an action log for the tactics outlined in the Strategic Plan and provide quarterly updated to the Board.

#25-125 Motion by Director Hall to direct Administration to do an annual presentation to each of the Member Municipalities once the financial statements are complete.

Motion Carried Unanimously.

#25-126 Motion by Director Pacholok to accept the information as presented.

Motion Carried Unanimously.

c) Soccer Fields Update

Administration submitted the required documentation to Aspen View on October 8 requesting all information related to the replacement of the soccer fields/pitches. Aspen View has requested a 30-day extension, with a new deadline of December 8.

Athabasca Regional Multiplex Society 2025
December 2, 2025
Aquatic Centre Alta Gas Lounge

#25-127 Motion by Director Kapitaniuk to defer until December 15 meeting.

Motion Carried Unanimously.

d) Lounge Bar Update

Administration adjusted the wording in the lease agreement to ensure the Lessee is required to open the lounge during events requested by the Multiplex. With a 6-month contract, the multiplex can open the lounge bar for events once the curling club lease has ended and/or market the lounge and lounge bar spaces for rental for adult birthday parties and other events.

#25-128 Motion by Director Neufeld to refer to the Board Workshop for further discussion.

Motion Carried Unanimously.

e) Multiplex and Theatre Agreement Update

The agreement between ARMS, the Town of Athabasca and Athabasca County for the operation of the multiplex facility and grounds was finalized in October 2025. The agreement includes a 25-year lease commencing December 31, 2025, to December 31, 2050.

The agreement between ARMS and the Town of Athabasca and Athabasca County for the operation of the Nancy Appleby Theatre was finalized in October 2025. The agreement includes a 25-year lease commencing October 7, 2025, to December 31, 2050.

The completion of these agreements ensures all parties are clear on their responsibilities.

#25-129 Motion by Director Callihoo to accept the information as presented.

Motion Carried Unanimously.

f) 2026 Capital Budget

Administration prepared the 2026 proposed capital budget.

#25-130 Motion by Director Callihoo to direct Administration to send a letter to the Town of Athabasca, requesting that they apply for the Alberta Community Partnership Program Asset Management Planning Stream on behalf of the Athabasca Regional Multiplex Society, to fund the completion of an Asset Management Plan for the Multiplex facility.

Motion Carried Unanimously.

Chair Reimer declared a recess at 12:26 p.m.
Meeting reconvened at 12:58 p.m.

11.0
In Camera

#25-131 Motion by Director Kapitaniuk to invite Town of Athabasca CAO Ramey to stay for the In Camera discussions.

Athabasca Regional Multiplex Society 2025
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Aquatic Centre Alta Gas Lounge

#25-132 Motion by Director Callihoo to go in camera at 12:58 p.m.

Motion Carried Unanimously.

General Manager Rhonda Alix, Facility Manager Tim Wolfenberg, Administration Supervisor Cheryl Ruthven and CAO Ramey left the meeting at 1:36 p.m.

General Manager Rhonda Alix, Administration Supervisor Cheryl Ruthven and CAO Ramey returned to the meeting at 1:41 p.m.

#25-133 Motion by Director Neufeld to come out of camera at 1:42 p.m.

Motion Carried Unanimously.

Facility Manager Tim Wolfenberg returned to the meeting at 1:43 p.m.

- a) Section 32 (1) ATI Act – Legal
- b) Section 29(1) ATI Act – Advice from Officials

#25-134 Motion by Director Neufeld to direct Administration to follow-up with Aspen View Public Schools regarding the disposition of their solar panels.

Motion Carried Unanimously.

- c) Section 20 (2) ATI Act -Personnel

#25-135 Motion by Director Pacholok to increase the General Manager to the next step on their pay grid effective January 1, 2026.

Motion Carried Unanimously.

Director Neufeld left the meeting at 2:17 p.m. and did not return.

Director Powell assumed role of the alternate Board member.

8.0
Follow up
Business
continued

- g) 2026 Operation Budget
- i) Membership Rates

Administration has developed a membership survey, and the results will be presented at the January Board meeting. At that time, we will also bring forward the proposed 2026 membership rates for discussion. Membership rates are reviewed annually by the Board during the budget process. A 3% increase, rounded to the nearest \$0.25, is being proposed, which is expected to generate approximately \$15,000 in additional revenue for 2026.

Athabasca Regional Multiplex Society 2025
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Aquatic Centre Alta Gas Lounge

Director Pacholok left the meeting at 2:30 p.m. and returned at 2:32 p.m.

Director Kapitaniuk left the meeting at 2:33 p.m. and returned at 2:36 p.m.

#25-136 Motion by Director Powell to accept the information as presented.

Motion Carried Unanimously.

ii) Operations Budget

Administration prepared the 2026 Draft Operating Budget.

Facility Manager Tim Wolfenberg left the meeting at 2:42 p.m. and returned at 2:44 p.m.

#25-137 Motion by Director Kapitaniuk to direct Administration to reach out to the CAO of the Town and County to discuss cash flow concerns regarding funding.

Motion Carried Unanimously.

#25-138 Motion by Director Hall to bring this item back on to the December 15 meeting.

Motion Carried Unanimously.

**9.0
New
Business**

a) Board Workshop

A Board Workshop creates space for meaningful discussion, team-building, and shared understanding. Members can refine strategies and develop a united approach to decisions, strengthening collaboration and Board effectiveness. The Athabasca Regional Multiplex Board has not held a workshop in the past and introducing one would support stronger alignment and governance.

#25-139 Motion by Director Callihoo to direct Administration to come up with a few potential dates in 2026 for a Board workshop and bring the dates to the December 15 meeting.

Motion Carried Unanimously.

**12.0
Next
Meeting**

Next meeting December 15, 2025.

**13.0
Adjournment** Meeting adjourned at 3:11 p.m.

Board Chair

General Manager
Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: Financial Statements

Background

- Administration presented the October 31, 2025, Financial Statements at the December 2, 2025, meeting.

Discussion

Accounts Receivable amounts as of October 31, 2025, were \$106,741.55

Total	Current	31-60	61-90	90+
\$ 106,741.55	\$ 55,066.32	\$ 29,102.89	\$ 8,746.74	\$ 13,825.60
	52%	27%	8%	13%

Balances as of November 30, 2025

General Bank balance:

- \$439,406.05 (Bank Balance – not Balance Sheet amount from Sage)
 - Including:
 - Government of Alberta Communities Initiative Grant - \$139,745.00
 - Fortis Alberta Grant - \$7,500.00

Not included in the bank balance above:

- Athabasca County Solar PV - \$254,655.60

ARMS Reserve Balances as of November 30, 2025:

- Operating Reserve Fund - \$109,599.00
- Capital Reserve Fund - \$238,701.34

Recommendation

- Motion to accept the information as presented.

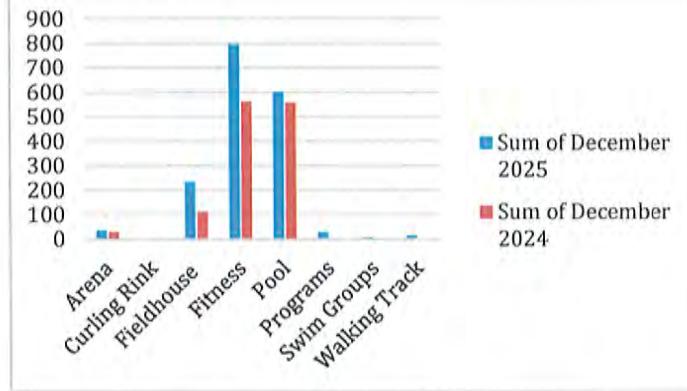
A handwritten signature in blue ink that appears to read "Bala".

General Manager – Rhonda Alix

Attendance

December 1-8, 2025, Analysis

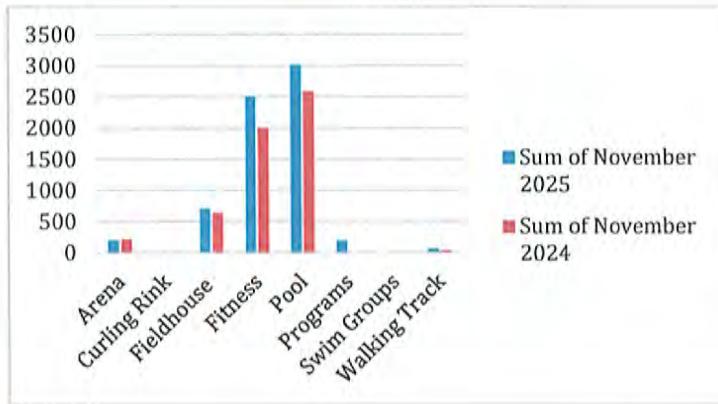
Row Labels	December 2025	December 2024
Arena	36	31
Curling Rink	0	1
Fieldhouse	234	112
Fitness	794	564
Pool	601	557
Programs	28	0
Swim Groups	6	0
Walking Track	13	2
Grand Total	1712	1267



December 1-8, 2025, Daily Average = 214

November 2025 Analysis

Row Labels	November 2025	November 2024
Arena	196	216
Curling Rink	3	2
Fieldhouse	705	641
Fitness	2502	1997
Pool	3015	2593
Programs	188	0
Swim Groups	1	0
Walking Track	63	39
Grand Total	6673	5488



November 2025 Daily Average = 222

Yearly Analysis

Row Labels	2025	2024	2023	2022
Arena	1,825.00	1,594.00	1,386.00	1,348.00
Curling Rink	35.00	8.00	84.00	45.00
Fieldhouse	5,974.00	6,836.00	10,168.00	7,963.00
Fitness	25,696.00	23,861.00	27,131.00	19,381.00
Pool	31,202.00	29,879.00	33,090.00	29,907.00
Programs	716.00	-	-	-
Swim Groups	648.00	-	-	-
Walking Track	377.00	366.00	610.00	763.00
Grand Total	66,473.00	62,544.00	72,469.00	59,407.00

NOTE – The totals for 2025 and 2024 are calculated up to December 8 only, whereas the totals for 2023 and 2022 represent a full-year analysis.

Membership Analysis
 November 2025 Regular

Membership	1 month	3 months	6 months	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	78	25	7	15	26	14	165	165
Child	4	2	7	2	3	0	18	18
Family	2	1	5	25	9	32	74	389
Senior	11	7	5	12	0	13	48	48
Student	2	1	0	3	0	0	6	6
Aspen View	55	17	8	5	14	0	99	99
Total	152	53	32	62	52	59	410	725

November 2025 Corporate

Membership	1 month	3 months	6 months	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult			28	24			52	52
Child							0	0
Family							0	0
Senior				1			1	1
Student							0	0
Aspen View							0	0
Total	0	0	28	25	0	0	53	53

Total	152	53	60	87	52	59	463	778
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Grants

- Administration completed the Canada Summer Jobs grant for 1 Summer Programs Coordinator and 2 Summer Programs Leaders. We will find out if we were successful in late April or early May. For the last 2 years we have been approved for funding from the grant for 1 Coordinator and 1 Leader for around \$9,400.00.

Promotions

- We are trying out a new promotion for a limited time from December 9th to 23rd.
 - Try our new Multiplex Booklets and Save.
 - Get 5 drop in day passes for the cost of 4.
- Senior's Day
 - Every Thursday – 6:30am to 11:30am. Free drop in and coffee for Seniors.
- ½ off Wednesday
 - The second Wednesday of the month is 1/2 off drop-in rates from 7pm to 9pm.

- Last Friday of the month
 - ½ off drop-in rates for teens from 7pm to 9pm.
- December 9th – 23rd – selling booklets
 - Get 5 drop in day passes for the price of 4 which is a 20% discount.
- December & January
 - Toonie Swim every Tuesday from 7pm to 9pm.
- In the new year – Every Kid Can Play Grant
 - Discount for Youth and Child drop in passes.

Donations Received

- Athabasca Canadian Tire donated a Christmas Tree and all the Decorations.
- Cheap Seats donated uniforms for staff (100% of the uniforms were donated).
- Stonefish Rentals donated uniforms for Aquatic Staff (50% of the uniforms were donated).

Equipment left in the Arena

- I sent an email to Hockey Academy and Athabasca District Minor Hockey Association with the following information and asked them to send it out to their members.

"As per our General Facility Rules and Regulations, which are posted throughout the facility, the Athabasca Regional Multiplex Society is not responsible for any lost, damaged, or stolen items. While we will do our best to investigate each situation, the facility is very busy, and we are unable to monitor all patrons' belongings. Please note that staff may move equipment if it is left unattended and obstructs access to our facilities; however, staff are still not responsible if an item goes missing, as we are a multi-use facility.

As this is becoming an ongoing issue, equipment left overnight in the Arena may be handled in accordance with our Lost and Found procedure. This may include placing these items in the lost and found bins and/or having staff move them from the Arena to another area. Please be aware that, if moved, items may not be readily accessible to patrons when needed.

All patron equipment and personal belongings must be removed from the Multiplex each night."

- We are also placing letters on each bag left at the end of the night with the same message. We have seen a decline in the amount of equipment left.

Arena

- December 19th - LTIS Fun Day.
- January 9th – 11th – U13 Hockey Tournament.
- January 28th - Next Level Athlete Hockey Camp.

Aquatic Centre

- December 19th - LTIS Fun Day.

Curling Rink

- January 9th – 11th – Mixed Curling Bonspiel.

Fieldhouse

- December – the library will be posting a self-guided Story Walk along the surrounding walls of the Fieldhouse for the month of December.
- December 4th - Community Christmas Supper.
- December 6th & 13th - Farmer's Market.
- December 17th - Athabasca County Staff Pickleball Event.
- December 19th - LTIS Fun Day.
- January 24th - Tentative Aspen Ridge Church Family Event.

Theatre

- December 4th - Heartwood Presents Harry Manx.
- December 5th – 7th - Dance Society Rehearsal & Performance.
- December 14th - ARMS Movie Night.
- January 23rd - Danger Cats Comedy Show.

Meeting Rooms

- December 5th – Athabasca County booking.
- December 11th - PCN Youth Event.
- December 13th - Fire Department booking.
- December 19th – Green Leaf Fuel booking.
- December 19th - AUPE Staff booking.

Respectfully submitted,



Rhonda Alix,
General Manager

Athabasca Regional Multiplex Society Action Log

Meeting date: **December 15, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#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	This motion was rescinded at the December 2, 2025 ARMS Board Meeting with motion #25-122.	Completed
#25-71	Motion by Director Kapitaniuk to direct Administration to make the amendments to Policy 500-16 Tobacco Product Policy as discussed and bring back the Policy after the consultation with local Elders.	June 16, 2025	Administration worked with a local Elder to review the Policy and the proposed changes were presented at the December 15, 2025 meeting.	Completed
#25-78	Motion by Director Reimer to table the Bylaw rewrite discussion to the December 2025 ARMS Board Meeting.	June 16, 2025	Administration added the Bylaws rewrite discussion to the December 15 meeting.	Completed
#25-83	Motion by Director Reimer for the Board Chair to send a letter to the Town of Athabasca requesting the Athabasca Regional Multiplex Society be listed as an Additional Named Insured on their insurance policy and provide a Certificate of Insurance to the ARMS Board.	September 22, 2025	Administration received an Evidence of Insurance from the Town of Athabasca.	Completed
#25-115	Motion by Director Hall to accept the 2026 ARMS Board meeting dates as amended.	December 2, 2025	Administration will send out calendar invites to the Board for the 2026 meeting dates.	Completed
#25-122	Motion by Director Hall to rescind Motion #24-051.	December 2, 2025	The Motion from the April 15, 2024 Board Meeting has been rescinded.	Completed
#25-124	Motion by Director Kapitaniuk to defer until December 15 meeting.	December 2, 2025	Added this to the December 15 Board Meeting Agenda Package.	Completed
#25-127	Motion by Director Kapitaniuk to table until next meeting.	December 2, 2025	Added this to the December 15 Board Meeting Agenda Package.	Completed
#25-138	Motion by Director Hall to bring this item back on to the December 15 meeting.	December 2, 2025	Added this to the December 15 Board Meeting Agenda Package.	Completed
#25-139	Motion by Director Callihoo to direct Administration to come up with a few potential dates in 2026 for a Board workshop and bring the dates to the December 15 meeting.	December 2, 2025	Added potential dates to the December 15 Board Package.	Completed
#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

Athabasca Regional Multiplex Society Action Log

Meeting date: **December 15, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#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. Tim is a part of the MCCAC Climate Ready Infrastructure Services Alberta Carbon Cohort.	In Progress
#25-104	Motion by Director Wallach to direct Administration to proceed with the purchase and installation of two (2) RBI MW Series boilers for the Aquatic Centre, plus the required venting costs, as per the approved 2025 Capital Budget and the remaining balance to be funded from Capital Reserves.	September 22, 2025	Administration has received quotes for the boilers.	In Progress
#25-94	Motion by Director Balay to direct Administration to renegotiate the terms of the facility user contract with Aspen View Public Schools as discussed.	September 22, 2025	Administration will work with Aspen View to renegotiate the term of their contract.	In Progress
#25-96	Motion by Director Wallach to direct Administration to complete a membership survey of all current and previous facility members and table this item until results are available.	September 22, 2025	RC Strategies completed the survey. We will bring back more information to the January 19, 2026 meeting.	In Progress
#25-112	Motion by Director Pacholok to remove Brian Hall and add Darlene Reimer as the ARMS Chair for signing authority for all ARMS accounts.	December 2, 2025	Administration is working on changing the signing authority.	In Progress
#25-113	Motion by Director Callihoo to remove Darlene Reimer and add Brian Hall as the ARMS Vice-Chair for signing authority for all ARMS accounts.	December 2, 2025	Administration is working on changing ARMS signing authority.	In Progress
#25-114	Motion by Director Hall for Administration to bring back a briefing note on Ball Diamond 2 & 3 agreement for January's meeting.	December 2, 2025	Administration will bring back information to the January meeting.	In Progress
#25-116	Motion by Director Hall to have the January 19, 2026, Board Meeting start time at 5:00 p.m.	December 2, 2025	The January 19 2026 Board Meeting will start at 5:00pm.	In Progress
#25-121	Motion by Director Pacholok to direct Administration to contact the four Advertisers on the curling rinks score boards to consider releasing their advertising rights of their signs.	December 2, 2025	Administration will contact the 4 advertisers on the Curling Rink score boards.	In Progress

Athabasca Regional Multiplex Society Action Log

Meeting date: **December 15, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-125	Motion by Director Hall to direct Administration to do an annual presentation to each of the member municipalities once the financial statements are complete.	December 2, 2025	Administration will do a presentation to our Member Municipalities once the financial statements have been completed.	In Progress
#25-128	Motion by Director Neufeld to refer to the Board Workshop for further discussion.	December 2, 2025	This discussion item will be added to the Board Workshop Agenda.	In Progress
#25-130	Motion by Director Callihoo to direct Administration to send a letter to the Town of Athabasca, requesting that they apply for the Alberta Community Partnership Program Asset Management Planning Stream on behalf of the Athabasca Regional Multiplex Society, to fund the completion of an Asset Management Plan for the Multiplex facility.	December 2, 2025	Administration is working on a letter to send to the Town of Athabasca.	In Progress
#25-134	Motion by Director Neufeld to direct Administration to follow-up with Aspen View Public Schools regarding the disposition of their solar panels.	December 2, 2025	Administration is working on a letter to send to Aspen View.	In Progress
#25-135	Motion by Director Pacholok to increase the General Manager to the next step on their pay grid effective January 1, 2026.	December 2, 2025	The GM thanks the Board for the step increase.	In Progress
#25-137	Motion by Director Kapitaniuk to direct Administration to reach out to the CAO of the Town and County to discuss cash flow concerns regarding funding.	December 2, 2025	Administration contacted ARMS Members CAOs to discuss the cash flow concerns	In Progress
#0	Direction for Administration to have/invite a User Group delegation every other meeting	October 16, 2023	Aspen View Public Schools is going to be a delegation at the January 19, 2026 Board Meeting.	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 from January 1, 2025 to June 30, 2025 and sent to the Athabasca County.	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
#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

Athabasca Regional Multiplex Society Action Log

Meeting date: **December 15, 2025**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-119	Motion by Director Kapitaniuk to direct Administration to post the Board Meeting Minutes to the website only after they have been approved by the ARMS Board of Directors.	December 2, 2025	Administration will not post Board Meeting Minutes until they are approved. The Draft Minutes will be in the Agenda Packages on the website.	ongoing

Pool Mechanical

Monthly maintenance will be performed on all the circulation and filtration systems in the week of the 15-19

- Operations adjusted the cables on the swimsuit spinners in the Universal and Women's changerooms.
- Operations changed washer seals on the private showers throughout the pool changerooms to eliminate leaking faucets.

Fitness Centre

- All fitness centre equipment was inspected and adjusted during the quarterly preventative maintenance on December 5th.

Arena

- Weekly ice maintenance takes place on Friday afternoons.
- Zamboni developed an exhaust gasket leak on December 4th. Parts have been ordered.

Curling Rink

- Multiplex Management and Cam L will be meeting with the curling club on December 18th to discuss mid-season ice maintenance and upcoming schedules for the new year.

Field House

- 2 used inflatables have been purchased from Edmonton Bouncy Castle Ltd.
- 2 grey chairs were broken during the lunch hour of December 5 by EPC students. The students were suspended and have been invoiced for damages.

Exterior Grounds

- Polarscapes has been contracted to clear the multiplex parking during snow events.
- Multiplex Operations clear all sidewalks around the property.

Concession

- Operations repair a leak on the steamer in the back kitchen and have completed the monthly ice machine cleaning.

Life Safety

- There is an active trouble alarm on the fire panel, this will be addressed in January along with the last year's system deficiencies. This does not affect the function or the safety of the fire system.

Theatre

- Batteries were replaced in the security system
- Outside lighting timer was adjusted for winter hours.

Respectfully submitted,



Tim Wolfenberg

Facility Manager

General Update

- December marks the completion of this season's swim lessons and fitness programs. We will also be transitioning into holiday hours and welcoming back seasonal staff. Preparations are underway for what is always a fun and unique time of year at the facility.

Holidays Hours & Closures

- **Holiday Closure Dates:**
 - December 24, 25, 26, 2025 – Christmas
 - January 1, 2026 – New Year's Day
- **Holiday Hours:**
 - Saturday, December 27 – Wednesday, December 31, 2025. Fitness & Aquatics: 10:00 AM to 6:00 PM

Fitness Centre & Aquatics Regular Hours

- The Fitness & Aquatic Centres operate regular hours until December 23, 2025.
- Regular hours resume on January 2, 2026.
- Private pool rentals remain available during regularly scheduled days & times.

Program Updates & Changes Fall 2025

- **Drop-In Water Polo:** Last 2025 session on December 11, 2025. Resumes January 8, 2026.
- **Yoga:** Last 2025 session on December 16, 2025. Resumes January 6, 2026.
- **Spin Classes:** Final 2025 classes on December 16 and 18, 2025. Resume January 6 and 8, 2026.
- **Introduction to Fitness:** On hold until the new year; scheduled to resume in January 2026.
- **Athabasca Rapids Swim Club:** Fall session ends December 17. Winter session begins Monday, January 5, 2026.
- **Aqua Fit:** Last 2025 class on December 22, 2025. Resumes January 2, 2026.
- **Warrior Wednesday:** Half-price night continues on the second Wednesday of each month from 7:00 PM to 9:00 PM.
- **Teen Night:** Not occurring on December 26, 2025.
- **Spray Day:** Last Saturday of each month from 3:00 PM to 5:00 PM.
- **Seniors' Day:** Thursdays from 6:00 AM to 11:30 AM, overlapping with low-intensity Aqua Fit.
 - Not occurring on December 25, 2025.
- **Toonie Swim now Toonie Tuesdays:** Began on December 2, 2025, and continues weekly.

Swim Lessons

- Fall lessons conclude in December:
 - Tuesday/Thursday evening lessons end December 16, 2025.
 - Wednesday adult lessons end December 17, 2025.

- Friday daytime lessons end December 19, 2025.
- Saturday morning lessons end December 20, 2025.
- **Winter lesson registration** is open and posted.
- **Winter lesson start dates:**
 - Tuesday/Thursday evenings: January 6, 2026.
 - Wednesday adult lessons: January 7, 2026.
 - Friday daytime lessons: January 9, 2026.
 - Saturday morning lessons: January 10, 2026.
- **Private lesson times** will be available during the Tuesday/Thursday and Saturday sets.

Staff Training

- Lifeguarding Inservice will be held on December 22, 2025.
 - Training will focus on holiday preparations, seasonal staffing updates, incident response procedures, and general holiday operations, along with a bit of festive team building.

Pool & Equipment Updates

- **Suit Spinners:** Maintenance completed in November.
- **Pool Downtime – December 1-9:**
 - Leisure Pool: 45 minutes out of 110 hours (contamination).
- **Aqua Fit Equipment:** Aqua Spin Bikes were assessed following the last board meeting:
 - 6 bikes fully operational
 - 3 requiring light maintenance (in progress)
 - 1 inoperable and awaiting parts
- **Health Inspector Visit:** Our local health inspector reached out in late November to arrange a visit and mentioned they had a student seeking additional pool facility exposure. They noted that it was always a wonderful experience at our facility for the students, and they hoped to come in together for early December.
 - The inspection took place on December 8, 2025, and the feedback was very positive. The student was given a full tour along with a training overview by the inspector.
 - A follow-up water review was conducted the next day, again with only positive comments.
 - Previously, student reports have been shared with us, and we expect the same this year. Based on conversations and comments during the visit, we anticipate a strong report with minimal recommendations.

Signature: Dylan Zilinski
Dylan Zilinski,
Aquatic Supervisor



From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: Nancy Appleby Theatre Insurance Update

Background

- At the December 2, 2025, ARMS Board Meeting the following motion was carried.
#25-124 Motion by Director Hall "to refer this item to the December 15th meeting."
- At the September 22, 2025, ARMS Board Meeting the following motion was carried.
#25-83 Motion by Director Reimer "for the Board Chair to send a letter to the Town of Athabasca requesting the Athabasca Regional Multiplex Society be listed as an Additional Named Insured on their insurance policy and provide a Certificate of Insurance to the ARMS Board."

Attachments

- Alberta Municipalities Evidence of Insurance – dated November 28, 2025
- Letter from the Town of Athabasca to ARMS – dated November 12, 2025
- ARMS Board Chair Letter to Town of Athabasca – dated October 9, 2025

Discussion

- Administration has received the attached Alberta Municipalities Evidence of Insurance showing ARMS as an Additional Named Insured.

Recommendation

- Motion to accept this information as presented.

A handwritten signature in blue ink, appearing to read "Rhonda Alix".

General Manager – Rhonda Alix

This Evidence of Insurance is issued as a matter of information only and confers no rights upon the entity to which this document is issued to. This document does not affirmatively or negatively amend, extend, or alter the coverage afforded by the policies below. This document does not constitute a contract between the issuing insurer(s), authorized representative or the insurance agency, and the entity this Evidence of Insurance is issued to.

No. ATHAB-EOI-0004

Evidence of Insurance issued to:
 Athabasca Regional Multiplex Society
 2 University Dr
 Athabasca, Alberta T9S 0A3

Named Insured:
 Athabasca, Town of
 4705 - 49 Ave
 Athabasca, AB T9S 1B7

This is to confirm that the policies of insurance listed below have been issued to the Named Insured above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this Evidence of Insurance may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions, and conditions of such policies. Limits shown may have been reduced by paid claims.

Type of Insurance	Policy No.	Insurer(s)	Special Conditions	Policy Effective & Expiry Dates	Limits	
Commercial General Liability	MNX002 and various other policies	Municipal Insurance Exchange and Various Other Subscribing Insurers	B	01-Jan-2025 to 01-Jan-2026	Annual Aggregate	\$20,000,000
					Bodily Injury / Property Damage – Per Occurrence	\$2,000,000
					Tenants Legal Liability – Per Occurrence	\$2,000,000

If so provided and agreed by the Insurer(s):

B. The entity to which this Evidence of Insurance is issued to, is hereby added as an Additional Insured, but only with respect to the liability arising out of the operations of the Named Insured.

Purpose of this Evidence of Insurance:

Evidence of Insurance

Dated at EDMONTON, Alberta this 28th day of November, 2025.

Rosa Doyle

Authorized Representative
AMSC Insurance Services Ltd.



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

November 12, 2025

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

Sent Via Email

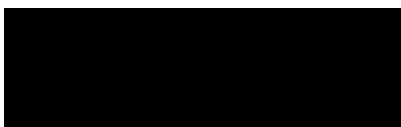
RE: Nancy Appleby Theatre

At the Town of Athabasca's Regular Council Meeting held November 4th, 2025, the following motion was carried:

Motion by Councillor Reimer, "**THAT COUNCIL DIRECT ADMINISTRATION TO ADD THE ATHABASCA REGIONAL MULTIPLEX SOCIETY AS AN ADDITIONAL NAMED INSURED ON THE TOWN OF ATHABASCA'S INSURANCE POLICY FOR THE NANCY APPLEBY THEATRE.**"

MOTION CARRIED UNANIMOUSLY

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



Rachel Ramey, CLGM
Chief Administrative Officer
Town of Athabasca

/pm

October 9, 2025



Town of Athabasca
4705 – 49 Avenue
Athabasca, AB T9S 1B7

Re: Request to be added as an Additional Named Insured on Nancy Appleby Theatre Insurance Policy

Dear Mayor Balay and Town of Athabasca Councillors,

On behalf of the Athabasca Regional Multiplex Society (ARMS), I am writing to respectfully request that the Athabasca Regional Multiplex Society be added as an Additional Named Insured on the Town of Athabasca's insurance policy for the Nancy Appleby Theatre.

The ARMS Board believes that inclusion as an Additional Named Insured is a prudent measure to provide comprehensive coverage for activities related to the Theatre's ongoing programs and events.

We further request that the Town provide the ARMS Board with a Certificate of Insurance confirming this coverage once the amendment has been completed.

We appreciate your continued collaboration and support in serving the Athabasca region and look forward to your confirmation of this request.

Sincerely,

[Redacted]
Ashtin Anderson
Board Chair
Athabasca Regional Multiplex Society

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



From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: Soccer Fields Update

Background

At the December 2, 2025, ARMS Board Meeting the following motion was carried.
#25-127 Motion by Director Kapitaniuk "to defer until December 15th meeting."

At the September 22, 2025, ARMS Board Meeting the following motions were carried.

#25-84 Motion by Director Kapitaniuk "to direct Administration to file a formal request for all documentation related to the replacement of the soccer fields."

#25-85 Motion by Director Reimer "to direct the Board Chair to send a letter to the Aspen View Public Board of Trustees outlining the findings from the boundary and topographical surveys related to soccer pitches, including the items on the Athabasca Regional Multiplex Society's property and the expected work to be completed."

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."

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."

Attachments

- Access Agreement for the Purpose of Construction – dated August 10, 2017
- ATIA Request Response Letter from Aspen View – dated December 5, 2025
- ATIA Request Response Letter from Aspen View – dated November 6, 2025
- ATIA Request Response Letter from Aspen View – dated October 10, 2025
- ATIA Request Letter to Aspen View from ARMS GM – dated October 8, 2025
- GM Briefing Notes from September 22, June 16, and May 27, 2025, Board Meeting
- Letter from Aspen View Public Schools Board Chair – dated October 24, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated October 8, 2025
- ARMS Board Chair Letter 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 May 20, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated January 10, 2025
- Aspen View's updated diagram of areas west of EPC school including the track, storm water pond and 2 Soccer Pitches
- On-Site Survey's Field Sketch of ARMS Property Lines

Discussion

Formal Request for all documentation:

- Administration submitted the required documentation to Aspen View on October 8th requesting all information related to the replacement of the soccer fields/pitches.
- Aspen View requested a 30-day extension, with a new deadline of December 8th.
- ARMS received the ATIA request documents on December 5th.
 - There was no formal agreement between Aspen View and the Multiplex regarding the construction of the Soccer Fields.
 - There is a Land Transfer Agreement between the Town, Aspen View and Athabasca University but it does not reference the soccer pitches only the land transfer. Dated April 2015
 - There is a Memorandum of Understanding between the Town, County, ARMS, Aspen View and the Athabasca university but it does not reference the soccer pitches. Dated February 26, 2014.
- **Aspen View Public School Board of Trustees motion on "March 17, 2026. 16-062 Trustee Sand moved to cover the reasonable cost to replace the community soccer pitches as recommended by the Superintendent."**

CARRIED UNANIMOUSLY

- Attached – Access Agreement for the Purpose of Construction
 - **"C. The Remainder Lands, being those lands legally described as Plan 1525115, Block 8, Lot 8, are currently owned by the University, and the School Division wishes to commence construction of soccer fields and a storm water collection area on the Remainder Lands."**
 - **"F. The parties hereto wish to enter into this access agreement to allow the School Division to undertake the construction of new soccer fields and a storm water collection area on the Remainder Lands."**

Soccer Pitches

- In the letter from Aspen View Public Schools on October 24th, they confirm their commitment to completing the soccer fields so that they can be turned over to ARMS.
- They also state:
"Aspen View Public Schools is prepared to work with ARMS Administration to review and address any outstanding concerns identified through the recently completed site and topographical surveys."
- Property Line Survey has been completed.
 - 2 of Aspen View sheds are on ARMS property.
 - The north portion of Aspen View's track is on ARMS property.
 - The goalposts on the north portion of Aspen View's soccer pitch (inside the track) are on ARMS property.
- Field Topographical survey has been completed.
 - Soccer Pitch # 1 findings – Closest to the storm water pond
 - Soccer Pitch # 2 findings – West soccer pitch is in better condition than pitch #1
 - The survey indicates several large discrepancies between the current soccer pitch elevations and those shown on Aspen View's provided elevation drawings.

- Next Steps:
 - For the Board Chair send a letter to Aspen View Public Schools thanking them for their letter dated October 24, 2025, and acknowledging their continued commitment to completing the soccer fields. The Board looks forward to Aspen View addressing the deficiencies identified in the topographical survey and requests an update on when work to correct these variances will begin.
 - Once work on the soccer pitches is completed, ARMS will develop a formal agreement with Aspen View Public Schools outlining:
 - Permitted use of ARMS property and acceptable storage on ARMS lands.
 - Conditions for shared use of the track and soccer pitch.
 - Responsibilities for maintenance and future development.
 - Liability obligations.

Recommendation

- Motion for the Board Chair to send a letter to Aspen View Public Schools Board of Trustees thanking them for their letter dated October 24, 2025, confirming their continued commitment to completing the soccer fields. The ARMS Board looks forward to Aspen View rectifying the soccer pitches in accordance with the topographical survey results and requests an update on when the work to address these variances will begin.



General Manager – Rhonda Alix



1 University Drive
Athabasca, Alberta T9S 3A3
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenview.org www.aspenview.org

FOIP Request No. 2025-02

December 5, 2025

Rhonda Alix, General Manager
Athabasca Multiplex

Hand delivered

Dear Mrs. Alix:

*Re: Freedom of Information and Protection of Privacy Act
Replacement of Soccer Fields*

Aspen View School Division has received your request for access to information on October 8, 2025 for information related to the Replacement Soccer Fields.

Aspen View is providing all responsive documents on the enclosed USB. Where applicable certain records have been redacted. All signatures and third-party emails are redacted as they are considered personal information under Section 17(1). If you feel that any information redacted should not have been please do not hesitate to reach out and I would be happy to review discuss with you. Any other redactions have the applicable FOIP section noted in the document.

When requesting a review, please provide the Office of the Commissioner with the following information:

1. The reference number quoted at the top of this notice.
2. A copy of this letter.
3. A copy of your original request form that you sent to *Aspen View School Division*.

Sincerely,

Amber Oko
Secretary Treasurer
Aspen View School Division



1 University Drive
Athabasca, Alberta T9S 3A3
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenview.org www.aspenview.org

FOIP Request No. 2025-02

November 6, 2025

Rhonda Alix, General Manager
Athabasca Multiplex

Electronically delivered

Dear Mrs. Alix:

**Re: *Freedom of Information and Protection of Privacy Act*
*Replacement of Soccer Fields***

Aspen View School Division has received your request for access to information on October 8, 2025.

Normally, Aspen View School Division responds to a request for information within 30 days after receiving the request. However, the *Freedom of Information and Protection of Privacy Act* provides that a public body may extend this time limit under certain circumstances.

The request involves a large time frame, and unfortunately, not all of the records are digitized. This has increased the time required to review and determine whether the records are responsive to your request. As a result, the information involved cannot be processed within the usual 30-day limit. An extension of time of 30 days will allow Aspen View Public Schools to provide you with a complete response to your request.

A response to your request will be ready no later than December 8, 2025. We will try to respond sooner, if possible.

If you have any questions regarding this time extension, please contact Amber Oko, Secretary Treasurer by email (amber.oko@aspenview.org) or telephone 780 675 7080 Ext. 04.

If you feel this time extension is unjustified, section 65 of the *Freedom of Information and Protection of Privacy Act* provides that you may ask the Information and Privacy Commissioner to review this decision. You have 60 days from the date of this notice to request a review by writing to the Commissioner at 410, 9925 – 109 Street, Edmonton, Alberta, T5K 2J8.

When requesting a review, please provide the Office of the Commissioner with the following information:

1. The reference number quoted at the top of this notice.
2. A copy of this letter.
3. A copy of your original request form that you sent to *Aspen View School Division*.

Sincerely,

Amber Oko
Secretary Treasurer
Aspen View School Division



1 University Drive
Athabasca, Alberta T9S 3A3
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenview.org www.aspenview.org

FOIP Request No. 2025-02

October 10, 2025

Rhonda Alix, General Manager
Athabasca Multiplex

Dear Mrs. Alix:

Re: *Freedom of Information and Protection of Privacy Act*
Replacement of Soccer Fields
Acknowledgement of Fee Payment

This letter is to confirm that we have received the required fee of \$25.00 related to your FOIP request submitted October 8, 2025.

As the fee has now been received, we will begin processing your request. You can expect a response on or before November 9, 2025, in accordance with the timelines prescribed in the Act, subject to any required extensions permitted under the Act

If we require any further clarification or if additional fees are necessary as processing progresses, we will notify you promptly.

If you have any questions, please email me (amber.oko@aspenview.org) or call me at 780 675 7080 Ext. 04.

Sincerely,



Amber Oko
Secretary Treasurer
Aspen View Public Schools

Engage Learning. Ignite Potential. Inspire Success.

October 8, 2025

Aspen View Public Schools
1 University Drive
Athabasca, Alberta T9S 3A3

Sent Via Email

Attention: ATIA Coordinator, Amber Oko
amber.oko@aspenview.org

RE: Access to Information Act (ATIA) Request – Replacement of Soccer Fields Related to EPC School Construction

Dear Ms. Oko,

Pursuant to the Access to Information Act, I am requesting all records, agreements, communications, and documentation held by Aspen View Public Schools relating to the replacement of soccer fields (pitches) that were impacted by or associated with the construction of the new Edwin Parr Composite (EPC) School site west of the Athabasca Regional Multiplex.

Specifically, I am requesting:

1. All agreements or memoranda of understanding between Aspen View Public Schools and any of the following parties:
 - o Town of Athabasca
 - o Athabasca County
 - o Athabasca University
 - o Athabasca Regional Multiplex Society
2. Documents specifying:
 - o The number and size of any soccer fields affected, removed, or replaced
 - o The specifications or quality standards of the replacement fields (e.g., field dimensions, surface type, drainage, etc.)
 - o The party or parties responsible for funding, constructing, and maintaining the replacement fields
 - o The timeline for completion and any related project plans or commitments
3. Site plans, renderings, or proposals that show the original and/or replacement field layouts related to the new EPC school construction.
4. Board meeting minutes, reports, internal memos, or correspondence (email or otherwise) discussing the removal, replacement, or planning of soccer fields in connection with the school project.

Investing in our community's recreational future.



2 University Drive, Athabasca, Alberta
T9S 0A3 780-675-2967

I am requesting both digital and physical records, if available, from the period of January 1, 2010, to present.

If there are any fees for searching or copying records, please contact me with an estimate before proceeding.

Thank you for your assistance. Should you have any questions or require additional information, please do not hesitate to contact me directly at 780-675-2967 or by email at multiplexmanager@athabasca.ca.

Sincerely,

A handwritten signature in blue ink that appears to read "R. Alix".

Rhonda Alix
General Manager
Athabasca Regional Multiplex

cc. Ashtin Anderson, Board Chair, Athabasca Regional Multiplex Society

Investing in our community's recreational future.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: September 22, 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

- GM Briefing Note from the June 16, 2025, Board Meeting
- ARMS Board Chair Letter to Aspen View Public Schools – dated January 10, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated May 20, 2025
- ARMS Board Chair email from Aspen View Superintendent – dated May 27, 2025
- ARMS Board Chair Letter to Aspen View Public Schools – dated May 29, 2025
- Aspen View's updated diagram of areas west of EPC school including the track, storm water pond and 2 Soccer Pitches
- On-Site Survey's Field Sketch of ARMS Property Lines
- Pictures of the Survey Stakes

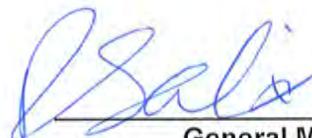
Discussion

- ARMS Board Chair has not received a response from Aspen View's Superintendent about the May 29, 2025, letter.
- Administration was previously unaware that two soccer pitches were located on ARMS property north of the EPC track until Aspen View provided the updated diagram.
- Field Survey has been completed.
 - 2 of Aspen View sheds are on ARMS property.
 - The north portion of Aspen View's track is on ARMS property.
 - The goalposts on the north portion of Aspen View's soccer pitch (inside the track) are on ARMS property.
- Topographical survey has been completed.
 - Soccer Pitch # 1 findings – Closest to the storm water pond
 - Soccer Pitch # 2 findings – West soccer pitch is in better condition than pitch #1
 - We will bring more information to the meeting as we are waiting for the information from the contractor. If we receive it on Friday, we will send it via email to all of the ARMS Directors.

- Next Steps:
 - Send the results of both of the survey findings to Aspen View.
 - Administration to obtain a quote to complete the required improvements on the soccer pitch, based on the completed topographical survey.
 - Once the work on the soccer pitches is completed. ARMS will create a formal agreement with Aspen View Public Schools outlining:
 - Permitted use of ARMS property and what items can be stored on our property.
 - Conditions for shared use of the track and soccer pitch.
 - Responsibility for maintenance and future development.

Recommendation

- Motion to direct the Board Chair to send a letter to the Aspen View Public Schools Board of Trustees outlining the findings from the boundary and topographical surveys related to soccer pitches, including the items on ARMS property and the expected work to be completed.



General Manager – Rhonda Alix



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



From: Rhonda Alix, General Manager
To: ARMS Board
Date: May 27, 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."

Attachments

- 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

- Lack of Response from Superintendent:
 - The ARMS Board Chair has yet to receive a response from the Aspen View Public Schools Superintendent regarding either of the letters previously sent.
- Communication with Maintenance Staff:
 - ARMS Administration has been in direct contact with Aspen View Public Schools maintenance staff, specifically Paul, regarding the repair and upkeep of the soccer pitches.
- 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 for Administration to accept the information as presented.

A handwritten signature in blue ink, appearing to read "Rhonda Alix".

General Manager – Rhonda Alix



1 University Drive
Athabasca, Alberta T9S 3A3
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenview.org www.aspenview.org

October 24, 2025

Board of Directors
Athabasca Regional Multiplex Society
#2 University Drive
Athabasca, Alberta T9S 0A3

Dear ARMS Board members,

Re: Soccer Field Construction and Property Matters

Aspen View Public Schools wishes to confirm our continued commitment to completing the soccer fields adjacent to Edwin Parr Composite School so that they may be formally turned over to the Athabasca Regional Multiplex Society (ARMS) as intended.

Collaboration and Administrative Communication

Our administrative staff, including Secretary-Treasurer Amber Oko and Maintenance Lead Paul Feledichuk, have worked consistently and constructively with ARMS General Manager Rhonda Alix and Facility Manager Tim Wolfenberge throughout the course of this project. This collaboration has included in-person site visits, ongoing email communication, and follow-through on maintenance tasks as concerns have been raised.

The following is a summary of key communications and joint efforts:

- **Fall 2021 – Spring 2025:** Ongoing cycles of seeding, levelling, and weed control conducted in response to ARMS administration requests.
- **May 2022:** Joint on-site meeting with AVPS Secretary-Treasurer, Manager of Facilities, Athabasca Town Councillor, and ARMS staff. Decision made for AVPS to upgrade fields for transfer.
- **May–July 2022:** AVPS contracted Polarscapes to mow and clean the fields.
- **July 2022:** Multiplex staff requested fertilizer application.
- **August 2022:** AVPS contracted Polarscapes to fertilize the fields.
- **September 2022:** Multiplex staff requested weed control and levelling of low areas.
- **October 2022:** AVPS contracted Target Vegetation Control Ltd. for weed spraying and Pretty Rock Supply/Done Right Contracting Ltd. for hauling and levelling topsoil.
- **Spring 2023:** AVPS Manager of Facilities met with ARMS staff to inspect conditions; ARMS requested more topsoil in low areas.

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- **June–July 2023:** AVPS contracted Patry Contracting to haul and level additional topsoil.
- **May–October 2023:** Polarscapes provided ongoing grass maintenance.
- **September 2023:** AVPS Secretary-Treasurer and Maintenance Lead met again with ARMS GM and Facility Manager to review progress; AVPS agreed to continue maintenance and move toward field turnover.
- **June–September 2024:** AVPS contracted Polarscapes for seasonal field maintenance.
- **August 2024:** AVPS contracted Target Vegetation Control Ltd. for additional weed spraying.
- **May 2025:** Maintenance Lead Feledichuk met with Facility Manager Wolfenberg; AVPS confirmed all requested remedial work completed, pending final fertilization.
- **June–July 2025:** Secretary-Treasurer Oko provided updated layout diagrams and met again on-site with ARMS administration. AVPS requested final topographical survey and detailed expectations list.
- **October 2025:** AVPS received partial topographical data (photos only) from ARMS Board Chair; full report is still pending.

In total, Aspen View has spent over \$31,800 on contracted services specifically to address requests and concerns raised by ARMS administration—above and beyond the original project development costs. These expenditures include work by Polarscapes, Target Vegetation Control Ltd., Pretty Rock Supply, Done Right Contracting Ltd., and Patry Contracting, as outlined above. This figure does not include any internal staff time, equipment use, or maintenance costs incurred by Aspen View directly.

Commitment to Address Remaining Issues

Aspen View Public Schools is prepared to work with ARMS administration to review and address any outstanding concerns identified through the recently completed site and topographical surveys. Our willingness to engage in problem-solving remains unchanged, and we are confident that any technical or site-specific issues can be addressed cooperatively.

Inconsistency in Expectations

We respectfully note inconsistency between the expectations communicated to Aspen View by ARMS administration and those subsequently outlined in board correspondence.

In particular, we refer to the May 27, 2025 ARMS Board meeting package, where the administrative briefing note expressed optimism that the fields would be ready for turnover before the end of summer 2025, acknowledged Aspen View's prior remediation efforts, and positioned the survey as a formality to support the transfer process. These statements stand in contrast to the tone and demands presented in the October 8 board letter, which introduces new concerns and suggests a lack of progress.

This shift in position creates uncertainty for our staff and complicates efforts to bring the project to conclusion. We ask that expectations be clarified and communicated through the administrative channels where cooperation has already been well established.

Placement of Improvements and Joint Use Agreements

The recent survey confirms that certain improvements such as the track, rugby pitch, and storage sheds, cross the surveyed property boundary. Aspen View is confident that these issues can be addressed by relocating specific improvements or, if necessary, through existing or amended joint use agreements or through other mutually agreeable arrangements. We remain open to discussions that protect both parties from liability while preserving public access and benefit.

Governance-Level Communication

Aspen View administration keeps our Board of Trustees fully informed on the progress and status of this project. We trust that ARMS administration does likewise with the ARMS Board. Given the long-standing and productive working relationship between our administrative teams, we remain confident that this project can be completed successfully through continued cooperation at the administrative level.

Accordingly, we believe that communications regarding the soccer fields should continue to flow through our respective administrative staff, with Board-level engagement as needed for formal approvals or direction.

Thank you for your attention to this matter. Aspen View Public Schools remains committed to seeing the soccer field project through to a successful conclusion in collaboration with ARMS administration.

Sincerely,

A large black rectangular box used to redact a signature.

Candyce Nikipelo
Chair, Board of Trustees
Aspen View Public Schools

cc: Constantine Kastrinos, Superintendent of Schools
Amber Oko, Secretary-Treasurer
Rhonda Alix, General Manager, Athabasca Regional Multiplex

October 8, 2025



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

Dear Aspen View Public School Board of Trustees,

Re: Soccer Field Construction – Follow Up

At our May 27, 2025, meeting, the Athabasca Regional Multiplex Society (ARMS) Board directed our administration to engage a surveyor to formally survey the property where the replacement soccer fields are to be constructed and to obtain a quote from a contractor to complete the work required to bring the fields up to the expected standard.

A local survey company was contracted to identify the property boundaries and conduct a topographical survey of the area. The survey confirmed that grading work is required prior to topsoiling, seeding, fertilizing, and maintaining the fields before they can be turned over to ARMS. A local contractor has provided an estimate of approximately \$25,000 for this work, which would likely not be completed until mid-summer 2026, weather permitting.

It is important to note that the three soccer fields previously located on the site where Edwin Parr Composite High School now stands were in pristine condition prior to construction. As ARMS is receiving only two replacement fields in return, our Board expects that these new fields will be delivered in equivalent condition. Maintaining the quality and usability of these facilities is essential to meeting the community's ongoing recreational needs.

At our September 22, 2025, meeting, administration also presented the results of the boundary survey. For your reference, photos of the survey stakes have been attached. As shown, a portion of the track and rugby pitch have been constructed over the property boundary line, and two Edwin Parr sheds currently encroach on Multiplex property.

During discussion, our Board expressed interest in working cooperatively with Aspen View Public Schools to negotiate appropriate agreements that would allow these existing improvements to remain in place for community benefit, while protecting both parties from risk and liability. We respectfully request that your Board review the attached information and consider entering into discussions to formalize such agreements.

Finally, our Board members have expressed concern regarding inconsistent communication and lack of progress in previous attempts to address this matter through Superintendent Kastrinos. Going forward, we wish to communicate directly with the Board Chair to ensure timely and effective resolution.

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

Sincerely,

[REDACTED]
As̓tin Anderson
Board Chair
Athabasca Regional Multiplex Society

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



Photo 1 – Aerial view with property boundaries as shown on the Town of Athabasca's interactive Webmap



Photo 2 – Property boundary stakes



Photo 3 – Property boundary stakes



Photo 4 – Property boundary stakes



Photo 5 – Property boundary stakes



Photo 6 – Property boundary stakes



Photo 7 – Property boundary stakes



Photo 8 – Property boundary stakes

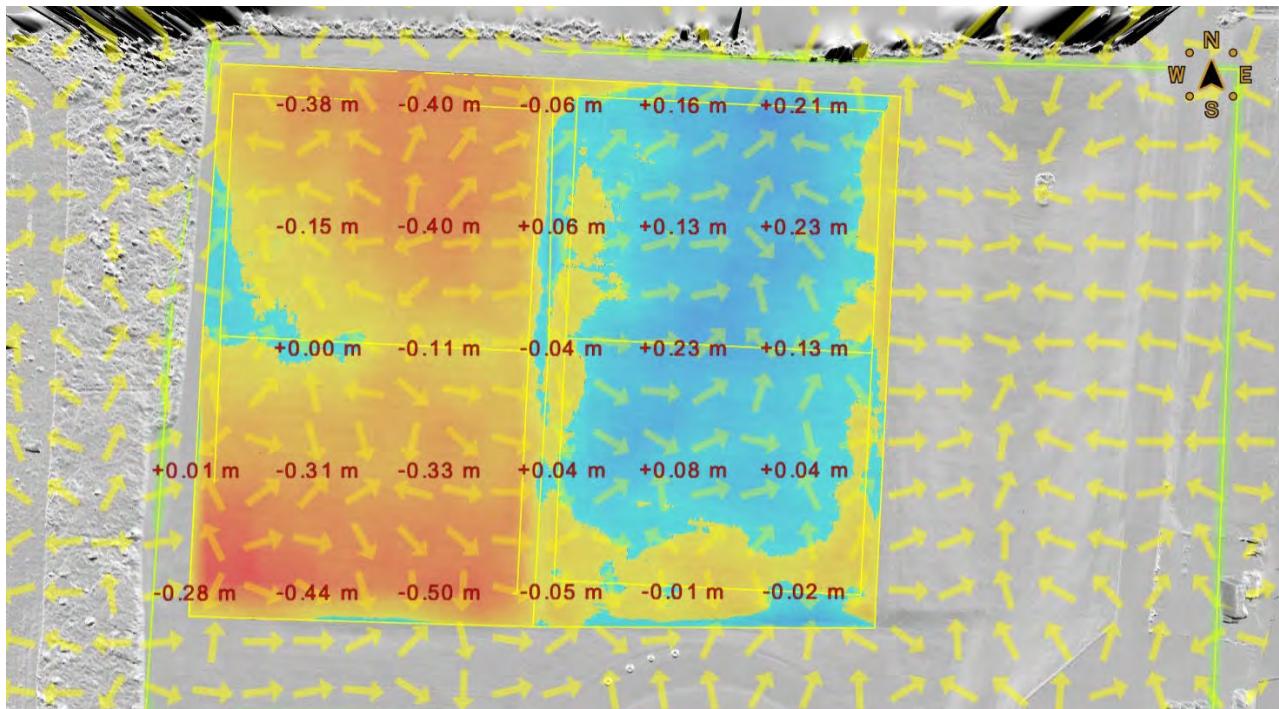


Photo 9 – Topographical Survey Results

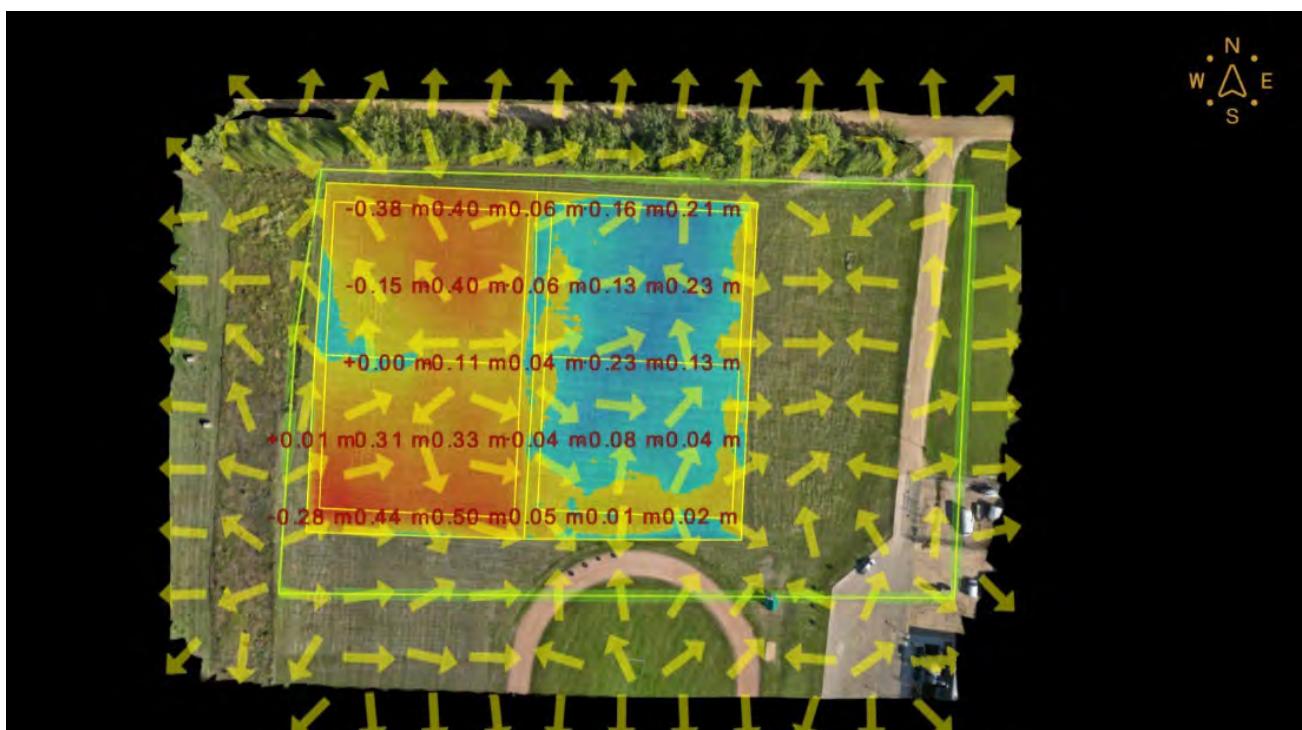


Photo 10 – Topographical Survey Results



Photo 11 – 2014 Aerial Imagery of the Previous Soccer Fields

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,

[REDACTED]
Ashlyn Anderson
Board Chair
Athabasca Regional Multiplex Society

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



Outlook

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: [REDACTED]



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.

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,

[REDACTED]
Ashlin 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

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.

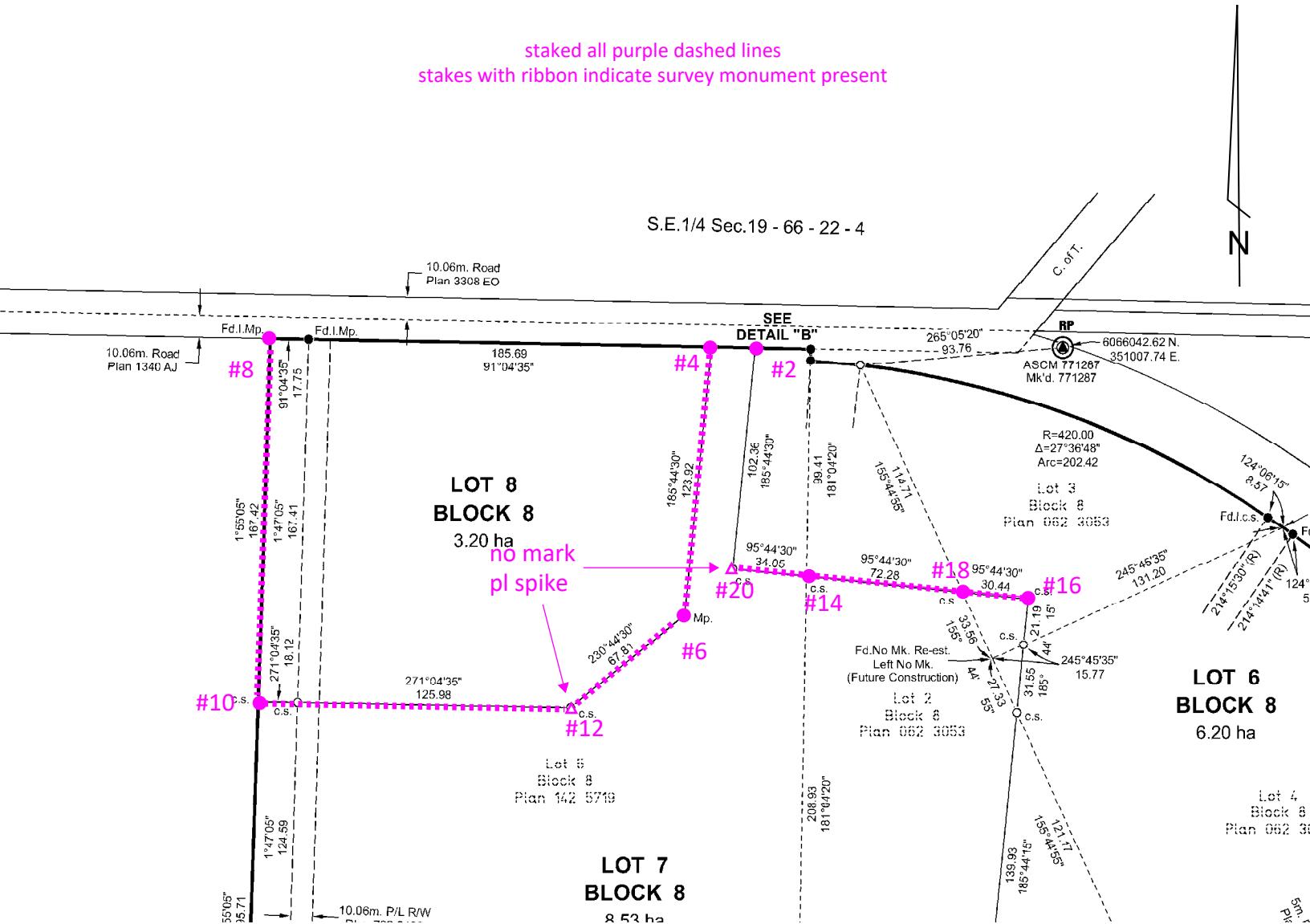
Understanding the complexity and challenges inherent in construction projects, we appreciate the efforts being made to complete the fields in a timely manner. However, as we prepare to take over the maintenance of the fields, we kindly request the latest updates on progress, anticipated completion dates,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

[Redacted]
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

Town of Athabasca- Staking
FIELD SKETCHT. YOUNG
2025-0073
2025-07-16staked all purple dashed lines
stakes with ribbon indicate survey monument present

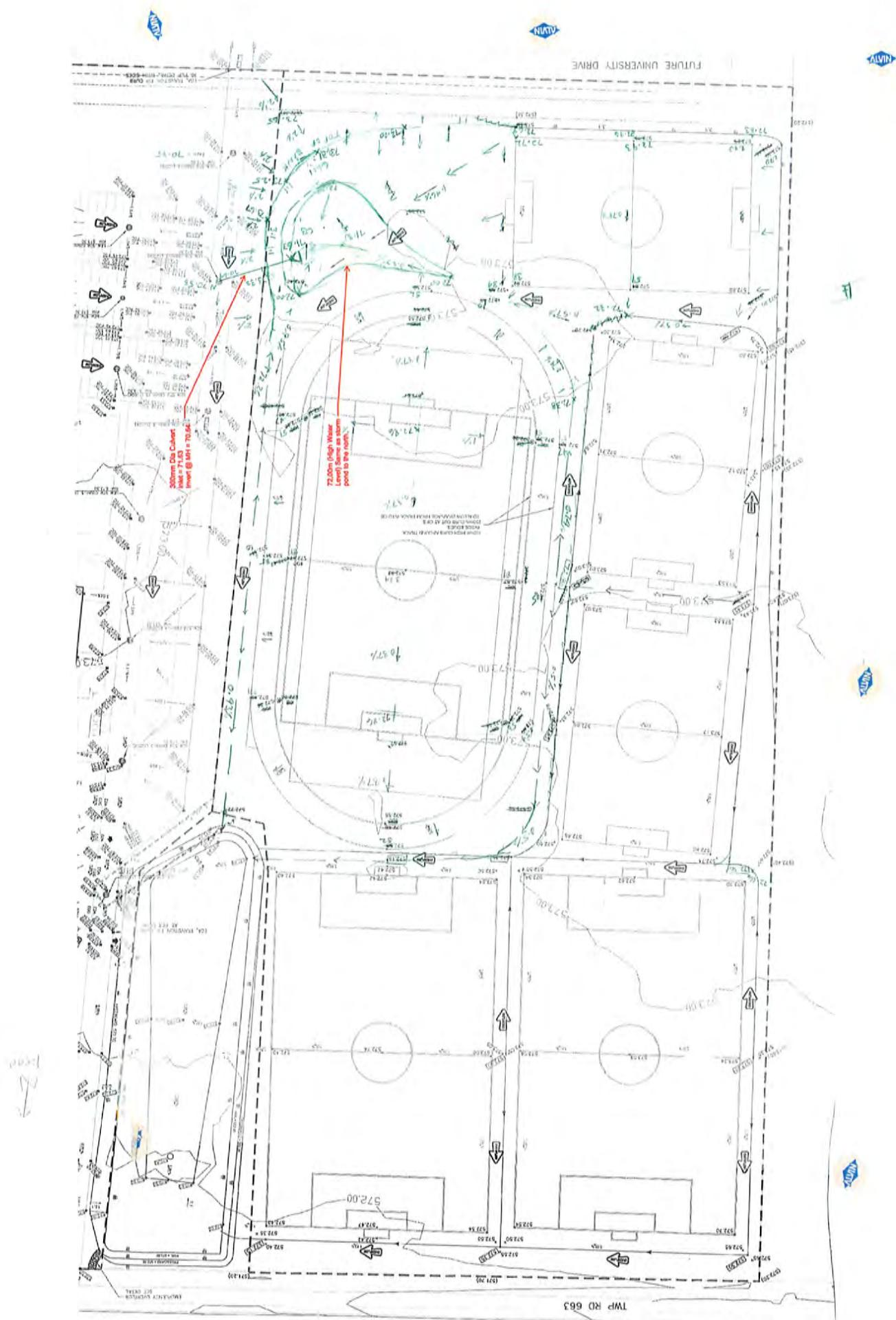
NOTE

This sketch represents an illustration of what was found and placed during the field work.

- = Found Iron Post
- ▲ = Found Iron Spike
- ◆ = Found Iron Bar
- △ = Placed 12" Spike
- = Placed Iron Post

NOTE

The dimensions shown on this sketch are from the original survey plan, not what On-Site Surveys has measured. This sketch represents an illustration of what was found and placed during the field work.





From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: 500-016 Tobacco Products Policy Update

Background

- At the June 16, 2025, ARMS Board Meeting the following motion was carried.
#25-71 Motion by Director Kapitaniuk to direct Administration *"to make the amendments to Policy 500-16 Tobacco Product Policy as discussed and bring back the Policy after the consultation with local Elders."*

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

- In the past, Administration has been asked whether smudging is permitted within our facilities.
- Administration worked with a local Elder to review 500-16 Tobacco Product Policy and give suggestions on any changes to the wording.
- ARMS hosts several large events as well as smaller cultural bookings where smudging may be requested.
- 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".

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?

ARPA'S RECONCILIATION JOURNEY



- 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.



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.

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.





Policies and Procedures Manual

Policy Number: 500-016

Policy Title: Tobacco Products

Adopted: November 30th, 2016

Last Reviewed: June 16th, 2025

Amended: June 16th, 2025

Policy Statement:

ARMS has a policy that helps ensure that all Society operated 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 operated by ARMS. All patrons will be fined according to the Town of Athabasca's Smoking Bylaw.
 - "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.
 - "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 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.
 - 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, create signage, and provide access to a fire extinguisher as required.
 - When Smudging ceremonies are completed the materials must be fully extinguished and disposed of in an appropriate manner.
 - Smoking or warm smudging materials need to burn out on their own.
 - Smudge remnants and matches are to be placed in a tin can and saved.
 - Smudge remnants are never to be placed in trash receptacle.

Policy Statement:

ARMS has a policy to promote a safe and smoke-free environment within all ARMS facilities, while respecting traditional Indigenous spiritual and cultural practices involving the use of sacred medicines (smudging) that helps ensure that all Society operated 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 operated by ARMS. All patrons will be fined according to the Town of Athabasca's Smoking Bylaw.
 - "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.~~
 - ~~"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 by the Society.
3. Exceptions
 - ~~At least forty-eight (48) hours prior to a Traditional Pipe Ceremony or Smudging 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, create signage, and provide access to a fire extinguisher as required.~~
 - ~~"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.~~
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 - ~~"Smudging" is an Indigenous practice that involves burning sacred medicines which could include but not limited to tobacco, sage, sweetgrass, and cedar. The~~

intent of the ceremony is to cleanse / purify / ground a person, space or object.

- When Smudging ceremonies are completed the materials must be fully extinguished and disposed of in an appropriate manner. Smudging materials should be allowed to burn out naturally.
 - Smoking or warm smudging materials need to burn out on their own.
 - Smudge remnants and matches are to be placed in a tin can and saved. This is the responsibility of the user.
 - Smudge remnants are never to be placed in trash receptacle.



ATHABASCA
Regional Multiplex
Fitness & Aquatic Centre

Policies and Procedures Manual

Policy Number: 500-016

Policy Title: Tobacco Products

Adopted: November 30th, 2016

Last Reviewed: June 16th, 2025

Amended: June 16th, 2025

Policy Statement:

ARMS has a policy to promote a safe and smoke-free environment within all ARMS facilities, while respecting traditional Indigenous spiritual and cultural practices involving the use of sacred medicines (smudging).

Guidelines and Procedures:

1. Smoking and vaping will only be permitted in the designated smoking areas outside of any facility operated by ARMS. All patrons will be fined according to the Town of Athabasca's Smoking Bylaw.
 - "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.
2. Chewing tobacco is strictly prohibited from any facility operated by the Society.
3. Exceptions
 - At least forty-eight (48) hours prior to a Traditional Pipe Ceremony or Smudging 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, create signage, and provide access to a fire extinguisher as required.
 - "Traditional Pipe Ceremony" is a sacred Indigenous ceremony which includes the use of tobacco and other sacred medicines.
 - 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 onlookers, not directly involved in the ceremony.
 - "Smudging" is an Indigenous practice that involves burning sacred medicines which could include but not limited to tobacco, sage, sweetgrass, and cedar. The intent of the ceremony is to cleanse / purify / ground a person, space or object.
 - When the smudging ceremony is completed, materials must be fully extinguished and disposed of in an appropriate manner. Smudging materials should be allowed to burn out naturally.
 - Smudge remnants and matches are to be placed in a tin can and saved. This is the responsibility of the user.
 - Smudge remnants are never to be placed in trash receptacle.



INDIGENOUS CULTURAL PROTOCOL

December 2023

Legislative Services

PURPOSE

The City of Lloydminster recognizes that it is situated on Treaty 6 Territory, traditional lands of First Nations and Métis people.

In recognition of the use of traditional ceremonial purposes, including the use of traditional medicines, this protocol is required to ensure the well-being of our community members, employees, volunteers, and visitors, as well as the protection of our facilities and compliance with health and safety, insurance requirements and fire regulations.

Land Acknowledgement

Land acknowledgements and personal introductions are a way of showing respect and gratitude for Indigenous cultures and the traditional land we live on. When developing a land acknowledgement, conduct research on the group who are being hosted, and what lands the event will be residing on. Ensure to include proper pronunciations of the Indigenous nations being acknowledged.

For events occurring within City of Lloydminster boundaries, the following are approved Land Acknowledgements that may be utilized. It is important that a land acknowledgement is said from the heart. When land acknowledgements are just read from a paper, it doesn't appear genuine.

Statement 1

The City of Lloydminster respectfully acknowledges that we are situated on Treaty 6 territory, traditional lands of First Nations and Métis people.

Statement 2

The City of Lloydminster acknowledges that we are located on Treaty 6 territory, and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

Statement 3

Before we begin today's [festivities/event], I'd like to acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, a gathering place, and travelling route to the Cree, Saulteaux (*pronounced: So-toe*), Blackfoot, Métis, Dene (*pronounced: De-nay*) and Nakota Sioux (*pronounced: Sue*). We acknowledge the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.

Smudging

Smudging is a cultural healing practice which involves the burning of one or more medicines gathered from the earth. The most common medicines used in smudge include, but are not limited to sweetgrass, cedar, tobacco and sage.

Smudging is always voluntary. A person may choose to stay in the room and refrain from smudging or leave the room during the smudge. Respect for all is the guiding principle of any Indigenous tradition.

Smudging is allowed within City facilities and on City property when the following guidelines are abided by.

Though it may seem well-intentioned to ask Indigenous people to move their smudge outside of a building, it is often considered an act of disrespect.

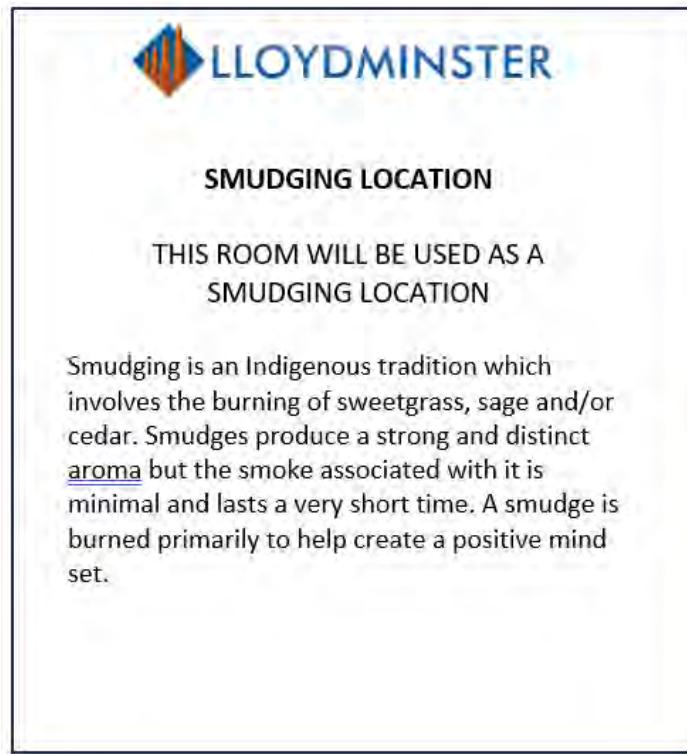
Communication is important. Advance notice (at least 48 hours) should be given indicating the date and location when a smudge will take place. At the time of a booking, Booking Coordinators shall ask if traditional ceremonies or practices will be part of the event, to plan ahead for any smudging.

After the request is made, a notification to the Facility Manager and the Fire Department shall be provided, including the date/time of the booking when smudging will occur. Fire Services will have a member(s) on standby to assist with

fire alarms with facility staff. This may include fire system bypass, bell/alarm silence or resetting of the system. Facilities need to make sure the alarms do not interrupt normal business of the facility or other users of the facility.

It is important to note that while smudging does not typically pose a health risk, the City will take steps to accommodate the needs of those who may have respiratory issues or other health concerns. Opening a window or using a larger open space or fans are examples of how you can mitigate health concerns.

A sign should be posted where the smudging will take place, to advise attendees that the location will have smudging. The sign may include the following:



Traditional Offerings

If a request is made for a Traditional Knowledge Keeper or Elder to attend a City ceremony, there are cultural considerations to be made as a thank you to them for attending.

Offerings (Cultural)

Traditional Knowledge Keepers and Elders customarily accept tobacco (usually pouch) as an acknowledgement of a ceremonial request such as a prayer, blessing or special ceremony. The acceptance of an offering signifies an acceptance of the request. Traditionally, tobacco is customarily presented at the time of the request, or just before the ceremony or blessing. It is not uncommon to also present broad cloth (sometimes called flag or print) with the tobacco. White or red broadcloth is used in this regional area.

When purchasing tobacco products, a City issued P-Card is the preferred method to use for the purchase. P-Cards do not currently allow tobacco purchases unless they are set up on a case-by-case basis. Manager's approval is required prior to the purchase of tobacco and work with finance to have the P-Card set up temporarily to purchase tobacco products. Please give at least three (3) business days notice prior to making the purchase to allow time to update the P-Card.

Honorarium (Financial)

It is customary that Traditional Knowledge Keepers and/or cultural resources experts be provided with a financial gift directly after the event or ceremony is completed.

- Honorariums for Traditional Knowledge Keepers should not be viewed as a payment for service, but rather as a gift in exchange for knowledge, ceremonies or blessings.
- Honorarium should be presented on the day of the event or ceremony in cheque.
- All financial honorariums should be provided one per person. Example: if you have a group of dancers or drummers, provide a financial honorarium to each individual, and not one for the group.
- Finance must be provided with three (3) weeks' notice of the honorarium you plan to pay at the event, so they have time to process the payment. Note * - While cash is the commonly accepted honorarium form, the City of Lloydminster may only supply a cheque. While this does deviate from traditional practices, most First Nation and Métis Elders are accepting of this.
- It is good practice, but not mandatory, to fill out a one-page Independent Service Provider Agreement that confirms the service the traditional members will be providing. This also helps the process in getting a Request for Payment for Finance to create a cheque.
- General standard to use for financial honorariums for indigenous protocol is \$250 for a half day (4 hours or less), and \$500 for a full day (anything over 4 hours).
- Keep in mind that for honorarium payments in excess of \$500 (total throughout the calendar year) a T4A form is required to be issued by the City. If the honorarium will be more than \$500 for that financial calendar year, a SIN number must be obtained from the person receiving the funds and provided to Finance.

Gifts (non-financial)

In addition to cultural offerings and honorariums, gifts of gratitude (including greeting cards or cultural items) are customarily presented after the ceremony or blessing has been completed. Non-monetary gifts are in addition to honoraria and should be a small token of appreciation. Gift cards shall not be provided as gifts.

Photo and Video Permission

For any event, workshop or training with Traditional Knowledge Keepers or Elders, it is important that all parties are clear and communicate prior to the event if the engagement will be photographed or recorded.

A lot of times, the smudging ceremony is not permitted to be photographed/videoed. It is important to communicate ahead of time with the event team to show understanding of the ceremony and respect. It is good practice to confirm ahead of time that they want the smudging ceremonies to be no photos or video recordings. The Traditional Knowledge Keeper or Elder will let you know if they want photos or video.

Photos and videos are permitted at powwows, and often encouraged; however, photographers/videographers are also encouraged to ask permission from participants.

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.

SMUDGING IN DIVISION FACILITIES

Background:

Elk Island Public Schools supports initiatives that actively promote the successful implementation of the *Truth and Reconciliation Commission of Canada: Calls to Action*, Competency 5 of Alberta Education's Teaching Quality Standard and the spirit of reconciliation between Indigenous Peoples and non-Indigenous Peoples. To that end, the Division recognizes the importance of smudging for many Indigenous Peoples and permits the practice of smudging in Division schools, following the procedures outlined below.

Definitions:

Elder:

is a First Nations, Métis or Inuit individual recognized by their community for their wisdom—passed down through generations—concerning traditions, knowledge, spirituality, culture and language.

Knowledge Carrier:

is an individual recognized by Elders and their community as having knowledge and wisdom related to First Nations, Métis or Inuit cultural practices, customs, history, values and language. A knowledge carrier has the responsibility to advise on cultural topics and share cultural perspectives.

Smudging:

is an Indigenous tradition that involves the burning of sage, sweetgrass, willow fungus or cedar. Smudge produces a small amount of smoke and its own distinct scent that last for a short time. The sacred plants are burned to release the body, mind and spirit of any negative feelings, thoughts or energy. Smudging also allows people to remember, connect and feel grounded in the present.

Procedures:

1. When smudging takes place in a Division building, the Principal or Director shall ensure staff are aware of the [Guide to Smudging in Elk Island Public Schools](#) (Appendix 159-A) and the importance of smudging—for many Indigenous Peoples smudging is a tradition and way of life.
2. **Before the first smudge** can occur at a school or EIPS facility, the Principal or Director shall contact an EIPS-based First Nations, Métis and Inuit consultant to establish the relationships described in section 7.
3. The area designated for the smudging shall be well ventilated and approved by the Principal or Director.
4. The area designated for the smudging shall follow proper fire-safety precautions as outlined in the [Guide to Smudging in Elk Island Public Schools](#) (Appendix 159-A).

5. Before the smudging occurs, the Principal or Director shall be notified about the timing and date of the smudging circle in case there are implications for the building, the alarm or fire detection.
6. When smudging occurs in a Division building, appropriate signage shall be displayed outside of the area designated for the smudging, and any other appropriate location—such as the main entrance or main office.
7. Smudging circles are led by a person who understands what a smudge is and why it is conducted; has consent from an Elder or knowledge carrier to lead the smudge; and has confirmed it with an EIPS First Nations, Métis and Inuit consultant.
 - 7.1. The person conducting the smudge shall be a(n):
 - 7.1.1. Elder;
 - 7.1.2. cultural teacher;
 - 7.1.3. staff member who has received teachings;
 - 7.1.4. family member or guardian; or
 - 7.1.5. student.
 - 7.2. Relationship with EIPS First Nations, Métis and Inuit consultants throughout planning stages of the **first** smudging circle is essential to establishing the relationships described in section 7.1 in appropriate ways.
8. Once a smudging circle is finished, the Principal or Director must ensure the proper protocols are followed in terms of the materials used during the smudge as outlined in the [Guide to Smudging in Elk Island Public Schools](#) (Appendix 159-A).
9. Students who participate in a smudging circle shall receive and complete the [Consent for Smudging in School](#) (Form 159-1), signed by a parent/guardian, and returned to the school before the start of the ceremony.
 - 9.1. To follow Indigenous values, participation in a smudging circle is always voluntary.
 - 9.1.1. No one shall be forced or pressured to smudge.
 - 9.1.2. It is OK for a person not to want to smudge, to stay in the smudging room and refrain from the circle, or to leave the smudging area during a smudge.
 - 9.1.3. A smudging circle is conducted with respect to those involved and those who are not involved.

Reference:

Section 16, 197 *Education Act*

[Appendix 159-A: Guide to Smudging in Elk Island Public Schools](#)



From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: 2026 Approved Capital Budget

Background

- At the September 22, 2025, ARMS Board Meeting the following motion was carried.

#25-93 Motion by Director Wallach *"to approve the 2026 Proposed Capital Budget as presented, with the Members sharing the \$500,000.00 Capital Requisition."*

Attachments

- 2026 Approved Capital Budget
- Future Capital
- Asset Management Plan

Discussion

- The Board approved the proposed 2026 Capital Budget as presented on September 22, 2025.
- Administration sent the approved 2026 Capital Budget and requisition amounts to the CAOs of the Town of Athabasca and Athabasca County on October 1, 2025, and again on December 3, 2025, to confirm there were no changes at the December 2 ARMS Meeting.
- Athabasca County has updated their 2026 Draft Operating Budget numbers in the Agenda Package for their December 11, 2025, Council Meeting to reflect their portion of the approved 2026 capital requisition amount of \$300,000.00, representing 60% of ARMS Members' total capital requisition of \$500,000.00. Please note that Athabasca County Council has not yet approved their 2026 Draft Operating Budget; the figures above reflect what is currently included in their Agenda Package.
- Administration has not yet seen any 2026 Draft Budget numbers published in the Town of Athabasca Council Agenda Packages.
- Administration presented the Asset Management Plan to the Town of Athabasca (February 2025) and Athabasca County (June 2025) councils to advocate for more capital funding as the numbers show we would require a minimum of \$500,000.00 over the next 10 years.
- Administration has been developing the Asset Management Plan in-house; however, engaging an external firm to create a comprehensive facility plan would be advantageous for the society's Capital Budget planning. A third-party review would increase confidence in the results and provide a solid foundation for the society's planning, as well as strengthen recommendations for capital funding to our Members.

Capital Budget Requisition Amounts split by ARMS Members

- 2022 Approved \$325,476.30 (\$162,738.15 each)
 - This number was adjusted a few times throughout the year.
- 2023 Approved \$664,646.40 (\$332,308.20 each)
 - This included the Solar Project of \$503,116.40 but not billed as the grant was not approved.
- 2024 Approved \$190,000.00 (\$95,000.00 each)
 - Administration had requested \$501,248.51 (\$250,624.26 each)
- 2025 Approved by ARMS Board \$450,000.00 (\$225,000.00 split)
 - Town of Athabasca Council motions:
 - Reduced to \$90,000.00
 - Increased to \$105,000.00
 - Athabasca County Council motion:
 - Contribute the same amount as the Town of Athabasca
 - Received \$210,000.00 (\$105,000.00 each)
- 2026 Approved \$500,000.00 (\$250,000.00 50% split)
 - (60% - \$300,000.00 / 40% - \$200,000.00)
- Capital requisition amounts have fluctuated over the years and are often adjusted throughout each budget cycle. The objective of our Asset Management Planning is to stabilize annual capital requests, providing predictability for the Town of Athabasca and Athabasca County, while enabling ARMS to plan and save as needed to operate within a consistent and sustainable budget.

Reserves

- In January of 2024 our reserves were at \$0.00. Since then, the Board has taken steps to rebuild our reserves and has implemented a Reserve Policy, addressing the lack of prior financial planning.
- Unfortunately, we had to use \$43,500.00 (approximately 30% of our reserve) from our Operating Reserve this year to fund items from the Capital Budget, as we did not receive sufficient funding from our Members and the projects needed to be completed.
- We also used \$165,901.30 (approximately 43% of our reserve) from our Capital Reserve this year to fund Capital Projects.
 - Capital Reserve amount as of October 31, 2025, is \$238,243.05.

Recommendation

- Motion to accept the information as presented.



General Manager – Rhonda Alix

Athabasca Regional Multiplex 2026 Approved Capital Budget

Costs do not include GST

Priority	Item Description	Area	Building or Operational	Total Cost	Potential Grant Rebate**	Multiplex Cost	Actual Cost
2026	Capital Reserve Fund Allocation					\$ 31.63	
	Proposed 2026 Capital Projects						
1	Roof Repairs	Multiplex	Building	\$ 28,195.65	\$ 14,097.83	\$ 14,097.83	CFEP Grant - Large
1	Roof Replacement	Admin/Daycare	Building	\$ 209,839.35	\$ 104,919.68	\$ 104,919.68	CFEP Grant - Large
1	Arena/Curling Rink Brine Headers	Arena/Curling Rink	Building	\$ 199,500.00	\$ 99,750.00	\$ 99,750.00	CFEP Grant - Large
1	Walk-in Freezer Condenser	Kitchen	Building	\$ 15,000.00		\$ 15,000.00	
1	Duct Cleaning	Pool	Building	\$ 15,000.00		\$ 15,000.00	
1	Asphalt Repairs	Outdoor	Building	\$ 25,000.00		\$ 25,000.00	
1	Counter Tops - refinish	Multiplex	Building	\$ 20,000.00		\$ 20,000.00	
1	Pump Motor - Hockey Heat	Arena	Building	\$ 8,000.00		\$ 8,000.00	
1	Compressor Cooling Pump - Jacket Pump	Arena	Building	\$ 6,500.00		\$ 6,500.00	
	Building Capital Subtotal			\$ 527,035.00	\$ 218,767.50	\$ 308,267.50	\$ -
1	CCTV Upgrades	All Multiplex Areas	Operational	\$ 30,000.00		\$ 30,000.00	
1	Zamboni	Arena	Operational	\$ 190,401.75	\$ 95,200.88	\$ 95,200.88	CFEP Grant - Large
1	Dolphin	Pool	Operational	\$ 5,000.00		\$ 5,000.00	
1	Gator for Sports Fields	Outdoor fields	Operational	\$ 30,000.00		\$ 30,000.00	
1	Secan for Outdoor Equipment - Tractor & Gator	Outdoor	Operational	\$ 10,000.00		\$ 10,000.00	
1	Event Tables 6 & 8 footers	Meeting rooms/event spaces	Operational	\$ 9,000.00		\$ 9,000.00	
1	Chair racks (black chairs)	Meeting rooms/event spaces	Operational	\$ 7,500.00		\$ 7,500.00	
1	Consultant Building structure	All Multiplex Areas	Operational	\$ 5,000.00		\$ 5,000.00	
	Operational Capital Subtotal			\$ 286,901.75	\$ 95,200.88	\$ 191,700.88	\$ -
	Total Capital Projects Costs in 2026			\$ 813,936.75	\$ 313,968.38	\$ 499,968.38	
	Total Capital Requisition from our Members					\$ 500,000.00	

Athabasca Regional Multiplex Society Future Capital Projects

Costs are Estimated

Projected Year	Item Description	Area	Total Cost
2026	Mixing Valves + Install Costs	Arena/Upstairs Hallway	\$ 5,000.00
2026	Repainting waterslide stairs	Pool	\$ 5,000.00
2026	Consultant Engineering	Hot water tanks /Seresco	\$ 5,000.00
2026	Various Kitchen Equipment	Kitchen	\$ 5,000.00
2026	JC2 Pump MOTOR	2ND FLOOR	\$ 6,000.00
2026	Fitness repairs/updates	Pool	\$ 6,000.00
2026	Compressor Cooling Pump	Arena	\$ 6,500.00
2026	Sandblasting waterslide stairs	Pool	\$ 7,000.00
2026	Pump Motor	Arena	\$ 8,000.00
2026	Snow Melt Pump	Arena	\$ 8,000.00
2026	DHWT Pump-Motor	Arena	\$ 8,500.00
2026	Curling Heat - Motor	Arena	\$ 9,000.00
2026	Snow Melt Pump- Motor	Arena	\$ 9,000.00
2026	Storage room overhead heater	Fieldhouse	\$ 10,000.00
2026	Hockey Heat Pump	Arena	\$ 10,000.00
2026	Hockey Cool-Motor	Arena	\$ 10,000.00
2026	Hockey Cool	Arena	\$ 10,000.00
2026	Curling Cool-Motor	Arena	\$ 10,000.00
2026	R/O Water System**water saving initiative	Curling Rink	\$ 10,000.00
2026	Curling Cool	Arena	\$ 12,000.00
2026	Curling Heat-Pump	Arena	\$ 12,000.00
2026	JC2 Pump	2ND FLOOR	\$ 13,500.00
2026	HVAC repairs	Chiller/Pool Heat Exchanger	\$ 25,000.00
2026	Ice Plant Compressor rebuild	Arena	\$ 60,000.00
2026	TOTAL		\$ 270,500.00
2027	Outdoor Fencing (\$25per linear foot installed)	Exterior Arena Compound & Interior Stairwells	\$ 5,000.00
2027	Fitness Equipment - Assault Bike Pro and Hammer Strength HD Air Bike	Fitness	\$ 5,300.00
2027	Arena Edger	Arena	\$ 5,500.00
2027	Blinds/Shades for Aces Room/fitness/pool	Aces Room	\$ 8,000.00
2027	Inverted Leg Press	Fitness	\$ 8,500.00
2027	Pool hvac pumps	Pool and fitness	\$ 15,000.00
2027	Low Wattage Ballast - per year for each area	Multiplex	\$ 15,000.00
2027	Consultants (BCP/Emergency plan)	All Sections	\$ 20,000.00
2027	Lunch tables and concession tray/ garbage	Lobby	\$ 20,000.00
2027	Auto flush valves x 25	Multiplex washrooms	\$ 25,000.00
2027	Bench/Platform/Punching bag/Adductor	Fitness	\$ 25,000.00
2027	Changeroom lockers replace	Pool	\$ 30,000.00
2024	Boiler Chimney Stack	Multiplex	\$ 30,816.10
2027	Hockey Rink dehumidification Unit	Arena	\$ 290,000.00
2027	TOTAL		\$ 503,116.10

Athabasca Regional Multiplex Society Future Capital Projects

Costs are Estimated

Projected Year	Item Description	Area	Total Cost
2028	Circulation Pump	Arena	\$ 5,000.00
2028	Various Kitchen Equipment	Kitchen	\$ 5,000.00
2028	Ice Edger	Arena	\$ 7,600.00
2028	Hydronic Heater - UH2	Arena	\$ 8,500.00
2028	Low Wattage Ballast - per year for each area	Multiplex	\$ 15,000.00
2028	Curling rink carpet	curling rink	\$ 20,000.00
2028	Hot Water Tank (HWT / DHWT)	Arena	\$ 28,000.00
2028	Hot Water Tank (HWT / DHWT)	Arena	\$ 28,000.00
2028	Make-up Air Unit (MUA)	Locker rooms	\$ 45,000.00
2028	Make-up Air Unit (MUA)	Kitchen	\$ 45,000.00
2028	Make-up Air Unit (MUA)	Concession	\$ 45,000.00
2028	Hair & lint Strainers x7	pool	\$ 50,000.00
2028	C2-M	Ice plant	\$ 65,000.00
2028	C1-Motor	Ice Plant	\$ 65,000.00
2028	Boiler	Multiplex	\$ 70,000.00
2028	Compressor	Ice plant	\$ 80,000.00
2028	Air Handler Unit (AHU)	Admin Offices & Daycare	\$ 150,000.00
2028	Air Handler Unit (AHU)	Meeting Rooms	\$ 200,000.00
2028	Roof Replacement	Lounge	\$ 215,000.00
2028	Chiller	Fieldhouse	\$ 245,000.00
2028	Air Handler Unit (AHU)	Lounge & Lobby	\$ 275,000.00
2028	Air Handler Unit (AHU)	Fieldhouse	\$ 450,000.00
2028	TOTAL		\$ 2,117,100.00
2029	Low Wattage Ballast - per year for each area	Multiplex	\$ 15,000.00
2029	Water inflatables/yoga mats	Pool	\$ 33,000.00
2029	Backup generator	All Multiplex Areas	\$ 65,000.00
2029	Roof Replacement	Zamboni Room	\$ 92,000.00
2029	Hot Water Tank (HWT / DHWT)	Pool & Fitness Centre	\$ 100,000.00
2029	Roof top unit replacement x2	Admin/Lobby	\$ 250,000.00
2029	TOTAL		\$ 540,000.00
2030	Spare Pool Pump 7.5HP	Pool Mechanical	\$ 7,000.00
2030	Spare Pool Pump 15HP	Pool Mechanical	\$ 8,000.00
2030	Spare Pool Pump 25HP	Pool Mechanical	\$ 13,000.00
2030	Low Wattage Ballast - per year for each area	Multiplex	\$ 15,000.00
2030	Roof Replacement	Main Entrance	\$ 17,000.00
2030	Ice Plant Compressor rebuild	Arena	\$ 60,000.00
2030	Backup Generator	Multiplex	\$ 65,000.00
2030	Roof top unit replacement x2	Meeting Room/Fieldhouse	\$ 250,000.00
2030	Fieldhouse Floor Replacement	Fieldhouse	\$ 275,000.00
2030	TOTAL		\$ 710,000.00
2031	Curling Rink ice canvas	Curling Rink	\$ 40,000.00
2031	Roof Replacement	Fieldhouse Storage 2.1	\$ 74,000.00
2031	Roof top unit replacement x2	Kitchen	\$ 250,000.00
2031	TOTAL		\$ 364,000.00
2032	Lounge tables and chairs	Lounge	\$ 150,000.00
2032	Roof top unit replacement x2	Locker rooms/chiller	\$ 250,000.00
2032	TOTAL		\$ 400,000.00

Athabasca Regional Multiplex Society Future Capital Projects

Costs are Estimated

Projected Year	Item Description	Area	Total Cost
2033	HE-4 Building Heat	Arena	\$ 55,000.00
2033	Heat Exchanger	Arena	\$ 55,000.00
2033	Compressor	Ice Plant	\$ 80,000.00
2033	Pump & Motor	Ice Plant	\$ 100,000.00
2033	TOTAL		\$ 290,000.00
2034	Circulation Pump	Fitness Centre	\$ 8,500.00
2034	Circulation Pump	Pool	\$ 8,500.00
2034	Circulation Pump	LP WATERSLIDE	\$ 8,500.00
2034	Heat Exchanger	WHIRLPOOL JETS	\$ 9,000.00
2034	P4B MOTOR	LP WATERSLIDE	\$ 9,000.00
2034	P1B MOTOR	LEISURE POOL	\$ 10,000.00
2034	P3B MOTOR	LP TOYS	\$ 10,000.00
2034	Balance Tank	Pool & Fitness Centre	\$ 10,000.00
2034	Circulation Pump	WHIRLPOOL JETS	\$ 11,500.00
2034	Circulation Pump	LEISURE POOL	\$ 11,500.00
2034	Circulation Pump	Pool	\$ 12,000.00
2034	Circulation Pump	Pool	\$ 12,000.00
2034	Circulation Pump	LEISURE POOL	\$ 12,500.00
2034	Circulation Pump	Fitness Centre	\$ 12,500.00
2034	Circulation Pump	Pool	\$ 15,000.00
2034	HEX4	WHIRLPOOL	\$ 20,000.00
2034	HEX3	LEISURE POOL	\$ 20,000.00
2034	P1A MOTOR	25M	\$ 22,000.00
2034	HEX2	25M POOL	\$ 22,000.00
2034	Circulation Pump	Pool	\$ 22,000.00
2034	P1 & P2 MOTORS	Pool & Fitness Centre	\$ 24,000.00
2034	Circulation Pump	25M	\$ 28,000.00
2034	WHIRLPOOL UV	WHIRLPOOL	\$ 30,000.00
2034	LEISURE POOL UV	LEISURE POOL	\$ 30,000.00
2034	Defender tubes x3	pool	\$ 30,000.00
2034	25M UV	25M POOL	\$ 35,000.00
2034	B1	Pool Boiler	\$ 65,000.00
2034	Air Conditioning Unit	Fitness Centre	\$ 450,000.00
2034	Dehumidification Unit	Pool	\$ 650,000.00
2034	TOTAL		\$ 1,608,500.00
2036	Pump Motor	WHIRLPOOL	\$ 10,000.00
2036	Circulation Pump	WHIRLPOOL	\$ 12,500.00
2035	Pump Motor	LP LAZY RIVER	\$ 18,000.00
2039	Heat Exchanger	Pool	\$ 20,000.00
2039	Condenser	Walk-in Fridge	\$ 20,000.00
2036	Circulation Pump	LP LAZY RIVER	\$ 24,000.00
2036	Circulation Pump	BOILER PUMPS	\$ 30,000.00
2049	Defender	Pool	\$ 75,000.00
2049	Defender	Pool	\$ 75,000.00
2049	Defender	Pool	\$ 95,000.00
2044	Boiler	Pool	\$ 115,000.00
2040	Dehumidification Unit	Curling Rink	\$ 250,000.00
2039	Chiller	Arena	\$ 300,000.00
2037	Condenser	Arena	\$ 330,000.00
	TOTAL		\$ 1,374,500.00

Athabasca Regional Multiplex Major Equipment Asset Management Plan

Space Category	Location	Equipment Type	Equipment Detail	Name	Installation Date	Condition	Replacement Date	Replacement Cost
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	Hockey Heat -Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$8,000.00
Arena #1	Arena	Heating and Cooling (D30)	Compressor Cooling Pump	Jacket Pump	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$6,500.00
Arena #1	Arena	Heating and Cooling (D30)	Snow Melt Pump	Snow Melt Pump	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$8,000.00
Arena #1	Arena	Heating and Cooling (D30)	Heat Pump (HP)	Hockey Heat Pump	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$10,000.00
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	Hockey Cool-Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$10,000.00
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	Curling Heat - Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$9,000.00
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	Snow Melt Pump- Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$9,000.00
Arena #1	Arena	Heating and Cooling (D30)	Brine Pump	Hockey Cool	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$10,000.00
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	DHWT Pump-Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$8,500.00
Arena #1	Arena	Heating and Cooling (D30)	Pump Motor	Curling Cool-Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$10,000.00
Arena #1	Arena	Heating and Cooling (D30)	Brine Pump	Curling Cool	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$12,000.00
Arena #1	Arena	Heating and Cooling (D30)	Heat Pump (HP)	Curling Heat-Pump	5/1/2008	Poor (20-40% Remaining)	5/1/2026	\$12,000.00
Second Floor Storage	2ND FLOOR	Heating and Cooling (D30)	Pump Motor	JC2 MOTOR	8/1/2008	Poor (20-40% Remaining)	8/1/2026	\$6,000.00
Second Floor Storage	2ND FLOOR	Plumbing (D20)	Circulation Pump	JC2	8/1/2008	Poor (20-40% Remaining)	8/1/2026	\$13,500.00
Roof	Arena	Heating and Cooling (D30)	Dehumidification Unit	DHU1	5/1/2008	Very Poor (0-20% Remaining)	5/1/2026	\$290,000.00
Exterior	Fieldhouse	Heating and Cooling (D30)	Chiller	AHU-1 Chiller	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$245,000.00
Arena #1	Arena	Other	Other	C2-M	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$65,000.00
Arena #1	Arena	Other	Other	C1-Motor	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$65,000.00
Arena #1	Arena	Heating and Cooling (D30)	Hydronic Heater	UH2	5/1/2008	Fair (40-60% Remaining)	5/1/2028	\$8,500.00
Arena #1	Arena	Plumbing (D20)	Hot Water Tank (HWT / DHWT)	DHWT-2	5/1/2008	Very Poor (0-20% Remaining)	5/1/2028	\$28,000.00
Arena #1	Arena	Plumbing (D20)	Circulation Pump	DHWT-Pump	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$5,000.00
Arena #1	Arena	Plumbing (D20)	Hot Water Tank (HWT / DHWT)	DHWT-1	5/1/2008	Very Poor (0-20% Remaining)	5/1/2028	\$28,000.00
Roof	Meeting Rooms	Heating and Cooling (D30)	Air Handler Unit (AHU)	AHU-4	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$200,000.00
Roof	Locker rooms	Heating and Cooling (D30)	Make-up Air Unit (MUA)	MAU-1	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$45,000.00
Roof	Kitchen	Heating and Cooling (D30)	Make-up Air Unit (MUA)	MUA-3	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$45,000.00
Roof	Admin Offices & Daycare	Heating and Cooling (D30)	Air Handler Unit (AHU)	AHU-3	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$150,000.00
Roof	Concession	Heating and Cooling (D30)	Make-up Air Unit (MUA)	MUA-2	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$45,000.00
Roof	Lounge & Lobby	Heating and Cooling (D30)	Air Handler Unit (AHU)	AHU-2	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$275,000.00
Boiler Room	Fieldhouse	Heating and Cooling (D30)	Air Handler Unit (AHU)	AHU-1	5/1/2008	Fair (40-60% Remaining)	5/1/2028	\$450,000.00
Mechanical Room	MULTIPLEX	Heating and Cooling (D30)	Boiler	MB2	8/1/2008	Poor (20-40% Remaining)	8/1/2028	\$70,000.00
Boiler Room	MULTIPLEX	Heating and Cooling (D30)	Boiler	MB1	8/1/2008	Poor (20-40% Remaining)	8/1/2028	\$70,000.00
Boiler Room	Pool & Fitness Centre	Plumbing (D20)	Hot Water Tank (HWT / DHWT)	DWH1-Pool	5/1/2019	Fair (40-60% Remaining)	5/1/2029	\$100,000.00
Arena #1	Arena	Heating and Cooling (D30)	Compressor	C1	5/1/2008	Poor (20-40% Remaining)	5/1/2028	\$80,000.00
End of 5-year Outlook								TOTAL \$2,397,000.00

Space Category	Location	Equipment Type	Equipment Detail	Name	Installation Date	Condition	Replacement Date	Replacement Cost
Arena #1	Arena	Heating and Cooling (D30)	Condenser	HE-2	5/1/2008	Fair (40-60% Remaining)	5/1/2033	\$50,000.00
Arena #1	Arena	Heating and Cooling (D30)	Heat Generating Systems (D3020)	HE-4 Building Heat	5/1/2008	Fair (40-60% Remaining)	5/1/2033	\$55,000.00
Arena #1	Arena	Heating and Cooling (D30)	Heat Exchanger	HE-1	5/1/2008	Fair (40-60% Remaining)	5/1/2033	\$55,000.00
Arena #1	Arena	Heating and Cooling (D30)	Compressor	C2	5/1/2008	Poor (20-40% Remaining)	5/1/2033	\$80,000.00
Roof	Pool	Heating and Cooling (D30)	Dehumidification Unit	PDHU-1	5/1/2019	Very Good (80-100% Remaining)	5/1/2034	\$650,000.00
Roof	Fitness Centre	Heating and Cooling (D30)	Air Conditioning Unit	PAHU-1	5/1/2019	Very Good (80-100% Remaining)	5/1/2034	\$450,000.00
Pool Area	WHIRLPOOL	Other Electrical Systems (D5090)	Other	WHIRLPOOL UV	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$30,000.00
Pool Area	LEISURE POOL	Other Electrical Systems (D5090)	Other	LEISURE POOL UV	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$30,000.00
Pool Area	25M POOL	Other Electrical Systems (D5090)	Other	25M UV	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$35,000.00
Pool Area	WHIRLPOOL	Heating and Cooling (D30)	Pump Motor	P2C MOTOR	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$9,000.00
Pool Area	LEISURE POOL	Heating and Cooling (D30)	Pump Motor	P1B MOTOR	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$10,000.00
Pool Area	25M POOL	Heating and Cooling (D30)	Pump Motor	P1A MOTOR	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$22,000.00
Pool Area	LEISURE POOL	Heating and Cooling (D30)	Pump Motor	P4B MOTOR	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$9,000.00
Pool Area	WHIRLPOOL	Heating and Cooling (D30)	Heat Exchanger	HEX4	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$20,000.00
Pool Area	POOL BOILER ROOM	Heating and Cooling (D30)	Pump Motor	P1 & P2 MOTORS	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$24,000.00
Pool Area	LEISURE POOL	Heating and Cooling (D30)	Heat Exchanger	HEX3	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$20,000.00
Pool Area	25M POOL	Heating and Cooling (D30)	Heat Exchanger	HEX2	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$22,000.00
Pool Area	Pool	Heating and Cooling (D30)	Boiler	B1	5/1/2019	Very Poor (0-20% Remaining)	5/1/2034	\$65,000.00
Pool Area	LP TOYS	Heating and Cooling (D30)	Pump Motor	P3B MOTOR	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$10,000.00
Pool Area	LEISURE POOL	Plumbing (D20)	Circulation Pump	P1B	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$12,500.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P9	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$8,500.00
Pool Area	25M POOL	Plumbing (D20)	Circulation Pump	P1A	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$28,000.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P7	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$8,500.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P5	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$15,000.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P10	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$12,500.00
Pool Area	LEISURE POOL	Plumbing (D20)	Circulation Pump	P4B WATERSLIDE	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$8,500.00
Pool Area	WHIRLPOOL	Plumbing (D20)	Circulation Pump	P2C WPJETS	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$11,500.00
Pool Area	LP TOYS	Plumbing (D20)	Circulation Pump	P3B TOYS	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$11,500.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P8	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$12,000.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P3 & P4	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$22,000.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P6	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$12,000.00
Boiler Room	Pool & Fitness Centre	Heating and Cooling (D30)	Balance Tank	ET-1	5/1/2019	Good (60-80% Remaining)	5/1/2034	\$10,000.00
End of 10-year Outlook							TOTAL (year 5-10)	\$1,818,500.00
Pool Area	LEISURE POOL	Heating and Cooling (D30)	Pump Motor	P2B MOTOR	8/1/2021	Very Good (80-100% Remaining)	8/1/2035	\$18,000.00
Pool Area	POOL BOILER ROOM	Plumbing (D20)	Circulation Pump	P1 & P2 PUMPS	5/1/2019	Fair (40-60% Remaining)	5/1/2036	\$30,000.00
Pool Area	WHIRLPOOL	Heating and Cooling (D30)	Pump Motor	P1C MOTOR	8/1/2021	Very Good (80-100% Remaining)	8/1/2036	\$10,000.00
Pool Area	WHIRLPOOL	Plumbing (D20)	Circulation Pump	P1C	8/1/2021	Very Good (80-100% Remaining)	8/1/2036	\$12,500.00
Pool Area	LP LAZY RIVER	Plumbing (D20)	Circulation Pump	P2B	8/1/2021	Very Good (80-100% Remaining)	8/1/2036	\$24,000.00
Exterior	Arena	Heating and Cooling (D30)	Condenser	COND-1	4/1/2023	Very Good (80-100% Remaining)	4/1/2037	\$330,000.00
Arena #1	Arena	Heating and Cooling (D30)	Chiller	Arena Chiller	4/1/2019	Very Good (80-100% Remaining)	5/1/2039	\$300,000.00
Pool Area	POOL BOILER ROOM	Heating and Cooling (D30)	Heat Exchanger	HEX1	5/1/2019	Good (60-80% Remaining)	5/1/2039	\$20,000.00
Pool Area	POOL BOILER ROOM	Heating and Cooling (D30)	Boiler	B2	5/1/2019	Fair (40-60% Remaining)	5/1/2044	\$115,000.00
Pool Area	LEISURE POOL	Other	Other	LP DEFENDER	5/1/2019	Very Good (80-100% Remaining)	5/1/2049	\$75,000.00
Pool Area	25M POOL	Other	Other	25M DEFENDER	5/1/2019	Very Good (80-100% Remaining)	5/1/2049	\$95,000.00
Pool Area	WHIRLPOOL	Other	Other	WHIRLPOOL DEFENDER	5/1/2019	Very Good (80-100% Remaining)	5/1/2049	\$75,000.00
Roof	Kitchen	Heating and Cooling (D30)	Condenser	KCOND-1	9/1/2024	Very Good (80-100% Remaining)	9/1/2039	\$20,000.00
Roof	Curling Rink	Heating and Cooling (D30)	Dehumidification Unit	DHU-2	9/1/2025	Very Good (80-100% Remaining)	9/1/2040	\$250,000.00
End of 10+ year Outlook							TOTAL (year 10+)	\$1,374,500.00



From: Rhonda Alix, General Manager
To: ARMS Board
Date: December 15, 2025
Subject: 2026 Draft Operating Budget

Background

Administration has prepared the 2026 DRAFT Operating Budget.

At the December 2, 2025, ARMS Board Meeting the following motion was carried.

#25-136 Motion by Director Hall *"to bring this item back to the December 15th meeting."*

At the September 22, 2025, ARMS Board Meeting the following motion was carried.

#25-98 Motion by Director Kapitaniuk *"to approve the 2026 DRAFT Operating Budget as presented, with a 2% Cost of Living Adjustment (COLA), with the ARMS Members sharing the total requisition amount of \$2,070,000.00."*

Attachments

- 2026 DRAFT Operating Budget

Discussion

- The ARMS Board approved in principle the 2026 Draft Operating Budget at the September 22, 2025, meeting.
- Administration sent the approved in principle 2026 Operating Budget and requisition amounts to the CAOs of the Town of Athabasca and Athabasca County on October 1, 2025, and again on December 3, 2025, to confirm there were no changes at the December 2 ARMS Meeting.
- Athabasca County has updated their 2026 Draft Operating Budget numbers in their Agenda Package for their December 11, 2025, Council Meeting to reflect their portion of the approved in principle 2026 operating requisition amount of \$1,242,000.00, representing 60% of ARMS Members' total operating requisition of \$2,070,000.00. Please note that Athabasca County Council has not yet approved their 2026 Draft Operating Budget; the figures above reflect what is currently included in the Agenda Package.
- Administration has not yet seen any 2026 Draft Budget numbers published in the Town of Athabasca Council Agenda Packages.

At the September 22, 2025, ARMS Board Meeting the following motions were carried.

Facility Rates

#25-95 Motion by Director Balay "to approve the 2026 Facility Rental Rates as presented with a 3% increase, rounded to the nearest \$1.00, effective April 1, 2026."

Membership Rates

#25-96 Motion by Director Wallach "to direct Administration to complete a membership survey of all current and previous facility members and table this item until results are available."

Advertising Rates

#25-97 Motion by Director Wallach "to approve the 2026 Advertising Rates with a 3% increase, rounded to the nearest \$1.00, effective January 1, 2026."

Information presented on September 22, 2025

- 2026 DRAFT Budget Includes the Following:
 - 2% Cost of Living Adjustment (COLA).
 - 3% increase to Membership rates.
 - 3% increase to most Facility rates.
 - 3% increase to Advertising rates.
- The 2% COLA is based off of the Bank of Canada Inflation Calculator showing a 1.85% increase and the Consumer Price Index showing a 1.9% increase for August 2025.
- The Athabasca County has added 2% COLA to their 2026 Draft Operating Budget.
- The wage grid has not been reviewed in several years.

The screenshot shows the Statistics Canada website with the following details:

- Header:** Statistics Canada, Statistiqua Canada, Search website.
- Left sidebar:** How to use this calculator, with steps 1-3: 1. Enter a starting point and a target point, 2. Enter the years you want to compare between 1911 and 2025, 3. Click Calculate.
- Calculator section:** A "basket" of goods and services, showing a 1.9% increase from 2024 to 2025. It includes fields for 'That date' (2024), 'Would cost' (2025), 'Percent change' (1.9%), 'Number of years' (1), 'Average annual rate of inflation (%) / Decline in the value of money', 'CPI for first year' (Aug 2024: 101.8), and 'CPI for second year' (Aug 2025: 104.6).
- On this page:** Subjects, Data, Analysis, Reference, Geography, Census, Surveys and statistical programs.
- Top navigation:** Home, The Daily.
- The Daily section:** In the news, Indicators, Special interest, Release schedule.
- Consumer Price Index, August 2025 section:** Released: 2025-09-16, The Consumer Price Index (CPI) rose 1.9% on a year-over-year basis in August, up from a 1.7% increase in July. Gasoline prices fell to a lesser extent year over year in August (-14.7%) than in July (-16.1%), leading to faster growth in headline inflation. Excluding gasoline, the CPI rose 2.4% in August, after increasing 2.5% in each of the previous three months. Moderating the acceleration in the all-items CPI were lower prices for travel tours and fresh fruit compared with July. The CPI decreased 0.1% month over month in August. On a seasonally adjusted monthly basis, the CPI was up 0.2%.

Budget Expense Changes

Curling Ice Maintenance

- In 2025, ARMS staff took over the Curling Ice maintenance, resulting in
 - A decrease in Contracted Services
 - An increase in Salaries and Payroll Deductions
 - Ice maintenance will continue to be completed in-house for 2026

Moved from Capital to Operating Budget

- Annual Roof Maintenance (Multiplex & Theatre) moved to Operating Budget
 - Added \$11,495.00 to Building Expenses
- Annual Fire Testing & Repairs (Multiplex & Theatre) moved to Operating Budget
 - Added \$16,000.00 to Safety Expenses

Insurance

- Athabasca County's invoice for the period of November 1, 2025, to October 31, 2026, is \$130,574.20 which is a 5% increase.
- The Town of Athabasca's insurance invoice for the 2025 year was \$5,628.09.
 - If the Town of Athabasca's insurance increases by 5%, the estimated invoice for 2026 would be approximately \$5,909.49.
- Total insurance costs for 2026 are estimated at \$136,483.69, plus a possible percentage increase for the two months not covered by the Athabasca County invoice, estimated at an additional \$1,100.00.
- The total 2026 Operating Budget Insurance line is \$140,000.00.
- The Insurance Expense in the 2026 draft operating budget has been increased to \$140,000.00.
- The previously presented Insurance Expense in the 2026 draft operating budget was \$134,000.00, resulting in an **increase of \$6,000.00**.
- The electricity expense has been **reduced by \$6,000.00** to keep the requisition amounts consistent with the amounts presented on September 22 and December 2, 2025.

Utilities and Infrastructure

- Gas Costs: No expected increase due to not being charged the Carbon Tax.
- Small anticipated reduction from energy saving initiatives.

Water Costs

- Projected increase due to the planned draining of the main pool during shutdown in 2026.

Building, Equipment, and Ice Plant Repairs

- Significant increase due to aging infrastructure requiring ongoing investment to extend service life as we are trying to get the aging infrastructure to last but it does cost extra in repairs.

Operating Budget Requisition Amounts split by ARMS Members

- 2021 - \$1,525,355.00 (\$762,677.50 each)
- 2022 - \$1,650,000.00 (\$825,000.00 each) – 8% increase
- 2023 - \$1,820,000.00 (\$910,000.00 each) – 10% increase
- 2024 - \$1,880,000.00 (\$940,000.00 each) – 3% increase
- 2025 - \$1,970,000.00 (\$985,000.00 each) – 5% increase
- 2026 Proposed - \$2,070,000.00 (\$1,035,000.00 50% split) – 5% increase
 - (60% - \$1,242,000.00/40% - \$828,000.00)

Reserve

- Unfortunately, we had to use **\$43,500.00 (approximately 30% of our reserve)** from our Operating Reserve this year to fund items from the Capital Budget, as we did not receive sufficient funding from our Members for the projects needed to be completed.
 - Operating Reserve amount as of October 31, 2025, is \$109,369.77.
- Operating Requisition is \$2,070,000.00 which is a 5% increase from 2025.

Recommendation

- Motion to approve the 2026 Operating Budget as presented, with a 2% Cost of Living Adjustment (COLA), with the ARMS Members sharing the total requisition amount of \$2,070,000.00.



General Manager – Rhonda Alix

2026 Draft Operating Budget presented at the December 15, 2025, Meeting

Account	2023 Actual	2024 Actual	2025 Approved Budget - September 16, 2024	2025 Amended Budget - June 16, 2025	2026 Proposed Budget	Variance \$	Variance %
Revenue						0.00	
Government Grants	29,061.04	22,057.00	30,000.00	30,000.00	25,000.00	-5,000.00	-17%
Memberships (user fees)	496,724.82	513,518.33	529,000.00	529,000.00	544,000.00	15,000.00	3%
General Rentals	84,142.94	85,638.10	110,500.00	110,500.00	112,500.00	2,000.00	2%
Vending Income	17,242.62	18,365.51	17,000.00	17,000.00	17,000.00	0.00	0%
Advertising Revenue	50,961.17	57,708.21	65,500.00	65,500.00	67,700.00	2,200.00	3%
Interest Income	22,238.64	34,952.72	15,000.00	25,000.00	25,000.00	0.00	0%
Sale of Goods	4,601.17	4,792.55	4,500.00	4,500.00	5,000.00	500.00	11%
School Rentals	63,424.47	52,319.52	70,500.00	70,500.00	59,500.00	-11,000.00	-16%
Club Rentals	222,245.24	247,332.84	260,625.00	260,625.00	279,300.00	18,675.00	7%
Liquor Sales		6,545.67	6,500.00	-	-	0.00	0%
Food Sales	114,161.37	376,524.42	380,000.00	280,000.00	280,000.00	0.00	0%
Program Revenue	84,888.51	80,883.68	90,000.00	90,000.00	92,000.00	2,000.00	2%
Lease Revenue	29,598.05	24,214.38	24,082.00	24,082.00	25,510.00	1,428.00	6%
Other Revenue	1,121.00	1,023.36	2,000.00	2,000.00	2,000.00	0.00	0%
Total Revenue	\$ 1,220,411.04	\$ 1,525,876.29	\$ 1,605,207.00	\$ 1,508,707.00	\$ 1,534,510.00	25,803.00	2%
Expenses						0.00	
Salaries	1,246,255.35	1,497,523.22	1,501,500.00	1,486,500.00	1,560,000.00	73,500.00	5%
Contracted Services	123,906.00	92,799.76	96,500.00	96,500.00	80,500.00	-16,000.00	-17%
Professional & Bookkeeping fees	17,464.16	22,750.38	20,000.00	20,000.00	21,000.00	1,000.00	5%
LAPP, EI, CPP, Manulife, WCB	268,547.02	309,210.99	319,100.00	319,100.00	326,450.00	7,350.00	2%
Donations Expense	6,989.97	7,354.79	7,000.00	7,000.00	7,000.00	0.00	0%
Advertising & Promotion	7,627.74	7,854.10	7,000.00	7,000.00	7,000.00	0.00	0%
Office Supplies/Expense	26,399.64	20,770.64	22,250.00	22,250.00	23,500.00	1,250.00	6%
Bank Charges & Interest	4,949.00	8,352.61	8,500.00	8,500.00	8,500.00	0.00	0%
Insurance	82,910.60	93,433.86	86,000.00	141,500.00	140,000.00	-1,500.00	-1%
Professional Development	13,239.39	16,656.58	16,000.00	16,000.00	17,000.00	1,000.00	6%
Uniforms	4,633.21	1,696.77	2,250.00	2,250.00	2,250.00	0.00	0%
Travel and Subsistence	2,330.84	3,734.79	3,750.00	3,750.00	4,150.00	400.00	11%
Telephone and Internet Expense	13,746.58	12,284.71	12,840.00	12,840.00	13,840.00	1,000.00	8%
Natural Gas	222,195.17	258,688.47	264,000.00	264,000.00	264,000.00	0.00	0%
Electricity	456,341.73	324,550.34	465,000.00	410,000.00	394,000.00	-16,000.00	-4%
Water	60,439.25	81,845.39	82,000.00	82,000.00	89,000.00	7,000.00	9%
Janitorial Supplies	36,493.28	32,940.98	34,350.00	34,350.00	37,350.00	3,000.00	9%
Vehicle Fuel and Oil	6,270.78	6,327.71	8,500.00	8,500.00	9,500.00	1,000.00	12%
Vehicle Repairs and Maintenance	7,304.23	18,860.35	10,500.00	10,500.00	11,500.00	1,000.00	10%
Outdoor Maintenance	24,061.82	23,924.17	27,000.00	27,000.00	30,500.00	3,500.00	13%
Building Repairs	82,375.53	81,831.93	94,100.00	94,100.00	116,000.00	21,900.00	23%
Equipment/Repairs & Maintenance	128,168.07	130,440.92	139,500.00	139,500.00	159,500.00	20,000.00	14%
Program Supplies	20,544.21	22,554.21	23,000.00	23,000.00	23,000.00	0.00	0%
Ice Plant Expense	44,695.11	27,523.07	29,000.00	29,000.00	33,000.00	4,000.00	14%
Supplies	136,945.45	279,826.78	268,250.00	183,250.00	187,750.00	4,500.00	2%
Safety	14,047.09	11,875.38	15,250.00	15,250.00	32,750.00	17,500.00	115%
Recognition	3,356.33	3,295.16	3,250.00	3,250.00	3,250.00	0.00	0%
Reserve	(21,826.51)	-	-	-	-	0.00	
Capital Budget Repairs Considered moving to Operations				46,500.00		-46,500.00	-100%
Total Expenses	\$ 3,040,411.04	\$ 3,398,908.06	\$ 3,566,390.00	\$ 3,513,390.00	\$ 3,602,290.00	88,900.00	3%
Net Revenue/(Expense)	\$ (1,820,000.00)	\$ (1,873,031.77)	\$ (1,961,183.00)	\$ (2,004,683.00)	\$ (2,067,780.00)	-63,097.00	3%
Town Requisition	910,000.00	940,000.00	985,000.00	\$ 985,000.00	\$ 828,000.00	-157,000.00	-16%
County Requisition	910,000.00	940,000.00	985,000.00	\$ 985,000.00	\$ 1,242,000.00	257,000.00	26%
Balance	\$ 0.00	\$ 6,968.23	\$ 8,817.00	\$ (34,683.00)	\$ 2,220.00	36,903.00	13%
Amount to come from Operating Reserves				\$ 43,500.00	\$ -	-43,500.00	-100%
Net Income				\$ 8,817.00	\$ 2,220.00	-6,597.00	-75%

Athabasca Regional Multiplex 2026 Proposed Budget

ADMIN

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants	28,400.00	50,000.00	20,000.00	15,000.00
Donations / Other Income				
Memberships (user fees)	246,960.00	286,250.00	300,000.00	309,000.00
Drop in / Day use				
General Rentals				
Vending Income	10,000.00	17,000.00	17,000.00	17,000.00
Advertising Revenue	10,000.00			
Interest Income	5,000.00	10,000.00	25,000.00	25,000.00
Sale of Goods				
School Rentals				
Club Rentals	1,800.00	1,200.00	1,200.00	
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue	4,672.00	5,238.10	4,762.00	5,000.00
Contract Services				
Other Revenue	3,000.00	2,000.00	2,000.00	2,000.00
Total Revenue	\$ 309,832.00	\$ 371,688.10	\$ 369,962.00	\$ 373,000.00
Expenses				
Salaries	582,600.00	645,000.00	695,000.00	710,000.00
Contracted Services	65,000.00	45,000.00	50,000.00	55,000.00
Professional & Bookkeeping fees	20,000.00	20,000.00	20,000.00	21,000.00
LAPP, EI, CPP, Manulife, WCB	165,000.00	185,000.00	195,000.00	215,000.00
Donations Expense	8,000.00	7,000.00	7,000.00	7,000.00
Advertising & Promotion	6,000.00	6,000.00	5,000.00	5,000.00
Office Supplies/Expense	17,500.00	17,500.00	18,750.00	20,000.00
Bank Charges & Interest	5,000.00	5,000.00	5,000.00	5,000.00
Insurance	57,500.00	60,000	123,500	134,000
Professional Development	12,500.00	12,000.00	12,000.00	13,000.00
Uniforms	1,500.00	1,250.00	1,000.00	1,000.00
Travel and Subsistence	3,000.00	2,750.00	2,750.00	3,150.00
Telephone and Internet Expense	12,000.00	11,000.00	12,000.00	13,000.00
Natural Gas	99,500.00	105,000.00	128,000.00	128,000.00
Electricity	206,000.00	220,000.00	252,500.00	187,000.00
Water	13,000.00	13,000.00	13,000.00	13,000.00
Utilities				
Janitorial Supplies	23,000.00	23,000.00	24,000.00	26,000.00
Vehicle Fuel and Oil	2,800.00	3,000.00	3,000.00	3,000.00
Vehicle Repairs and Maintenance	5,000.00	7,000.00	7,500.00	8,000.00
Outdoor Maintenance	25,000.00	25,000.00	25,000.00	28,000.00
Building Repairs	45,000.00	45,000.00	50,000.00	60,000.00
Equipment/Repairs & Maintenance	45,000.00	45,000.00	50,000.00	55,000.00
Program Supplies				-
Ice Plant Expense				
Supplies				
Safety	7,000.00	6,000.00	6,500.00	17,500.00
Recognition	2,000.00	2,000.00	2,000.00	2,000.00
Reserve	\$ 40,000.00	\$ 40,000.00	\$ -	
Capital Budget Repairs Considered in 2025	\$ 1,428,900.00	\$ 1,511,500.00	\$ 1,708,500.00	\$ 1,729,650.00
Total Expenses	\$ (1,119,068.00)	\$ (1,139,811.90)	\$ (1,338,538.00)	\$ (1,356,650.00)
Town Requisition	910,000.00	940,000.00	985,000.00	828,000.00
County Requisition	910,000.00	940,000.00	985,000.00	1,242,000.00

Athabasca Regional Multiplex 2026 Proposed Budget

AQUATIC CENTRE

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)	102,900.00	132,500.00	135,000.00	139,000.00
Drop in / Day use				
General Rentals	8,400.00	8,400.00	9,000.00	10,000.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods	3,000.00	3,500.00	4,500.00	5,000.00
School Rentals	24,150.00	20,000.00	20,000.00	22,000.00
Club Rentals	15,000.00	15,000.00	15,000.00	15,000.00
Liquor Sales				
Food Sales				
Program Revenue	57,750.00	61,000.00	70,000.00	71,000.00
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 211,200.00	\$ 240,400.00	\$ 253,500.00	\$ 262,000.00
Expenses				
Salaries	432,500.00	440,000.00	460,000.00	490,000.00
Contracted Services	7,000.00	7,000.00	7,000.00	10,000.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	37,000.00	45,000.00	49,000.00	40,000.00
Donations Expense				
Advertising & Promotion	1,500.00	1,000.00	1,000.00	1,000.00
Office Supplies/Expense	3,000.00	2,500.00	3,000.00	3,000.00
Bank Charges & Interest				
Insurance				
Professional Development	3,500.00	3,500.00	3,500.00	3,500.00
Uniforms	1,000.00	750.00	750.00	750.00
Travel and Subsistence	750.00	750.00	750.00	750.00
Telephone and Internet Expense	600.00			
Natural Gas	100,000.00	100,000.00	128,000.00	128,000.00
Electricity	220,000.00	220,000.00	252,500.00	192,000.00
Water	55,000.00	65,000.00	68,000.00	75,000.00
Utilities				
Janitorial Supplies	4,500.00	4,500.00	4,500.00	5,000.00
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	15,000.00	15,000.00	16,000.00	18,000.00
Equipment/Repairs & Maintenance	35,000.00	35,000.00	36,000.00	45,000.00
Program Supplies	4,000.00	4,000.00	4,000.00	4,000.00
Ice Plant Expense				
Supplies	55,000.00	60,000.00	65,000.00	67,500.00
Safety	1,500.00	1,500.00	1,500.00	2,000.00
Recognition	1,000.00	1,000.00	1,000.00	1,000.00
Reserve				
Capital Budget Repairs Considered	\$ 977,850.00	\$ 1,006,500.00	\$ 1,101,500.00	\$ 1,086,500.00
Total Expenses	\$ (766,650.00)	\$ (766,100.00)	\$ (848,000.00)	\$ (824,500.00)

Athabasca Regional Multiplex 2026 Proposed Budget

CURLING RINK

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals	3,000.00	3,000.00	6,000.00	4,000.00
Vending Income				
Advertising Revenue	3,500.00	3,500.00	4,500.00	4,700.00
Interest Income				
Sale of Goods				
School Rentals	2,100.00	2,000.00	2,000.00	1,500.00
Club Rentals	36,750.00	37,000.00	37,000.00	38,000.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 45,350.00	\$ 45,500.00	\$ 49,500.00	\$ 48,200.00
Expenses				
Salaries	7,725.00	8,000.00	8,000.00	30,000.00
Contracted Services	30,000.00	30,000.00	30,000.00	2,000.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	2,300.00	2,400.00	2,400.00	3,250.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	1,000.00	1,000.00	1,000.00	1,500.00
Equipment/Repairs & Maintenance	6,000.00	6,000.00	6,000.00	8,000.00
Program Supplies				-
Ice Plant Expense	4,000.00	4,000.00	4,000.00	5,000.00
Supplies				
Safety	500.00	500.00	500.00	750.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 51,525.00	\$ 51,900.00	\$ 51,900.00	\$ 50,500.00
Total Expenses	\$ (6,175.00)	\$ (6,400.00)	\$ (2,400.00)	\$ (2,300.00)

Athabasca Regional Multiplex 2026 Proposed Budget

ARENA

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)		5,000.00	5,000.00	5,000.00
Drop in / Day use				
General Rentals	2,100.00	2,100.00	3,000.00	3,500.00
Vending Income				
Advertising Revenue	65,000.00	50,000.00	54,000.00	55,500.00
Interest Income				
Sale of Goods				
School Rentals	6,300.00	13,000.00	14,000.00	14,000.00
Club Rentals	157,500.00	163,000.00	175,000.00	190,000.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 230,900.00	\$ 233,100.00	\$ 251,000.00	\$ 268,000.00
Expenses				
Salaries	103,000.00	110,000.00	110,000.00	113,000.00
Contracted Services				
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	31,900.00	33,000.00	33,000.00	33,500.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies	3,500.00	3,500.00	3,500.00	4,000.00
Vehicle Fuel and Oil	3,500.00	3,500.00	3,500.00	4,000.00
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	8,000.00	8,000.00	8,000.00	10,000.00
Equipment/Repairs & Maintenance	8,500.00	8,500.00	8,500.00	10,000.00
Program Supplies				-
Ice Plant Expense	25,000.00	25,000.00	25,000.00	28,000.00
Supplies	4,000.00	4,000.00	4,000.00	4,000.00
Safety	1,000.00	1,000.00	1,000.00	1,000.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 188,400.00	\$ 196,500.00	\$ 196,500.00	\$ 207,500.00
Total Expenses	\$ 42,500.00	\$ 36,600.00	\$ 54,500.00	\$ 60,500.00

Athabasca Regional Multiplex 2026 Proposed Budget

FIELDHOUSE

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)	82,320.00	88,000.00	89,000.00	91,000.00
Drop in / Day use				
General Rentals	36,750.00	38,000.00	60,000.00	61,500.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals	31,500.00	32,500.00	31,000.00	20,000.00
Club Rentals	7,875.00	8,750.00	9,000.00	12,000.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 158,445.00	\$ 167,250.00	\$ 189,000.00	\$ 184,500.00
Expenses				
Salaries	25,750.00	26,000.00	26,000.00	26,500.00
Contracted Services				
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	3,900.00	4,000.00	4,000.00	4,000.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance	2,000.00	2,000.00	2,000.00	2,000.00
Outdoor Maintenance				
Building Repairs	3,500.00	4,000.00	4,000.00	5,000.00
Equipment/Repairs & Maintenance	4,000.00	4,000.00	4,000.00	5,000.00
Program Supplies				-
Ice Plant Expense				
Supplies	4,000.00	4,000.00	4,000.00	4,000.00
Safety	1,500.00	1,500.00	1,500.00	1,500.00
Recognition				
Reserve				
Capital Budget Repairs Considered	\$ 44,650.00	\$ 45,500.00	\$ 45,500.00	\$ 48,000.00
Total Expenses	\$ 113,795.00	\$ 121,750.00	\$ 143,500.00	\$ 136,500.00

Athabasca Regional Multiplex 2026 Proposed Budget

MEETING ROOMS

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals	15,750.00	16,500.00	16,500.00	17,000.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals				
Club Rentals	7,350.00	7,400.00	7,600.00	8,000.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 23,100.00	\$ 23,900.00	\$ 24,100.00	\$ 25,000.00
Expenses				
Salaries	7,725.00	8,000.00	8,000.00	8,500.00
Contracted Services				
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	2,300.00	2,400.00	2,400.00	2,400.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	1,100.00	1,100.00	1,100.00	1,500.00
Equipment/Repairs & Maintenance	3,000.00	3,000.00	3,000.00	3,500.00
Program Supplies				-
Ice Plant Expense				
Supplies				
Safety	500.00	500.00	500.00	1,000.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 14,625.00	\$ 15,000.00	\$ 15,000.00	\$ 16,900.00
Total Expenses	\$ 8,475.00	\$ 8,900.00	\$ 9,100.00	\$ 8,100.00

Athabasca Regional Multiplex 2026 Proposed Budget

LOUNGE

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals	5,250.00	5,500.00	5,500.00	6,000.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals				
Club Rentals	525.00	525.00	525.00	600.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue	3,600.00	3,900.00	3,780.00	4,250.00
Contract Services				
Other Revenue				
Total Revenue	\$ 9,375.00	\$ 9,925.00	\$ 9,805.00	\$ 10,850.00
Expenses				
Salaries		2,500.00	2,500.00	3,000.00
Contracted Services				
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB		500.00	500.00	500.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	2,000.00	2,000.00	2,000.00	2,500.00
Equipment/Repairs & Maintenance	2,000.00	2,000.00	2,000.00	2,500.00
Program Supplies				-
Ice Plant Expense				
Supplies				
Safety	500.00	500.00	500.00	750.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 4,500.00	\$ 7,500.00	\$ 7,500.00	\$ 9,250.00
Total Expenses	\$ 4,875.00	\$ 2,425.00	\$ 2,305.00	\$ 1,600.00

Athabasca Regional Multiplex 2026 Proposed Budget

DAYCARE

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals				
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals				
Club Rentals				
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue	12,540.00	13,450.00	14,220.00	14,940.00
Contract Services				
Other Revenue				
Total Revenue	\$ 12,540.00	\$ 13,450.00	\$ 14,220.00	\$ 14,940.00
Expenses				
Salaries			2,000.00	2,500.00
Contracted Services				
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB			500.00	500.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs	2,000.00	2,000.00	2,000.00	2,500.00
Equipment/Repairs & Maintenance	2,000.00	2,000.00	2,000.00	2,500.00
Program Supplies				-
Ice Plant Expense				
Supplies				
Safety				
Recognition				
Reserve				
Capital Budget Repairs Considered mov	\$ 4,000.00	\$ 4,000.00	\$ 6,500.00	\$ 8,000.00
Total Expenses	\$ 8,540.00	\$ 9,450.00	\$ 7,720.00	\$ 6,940.00

Athabasca Regional Multiplex 2026 Proposed Budget

SUMMER PROGRAMS

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants	18,000.00	14,000.00	10,000.00	10,000.00
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals				
Vending Income				
Advertising Revenue	6,050.00	7,500.00	7,000.00	7,500.00
Interest Income				
Sale of Goods				
School Rentals				
Club Rentals				
Liquor Sales				
Food Sales				
Program Revenue	25,000.00	27,500.00	20,000.00	21,000.00
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 49,050.00	\$ 49,000.00	\$ 37,000.00	\$ 38,500.00
Expenses				
Salaries	21,500.00	20,000.00	15,000.00	16,000.00
Contracted Services	2,000.00	2,000.00	1,000.00	4,000.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	1,000.00	1,000.00	1,000.00	1,000.00
Donations Expense				
Advertising & Promotion	500.00	500.00	500.00	500.00
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies				
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs				
Equipment/Repairs & Maintenance				
Program Supplies	12,500.00	15,000.00	14,000.00	14,000.00
Ice Plant Expense				
Supplies	250.00	250.00	250.00	250.00
Safety	250.00	250.00	250.00	250.00
Recognition	500.00	500.00	250.00	250.00
Reserve				
Capital Budget Repairs Considered	\$ 38,500.00	\$ 39,500.00	\$ 32,250.00	\$ 36,250.00
Total Expenses	\$ 10,550.00	\$ 9,500.00	\$ 4,750.00	\$ 2,250.00

Athabasca Regional Multiplex 2026 Proposed Budget

SPORTS FIELDS

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants	7,200.00			
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals	2,100.00	1,500.00	1,500.00	1,500.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals	2,100.00	2,000.00	2,000.00	1,500.00
Club Rentals	7,875.00	7,800.00	7,800.00	8,200.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue				
Contract Services				
Other Revenue				
Total Revenue	\$ 19,275.00	\$ 11,300.00	\$ 11,300.00	\$ 11,200.00
Expenses				
Salaries	17,000.00	17,000.00	17,000.00	17,500.00
Contracted Services	5,000.00	5,000.00	4,000.00	4,000.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	5,000.00	5,000.00	5,000.00	5,000.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance				
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies	600.00	600.00	600.00	600.00
Vehicle Fuel and Oil	1,200.00	1,200.00	2,000.00	2,500.00
Vehicle Repairs and Maintenance	750.00	750.00	1,000.00	1,500.00
Outdoor Maintenance	1,500.00	1,500.00	1,500.00	2,000.00
Building Repairs				
Equipment/Repairs & Maintenance	5,000.00	5,000.00	5,000.00	5,000.00
Program Supplies	4,000.00	5,000.00	5,000.00	5,000.00
Ice Plant Expense				-
Supplies				
Safety				
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 40,050.00	\$ 41,050.00	\$ 41,100.00	\$ 43,100.00
Total Expenses	\$ (20,775.00)	\$ (29,750.00)	\$ (29,800.00)	\$ (31,900.00)

Athabasca Regional Multiplex 2026 Proposed Budget

KITCHEN / CONCESSION

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals		5,200.00	2,000.00	2,000.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals				
Club Rentals				
Liquor Sales		6,500.00	-	-
Food Sales		390,000.00	280,000.00	280,000.00
Program Revenue				
Lease Revenue	12,360.00	-		-
Contract Services				
Other Revenue				
Total Revenue	\$ 12,360.00	\$ 401,700.00	\$ 282,000.00	\$ 282,000.00
Expenses				
Salaries		145,000.00	130,000.00	130,000.00
Contracted Services	3,557.00	4,000.00	4,000.00	5,000.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB		23,000.00	23,000.00	18,000.00
Donations Expense				
Advertising & Promotion		500.00	500.00	500.00
Office Supplies/Expense		1,000.00	500.00	500.00
Bank Charges & Interest		3,500.00	3,500.00	3,500.00
Insurance				
Professional Development		500.00	500.00	500.00
Uniforms		500.00	500.00	500.00
Travel and Subsistence		250.00	250.00	250.00
Telephone and Internet Expense				
Natural Gas				
Electricity				
Water				
Utilities				
Janitorial Supplies		1,000.00	1,000.00	1,000.00
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance				
Building Repairs				
Equipment/Repairs & Maintenance	12,500.00	20,000.00	18,000.00	18,000.00
Program Supplies				-
Ice Plant Expense				
Supplies	500.00	218,000.00	110,000.00	112,000.00
Safety		1,500.00	1,500.00	1,500.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 16,557.00	\$ 418,750.00	\$ 293,250.00	\$ 291,250.00
Total Expenses	\$ (4,197.00)	\$ (17,050.00)	\$ (11,250.00)	\$ (9,250.00)

Athabasca Regional Multiplex 2026 Proposed Budget

NANCY APPLEBY THEATRE

Account	2023 Budget	2024 Budget	2025 Approved Budget	2026 Proposed Budget
Revenue				
Government Grants				
Donations / Other Income				
Memberships (user fees)				
Drop in / Day use				
General Rentals	3,150.00	5,000.00	7,000.00	7,000.00
Vending Income				
Advertising Revenue				
Interest Income				
Sale of Goods				
School Rentals	3,150.00	3,150.00	1,500.00	500.00
Club Rentals	6,300.00	7,500.00	7,500.00	7,500.00
Liquor Sales				
Food Sales				
Program Revenue				
Lease Revenue		1,320.00	1,320.00	1,320.00
Contract Services				
Other Revenue				
Total Revenue	\$ 12,600.00	\$ 16,970.00	\$ 17,320.00	\$ 16,320.00
Expenses				
Salaries	10,000.00	13,000.00	13,000.00	13,000.00
Contracted Services	1,000.00	500.00	500.00	500.00
Professional & Bookkeeping fees				
LAPP, EI, CPP, Manulife, WCB	3,000.00	3,300.00	3,300.00	3,300.00
Donations Expense				
Advertising & Promotion				
Office Supplies/Expense				
Bank Charges & Interest				
Insurance	13,500.00	18,000.00	18,000.00	6,000.00
Professional Development				
Uniforms				
Travel and Subsistence				
Telephone and Internet Expense	840.00	840.00	840.00	840.00
Natural Gas	6,500.00	8,000.00	8,000.00	8,000.00
Electricity	14,000.00	15,000.00	15,000.00	15,000.00
Water	2,000.00	1,000.00	1,000.00	1,000.00
Utilities				
Janitorial Supplies	750.00	750.00	750.00	750.00
Vehicle Fuel and Oil				-
Vehicle Repairs and Maintenance				
Outdoor Maintenance	500.00	500.00	500.00	500.00
Building Repairs	3,000.00	10,000.00	10,000.00	15,000.00
Equipment/Repairs & Maintenance	5,000.00	5,000.00	5,000.00	5,000.00
Program Supplies				-
Ice Plant Expense				
Supplies				
Safety	2,000.00	2,000.00	1,500.00	6,500.00
Recognition				
Reserve				
Capital Budget Repairs Considered in 2025	\$ 62,090.00	\$ 77,890.00	\$ 77,390.00	\$ 75,390.00
Total Expenses	\$ (49,490.00)	\$ (60,920.00)	\$ (60,070.00)	\$ (59,070.00)



From: Rhonda Alix, General Manager

To: ARMS Board

Date: December 15, 2025

Subject: Board Workshop

Background

- At the December 2, 2025, ARMS Board Meeting the following motion was carried.

25-139 Motion by Director Callihoo *"to direct Administration to come up with a few potential dates in 2026 for a Board workshop and bring the dates to the December 15 meeting."*

Discussion

- There are many topics to discuss during the workshop. The Board can review and indicate which topics they would like to focus on in advance, so we can prepare the necessary information.
 - Approved Strategic Plan – 2025.
 - Purpose to further develop the strategic plan and organizational priorities.
 - Measures of success.
 - Member attraction and retention strategies.
 - Economic impact.
 - Community & User Engagement.
- Here are a few potential Board Workshop dates.
 - Wednesday February 25
 - Wednesday April 8
 - Wednesday May 6
- Start time can be 9:00am or 9:30am.
- Administration will send an email to the Board about potential topics to discuss at the Workshop.

Recommendation

- Motion to direct Administration to schedule the Board Workshop for _____, 2026 at _____ am.

A blue ink signature of the name "Rhonda Alix".

General Manager – Rhonda Alix