

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. Delegation – 10:00am - Athabasca Curling Club
4. Meeting Minutes
 - a) Approval of January 19, 2026, minutes 2-5
5. Financial Reports
 - a) Financial Statements 6-17
6. Manager Reports
 - a) General Manager, Facility Manager, and Aquatic Supervisor Reports 18-34
7. Follow up Business
 - a) ARMS Board of Directors Meeting Time 35
 - b) Soccer Fields Update 36-40
 - c) GICB Grant Application Update 41-46
8. New Business
 - a) Delegation - Athabasca Curling Club 47-50
 - b) Town of Athabasca Capital Cap Motion 51-53
 - c) Prescription to Get Active 54-69
 - d) Pucks for Paws Donation Request 70-72
 - e) Accounts Receivable Policy 73-91
9. Agenda Additions
10. In Camera
 - a) Section 19 (1) ATIA Act – Business Interests of a Third Party
 - b) Section 29 (1) ATIA Act – Advice from Officials
 - c) Section 20 (1) ATIA Act – Personal Privacy
11. Next Meeting
 - a) March 30, 2026, at **9:30am**
12. Adjournment

**Athabasca Regional Multiplex Society 2026
January 19, 2026
Combined Meeting Room**

PRESENT: Directors: Brian Hall, Codie Callihoo, Darlene Reimer, Dave Neufeld, Dave Pacholok and Natasha Kapitaniuk.

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

Town of Athabasca CAO Rachel Ramey

MEMBER OF THE PUBLIC: Member of the Press (1)

Call to Order

Chair Reimer called the meeting to order at 5:03 p.m.

**1.0
Land
Acknowledgement**

Chair Reimer 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."

**2.0
Approval of
Agenda**

#26-01 Motion by Director Hall to approve the January 19, 2026, General Meeting agenda.

Motion Carried Unanimously.

**3.0
Delegation**

Delegation – Aspen View Public Schools Superintendent Kastrinos

Aspen View Public Schools Superintendent Mr. Kastrinos and Secretary Treasurer Amber Oko attended the meeting as a delegation. The Board received a verbal information from Mr. Kastrinos and had the opportunity to ask questions related to the topics presented.

**4.0
Minutes of
Previous
Meeting**

a) Approval of December 15, 2025, General Meeting Minutes

#26-02 Motion by Director Callihoo to approve the December 15, 2025, General Meeting minutes as presented.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
January 19, 2026
Combined Meeting Room**

**5.0
Financial
Report**

a) Financial Statement

General Manager Alix presented the Financial Statements as of December 15, 2025.

- #26-03 Motion by Director Hall to have Board Chair write a letter thanking the Athabasca Curling Club for their donation of \$25,000.00 and invite them to the February 23, 2026, Board Meeting and to place a thank you ad in the Advocate.

Motion Carried Unanimously.

- #26-04 Motion by Director Pacholok to remove the payment log from the agenda package and email it separately to Board members.

Motion Carried Unanimously.

- #26-05 Motion by Director Hall to accept the financial information as presented.

Motion Carried Unanimously.

**6.0
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.

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

Director Callihoo left the meeting at 6:29 p.m. and returned at 6:31 p.m.

Director Kapitaniuk left the meeting at 6:39 p.m. and returned 6:56 p.m.

Chair Reimer declared a recess at 6:40 p.m.

Meeting reconvened at 6:56 p.m.

- #26-06 Motion by Director Neufeld to accept the information as presented.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
January 19, 2026
Combined Meeting Room**

**7.0
Follow up
Business**

- a) Delegation – Aspen View Public Schools Superintendent Kastrinos

Aspen View Public Schools Superintendent Mr. Kastrinos and Secretary Treasurer Amber Oko attended the meeting as a delegation. The Board received verbal information about the soccer fields from Mr. Kastrinos and had the opportunity to ask questions related to the topics presented.

#26-07 Motion by Director Callihoo to direct Administration to create a list on the soccer fields and bring back to the next meeting.

Motion Carried Unanimously.

- b) Soccer Fields Update

#26-08 Motion by Director Neufeld to accept the information as presented.

Motion Carried Unanimously.

- c) 2026 Approved Capital Budget Update

#26-09 Motion by Director Pacholok to accept the information as presented.

Motion Carried Unanimously.

- d) 2026 Interim Operational Budget Update

#26-10 Motion by Director Callihoo 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.

Motion Carried Unanimously.

Director Kapitaniuk left the meeting at 7:36 p.m. and returned at 7:44 p.m.

- e) 2026 Membership Rates
i) 2025/26 Membership Survey Report

#26-11 Motion by Director Hall to defer the membership rates and survey discussion to the Board Workshop and bring back information to the March Board Meeting.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
January 19, 2026
Combined Meeting Room**

**8.0
New
Business**

a) Athabasca University Agreement Update

#26-12

Motion by Director Hall to direct Administration to collaborate with Athabasca University to prepare a draft agreement or memorandum of understanding governing the use of Ball Diamonds 1 and 2 situated on Athabasca University property and bring back to the Board for approval.

Motion Carried Unanimously.

b) Alberta Community Partnership Program Update

#26-13

Motion by Director Kapitaniuk to direct Administration to explore alternative options for the completion of a third-party Asset Management Plan.

Motion Carried Unanimously.

**11.0
Next
Meeting**

Next meeting February 23, 2026, at 9:30 a.m.

**12.0
Adjournment**

Meeting adjourned at 7:51 p.m.

Board Chair
Darlene Reimer

General Manager
Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Financial Statements

Background

- Administration completed the draft December 31, 2025, yearend Financial Statements and January 31, 2026, Financial Statements.

Attachments

- December 31, 2025, draft yearend Financial Statements
- January 31, 2026, Financial Statements

Discussion

2025

- Attached are the draft December 31, 2025, Financial statements. These statements remain subject to year-end adjustments by Administration and the Auditor, including the receipt of any outstanding invoices.
 - The largest underachieved revenue accounts are:
 - Membership, School Rentals, and Concession
 - The largest overspent expense accounts are:
 - WCB, Building Repairs, and Safety Supplies
 - Net Income
 - \$47,312.80
 - Difference from projected Net Income is \$81,995.80
- The following are changes that are anticipated to the DRAFT Financial Statements:
 - Year-end adjustments
 - Expenses
 - Wage adjustments – payroll accrual
 - The Auditor may defer the following revenues to 2026, as the funds were not utilized in 2025:
 - Athabasca Curling Club Donation - \$25,000.00
 - Every Kid Can Play Grant - \$24,000.00
- Completed T4's, LAPP yearend, and the WCB Annual Return.
- We will start working with Doyle and Company on the yearend.

2026

- The Town of Athabasca Insurance is not in these numbers as we have not received the invoice yet.
- Accounts Receivable - \$469,630.74
 - Athabasca County - \$378,000.00 (paid after Jan 31)
- Accounts Payable - \$196,987.78
 - Athabasca County - \$130,574.20 (paid after Jan 31)
 - Alberta Municipalities - \$51,043.55 (paid after Jan 31)

Balances as of January 31, 2026

General Bank balance:

- \$279,702.64 (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 General Bank balance above:

- Athabasca County Solar PV - \$252,104.29

ARMS Reserve Balances as of January 31, 2026:

- Operating Reserve Fund - \$110,074.24
- Capital Reserve Fund - \$239,739.40

Recommendation

- Motion to accept the information as presented.



General Manager – Rhonda Alix

**Athabasca Regional Multiplex Society
Balance Sheet As at Dec 31, 2025**

ASSET

General Bank		438,179.10
Operating Reserve		109,836.36
Capital Reserve		239,218.31
Athabasca County Solar PV		251,558.20
Accounts Receivable		83,031.34
Inventory		24,449.55
GST Receivable		196.24
Prepaid Expenses		<u>113,697.99</u>
TOTAL ASSET		<u><u>1,260,167.09</u></u>

LIABILITY

Accounts Payable		240,117.62
Payroll Accrual	<u>31,735.18</u>	
Total Employee Payable		31,735.18
Accrued Liabilities		44,533.40
GST Payable	<u>242.12</u>	
Total GST		242.12
Fortis Grant		7,500.00
Gov't of Alberta Grant		139,745.00
Capital Requisition - current year		153,840.65
Athabasca County Solar PV		251,558.20
Deferred Revenue		<u>1,861.11</u>
TOTAL LIABILITY		<u><u>871,133.28</u></u>

EQUITY

Retained Earnings		341,721.01
Current Earnings		<u>47,312.80</u>
TOTAL EQUITY		<u><u>389,033.81</u></u>

LIABILITIES AND EQUITY		<u><u>1,260,167.09</u></u>
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Athabasca Regional Multiplex Society
Comparative Income Statement
Including the Concession

	Actual Jan 01, 2025 to Dec 31, 2025	Budget Jan 01, 2025 to Dec 31, 2025	Percent	Difference
REVENUE				
Sale of Goods	4,406.47	4,500.00	97.92%	-93.53
Memberships	504,073.23	529,000.00	95.29%	-24,926.77
School Rentals	54,565.29	70,500.00	77.40%	-15,934.71
User Group Rentals	264,191.56	260,625.00	101.37%	3,566.56
General Rentals	102,099.27	110,500.00	92.40%	-8,400.73
Food Sales	231,622.54	280,000.00	82.72%	-48,377.46
Vending Machine Income	17,460.05	17,000.00	102.71%	460.05
Program Revenue	75,126.91	90,000.00	83.47%	-14,873.09
Lease Revenue	24,762.38	24,082.00	102.83%	680.38
Advertising Revenue	64,601.14	65,500.00	98.63%	-898.86
Interest Income	29,526.83	25,000.00	118.11%	4,526.83
Grant Revenue	34,146.00	30,000.00	113.82%	4,146.00
Other Revenue	27,717.99	2,000.00	1385.90%	25,717.99
TOTAL REVENUE	1,434,299.66	1,508,707.00	95.07%	-74,407.34
EXPENSE				
Salary	1,487,687.86	1,486,500.00	100.08%	1,187.86
LAPP, CPP, EI, Manulife, WCB, Employee	328,648.55	319,100.00	102.99%	9,548.55
Recognition	3,335.23	3,250.00	102.62%	85.23
Uniforms	1,845.69	2,250.00	82.03%	-404.31
Travel & Subsistence	3,641.60	3,750.00	97.11%	-108.40
Professional Development	15,570.96	16,000.00	97.32%	-429.04
Advertising & Promotions	7,019.71	7,000.00	100.28%	19.71
Contracted Services	95,087.68	96,500.00	98.54%	-1,412.32
Professional Fees	20,585.64	20,000.00	102.93%	585.64
Insurance	131,216.15	141,500.00	92.73%	-10,283.85
Bank & Interest Charges	8,704.44	8,500.00	102.41%	204.44
Donations Expense	6,319.01	7,000.00	90.27%	-680.99
Office Supplies	21,519.07	22,250.00	96.71%	-730.93
Telephone	13,828.61	12,840.00	107.70%	988.61
Natural Gas	209,919.59	264,000.00	79.51%	-54,080.41
Electricity	286,766.05	410,000.00	69.94%	-123,233.95
Water	78,681.26	82,000.00	95.95%	-3,318.74
Food & Beverage	115,245.43	110,000.00	104.77%	5,245.43
Vehicle Fuel & Oil	5,520.20	8,500.00	64.94%	-2,979.80
Vehicle Repairs & Maintenance	7,783.85	10,500.00	74.13%	-2,716.15
Outdoor Maintenance	23,779.51	27,000.00	88.07%	-3,220.49
Building Repairs	126,026.12	94,100.00	133.93%	31,926.12
Equipment Repairs & Maintenance	130,499.12	139,500.00	93.55%	-9,000.88
Supplies	71,177.45	73,250.00	97.17%	-2,072.55
Janitorial Supplies	36,423.21	34,350.00	106.04%	2,073.21
Program Supplies	23,770.15	23,000.00	103.35%	770.15
Ice Plant Supplies	29,017.67	29,000.00	100.06%	17.67
Safety Supplies	20,867.05	15,250.00	136.83%	5,617.05
Capital Expense	46,500.00	46,500.00	100.00%	0.00
TOTAL EXPENSE	3,356,986.86	3,513,390.00	95.55%	-156,403.14
NET INCOME	-1,922,687.20	-2,004,683.00	95.91%	81,995.80
Town of Athabasca Requisition	985,000.00	985,000.00	100.00%	0.00
Athabasca County Requisition	985,000.00	985,000.00	100.00%	0.00
NET INCOME AFTER REQUISITIONS	47,312.80	-34,683.00	-136.41%	81,995.80

Athabasca Regional Multiplex Society
2025 'Income Statement
Concession

	January	February	March	April	May	June	July
REVENUE							
General Rentals		586.00	126.24	1,260.57	748.00	1,608.00	
Liquor Sales							
Food Sales	31,673.74	27,857.73	36,476.79	11,291.78	11,592.40	7,930.31	1,774.24
TOTAL REVENUE	31,673.74	28,443.73	36,603.03	12,552.35	12,340.40	9,538.31	1,774.24
EXPENSE							
Salary	12,153.14	13,427.27	10,158.57	7,731.46	8,927.48	5,708.39	10,919.02
LAPP, CPP, EI, Manulife, WCB	727.74	746.71	415.37	330.14	635.47	446.17	848.67
Uniforms				480.00			
Travel & Subsistence							
Professional Development							
Advertising & Promotions							
Contracted Services							
Bank & Interest Charges	250.00	250.00	250.00	250.00	250.00	250.00	250.00
Office Supplies	99.95	124.90	30.87				
Food & Beverage							
Opening Inventory	\$ 26,113.81	\$ 22,692.59	\$ 27,796.32	\$ 28,460.15	\$ 25,644.47	\$ 25,104.18	\$ 19,304.93
Plus: Purchases	\$ 13,546.84	\$ 16,064.43	\$ 23,742.85	\$ 3,431.12	\$ 5,503.98	\$ 954.29	\$ 1,288.50
Minus: Food Inventory on Hand	\$ 22,692.59	\$ 27,796.32	\$ 28,460.15	\$ 25,644.47	\$ 19,935.51	\$ 14,327.47	\$ 13,970.92
Minus: Paper Inventory on Hand					\$ 5,168.67	\$ 4,977.46	\$ 4,828.18
COGS	16,968.06	10,960.70	23,079.02	6,246.80	6,044.27	6,753.54	1,794.33
Equipment Repairs & Maintenance	464.68	425.96	425.96	425.96	425.96	425.96	425.96
Supplies	1,771.66	1,624.60	2,162.97	1,707.77	611.40		85.70
Janitorial Supplies	309.22	382.86	198.15				71.35
Safety Supplies					1,053.30		
TOTAL EXPENSE	32,744.45	27,943.00	36,720.91	17,172.13	17,947.88	13,584.06	14,395.03
NET INCOME	(1,070.71)	500.73	(117.88)	(4,619.78)	(5,607.48)	(4,045.75)	(12,620.79)

**Athabasca Regional Mul
2025 'Income Statement
Concession**

	August	September	October	November	December	Total
REVENUE						
General Rentals		268.00	989.29	536.00	1,072.00	7,194.10
Liquor Sales						-
Food Sales	1,768.96	14,558.38	27,408.21	33,238.48	26,051.52	231,622.54
TOTAL REVENUE	1,768.96	14,826.38	28,397.50	33,774.48	27,123.52	238,816.64
EXPENSE						
Salary	-	2,716.97	11,418.25	8,974.71	11,014.61	103,149.87
LAPP, CPP, EI, Manulife, WCB	-	199.73	567.29	478.40	597.45	5,993.14
Uniforms						480.00
Travel & Subsistence						-
Professional Development						-
Advertising & Promotions	352.35					352.35
Contracted Services						-
Bank & Interest Charges	250.00	250.00	250.00	250.00	250.00	3,000.00
Office Supplies				136.99	80.74	473.45
Food & Beverage						-
Opening Inventory	\$ 18,799.10	\$ 16,547.38	\$ 17,832.50	\$ 24,155.96	\$ 21,295.40	
Plus: Purchases	\$ 548.60	\$ 13,554.96	\$ 10,723.27	\$ 13,124.74	\$ 8,389.89	
Minus: Food Inventory on Hand	\$ 12,096.25	\$ 12,875.35	\$ 18,409.52	\$ 17,098.49	\$ 17,452.18	
Minus: Paper Inventory on Hand	\$ 4,451.13	\$ 4,957.15	\$ 5,746.44	\$ 4,196.91	\$ 4,289.67	
COGS	2,800.32	12,269.84	4,399.81	15,985.30	7,943.44	115,245.43
Equipment Repairs & Maintenance	425.96	711.41	425.96	534.48	425.96	5,544.21
Supplies				3,323.16	1,200.02	12,487.28
Janitorial Supplies			318.96			1,280.54
Safety Supplies						1,053.30
TOTAL EXPENSE	3,828.63	16,147.95	17,380.27	29,683.04	21,512.22	249,059.57
NET INCOME	(2,059.67)	(1,321.57)	11,017.23	4,091.44	5,611.30	(10,242.93)

**Athabasca Regional Multiplex Society
Capital Projects Breakdown
January to December 31, 2025**

REVENUE	Budget	Actual	Difference - Remaining
Town of Athabasca Capital Requisition	\$ 105,000.00	\$ 105,000.00	\$ -
Athabasca County Capital Requisition	\$ 105,000.00	\$ 105,000.00	\$ -
TOTAL REVENUE	\$ 210,000.00	\$ 210,000.00	\$ -

EXPENSE	Budget	Actual	Difference - Remaining
Fitness & Aquatic Centre Boilers (2)	\$ 100,301.35		\$ 100,301.35
Pool Pumps 25HP, 7.5HP, 15HP - all pool pumps	\$ 26,739.30		\$ 26,739.30
Curling Rink Dehumidification Unit	\$ 95,763.15	\$ 95,763.15	\$ -
Fieldhouse Compressors' Replacement	\$ 70,138.15	\$ 70,138.15	\$ -
Roof Repairs - yearly maintenance	\$ -		\$ -
Roof Repairs 2025	\$ 23,500.00	\$ 23,500.00	\$ -
Roof Maintenance	\$ -		\$ -
Theatre Repainting	\$ -		\$ -
Low wattage ballast	\$ 7,500.00		\$ 7,500.00
Annual Fire System Testing & Repairs	\$ -		\$ -
Annual Fire system Testing & Repairs	\$ -		\$ -
Multiplex Boiler Chimney	\$ 10,982.92	\$ 10,982.92	\$ -
Home Plate Repairs Clay (Est)	\$ 2,500.00		\$ 2,500.00
Arena/Curling Rink Brine Headers			\$ -
Building Capital Subtotal	\$ 337,424.87	\$ 200,384.22	\$ 137,040.65
CCTV Upgrades	\$ 12,654.57	\$ 12,654.57	\$ -
Ride-on Floor Scrubber	\$ 20,821.86	\$ 20,821.86	\$ -
Inflatables	\$ -		\$ -
Office Computers	\$ 5,000.00	\$ 5,000.00	\$ -
Event Tables 6 & 8 footers			\$ -
Chair racks (black chairs)			\$ -
Consultant Building structure			\$ -
Operational Capital Subtotal	\$ 38,476.43	\$ 38,476.43	\$ -
Total Capital Projects Costs in 2025	\$ 375,901.30	\$ 238,860.65	\$ 137,040.65

Approved to complete
Approved to complete
Completed
Completed
Moved to Operation Budget - \$6,500
completed
Moved to Operation Budget - \$5,000
Town of Athabasca - \$15,000.00
Approved to complete
Moved to Operation Budget - \$10,000
Moved to Operation Budget - \$5,000
Completed
Reduced from \$7,500 to \$2,500
Deferred to 2026 - \$80,000
Reduced to \$12,654.57 from \$30,000 - completed
Completed
Moved to Operation Budget - \$20,000
Completed
Deferred to 2026 - \$5,000
Deferred to 2026 - \$5,000
Deferred to 2026 - \$5,000

2025 Capital Shortfall	\$ (165,901.30)	\$ (28,860.65)
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Approved Capital Projects Approved from Reserves

Curling Rink Dehumidification Unit

Motion # 24-100		
Total Cost	\$ 191,526.30	
Less: CFEP Grant Amount	<u>\$ 95,763.15</u>	
Left to come out of the Capital Reserves	\$ 95,763.15	completed

Fieldhouse Compressors' Replacement

Motion # 25-37		
Total Cost	\$ 102,375.00	
Less: CFEP Grant Amount	<u>\$ 29,236.85</u>	
Less: FCC Grant Amount	<u>\$ 3,000.00</u>	
Left to come out of the Capital Reserves	\$ 70,138.15	completed

Capital Reserve Balance

	\$ 402,875.02	
Less: Approval Capital Purchases from Reserves	<u>\$ 165,901.30</u>	
Capital Reserves Remaining - September 15, 2025	\$ 236,973.72	completed

Inflatables still to purchase

\$ 9,181.64

Balance Sheet - Capital - current year	\$ 146,222.29
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Athabasca Regional Multiplex 2025 Capital Budget

Amended: May 27, 2025

Costs do not include GST

As per Motion #25-54

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

2025 Capital Reserve Fund Allocation						
Approved 2025 Capital Projects - Amended						Amended Notes
1	Fitness & Aquatic Centre Boilers (2)	Pool Mechanical	\$ 200,602.70	\$ 100,301.35	\$ 100,301.35	Approved to complete
1	Pool Pumps 25HP, 7.5HP, 15HP - all pool pumps	Pool Mechanical	\$ 53,478.60	\$ 26,739.30	\$ 26,739.30	Approved to complete
1	Curling Rink Dehumidification Unit	Curling Rink	\$ 191,526.30	\$ 95,763.15	\$ 95,763.15	Approved to complete with the balance coming out of Capital Reserves
1	Fieldhouse Compressors' Replacement	Fieldhouse	\$ 102,375.00	\$ 32,236.85	\$ 70,138.15	Approved to complete with the balance coming out of Capital Reserves
1	Roof Repairs - yearly maintenance	All roof sections				Moved to Operation Budget - \$6,500
1	Roof Repairs 2025	All roof sections	\$ 23,500.00		\$ 23,500.00	Approved to complete
1	Roof Maintenance	Theatre			\$ -	Moved to Operation Budget - \$5,000
1	Theatre Repainting	Theatre			\$ -	Town of Athabasca - \$15,000.00
1	Low wattage ballast	All Multiplex Areas	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	Approved to complete
1	Annual Fire System Testing & Repairs	All Multiplex Areas			\$ -	Moved to Operation Budget - \$10,000
1	Annual Fire system Testing & Repairs	Theatre			\$ -	Moved to Operation Budget - \$5,000
1	Multiplex Boiler Chimney	All Multiplex Areas	\$ 35,982.92	\$ 25,000.00	\$ 10,982.92	Completed
1	Home Plate Repairs Clay (Est)	Ball Diamonds	\$ 2,500.00		\$ 2,500.00	Reduced from \$7,500 to \$2,500
1	Arena/Curling Rink Brine Headers	Arena/Curling Rink			\$ -	Deferred to 2026 -\$80,000
Building Capital Subtotal			\$ 624,965.52	\$ 287,540.65	\$ 337,424.87	\$ -
1	CCTV Upgrades	All Multiplex Areas	\$ 12,654.57		\$ 12,654.57	Reduced to \$12,654.57 from \$30,000 - completed
1	Ride-on Floor Scrubber	Lobby/Fieldhouse	\$ 20,821.86		\$ 20,821.86	Completed
1	Inflatables	Fieldhouse			\$ -	Moved to Operation Budget - \$20,000
1	Office Computers	Administration	\$ 5,000.00		\$ 5,000.00	Completed
1	Event Tables 6 & 8 footers	Meeting rooms/event spaces			\$ -	Deferred to 2026 - \$5,000
1	Chair racks (black chairs)	Meeting rooms/event spaces			\$ -	Deferred to 2026 - \$5,000
1	Consultant Building structure	All Multiplex Areas			\$ -	Deferred to 2026 - \$5,000
Operational Capital Subtotal			\$ 38,476.43	\$ -	\$ 38,476.43	\$ -
Total 2025 Capital Projects Costs			\$ 663,441.95	\$ 287,540.65	\$ 375,901.30	\$ -

2025	Amended Capital Funding from ARMS Members	\$ 210,000.00
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2025	Deficit amount to be taken out of the Capital Reserve Fund	\$ (165,901.30)
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Moved to the Operating Budget			
Roof Repairs - yearly maintenance	All roof sections	\$ 6,500.00	\$ 6,500.00
Annual Fire System Testing & Repairs	All Multiplex Areas	\$ 10,000.00	\$ 10,000.00
Annual Fire system Testing & Repairs	Theatre	\$ 5,000.00	\$ 5,000.00
Inflatables	Fieldhouse	\$ 20,000.00	\$ 20,000.00
Roof Maintenance	Theatre	\$ 5,000.00	\$ 5,000.00
Amounts to consider moving from the Capital Budget to the Operating Budget		\$ 46,500.00	\$ 46,500.00

Theatre Capital Expenses (Town of Athabasca)			
Theatre Repainting	Theatre	\$ 15,000.00	\$ 15,000.00
Amounts moved from the Capital Budget to the Town of Athabasca Only Expenses		\$ 15,000.00	\$ 15,000.00

As per Motion #25-19

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

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

**Athabasca Regional Multiplex Society
Balance Sheet As at Jan 31, 2026**

ASSET

General Bank		296,189.05
Operating Reserve		110,074.24
Capital Reserve		239,736.40
Athabasca County Solar PV		252,104.29
Accounts Receivable		469,630.74
Inventory		24,449.55
GST Receivable		5,062.27
Prepaid Expenses		<u>102,338.18</u>
TOTAL ASSET		<u><u>1,499,584.72</u></u>

LIABILITY

Accounts Payable		196,987.78
Payroll Accrual	<u>31,735.18</u>	
Total Employee Payable		31,735.18
Accrued Liabilities		44,533.40
GST Payable	<u>7,955.92</u>	
Total GST		7,955.92
Town and County Requisition		138,000.00
Fortis Grant		7,500.00
Gov't of Alberta Grant		139,745.00
Capital Requisition - 2026		66,000.00
Capital Requisition - 2025		146,222.29
Athabasca County Solar PV		252,104.29
Deferred Revenue		<u>1,861.11</u>
TOTAL LIABILITY		<u><u>1,032,644.97</u></u>

EQUITY

Retained Earnings		389,033.81
Current Earnings		<u>77,905.94</u>
TOTAL EQUITY		<u><u>466,939.75</u></u>

LIABILITIES AND EQUITY		<u><u>1,499,584.72</u></u>
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Athabasca Regional Multiplex Society
Comparative Income Statement
Including the Concession

	Actual Jan 01, 2026 to Jan 31, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent	Difference
REVENUE				
Sale of Goods	566.33	5,000.00	11.33%	-4,433.67
Memberships	55,362.96	544,000.00	10.18%	-488,637.04
School Rentals	3,926.45	59,500.00	6.60%	-55,573.55
User Group Rentals	42,096.85	279,300.00	15.07%	-237,203.15
General Rentals	5,110.13	112,500.00	4.54%	-107,389.87
Inflatables Revenue	200.00	0.00		200.00
Food Sales	42,165.67	280,000.00	15.06%	-237,834.33
Vending Machine Income	1,502.10	17,000.00	8.84%	-15,497.90
Program Revenue	6,112.76	92,000.00	6.64%	-85,887.24
Lease Revenue	2,074.00	25,510.00	8.13%	-23,436.00
Advertising Revenue	1,000.00	67,700.00	1.48%	-66,700.00
Interest Income	1,516.29	25,000.00	6.07%	-23,483.71
Grant Revenue	0.00	25,000.00	0.00%	-25,000.00
Other Revenue	0.00	2,000.00	0.00%	-2,000.00
TOTAL REVENUE	161,633.54	1,534,510.00	10.53%	-1,372,876.46
EXPENSE				
Salary	105,449.48	1,560,000.00	6.76%	-1,454,550.52
LAPP, CPP, EI, Manulife, WCB, Employee	20,744.26	326,450.00	6.35%	-305,705.74
Recognition	0.00	3,250.00	0.00%	-3,250.00
Uniforms	0.00	2,250.00	0.00%	-2,250.00
Travel & Subsistence	24.48	4,150.00	0.59%	-4,125.52
Professional Development	114.74	17,000.00	0.67%	-16,885.26
Advertising & Promotions	974.01	7,000.00	13.91%	-6,025.99
Contracted Services	5,049.71	80,500.00	6.27%	-75,450.29
Professional Fees	0.00	21,000.00	0.00%	-21,000.00
Insurance	10,382.57	140,000.00	7.42%	-129,617.43
Bank & Interest Charges	1,000.53	8,500.00	11.77%	-7,499.47
Donations Expense	927.00	7,000.00	13.24%	-6,073.00
Office Supplies	3,121.90	23,500.00	13.28%	-20,378.10
Telephone	1,011.32	13,840.00	7.31%	-12,828.68
Natural Gas	21,774.46	264,000.00	8.25%	-242,225.54
Electricity	26,838.44	394,000.00	6.81%	-367,161.56
Water	7,545.87	89,000.00	8.48%	-81,454.13
Food & Beverage	19,611.82	112,000.00	17.51%	-92,388.18
Vehicle Fuel & Oil	677.53	9,500.00	7.13%	-8,822.47
Vehicle Repairs & Maintenance	3,398.97	11,500.00	29.56%	-8,101.03
Outdoor Maintenance	82.90	30,500.00	0.27%	-30,417.10
Building Repairs	5,852.78	116,000.00	5.05%	-110,147.22
Equipment Repairs & Maintenance	4,503.73	159,500.00	2.82%	-154,996.27
Supplies	10,609.14	75,750.00	14.01%	-65,140.86
Janitorial Supplies	5,670.41	37,350.00	15.18%	-31,679.59
Program Supplies	413.95	23,000.00	1.80%	-22,586.05
Ice Plant Supplies	447.60	33,000.00	1.36%	-32,552.40
Safety Supplies	0.00	32,750.00	0.00%	-32,750.00
TOTAL EXPENSE	256,227.60	3,602,290.00	7.11%	-3,346,062.40
NET INCOME	-94,594.06	-2,067,780.00	4.57%	1,973,185.94
Town of Athabasca Requisition	69,000.00	828,000.00	8.33%	-759,000.00
Athabasca County Requisition	103,500.00	1,242,000.00	8.33%	-1,138,500.00
NET INCOME AFTER REQUISITIONS	77,905.94	2,220.00		75,685.94

Athabasca Regional Multiplex Society
Income Statement
Concession

	January 2026	Total
REVENUE		
General Rentals	50.00	50.00
Liquor Sales		-
Food Sales	42,165.67	42,165.67
TOTAL REVENUE	42,215.67	42,215.67
EXPENSE		
Salary	8,156.88	8,156.88
LAPP, CPP, EI, Manulife, WCB	488.74	488.74
Uniforms		-
Travel & Subsistence		-
Professional Development		-
Advertising & Promotions		-
Contracted Services		-
Bank & Interest Charges	250.00	250.00
Office Supplies	99.95	99.95
Food & Beverage		-
Opening Inventory	\$ 21,741.85	
Plus: Purchases	\$ 19,611.82	
Minus: Food Inventory on Hand	\$ 15,540.89	
Minus: Paper Inventory on Hand	\$ 4,352.90	
COGS	21,459.88	21,459.88
Equipment Repairs & Maintenance	881.98	881.98
Supplies	1,691.74	1,691.74
Janitorial Supplies	91.37	91.37
Safety Supplies		-
TOTAL EXPENSE	33,120.54	33,120.54
NET INCOME	9,095.13	9,095.13

Athabasca Regional Multiplex 2026 Approved Capital Budget

Approved at the September 22, 2025 meeting
 Reduced at the December 15, 2025 meeting

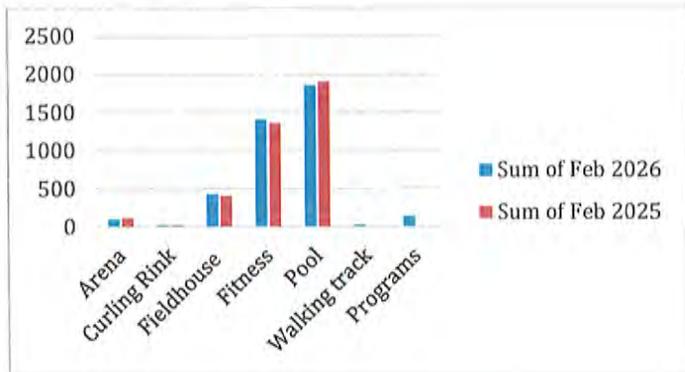
Costs do not include GST

Priority	Item Description	Area	Building or Operational	Total Cost	Approved CFEP Grant Rebate	Admin to apply for a Grant or Defer to 2027	Multiplex Cost	Actual Cost
2026	Capital Reserve Fund Allocation						\$ 31.63	
	2026 Capital Projects							
1	Roof Repairs	Multiplex	Building	\$ 28,195.65	\$ 14,097.83		\$ 14,097.83	
1	Roof Replacement	Admin/Daycare	Building	\$ 209,839.35	\$ 104,919.68		\$ 104,919.68	
1	Arena/Curling Rink Brine Headers	Arena/Curling Rink	Building	\$ 199,500.00	\$ 99,750.00		\$ 99,750.00	
1	Walk-in Freezer Condenser	Kitchen	Building	\$ 15,000.00			\$ 15,000.00	
1	Duct Cleaning	Pool	Building	\$ 15,000.00		\$ 15,000.00	-	Admin to apply for a grant or defer to 2027
1	Asphalt Repairs	Outdoor	Building	\$ 25,000.00			\$ 25,000.00	
1	Counter Tops - refinish	Multiplex	Building	\$ 20,000.00		\$ 20,000.00	-	Admin to apply for a grant or defer to 2027
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	\$ 35,000.00	\$ 273,267.50	
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	
1	Dolphin	Pool	Operational	\$ 5,000.00			\$ 5,000.00	
1	Gator for Sports Fields	Outdoor fields	Operational	\$ 30,000.00		\$ 15,000.00	\$ 15,000.00	Admin to apply for a Grant or reduce the purchase cost
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	\$ 15,000.00	\$ 176,700.88	\$ -
	Total Capital Projects Costs in 2026			\$ 813,936.75	\$ 313,968.38	\$ 50,000.00	\$ 449,968.38	
Total Capital Requisition from our Members							\$ 450,000.00	

Attendance

February 1 – 17, 2026, Analysis

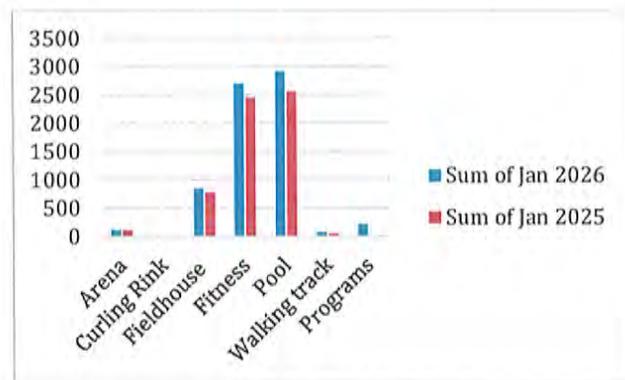
Row Labels	Feb 2026	Feb 2025
Arena	99	114
Curling Rink	25	21
Fieldhouse	428	406
Fitness	1406	1363
Pool	1855	1905
Walking track	31	7
Programs	142	0
Grand Total	3986	3816



February 21 – 17, 2026, Daily Average = 225

January 2026, Analysis

Row Labels	Jan 2026	Jan 2025
Arena	121	115
Curling Rink	3	3
Fieldhouse	850	781
Fitness	2698	2450
Pool	2916	2558
Walking track	74	51
Programs	211	0
Grand Total	6873	5958



January 2026, Daily Average = 229

**Membership Analysis
January 2026 Regular**

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	82	21	6	16	33	13	171	171
Child	2	1	8		2	1	14	14
Family	4	5	8	21	8	37	83	434
Senior	10	11	4	11		16	52	52
Student	1	2		3			6	6
Aspen View	40	14	10	5	15		84	84
Total	139	54	36	56	58	67	410	761

January 2026 Corporate

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult			33	25			58	58
Child							0	0
Family							0	0
Senior				1			1	1
Student							0	0
Aspen View							0	0
Total	0	0	33	26	0		59	59

Total	139	54	69	82	58	67	469	820
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General

- Tim continues to work with the Municipal Climate Change Action Centre (MCCAC) Climate Ready Infrastructure Service (CRIS) cohort.
- Created a Delegation Form (attached) for patrons to fill out and we added it to our website.
- We have been playing the Olympics on our TVs throughout the Multiplex.
- We have received all of the inflatables we purchased. We have already had a couple of bookings for the smaller inflatables. Our purchase included two used smaller inflatables and one large obstacle-style course.
- Athabasca Region Community Help, Information and Events (Archie), through the Social Impact Lab Alberta, was installed and launched in the lobby at the Multiplex (attached).
 - *“This digital tool aims to connect the community with vital information on services, events, and places to stay and eat, addressing urgent needs like emergency housing and mental health support. Through real-world testing, we gathered valuable insights on accessibility and usability from local residents, ensuring the kiosk reflects the needs and spirit of Athabasca. Read about the success of the testing session and how this innovative tool is evolving to better serve the community.”*
<https://www.thesocialimpactlab.com>

- Two of our staff members recently completed the Building Operators Course through the Alberta Association of Recreation Facility Personnel (AARFP) and received the highest marks, which has qualified them to submit essays for award consideration:
 - Calvin – Building Operator Level 1 and Level 2
 - Mitch – Building Operator Level 1
 - This is a significant accomplishment, and we are very proud of both staff members for achieving top marks in their courses. If selected, they will be recognized with an award at the upcoming AARFP conference. This award typically includes complimentary registration to next year's conference, formal recognition, and a gift certificate.
 - It is also worth noting that Calvin previously received an AARFP award for Pool Ops Level 1 in 2020, further demonstrating his ongoing commitment to professional growth and excellence.

Grants

- Kingston Midstream – applied for \$20,000.00 for the Zamboni Purchase.
- Pembina – applied for \$20,000.00 for the waterslide sandblasting, repairs and repainting at the pool.
- Participaction Community Challenge Grant – applied for the \$1,000.00 for 50% off drop in rates on Mondays in June (June 1, 8, 15 and 22) from 5pm to 9pm.
- GICB Grant – was not approved for the Solar PV Project.
- ADMHA is going to apply for the RBC Barrier Buster Grants Program for the reconstruction of the timebox entry in the Arena. The accessibility grants are up to \$40,000.00.

2026 Kraft Hockeyville Challenge

- January 1 to March 1 - *"The competition begins with the Nomination & Rally phase, during which communities across Canada submit stories explaining why their community should be the next Kraft Hockeyville. Our judges will review the nominations, calculate the total scores, and select a winner from every province and territory-each receiving \$50,000 for arena upgrades, or more, if the community advances to the Top 2. From there, the judges will announce the Top 2 finalists selected from the Provincial and Territorial winners, who will then compete head-to-head in a nationwide vote to determine the Kraft Hockeyville 2026 grand prize winner!"*
- Judging – March 2 to 14
- Provincial and Territorial Winners – March 14
- Top 2 Announcement – March 21
- Voting - April 3 & 4
- Winner announcement – April 4
- Things we have done at the Multiplex for the 2026 Kraft Hockeyville Challenge:
 - Administration sent information on the challenge to the following people:
 - User groups, Members, EPC School, Staff, and Board Members,
 - Shared the information on our Facebook page, website, Instagram, and shared in multiple locations on Facebook. The information was then shared by the Athabasca County on Facebook.
 - Place posters around our facility.
 - Emailed the Athabasca Advocate in case they wanted to do an article.
- You can see our progress as a facility here:
<https://hockeyville.kraftheinz.com/community/11f0ea72b89c2ea09431c4e0b98ce078>

Promotions

- 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.
- February & March
 - Toonie Swim every Tuesday from 7pm to 9pm.
- Every Kid Can Play Grant (\$24,000.00)
 - Discount for Youth and Child drop in passes which will start in April.

We had created PD Day Programing on February 12th & 13th

- ½ price swim from 2pm to 4pm
- Inflatables drop-in, Basketball, Volleyball, Pickleball, Floor Hockey, Shinny, and Curling

Family Day weekend swim sponsors

- Fortis Alberta – 2 hours – February 14th – 3pm to 5pm
- FCSS – 2 hours – February 16th – 1pm to 3pm
- Pharmasave – 2 hours – February 16th – 3pm to 5pm

Donations

- Donated a one-month Multiplex youth pass and a \$25.00 Time Out Concession gift certificate for the Skating Club's Heart and /Hustle Event on February 21 at the Multiplex.
- Donated a one-year Family Membership to the Rotary Club of Athabasca Celebrity Dinner for their silent auction.

Athabasca & District Minor Hockey Association (ADMHA)

- Administration has been working closely with ADMHA due to a number of player-related incidents this season. ADMHA executive has been supportive of the Multiplex and respectful of our rules and guidelines.
- Administration has advised ADMHA that if incidents continue at certain levels, players will no longer be permitted to be left unattended by coaches while at the facility until the number of incidents is brought under control.
- A mirror was broken in an Arena dressing room by an opposing team. The player took responsibility and covered the cost of the replacement mirror.

Arena

- February 13th - Playoffs started for some ADMHA teams.
- February 13th - Hockey Clinic.
- February 20th - Playoffs started for the remainder of ADMHA teams and the Rivermen.
- February 21st - Skating Club Event.
- March 13th – 15th – ADMHA is hosting a U11 final round playoff tournament.
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament.
- April 13th – Tentative start to Athabasca Minor Ball practices.
- April 29th - EPC Career Fair.
- April 29th - ADMHA Awards Night.
- May 21st – 24th - FLIPS Gymnastics Competition.
- May 29th – 30th - EPC Graduation.
- June 8th – 15th - Athabasca University Convocation.

General Manager Report – January & February 2026

Aquatic Centre

- February 4th - Aspen Primary Care Network AGM in the poolside lounge.
- February 14th – Fortis Alberta Free Swim - 3pm to 5pm.
- February 21st – Baptism.
- February 16th - Pharmasave Free Swim 3pm-5pm.

Curling Rink

- February 6th – 8th - AFS Tournament & Bonspiel.
- February 27th - March 1st - Ladies Bonspiel.
- March 20th – 22nd - Men's Bonspiel.
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament.
- June 8th – 15th - Athabasca University Convocation.

Fieldhouse

- The U17 Westlock Volleyball Club has booked every Sunday for 2 hours in the fieldhouse for practices until the end of May.
- February 7th - Wild & Free Inflatables.
- February 16th - FCSS free Fieldhouse 1pm-3pm.
- February 21st - Farmer's Market.
- February 22nd - ARMS Movie Night.
- March 7th & 21st - Farmer's Market.
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament.
- April 4th - Farmer's Market.
- April 11th - Athabasca Fish & Game Supper.
- April 15th - Badminton Tournament.
- April 18th - Taste of Athabasca.
- April 25th - Rotary Club Celebrity Dinner.
- April 29th - EPC Career Fair.
- April 30th - EPC Badminton Tournament.
- May 2nd - Business Fair.
- May 7th - Aspen View Robotics Tournament.
- May 8th - EPC Badminton Tournament.
- May 14th - Kingdom Christian Academy Sports Tournament.
- May 21st – 24th - FLIPS Gymnastics Competition.
- May 29th – 30th - EPC Graduation.
- June 8th – 15th - Athabasca University Convocation.

Theatre

- February 5th & 6th - BRASS Ye-Haw.
- February 7th - Duane Steele Troubadour Show.
- February 21st - Heartwood Performance.
- February 22nd – An Afternoon of Worship Revival of Hope.
- March 7th & 21st - Heartwood Performance.
- March 22nd - ARMS Movie Night.
- April 9th - Laughing Heart Music.
- April 10th - Jennie Ogilvie Medium.
- April 11th - The Mop Top Four.
- April 19th - Ukrainian Dance Year End Performance.
- April 22nd - Aspen View One Acts.

General Manager Report – January & February 2026



- April 23rd - Heartwood Performance.
- April 25th - Church Concert.
- April 26th - ARMS Movie Night.
- May 7th – 9th - BRASS Performance.
- May 16th – 18th - Athabasca Dance Performance.
- May 24th - ARMS Movie Night.
- June 13th - Saint Gabriel's Church Concert.

Lounge

- February 4th - Athabasca Soccer AGM.
- February 10th - Minor Ball AGM.
- May 13th - ADMHA AGM.
- May 21st – 24th - FLIPS Gymnastics Competition.
- June 8th – 15th - Athabasca University Convocation.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Rhonda Alix', is written in a cursive style.

Rhonda Alix,
General Manager

ARMS BOARD OF DIRECTORS DELEGATION / PRESENTATION FORM

Requested Meeting Date: _____

Name of Person(s) or Group(s) wishing to appear before the Board: _____

Subject of Delegation/Presentation: _____

Length of time Required (15-minute max)

Purpose of the Delegation:

(Select one)

- Information only
- Requesting a letter of support
- Other (please provide details): _____

Contact Person (if different than above): _____

Telephone Number: _____

Email Address: _____

Supporting Documentation:

- Supporting documentation is required for publication in the Agenda
- Documentation must be submitted no later than one week prior to the meeting date

Technical Requirements

(Select all that apply)

- Laptop or flash drive
- Zoom link to attend virtually
- Other (please specify): _____

Personal information collected on this form is collected for the sole use of the **Athabasca Regional Multiplex Society (ARMS)** and is collected under the authority of the **Access to Information Act (ATIA)**. The information is used for the purposes of processing delegation requests, preparing meeting agendas, and communicating with applicants.



Contact information:

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

How do you wish to receive correspondence from the Board:

Email

Mail

Date: _____

Signature: _____

Please submit completed form to:

- Email: multiplexadmin@athabasca.ca
- Fax: 780-675-2703
- Mail: 2 University Drive, Athabasca, AB, T9S 2A5

Delegation Guidelines

1. Designate one spokesperson
2. Maximum presentation time is **15 minutes**
3. Name of the person and/or group and subject will be published in the Agenda
4. Address your presentation to the Board
5. Board members may ask questions
6. Be courteous and respectful
7. The meeting is not a debate
8. Do not expect an immediate decision; the Board may require time to consider the information
9. Requested meeting dates may be adjusted due to scheduling conflicts
10. Bring sufficient handouts if materials are not included in the Agenda (reproduction services are not available at the meeting)

Personal information collected on this form is collected for the sole use of the **Athabasca Regional Multiplex Society (ARMS)** and is collected under the authority of the **Access to Information Act (ATIA)**. The information is used for the purposes of processing delegation requests, preparing meeting agendas, and communicating with applicants.



ARCHIE

**ATHABASCA REGION
COMMUNITY HELP,
INFORMATION & EVENTS**



You are invited to the official
ARCHIE Launch!

Launch 1:

**Monday, February 16, 2026
@ Athabasca Regional Multiplex
10:00 am to 2:00 pm**



Launch 2:

**Saturday February 28, 2026
@ Alice B. Donahue Library
10:00 am to 2:00 pm**

Free snacks and giveaways



Try ARCHIE!
Athabasca's new information portal



United Way
Calgary and Area



CELEBRATE FAMILY DAY WEEKEND WITH FREE SWIMS & FIELDHOUSE ACCESS!



A fun and healthy way to spend quality time together

SATURDAY, FEBRUARY 14

3:00 P.M. - 5:00 P.M.

FREE PUBLIC SWIM

SPONSORED BY FORTIS ALBERTA



FREE



**FIELDHOUSE ACCESS
ON FAMILY DAY
MONDAY, FEBRUARY 16
1:00 P.M. - 3:00 P.M.**



**MONDAY, FEBRUARY 16
3:00 P.M. - 5:00 P.M.
FREE PUBLIC SWIM
SPONSORED BY PHARMASAVE**



ALL AGES WELCOME NO ADMISSION CHARGE FIRST COME, FIRST SERVED



📍 #2 UNIVERSITY DRIVE, ATHABASCA
📞 780-675-2967 | 844-901-1587

Investing in our community's recreational future.

Follow us @ athabascamultiplex
Instagram: athabascaregionalmultiplex1



Athabasca Regional Multiplex Society Action Log

Meeting date: **February 23, 2026**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#26-07	Motion by Director Callihoo to direct Administration to create a list on the soccer fields and bring back to the next meeting.	January 19, 2026	Administration has created a list on the soccer fields and added it as a briefing note for the February 23 meeting.	Completed
#26-10	Motion by Director Callihoo 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.	January 19, 2026	Administration sent an email to our members with the approved budget information.	Completed
#26-12	Motion by Director Hall to direct Administration to collaborate with Athabasca University to prepare a draft agreement or memorandum of understanding governing the use of Ball Diamonds 1 and 2 situated on Athabasca University property and bring back to the Board for approval.	January 19, 2026	Administration received the draft Agreement and presented it to the Board for approval at the February 23 meeting.	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
#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 bring back information to the Board Workshop for a discussion about the contract with AVPS.	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: **February 23, 2026**

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	The Lounge Bar discussion item will be added to the Board Workshop Agenda on February 25, 2026.	In Progress
#25-146	Motion by Director Pacholok to direct Administration to work with Aspen View on specific requirements of the Society for the rectification of the soccer fields.	December 15, 2025	Administration will be meeting with Administration from Aspen View on the requirements of the Society for the rectification of the soccer fields.	In Progress
#25-147	Motion by Director Callihoo to table the policy pending Administration consult with additional Elders.	December 15, 2025	Administration has names of additional elders and will contact them to review the policy to give suggestions and bring back the policy to the next meeting.	In Progress
#25-149	Motion by Director Pacholok to direct Administration to pursue quotes from other insurance providers.	December 15, 2025	Administration will work on getting addition quotes from other insurance providers.	In Progress
#25-154	Motion by Director Neufeld to postpone the By-laws rewrite until later in the year or next year.	December 15, 2025	Administration will bring this discussion back up later on in the year or next year.	In Progress
#26-03	Motion by Director Hall to have Board Chair write a letter thanking the Athabasca Curling Club for their donation of \$25,000.00 and invite them to the February 23, 2026, Board Meeting and to place a thank you ad in the Advocate.	January 19, 2026	The Board Chair sent a letter to the ACC thanking them for their generous donation and invited them to attend the February 23 meeting. ARMS is currently awaiting publication of the Advocate advertisement or article regarding the donation.	In Progress
#26-11	Motion by Director Hall to defer the membership rates and survey discussion to the Board Workshop and bring back information to the March Board Meeting.	January 19, 2026	Administration will prepare information to bring to the Board Workshop for the membership discussion.	In Progress
#26-13	Motion by Director Kapitaniuk to direct Administration to explore alternative options for the completion of a third-party Asset Management Plan.	January 19, 2026	Administration will investigate alternative options to complete an Asset Management Plan for the Multiplex.	In Progress

Athabasca Regional Multiplex Society Action Log

Meeting date: **February 23, 2026**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#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 paid for the entire 2024 & 2025 year back 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
#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
#26-05	Motion by Director Pacholok to remove the payment log from the agenda package and email it separately to Board members.	January 19, 2026	Administration will email the payment logs to the Board and not put them in the Agenda Package.	ongoing

Pool Mechanical

- Monthly maintenance has been performed on all the circulation and filtration systems.
- Operations cleared a plumbing blockage in the women changeroom shower area.

Fitness Centre

- Operations replaced stained ceiling tiles.
- Operations installed coaxial cables to the TVs throughout the pool lobby and fitness centre to be able to show the Winter Olympics.

Arena

- Weekly ice maintenance takes place on Friday afternoons.
- Operations had to resecure arena glass panels mid-game on February 1.
- Operations repaired and adjusted shower timers in all arena locker rooms.

Curling Rink

- Operations team received positive feedback on the ice conditions from curlers and the curling club following their mixed bonspiel in January.

Field House

- On the afternoon of February 1, while the Athabasca U15 hockey team was utilizing the fieldhouse to warmup of their game, one player sat on the Multiplex auto-scrubber and played around with the steering wheel and controls. The player was too aggressive with his actions and caused the steering collum and control panel to break off its mounts and the unit has been inoperable since. We are awaiting a service technician to troubleshoot and repair. Minor Hockey was notified and the player was suspended from the facility and will be covering the cost of the repairs.
- Brand New Inflatable obstacle course has arrived and is available for rentals.

Exterior Grounds

- Ice damming along the east edge of the field house roof did cause damage to the eaves troughing which will require to be repaired in the spring. Parking barricades remain in areas of heavy ice which affects the bus parking and small area of sidewalk along the east side of the fieldhouse.

Concession

- Operations cleaned the kitchen grease interceptor system prior to having two new above ground grease interceptors installed in the back dish pit area.
- Operations also performed a cleaning cycle on the ice machine and kitchen steamers.

Theatre

- Warmer weather caused a roof leak through the HVAC system in the Theatre which causes water to drip from the duct work over the stage. Operations contained the leak with garbage cans.

Respectfully submitted,



Tim Wolfenberg
Facility Manager

General Update

- From the end of January into February, the pools have remained fully operational. Lessons have run smoothly, and staffing adjustments have been made where possible to help reduce costs. Additional programming has been introduced within our continuing classes, with strong attendance numbers from the start. The Operations team has also completed several outstanding repairs.
- That said, we continue to look for areas of improvement, including expanding programming opportunities and preparing for our upcoming mid-season review following Shutdown. This review will focus on cleaning, maintenance, and other operational items at the halfway point of our season between Shutdowns.

Holidays Hours

- **Holiday Hours:**
 - Monday, February 16, Family Day
 - Aquatics: 10:00 AM to 5:00 PM
 - Fitness: 10:00 AM to 6:00 PM

February Extra Swim Times & Event Swims

- **½-Price Swims:** February 12 & 13 from 2:00 PM to 4:00 PM (Teacher Convention dates).
- **Free Swim – February 14:** Sponsored by Fortis Alberta, from 3:00 PM to 5:00 PM on (Valentine's Day).
- **Free Swim – February 16:** Sponsored by Pharmasave, from 3:00 PM to 5:00 PM on (Family Day).

Program Updates & Changes - Winter 2026

- **Drop-In Water Polo:** Continues every other Thursday from 7:00 PM to 8:00 PM.
- **Yoga:** Runs Tuesdays from 6:00 PM to 7:00 PM.
- **Spin Classes:** Tuesday and Thursday mornings from 6:15 AM to 7:00 AM.
- **Introduction to Fitness:** Ran January 20 – February 17 on Tuesday evenings with Youth (4:00–5:00 PM) and Adult & Senior (5:00–6:00 PM) classes.
 - Adjusted dates resulted in a 5-participant increase for Youth (reaching maximum capacity) and a 1-participant increase for Adults (5 of 8 registered).
- **Athabasca Rapids Swim Club:** inter session runs January 5 – March 27, with sessions Mondays and Wednesdays from 4:00 PM to 5:30 PM and Fridays from 7:00 AM to 8:00 AM.
 - Tentative start date for spring session: April 8, 2026.
- **Aqua Fit:** Running seven morning classes across four days per week, plus three evening classes across two days.
 - **High-Intensity Aqua Fit:** Wednesdays from 6:45 PM to 7:30 PM, averaging 10 participants consistently since January.
 - **Evening Aqua Fit:** Thursdays from 4:15–5:00 PM and 5:15–6:00 PM.
- **Warrior Wednesday:** Half-price admission on the second Wednesday of each month from 7:00 PM to 9:00 PM.
- **Teen Night:** Half-price admission for ages 13–17 on the last Friday of each month from 7:00 PM to 9:00 PM.
- **Spray Day:** Held on the last Saturday of each month from 3:00 PM to 5:00 PM.

Aquatics Report – February, 2026.



- **Seniors' Day:** Runs every Thursday from 6:00 AM to 11:30 AM.
 - This corresponds with our low-intensity Aqua Fit classes.
- **Toonie Swim/Toonie Tuesdays:** Continues every Tuesday from 7:00 PM till 9:00 PM.

Swim Lessons

- Winter lessons are running until March 21:
 - Tuesday/Thursday evening lessons 4:00 PM till 7:25 PM
 - Wednesday adult lessons 5:30 PM till 6:30 PM.
 - Friday daytime lessons 10:00 AM till 12:45 PM.
 - Saturday morning lessons 9:45 AM till 1:10 PM.
- **Spring lesson registration** will be open and be posted at the end of February.
- **Private lesson times** will be available during the Tuesday/Thursday and Saturday sets.

Staff Training

- **Lifeguarding Inservice:** February 20 from 4:00 PM to 6:00 PM.
 - Training will focus heavily on in-water skills, including swimming endurance, spinal rescues, and other lifesaving water skills not typically handled by dry-land emergency services.
- **Swim Lesson Instructor Inservice:** February 20 from 6:00 PM to 8:00 PM.
 - Focus areas include improving instructional consistency, reviewing upcoming recertification requirements for staff, addressing the unique challenges of school lessons, and reviewing swim lesson cards and evaluation standards.

Pool & Equipment Updates

- January repair items have been completed.
- Tile work required on deck and hallway areas has been temporarily patched or sanded down until permanent replacement can occur.
- **Pool Downtime – January 1-31, 2026:**
 - Sauna: 1.75 hours (upper bench repairs).
 - Leisure Pool: No downtime (sections temporarily blocked off for rotating cleaning).
- **Pool Downtime – February 1-12, 2026:**
 - No downtime to date.

Signature: _____

Dylan Zilinski,
Aquatic Supervisor

A handwritten signature in black ink, appearing to read "Dylan Zilinski", is written over a horizontal line.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: 2026 ARMS Board Meeting Start Time

Background

- Administration is looking for clarification on the start times for the 2026 Board Meetings for planning purposes.

Discussion

- Historically, Board meetings have typically started at 9:30 a.m.
- One evening Board meeting was held on January 19, 2026, beginning at 5:00 p.m.
- The Board will need to determine the start time for the remaining 2026 Board Meetings.

Remaining Scheduled 2026 ARMS Board Meeting Dates

- Monday, March 30, 2026
- Monday, April 20, 2026
- Tuesday, May 19, 2026
- Monday, June 15, 2026
- Monday, September 21, 2026
- Monday, October 19, 2026
- Monday, November 30, 2026
- Monday, December 14, 2026

Options

- Start all remaining 2026 Board Meetings at 9:30am.
- Start all remaining 2026 Board Meetings at 5:00pm.
- Use a hybrid model, with most meetings held at 9:30am and 2 meetings held at 5:00pm.
- Another option as determined by the Board of Directors.

A handwritten signature in blue ink, appearing to read "R. Alix", is written over a horizontal line.

General Manager – Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Soccer Fields Update

Background

At the January 19, 2026, ARMS Board Meeting the following motion was carried.

#26-07 Motion by Director Callihoo *"to direct Administration to create a list on the soccer fields and bring back to the next meeting."*

At the December 15, 2025, ARMS Board Meeting the following motion was carried.

25-146 Motion by Director Pacholok *"to direct Administration to work with Aspen View on specific requirements of the Society for the rectification of the soccer fields."*

Attachments

- ARMS Administration Draft Recommendations
- 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

- ARMS Administration has prepared a draft recommendations list regarding the soccer fields, including property boundaries, survey findings, and rectification requirements.
- Surveys identified AVPS sheds, part of the track, and goalposts on ARMS property, and elevation discrepancies on both soccer pitches. AVPS is responsible for grading, topsoil placement, and grass establishment, including maintenance until the fields are fully established. ARMS Administration will review progress at each milestone, with Board approval required before proceeding.
- Upon completion, both organizations will sign a formal agreement outlining maintenance, liability, and storage responsibilities. Work is expected to be completed over several months, depending on weather, with ARMS Board updates and sign-off at each phase.

Recommendation

- Motion to direct Administration to send the attached requirements for the rectification of the soccer fields to Aspen View Public Schools administration for approval.

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

General Manager – Rhonda Alix

ARMS Administration looks forward to continuing to work collaboratively with AVPS Administration toward the completion and rectification of the soccer fields located on Legal Land: 1525115 8 8. As previously agreed, ARMS permitted EPC construction to occur over our new soccer fields, with AVPS agreeing to replace the fields in a new location.

Below is a summary of the survey findings, proposed next steps, responsibilities, and a potential timeline for completion.

Survey Findings

1. Property Line Survey Findings
 - a. Two AVPS sheds are located on the property ARMS operates.
 - b. The north portion of AVPS's track is located on the property ARMS operates.
 - c. Goalposts on the north portion of AVPS's soccer pitch (inside the track) are located on the property ARMS operates.

2. Field Topographical Survey Findings
 - a. Soccer Pitch #1 (closest to the storm water pond): Elevation discrepancies noted.
 - b. Soccer Pitch #2 (west pitch): In better condition than Pitch #1; however, elevation discrepancies remain.
 - c. Several significant discrepancies exist between the current soccer pitch elevations and those shown on AVPS's original elevation drawings.

Next Steps / Action Items

1. Collaboration & Rectification
 - a. ARMS Administration will continue working with AVPS to define the specific requirements necessary to rectify the soccer fields in accordance with the completed topographical survey and AVPS's original drawings.
 - b. ARMS Board approval will be obtained following each completed milestone prior to proceeding to the next phase.

2. Maintenance
 - a. AVPS will continue to maintain (including weed control) the two soccer fields north of the EPC track on the property ARMS operates until reconstruction is completed to ARMS standards and formally turned over to ARMS.
 - b. All maintenance during this period will be at AVPS's expense.

3. Completion Requirements
 - a. AVPS is responsible for completing the work on both soccer fields to:
 - b. Grade the fields according to the topographical survey and original drawings.
 - c. Ensure topsoil across the entire field area is finalized as outlined in the survey and drawings.
 - d. AVPS will commission a topographical survey to confirm the work aligns with their original drawings.
 - e. ARMS Administration will review the updated survey and seek ARMS Board sign-off confirming the area meets acceptable standards before proceeding to the next steps.
 - f. All work, including grading, topsoil preparation, grass establishment, and cutting, will be at AVPS's expense.

4. Grass Establishment
 - a. AVPS will apply starter fertilizer prior to seeding/planting.
 - b. AVPS will seed/plant grass using a mixture of tall fescue and Kentucky bluegrass across the entire field area, consistent with their original drawings.
 - c. AVPS will maintain the area, including watering and weed control, until the grass is fully established (approximately 1–3 months).
5. Cutting Schedule
 - a. First cut when grass reaches 4 inches (reduce by 1 inch).
 - b. Second cut at 4 inches.
 - c. Thereafter, cutting twice per week for 1–3 months to ensure proper establishment.

Final confirmation of completion will require ARMS Board sign-off.

6. Formal Agreement

Once the ARMS Board confirms all work has been completed to the required standard, AVPS will draft a formal agreement including:

 - a. ARMS assuming maintenance responsibility for the soccer fields effective [XXX date].
 - b. AVPS fulfilling its obligation regarding the relocation of the soccer fields for EPC construction.
 - c. AVPS may store specific items on the property ARMS operates (including the two sheds currently located there), as listed in an appendix and reviewed periodically.
 - d. AVPS assuming liability for students or other individuals on the property ARMS operates during school hours, before/after school activities, events, and anyone entering from AVPS lands.
 - e. ARMS permitting the north portion of EPC's track and goalposts to remain on the property ARMS operates, with AVPS responsible for all maintenance and liability.

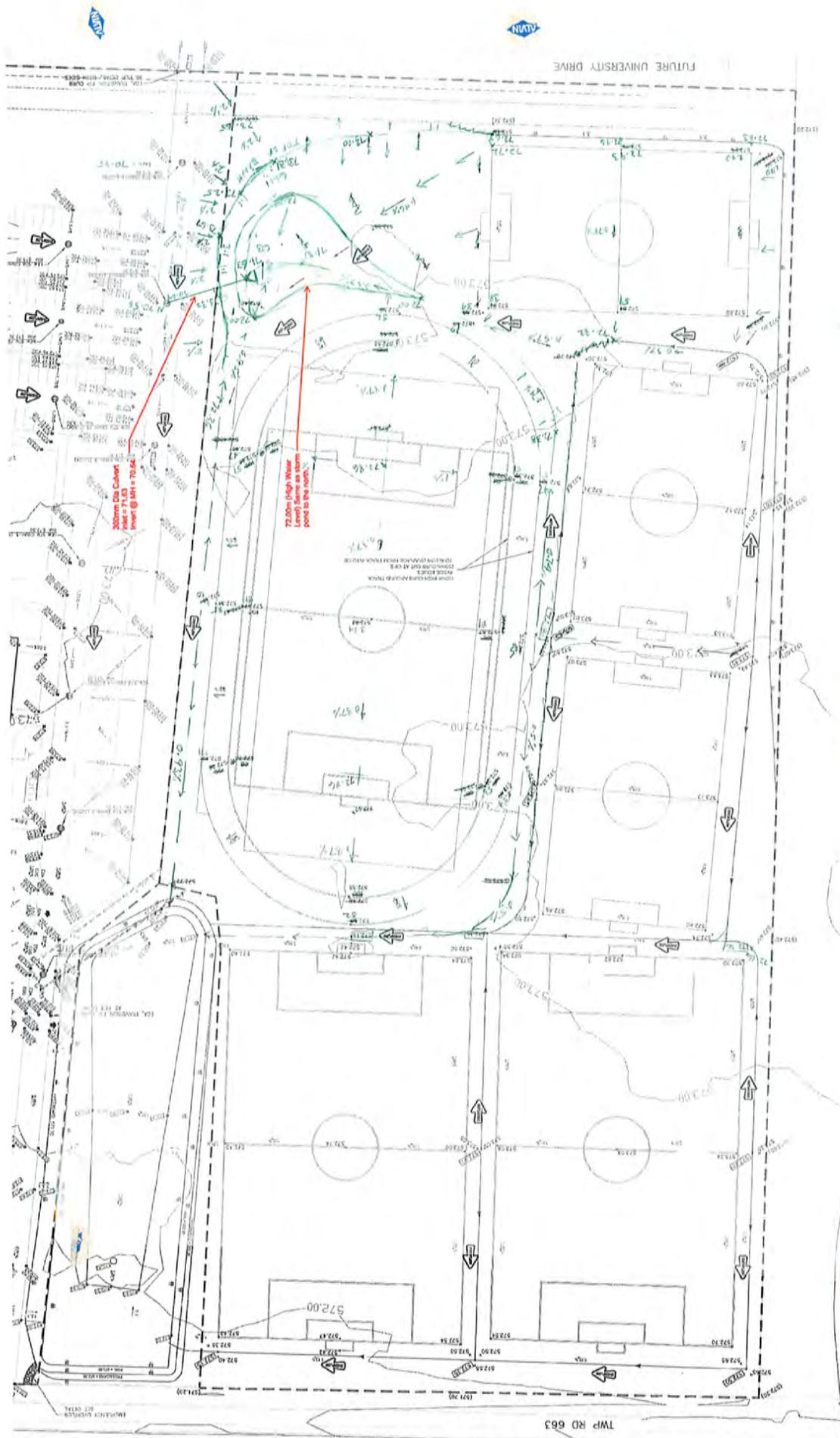
Both Boards will be required to review and sign the final agreement.

Potential Timeline (Weather Dependent – Early Spring Start)

- a. Earthwork completed to AVPS drawings: 2–4 weeks
- b. AVPS topographical survey: 1–2 weeks
- c. Confirmation of elevations/grades (dependent on ARMS Board approval): 1–2 weeks
- d. Starter fertilizer application: 1 week
- e. Seeding: 1–2 weeks
- f. Watering and grass establishment: 1–3 months
- g. ARMS Board confirmation of completion: 2–4 weeks
- h. Drafting and execution of formal agreement by both Boards: 1–3 months

ARMS Board will continue to receive updates and provide sign-off at each required milestone.

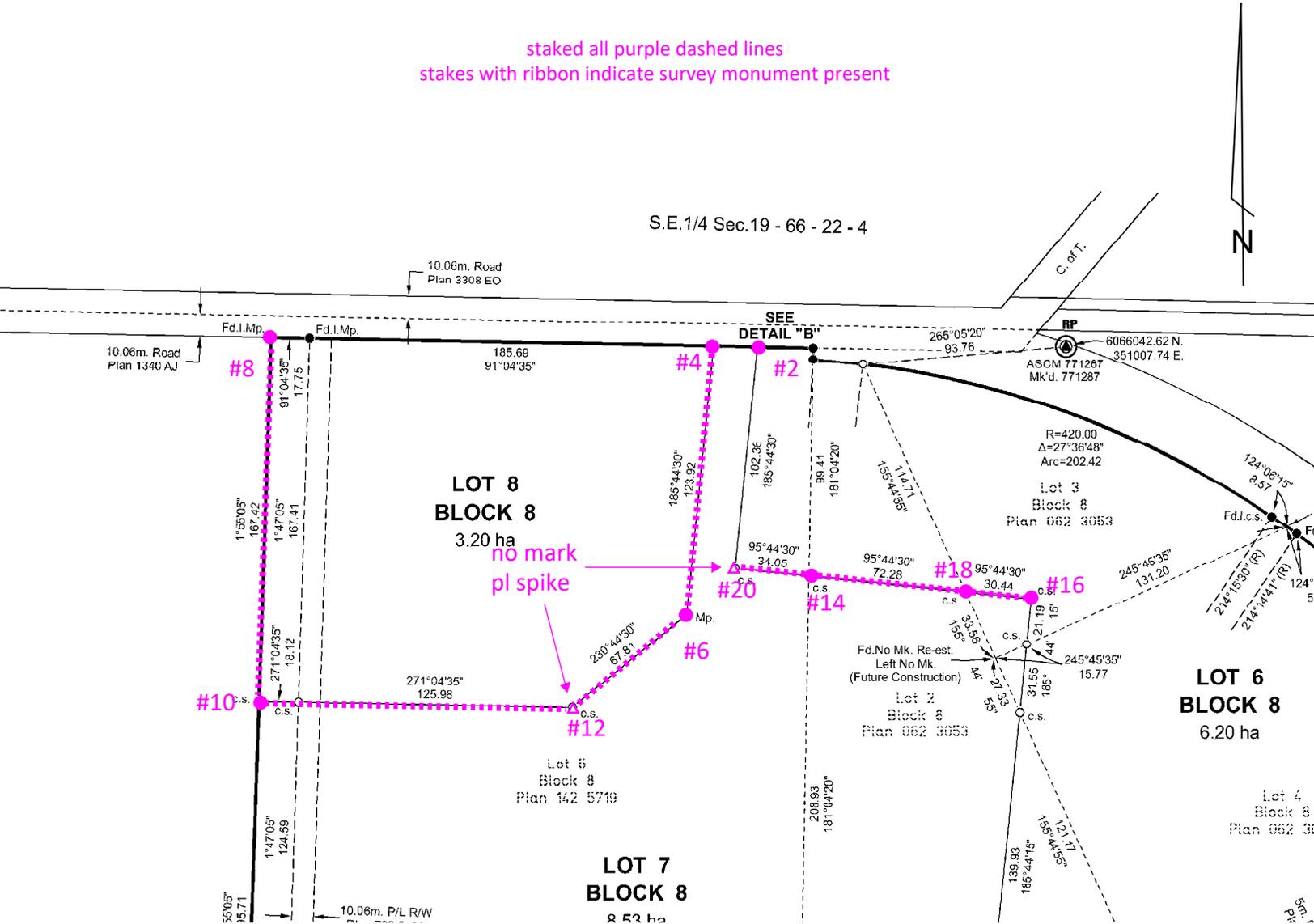
We look forward to working together to ensure this project is completed to the required standard and in a manner that supports both organizations moving forward.



Town of Athabasca- Staking
FIELD SKETCH

T. YOUNG
 2025-0073
 2025-07-16

staked 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: February 23, 2026
Subject: Green and Inclusive Community Builders Program (GICB) Grant Application Update

Background

- Administration, in collaboration with the Athabasca County and the Town of Athabasca, submitted two Green and Inclusive Community Buildings (GICB) grant applications: one in February 2023 and one in October 2024.

Attachments

- Letter and Email to the Town of Athabasca from the Government of Canada
- October 21, 2024, ARMS Board GICB Briefing Note
- February 26, 2024, ARMS Board GICB Briefing Note

Discussion

- Both GICB Grant Applications were not selected for funding and both response letters stated that we did not meet the program requirements.
- In the Attached letter to the Town of Athabasca that was received on February 3, 2026, states:
 - *"The specific reason(s) for our final decision is/are:*
 - *Your overall score for the merit assessment did not meet the minimum required score."*
- Funding contribution from our partners (not utilized as the Grant was not approved):
 - Athabasca County – held in an ARMS bank account - \$251,558.20
 - Town of Athabasca – held in a Town account - \$251,558.20

Recommendation

- Motion to accept the information as presented.

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

General Manager – Rhonda Alix



Town of Athabasca
Jeff Dalley
4705 49 Ave, Athabasca, AB T9S 1B7

Dear Jeff Dalley,

Thank you for submitting your application to the Government of Canada's Green and Inclusive Community Buildings (GICB) program.

While we sincerely appreciate your interest in this initiative, I regret to inform you that your project, *Athabasca Regional Multiplex – Solar Retrofit and Energy Improvements* (AP-000004418), did not meet program requirements and, as a result, has not been selected for funding.

Please note that the assessment results are final. Projects that do not meet program requirements cannot be approved by Housing, Infrastructure and Communities Canada or the Minister of Housing, Infrastructure and Communities.

The specific reason(s) for our final decision is/are:

- Your overall score for the merit assessment did not meet the minimum required score.

The GICB program received considerable interest from communities across Canada. Due to the competitive nature of the program, the Department could only assess projects based on the information provided. For more detailed information on how we evaluated your application, and the above-noted reason(s), you may wish to consult the [Applicant Guide](#). Additionally, with the approval of projects from the most recent intake, the program does not have additional funds available and no future intakes are planned.

We understand that your organization put significant effort into preparing this application. We commend your commitment to making your community a more sustainable place to live, and for seeking to improve the lives of all residents.

If you have additional questions about the program, please contact us at [REDACTED] and we would be happy to answer them. Additionally, you can find more information about our other funding programs at <https://housing-infrastructure.canada.ca>.

Thank you once again for your application, and my very best wishes for your future endeavours.

Yours sincerely,

[REDACTED]

David Mac Donald
Director General
Resilient and Innovative Communities Directorate
Housing, Infrastructure and Communities Canada

From: GICBP / PBCVI (INFC) <[REDACTED]>
Sent: February 3, 2026 10:02 AM
To: Bill Mckennan <[REDACTED]>
Cc: Bill Mckennan <[REDACTED]>
Subject: Green and Inclusive Community Buildings Program - AP-000004418

Unclassified | Non classifié

Dear Jeff Dalley,

Your application for funding to the Green and Inclusive Community Buildings (GICB) program has been assessed. Following a thorough review of your application for *Athabasca Regional Multiplex – Solar Retrofit and Energy Improvements* (AP-000004418), we regret to inform you that your project was not selected for funding.

Please find attached a letter that contains the assessment results of your application. Thank you for your application, and for your interest in the GICB program.

Sincerely,

The Green and Inclusive Community Buildings Team

[REDACTED]



From: Rhonda Alix, General Manager
To: ARMS Board
Date: October 21, 2024
Subject: Green and Inclusive Community Builders Program (GICB)

Background

- The Town of Athabasca has applied for the GICB Program for ARMS using GrantMatch Corp. as per the following Board motion at the September 16, 2024, meeting:
Motion by Director LeMessurier to "direct Administration to work with the Town of Athabasca and Athabasca County to submit a GICB Program application for Solar PV and other energy efficient improvements."

Attachment

- GICB Program Energy Management Report
- GICB Budget

Discussion

2024 GICB Program summary:

Project was for Solar PV, LED Lighting replacement, 4 High Efficiency boilers with piping upgrades and Curling Rink Dehumidification Unit

Total Budget: \$ 2,981,652.32 (with 5% contingency)

ARMS Share: \$369,530.46

Federal Share: \$2,385,321.86

Energy savings = 29.8%

GHG reduction = 43.7%

If our application is successful GrantMatch's fees are:

10% on the first \$1,000,000.00

5% on the remaining balance of \$1,981,652.32

Total fees - \$199,082.62

Recommendation

- Motion to accept the information as presented.

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

General Manager – Rhonda Alix

From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 26, 2024
Subject: GICB Program application update

Background

- Administration received a letter about the Government of Canada's Green and Inclusive Community Buildings (GICB) program.

Attachments

- Email from the Government of Canada
- Letter from the Government of Canada
- Energy Management Report
- GICB Program Application Guidelines

Discussion

Government of Canada's letter states:

"Please note that the assessment results are final. Projects that do not meet program requirements cannot be approved by Infrastructure Canada or the Minister of Housing, Infrastructure and Communities.

The specific reason(s) for our final decision is/are:

- *Your overall score for the merit assessment did not meet the minimum required score."*

GICB Application Summary:

Total Budget: \$ 2,980,120

Federal Share: \$ 2,384,096

Applicant Share: \$ 494,224

Energy Reduction: 27.7%

GHG Reduction: 971.8 tonne of CO2 reduction (AMAZING! That is the same as 178 cars/ light trucks)

GICB program application guidelines state:

"In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption."

Administration has asked our Contractor, Reimagine, to comment on the letter from the Government of Alberta.

Recommendation

- Motion to accept this information as presented.



General Manager – Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Delegation – Athabasca Curling Club Donation

Background

- At the January 26, 2026, ARMS Board Meeting the following motion was carried:

#26-03 Motion by Director Hall *"to have Board Chair write a letter thanking the Athabasca Curling Club for their donation of \$25,000.00 and invite them to the February 23, 2026, Board Meeting and to place a thank you ad in the Advocate."*
- The Athabasca Curling Club attended the meeting as a delegation, providing the ARMS Board with an opportunity to formally thank them for their very generous \$25,000.00 donation.

Attachments

- ARMS Social Media Thank You Post
- ARMS Board Chair Letter Thanking the Athabasca Curling Club (ACC) – dated February 12, 2026

Discussion

- The Board expressed its appreciation to the ACC for their generous contribution.
- Administration put a thank you on our social media after receiving the donation on December 19, 2025.
- ARMS Board Chair sent a letter to the ACC thanking them for their generous donation.
- The ARMS Board Chair spoke with the Advocate regarding potential coverage of the donation in a future article. The Advocate asked the Board Chair a few questions and indicated they would reach out to the ACC for a statement regarding the donation.
 - If an article is not published, Administration will place a thank-you advertisement in the Advocate recognizing the ACC's generous contribution.
- Where should ARMS allocate the \$25,000.00 donation.
 - Should the funds be applied to:
 - 2026 Curling Rink capital projects, or
 - 2026 Curling Rink operational expenses.
- The Board should consider where to formally designate the use of the donation funds.

Options

- Accept the information as presented during the delegation.
- Allocate the \$25,000.00 donation to the 2026 Curling Rink Capital Budget.
- Allocate the \$25,000.00 donation to the 2026 Curling Rink Operating Budget.
- Another option as determined by the Board of Directors.



General Manager – Rhonda Alix

Thank You!

A heartfelt thank you to
the Athabasca Curling
Club!



**The Athabasca Regional Multiplex Society
deeply appreciates your generous
\$25,000 donation!**

**Your support enhances the experiences we are
able to offer our community.**

**We are truly grateful for your continued
partnership!**

Athabasca Regional Multiplex Team

February 12, 2026

Athabasca Curling Club
#2 University Drive
Athabasca, Alberta
T9S 0A3
Attention: Kim LeMessurier, President
Email: [REDACTED]

Dear Kim:

RE: Thank You for Your Generous Donation

On behalf of the Athabasca Regional Multiplex Society (ARMS) Board of Directors, administration, and staff, we would like to sincerely thank the Athabasca Curling Club for the very generous donation of \$25,000.00, received on December 19, 2025. We were both surprised and delighted by this thoughtful contribution.

Your donation will have a significant and lasting impact on our facility and the community we serve. Support such as yours strengthens our ability to enhance programs, maintain our spaces, and continue providing quality recreational opportunities for residents throughout the region.

We would like to invite you and/or another Athabasca Curling Club executive member to attend our next ARMS Board meeting on February 23, 2026, at 10:00 a.m., as a delegation, so that we may formally recognize and thank you for this donation.

We greatly value our continued positive partnership with the Athabasca Curling Club and look forward to working together in the years ahead.

Thank you again for your generosity and continued support. It is truly appreciated.

Sincerely,

[REDACTED]
Darlene Reimer
Board Chair
Athabasca Regional Multiplex Society

Cc: Rhonda Alix, General Manager

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



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Town of Athabasca Council Motion on February 3, 2026

Background

- Administration received the attached letter with motions from the Town of Athabasca Council meeting on February 3, 2026.

Attachment

- Town of Athabasca letter to ARMS - dated February 4, 2026

Discussion

The Town of Athabasca letter states the following:

"At the Town of Athabasca's Regular Council Meeting held February 3rd, 2026, the following motions were carried:

Motion by Councillor Reimer, "THAT COUNCIL APPROVE THE ATHABASCA REGIONAL MULTIPLEX SOCIETY'S 2026 OPERATING BUDGET REQUEST IN THE AMOUNT OF TWO MILLION AND SEVENTY THOUSAND DOLLARS (\$2,070,000.00) AND THE 2026 CAPITAL BUDGET REQUEST IN THE AMOUNT OF FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$450,000.00), WITH THE FUNDS TO BE SHARED IN ACCORDANCE WITH THE FUNDING AGREEMENT WITH ATHABASCA COUNTY."

MOTION CARRIED UNANIMOUSLY

Motion by Councillor Powell, "THAT COUNCIL DIRECT ADMINISTRATION TO ADVISE THE ATHABASCA REGIONAL MULTIPLEX SOCIETY BOARD THAT THE TOWN WILL CAP ITS CAPITAL FUNDING ALLOCATION AT ONE HUNDRED AND SIXTY THOUSAND DOLLARS (\$160,000.00) FOR THE 2027-2036 BUDGET YEARS, WITH A REVIEW TO TAKE PLACE IN 2031."

MOTION CARRIED"

Capital Funding Cap – Considerations

- Having a defined funding amount supports long-term budgeting and forecasting.
- This cap may limit ARMS' ability to address significant capital needs in any given year should higher funding be required.
- ARMS has not yet completed an Asset Management Plan or Building Condition Assessment.
- The facility has aging infrastructure with an increasing risk of equipment failures.
- Replacement costs continue to increase annually from contractors.
- Deferred or underfunded capital equipment replacements could lead to service disruptions or facility closures, directly impacting user groups and the community.

Options:

- Accept the information as presented.
- Send a letter to the Town of Athabasca seeking clarification on whether the annual capital funding cap includes emergency replacements and/or increased capital needs in any single year.
- Another option as determined by the Board of Directors.



General Manager – Rhonda Alix



Town of Athabasca

Gateway to the Great New North

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

February 4, 2026

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

Sent Via Email

RE: Council Motions

At the Town of Athabasca’s Regular Council Meeting held February 3rd, 2026, the following motions were carried:

Motion by Councillor Reimer, “**THAT COUNCIL APPROVE THE ATHABASCA REGIONAL MULTIPLEX SOCIETY’S 2026 OPERATING BUDGET REQUEST IN THE AMOUNT OF TWO MILLION AND SEVENTY THOUSAND DOLLARS (\$2,070,000.00) AND THE 2026 CAPITAL BUDGET REQUEST IN THE AMOUNT OF FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$450,000.00), WITH THE FUNDS TO BE SHARED IN ACCORDANCE WITH THE FUNDING AGREEMENT WITH ATHABASCA COUNTY.**”

MOTION CARRIED UNANIMOUSLY

Motion by Councillor Powell, “**THAT COUNCIL DIRECT ADMINISTRATION TO ADVISE THE ATHABASCA REGIONAL MULTIPLEX SOCIETY BOARD THAT THE TOWN WILL CAP ITS CAPITAL FUNDING ALLOCATION AT ONE HUNDRED AND SIXTY THOUSAND DOLLARS (\$160,000.00) FOR THE 2027–2036 BUDGET YEARS, WITH A REVIEW TO TAKE PLACE IN 2031.**”

MOTION CARRIED

If you have any questions, please contact me by phone at 780-675-2063 or via email at [REDACTED]

Sincerely,

[REDACTED]

Rachel Ramey, CLGM
Chief Administrative Officer
Town of Athabasca

/pm



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Prescription to Get Active Program

Background

- Administration has reviewed the requirements of the Prescription to Get Active program to assess participation implications for the Multiplex and the broader community.

Attachment

- Prescription to Get Active Prospective Member Information Package
- Prescription to get Active Activity Member Application

Discussion

Advantages:

- For the Multiplex: Opportunity to attract new participants, increase facility usage, enhance public image via a national health initiative, and access marketing and networking opportunities.
- For the Community: Encourages physical activity, supports public health objectives, provides free or trial access to recreation facilities, strengthens healthcare partnerships, and promotes an active lifestyle for residents of all ages.

Disadvantages / Challenges:

- Requires staff time for prescription tracking, participant orientation, and reporting, which may increase administrative workload.
- Facility capacity and maintenance could be impacted by increased demand.
- Participant engagement beyond the trial period is not guaranteed.
- Program reach may be limited if healthcare providers or community members do not fully engage with the initiative.

Healthcare organizations in our area will need to register in order to write prescriptions for patients. Administration does not anticipate this to be an issue. The first step is for the Multiplex to receive approval, after which healthcare organizations will be notified.

There are some approved rural facilities near us, including:

- Bold Centre
- Portage Pool
- Morinville Leisure Centre
- Redwater Fitness Centre

Recommendation

- Motion to direct Administration to complete and submit the RxTGA Prescription to Get Active Activity Member Application Form and provide an update to the Board once approval status has been confirmed.



General Manager – Rhonda Alix



PRESCRIPTION *TO GET ACTIVE*

Prospective Member Information Package



About Prescription to Get Active

This uniquely designed prescription gives prescribers the opportunity to discuss the importance of physical activity and grant patients access to community recreation. This motivational tool breaks down barriers and encourages patients to find the right activities for them as they work towards a healthier life.

History

Prescription to Get Active started as a grassroots effort in one small Alberta city in 2011. The initiative was created with the intent to get the community more physically active and to combat inactivity, which is the fourth leading cause of premature death globally. With the Alberta health care industry desperate for a resource to motivate and support sedentary patients, the program was quickly adopted across the province within more than half the Primary Care Networks.

In 2015, Prescription to Get Active became a federal not-for-profit corporation and began to impact even more lives with the power of a written prescription. This innovative program did not go unnoticed and in 2017, two more provinces stepped forward to bring this initiative to their communities.

Goal

Prescription to Get Active is dedicated to improving the health of Canadians by providing an impactful program and making physical activity the most powerful prescription given.

The goal of the program is to support individuals to become more active, to equip doctors and their healthcare teams with the tools to educate their patients on the importance of physical activity and to partner with recreation facilities to provide accessible spaces within all communities.

If healthcare providers can influence patients to modestly increase physical activity levels, we can expect to see:

- 222,000 fewer hypertension cases;
- 120,000 fewer diabetes cases;
- 170,000 fewer heart disease cases; and
- 31,000 fewer cancer cases in Canada within 25 years.

This could reduce health care costs by \$2.6 billion and inject \$7.5 billion into the Canadian Economy.¹

¹ Fares Bounajm, Thy Dinh, Louis Theriault *Moving Ahead: The Economic Impact of Reducing Physical Inactivity and Sedentary Behaviour*. The Conference Board of Canada, October 24, 2014



Vision, Mission, Values

Vision

More Canadians are active due to an integrated partnership between healthcare and recreation.

Mission

To utilize physical activity prescriptions to promote active living within the community.

Values

All RxTGA members should exemplify the values of PRESCRIPTION:

P artner	We embrace and create meaningful partnerships.
R espect	We treat people with dignity, understanding and compassion.
E ducate	We educate people on the benefits of physical activity.
S upport	We support the health of individuals, families and communities.
C ultivate Unity	We cultivate unity by moving forward as one body, supporting each other and one voice.
R esults	We strive to show measurable results.
I nclusiveness	We are accessible and available to all individuals.
P rescribe	We prescribe physical activity to enhance individual health.
T rust	We earn and retain trust.
I ntegrity	We behave consistently with our core values.
O pportunities	We provide opportunities to be physical active.
N etwork	We create a network of healthcare and recreation organizations to explore opportunities to work together and promote physical activity.



How does the program work?

Step 1: Doctors and their healthcare teams identify patients who are:

- a. Below the Canadian Physical Activity and Sedentary Behaviour Guidelines.
 - Less than 60 minutes per day for children and youth (0-17 years old)
 - Less than 150 minutes per week for adults and seniors (18-65+ years old)
- b. Able to participate in unsupervised physical activity without medical clearance.

Step 2: Prescribers write a specially designed prescription to their patients.

Step 3: Patients record their prescription at www.PrescriptionToGetActive.com

Step 4: Patients start moving at home and in their communities.

- Physical activity resources are provided through the website to help get patients started.
- Patients can also fill their prescriptions at participating recreation facilities and receive free trial access.

How is RxTGA Organized?

RxTGA is a federal not-for-profit corporation and has an elected Board of Directors that oversee the organization on a national level.

Locally the program is powered by dedicated members that have formed Chapters. Each Chapter is organized within a geographical region and consists of healthcare members, recreation members and program supporters.

Who are members?

RxTGA has a dedicated member base consisting of healthcare professionals, recreation facilities and supporters who believe fully in the vision of the program. The goal to get more Canadians physical activity is a mission that all RxTGA members strive toward, and as the program continues to expand across the country, RxTGA is eager to collaborate with new facilities and organizations.

- **Healthcare Organizations**

These members write prescriptions to patients and consist of doctors and members of their healthcare team such as, nurses, behavioral counsellors, pharmacists, exercise specialist and many more. These healthcare members must be in a clinical or counselling setting and are affiliated with a doctor. Members would *not* include



healthcare professionals with a private business or organization, for example, a private physiotherapy, chiropractic, psychology clinic or community pharmacist that does *not* have an affiliation with a family doctor.

- **Recreation**

Recreation members must offer a direct service to patients and have the amenities to meet the needs of patients new to a physically active lifestyle. These services can include swimming, golf, skating, weight rooms, personal training, walking tracks, yoga, etc.

- **Supporters**

Supporters are member organizations that endorse the program's mission and vision but who may not contribute financially or provide direct services to patients.

What are the benefits of becoming a member?

Members will benefit through:

- Cross promotion of corporate image/logo through the website, social media and other RxTGA materials.
- Increase in program awareness and public visibility (e.g. brand recognition).
- Networking opportunities with other members, community organizations, professional groups and healthcare providers.
- Promotion of a positive corporate social image through association with a not-for-profit cause and public health initiative demonstrating a commitment to, and concern for, community well-being.

As a member, you receive:

- Comprehensive materials on how to implement RxTGA in your organization.
- Design files for marketing and promotional materials, and permission to use the Prescription to Get Active logo.
- Access to the collaborative section of the website for resource sharing, templates, policies and other updates.
- Quarterly newsletters that include program statistics, updates and physical activity resources.
- The ability to contribute as a participating member in your local Chapter and committees.
- Invitation to attend RxTGA Annual General Meeting and vote to elect the Board of Directors.



Membership Expectations & Qualification Criteria

All members will:

- 1) Designate at least one member of staff to be responsible for; liaising with RxTGA staff; disseminating program updates to others; submitting prescription tracking information; and upholding redemption procedure standards.
- 2) Ensure that all staff members are knowledgeable of RxTGA and are sufficiently trained regarding prescription writing and/or redemptions.
- 3) Adhere to prescription writing and redemption tracking processes for evaluation purposes, including Quarterly Reporting.
- 4) Commit to a membership with RxTGA for a minimum of one (1) year.
- 5) Understand that membership status can be revoked at any time for failing to adhere to the core principles and membership expectations of RxTGA.
- 6) Promote the initiative by including a link to the RxTGA webpage on their website, include RxTGA promotion in printed, digital and online resources, as well as program guides in clinical and recreational spaces.

Recreation Members will also:

- 7) Offer complimentary access to RxTGA patients. Example: 30-day free trial.
- 8) Provide a welcome service for patients redeeming prescriptions. This includes:
 - a. Tour of the facility and demonstration of equipment;
 - b. Consultation with certified staff to discuss interests and potential physical activities available at the facility; and
 - c. Options the patient has once trial is done.

All members **will not**:

- 1) Denigrate or negatively impact the reputation of other RxTGA members.
- 2) Be nutritionally based businesses, entities, or organizations.
- 3) Be primarily focused on selling equipment or health products.
- 4) Exert unwanted pressure to individuals with RxTGA redemptions to purchase additional memberships or passes.



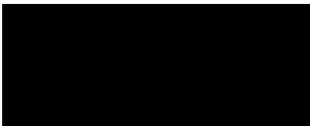
Your membership with the RxTGA program supports our efforts to:

- Reduce the incidence of numerous chronic diseases by promoting participation in physical activity and reducing sedentary behavior.
- Ensure every patient, at every visit is provided the opportunity to have activity assessment and counselling in a unified and motivational manner.
- Provide community based physical activity resources and activities to all patients across Canada.

If you are interested in joining the Prescription to Get Active initiative, please email info@prescriptiontogetactive.com for more information.

On behalf of the RxTGA NPC Board of Directors we thank you for your interest and for your support of the Prescription to Get Active program.

Kind Regards,



Len Frank
President, Prescription to Get Active Not for Profit Corporation





FOR OFFICE USE ONLY	
APPROVED BY	DATE
Chapter Rep <i>(please initial)</i>	
BOD Rep <i>(please initial)</i>	

ACTIVITY MEMBER APPLICATION FORM

INSTRUCTION: please complete all 7 sections before submitting.
Watch for text field limitations when providing detailed information.

If you have any difficulty with the application form, please contact us – see last page for contact.

1. THIS APPLICATION IS FOR:

1.1 Application Date:

Applicant type:

If you chose:

(a) Main or Head Office for an organization/corporation with multiple locations, check the box below if the address is also a Service Location* to be included on the interactive map.

(b) Service Location*, please provide the name of the organization/corporation you belong to so that we may verify their membership status (i.e. City of Edmonton)

A **Service Location is a site that carries out the services on behalf of the organization or corporation. Example: Fitness Centre, Community Recreation Complex.*

1.2 If you are the Main or Head Office for an organization or corporation, how many locations do you have?
Once the application process has been completed, we will contact you for details on your locations.

1.3a Please let us know what category of organization you are:

1.3b

- Our organization is:
(please select the one that applies:
- For-Profit
 - Not-For-Profit
 - Charity
 - Municipal

If you chose Other, please specify:

1.4 Do you offer a fee assistance program for low-income participants?

YES NO

Continue to Section 2

2. APPLICANT DETAILS

Company Name <i>(will appear on legal documents and map where applicable)</i> :		
Address:		
City:	Province :	Postal Code:
Address for Map Pin: Same as above OR Use address below		
Street Address:		
Postal Code:		
Public* Phone Number		
Public* Email <i>(recommended)</i>		
URL for Website or Social Media <i>(optional but recommended)</i>		

*Will appear on website profile if applicable

3. CONTACT & REPORTING

First and Last Name	
Phone**	
Cell (optional)**	
Email**	

**Will not be published – for RxTGA contact purposes only

Our organization commits to mandatory quarterly reporting.

YES NO

4. DESCRIPTION & GOALS

4.1. Provide a brief description about your organization including specialities *(max. 270 words)*

Use above bio for website map profile or Use bio below for website map profile:

Section 4 continues on next page

4.2. How does your organizations' mission support or compliment Prescription to Get Active? (max. 270 words)

4.3. What incentive offer will your organization provide to attract and retain participants?

4.4. Will you offer a discount for continued access after the free period ends?

YES NO

If YES, what is the discount?

Continue to Section 5

5. ACTIVITIES & SERVICES

5.1 Are your programs and services targeted towards *(select all that apply)*:

Beginner Intermediate Advanced
All of the Above

5.2 What other services and amenities do you offer that would be of value to participants? *(max 130 words)*

5.3 What languages do your service staff speak? *(select all that apply)*

English	French	Cree	Cantonese
Dene	Inuktitut	Mandarin	Montagnais (Innu)
Ojibway	Oji-Cree	Punjabi	Tagalog

OTHER, *please specify*:

5.4 Do you offer programming for *(select all that apply)*:

Adults
Children/Youth
Seniors
People with physical disabilities
Pre and Post Natal

Section 5 continues on next page

5.5 What activities do you provide? (select all that apply)

ACROBATICS	CURLING	HORSESHOES	SKATING
AEROBIC CLASSES	CYCLING	HURLING	Figure Skating
ADAPTIVE	Biking	JUGGLING	Ice Skating
Adaptive Sport	BMX	KARTING	In-Line Skating
Para Ice Hockey	Mountain Biking	LUGE	Roller Derby
Wheelchair Basketball	Spin Cycling	MARTIAL ARTS	Roller Skating
Wheelchair Racing	Track Cycling	Aikido	Speed Skating
AQUACISE	Unicycle	Brazilian Jiu-Jitsu	Synchronised Skating
AXE THROWING	DANCE	Historical European	SKIING
BADMINTON	Country & Swing	Martial Arts	Cross Country Skiing
BASEBALL	Square Dancing	Jiu-Jitsu	Freestyle Skiing
BASKETBALL	Zumba	Judo	Nordic Combined
BATON TWIRLING	DIVING	Karate	Ski Jumping
BIATHLON	DODGEBALL	Kendo	SKIPPING
BIKE POLO	EQUESTRIAN	Kung Fu	SNOWBOARDING
BILLIARDS	FENCING	MMA	SNOWSHOEING
BOATING	FITNESS CLASSES	Muay Thai	SOCCER
Canoeing	FOOTBALL	Taekwondo	SOFTBALL
Kayaking	Flag Football	Tai Chi	SPIKEBALL
Sailing	Gaelic Football	Wing Chun	SWIMMING
BOBSLEIGH	FLOORBALL	NETBALL	TEAM HANDBALL
BOWLING	FRISBEE	OBSTACLE COURSE RACING	TRACK
5-Pin Bowling	FUTSAL	ORIENTEERING	TRAMPOLINE
Lawn Bowling	GENTLE FITNESS	PICKLEBALL	TRIATHLON
BOXING	GLIDING	PILATES	VOLLEYBALL
Boxing	GOLF	QUIDDITCH	WAKEBOARD
Kickboxing	Disc Golf	RACQUET SPORTS	WALKING
BROOMBALL	Ultimate	Racquetball	WALLBALL
CAPOEIRA	GYMNASTICS	Squash	WALLYBALL
CARDIO MACHINES	Artistic Gymnastics	Tennis	WATER SPORTS
CHAIR BASED FITNESS	Rhythmic Gymnastics	RINGETTE	Paddleboarding
CHEERLEADING	HANDBALL	ROWING	Underwater Hockey
CIRCUIT WEIGHT TRAINING	HIKING	RUGBY	Water Polo
CIRCUS	HOCKEY	RUNNING	Water Skiing
CLIMBING	Field Hockey	SHOOTING	WEIGHT TRAINING
Outdoor Climbing	Floor Hockey	SKATEBOARDING	WINTERGUARD
Indoor Wall Climbing	Ice Hockey	SKELETON	WRESTLING
CORNHOLE	In-Line Hockey		YOGA
CRICKET			

OTHER, please specify:
(max 130 words)

Continue to section 6

(Form: RXTGA-M-002)

6. CERTIFICATIONS & QUALIFICATIONS OF STAFF and/or VOLUNTEERS

Select all certifications held by your staff and/or volunteers:

Coaching Certification in Canada (www.coach.ca) – please specify:

ACSM (American College of Sports Medicine)

ACE (American Council on Exercise)

Canfitpro – please specify:

CPTN (Canadian Personal Trainers Network)

CSEP-CEP (Canadian Society for Exercise Physiology – Clinical Exercise)

CSEP-CPT (Canadian Society for Exercise Physiology – Certified Personal Trainer)

FLC (Fitness Leadership Canada – formerly NFLAC)

ICREPS or equivalent (International Confederation of Registers for Exercise Professionals), please specify:

NASM (National Academy of Sports Medicine)

NSCA (National Strength and Conditioning Association)

YMCA

Lifesaving Society

Current CPR & First Aid

Other, please specify:

Continue to section 7

7. ORGANIZATION POLICY

Prescription to Get Active is committed to the safety, fair treatment and equal opportunity for all participants.

Please indicate which of the following policies you currently have in place, or that are covered under your Code of Conduct:

Health & Safety

Diversity, Equity & Inclusion Policy

(Includes but is not limited to race, ethnicity, age, national origin, sexual orientation, cultural identity, assigned sex, gender identity)

Anti-Discrimination and Harassment Policy

Code of Conduct

Disability & Access

Respect in Sport (RIS)

Safe Sport Training, *please identify modules:*

Other, please explain:

(i.e. concussion protocol, Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), etc.)

8. SUBMIT FORM

8.1 Using **SAVE AS**, follow the format below to name your file so we can easily identify and process your application.

e.g. **YourFacilityName-activityapplication.pdf**

8.2 Email the completed application to:

administration@prescriptiontogetactive.com

NEXT STEPS

1. *Your application will be reviewed for approval by the applicable Chapter and the Board of Directors*
2. *Upon approved, a Membership Agreement will be generated and sent to the contact noted above in Section 3 for signature and return.*

Should you have any questions, please contact us at

info@prescriptiontogetactive.com or call 1-866-212-7552



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Second Chance Animal Rescue Society (SCARS)
Pucks for Paws Donation Request

Background

- Administration received the attached donation request letter from SCARS for their 3rd Annual Pucks for Paws Charity Draft Hockey Tournament, scheduled to take place at the Multiplex from March 27–29, 2026.

Attachment

- SCARS Pucks for Paws Donation Request Letter

Discussion

- The 3rd Annual Pucks for Paws Charity Draft Hockey Tournament will be held at the Multiplex from March 27–29, 2026. This year, SCARS is adding pickleball and curling tournaments in addition to hockey.
- In the past two years, the Athabasca District Minor Hockey Association (ADMHA) donated the ice fees, as the tournament fell within their block booking rental and assisted ADMHA in reaching their 1,000-hour allotment.
- The 2026 Multiplex donation budget is \$7,000.00.

Facility Rates:

Arena Ice Rates:

- Adult: \$168.00/hour
- Block Booking (ADMHA): \$103.00/hour

Curling Ice Rates:

- Adult: \$39.00 per sheet per hour
- Bonspiel weekend rate: \$1,130.00 per event

Fieldhouse Rates:

- Adult (2/3): \$55.00/hour

Administration suggests the following:

Arena Rate:

Administration recommends charging Pucks for Paws the block booking rate rather than the adult rate:

- Block booking rate: \$103.00/hour
- Adult rate: \$168.00/hour
- Difference: \$65.00/hour

- Last year's tournament included:
 - 8 games at 1 hour and 45 minutes per game, plus a skills competition
 - Approximate total ice time: 16 hours
 - This equates an estimated savings of:
 - \$65.00/hour × 16 hours = approximately \$1,040.00
(Note: This donation amount would increase if additional games are scheduled.)
- The Pucks for Paws Charity Committee has requested that all arena fees be waived, which would total:
 - 16 hours × \$168.00/hour = \$2,688.00
(Note: This amount would increase if additional games are scheduled.)
- By reducing the rate to the block booking rate, the user would save approximately \$1,040.00, representing nearly a 40% discount from the full adult rental fees.

Curling Rate:

- Administration recommends donating 50% of the Curling Rink weekend rate to help offset additional staffing costs.

Fieldhouse Rate:

- Administration recommends donating 50% of the Fieldhouse rental rate.

If ADMHA's block rental allocation is completed and the Pucks for Paws tournament did not happen, Administration anticipates limited or no ice rentals for that weekend, which could result in the ice plant being shut down. With the tournament proceeding, there will be operational expenses to consider.

This is a community-based charitable event with free public admission, although players pay an entry fee. Concession sales are expected to be high during the tournament weekend, and the Lounge will be utilized throughout the day by participants.

ADMHA may again choose to donate the ice time; however, SCARS has not yet received confirmation.

While this is a worthwhile cause, donation amounts must be carefully considered, as similar requests may be received from other nonprofit organizations.

Options:

- Accept the information as presented (no discount).
- Approve Administration's proposed facility rental discounts as outlined above.
- Approve an alternative donation amount as determined by the Board of Directors.
- Another option as determined by the Board of Directors.

General Manager – Rhonda Alix



Dear Athabasca Regional Multiplex Society Board:

We are hosting the 3rd annual Pucks for Paws Charity Draft Hockey Tournament, March 27-29, 2026, at the Athabasca Regional Multiplex in benefit of Second Chance Animal Rescue Society (SCARS).

SCARS helps communities by taking in pets that are unwanted or slated for euthanasia. SCARS rescues pets from remote area dog pounds, veterinary clinics that act as the pound, strays, and abandoned pets, many of which are sick or injured. Every animal is given a veterinary assessment and any medical care or rehabilitation it requires. They spay/neuter, vaccinate and microchip every animal that comes into their care. These expenses are massive and SCARS relies on money raised through [memberships](#), [donations](#), [sponsorships](#), grants, and other fundraising efforts.

Second Chance Animal Rescue Society (SCARS) is in crisis mode, with the amount of intakes increasing each day. These dogs and cats need immediate assistance to find a home where they can live a better quality of life. All money raised from this tournament will be donated to SCARS which will help to provide food, shelter, toys, and medical aid to the animals who are in desperate need of our help.

We are kindly requesting for the Multiplex to waive the arena rental fees for this tournament in order for us to make the greatest possible impact to help these animals in need. These are desperate times, but this also brings in a very fun and positive local event that was the talk of the town all year long after last year's inaugural event. It was a great way to see the community come together and support each other and the cause. The impact of waiving the ice rental fees for one last fun weekend of hockey will literally save many animal lives.

If you have any questions, you can call or email me, [REDACTED], [REDACTED]. Thank you so much for your time and consideration.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: February 23, 2026
Subject: Draft Policy 400-020 Accounts Receivable

Background

- ARMS currently do not have an accounts receivable policy and does not currently charge interest on overdue accounts.

Attachments

- Draft Policy 400-020 Accounts Receivable
- Athabasca County Policy 2940 Collection of General Accounts Receivable
- Athabasca County Bylaw 13-200
- Town of Athabasca Policy C-FIN-AR-1 Accounts Receivable
- Town of Athabasca Policy C-ADM-FEE-1 Fees & Charges
- Town of Athabasca Bylaw 04-16
- Lac La Biche County Policy CS-10-007 Miscellaneous Accounts Reciveable Collections
- Lac La Biche County Policy CS-10-015 Interest Rate on Miscellaneous Overdue Accounts

Discussion

- Administration would like to create policies for all accounting practices.
- Currently, there is no established Accounts Receivable Policy, and interest is not charged on outstanding balances.
- Administration would like to organize accounting practice policies within the 400-policy series.
- The proposed Policy 400-020 outlines:
 - Interest Rate
 - Statement and Collection Process
 - Collection Approval & Reporting
 - Reporting Requirements

Recommendation

- Motion to adopt Policy 400-020 Accounts Receivable as presented.

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

General Manager – Rhonda Alix

Policy Number: 400-020

Accounts Receivable

Policy Statement:

To establish collection procedures for accounts receivable and ensure that steps are taken to effectively collect funds in the case of overdue accounts. This policy also sets an interest rate to be applied to overdue accounts receivable and provides clarity and direction for the collection of accounts receivable and bad debt write-offs, ensuring an accurate position of ARMS' expected revenue.

Guidelines and Procedures:

1. Interest Rate

- The interest rate applied to all overdue accounts is 1.5% per month, calculated on the current month's outstanding balance (compounding).

2. Statement and Collection Process

- Any balances owing after 30 days from the date of invoice: a statement will be mailed and/or emailed, and applicable interest will be charged monthly.
- If an account remains unpaid after 60 days: a statement will be mailed and/or emailed, and applicable interest will be charged monthly. An ARMS representative will attempt to contact the customer via telephone, if possible, and enter into good-faith negotiations to reach a resolution.
- If the account becomes more than 90 days delinquent: a statement will be mailed and/or emailed, and applicable interest will be charged monthly. An advice letter will be issued notifying the customer that the account will be transferred to a collections agency.

3. Collections Approval & Reporting

- The General Manager will provide written approval to proceed with any collection activities.
- An annual collection report shall be provided to the Board for information.
- If a payment agreement is reached with the account holder regarding payment of outstanding arrears to ARMS, ARMS may postpone taking collection action.
- Any accounts receivable account that is deemed uncollectible must be submitted to the Board for approval for write-off.

- A note will be added to the receivable account for future reference, and a ledger of all written-off accounts shall be maintained and periodically checked against current accounts in case there is an opportunity to collect.
- Renters wishing to re-establish agreements will be required to pre-pay fees in order to continue bookings.



MUNICIPAL POLICY HANDBOOK

CODE NUMBER: 2910

CATEGORY: Finance

COLLECTION OF GENERAL ACCOUNTS RECEIVABLE

POLICY STATEMENT:

Athabasca County is committed to ensuring that internal controls are followed to guide the management of general accounts receivable. The purpose of this policy is to ensure effective control, administration, and collection of miscellaneous accounts receivable that are not governed by provincial statutes such as the Municipal Government Act or County bylaws. As such, this policy does not apply to the collection of utility or tax arrears.

All efforts will be made to collect debts owed to the County, including the use of a collections agency. Once all internal and external collection attempts have been exhausted, the account will be deemed uncollectable and will be recommended for write-off.

Arrangements for payment plans can be made with customers who have overdue accounts with the County.

Any accounts with a balance of greater than \$250 and in excess of 90 days are to be changed to Pre-Pay only, unless a payment plan has been established.

The Chief Administrative Officer is responsible for the implementation of procedures related to this policy.

Administration will regularly update Council on the collection of general accounts receivable.

Effective

Policy Date: 08.29.2024

Reference: CC 24-370

Revision:



MUNICIPAL DIRECTIVE / PROCEDURE

EFFECTIVE DATE: 08.29.2024

CODE NUMBER: FIN-2910

CATEGORY: Finance

Collection of General Accounts Receivable Procedure

GENERAL GUIDELINES:

Athabasca County has various revenue cycles within its different departments. Therefore, effective management of accounts receivable is crucial to the County's overall fiscal management.

The following guidelines will be followed to collect overdue general account receivables:

1. Prompt and efficient collection action will be initiated for accounts receivable after 30 days.
2. Payment plan alternatives will be offered before collection action is taken, in line with the County's policy.
3. The County will adhere to the guidelines outlined in the Municipal Government Act regarding accounts receivable for services provided to a property.
4. Proactive measures will be taken by the County to prevent future accounts receivable collection issues.

1. PURPOSE:

The Collection of General Account Receivables procedures will ensure that steps are taken to effectively collect funds in the case of overdue receivable accounts.

2. PROCEDURE:

2.1 The following steps shall be taken for general account receivable accounts:

Age of unpaid invoice	Action
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30 days	Statement mailed – plus applicable interest per month charge.
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60 days	Statement mailed – plus applicable interest per month charged, plus a County representative will contact the customer via telephone, if possible.
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90 days	Statement mailed – plus applicable interest per month charged, plus issue an advice letter notifying the customer that the account will be transferred to a collections agency.
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2.2 The Director of Corporate Services will give written approval to proceed with any collection activities. An annual collection report shall be provided to Council for information.



MUNICIPAL DIRECTIVE / PROCEDURE

Code: FIN-2910

Category: Finance

Page: 2

- 2.3 The Director of Corporate Services will give written approval to proceed with any collection activities. An annual collection report shall be provided to Council for information.
- 2.4 If a payment agreement is reached with the account holder regarding payment of outstanding arrears to Athabasca County, the County may postpone taking collection action.
- 2.5 Any general Accounts Receivable account that is deemed uncollectible must be submitted to Council for approval for write-off. A note will be added to the receivable account for future reference, and a ledger of all written-off accounts shall be maintained and periodically checked against current accounts in case there is an opportunity to collect.
- 2.6 Delinquent accounts should not be given further credit and should be dealt with on a cash-only basis for future transactions.
- 2.7 Before hiring any outside contractors for the County, contractors should be screened to determine if they owe any money to the County. If there are outstanding accounts, those should be settled before signing any purchases order or contracts.

3. THRESHOLDS FOR COLLECTION ACTION AND WRITE-OFF OF ACCOUNTS

- 3.1 Unpaid invoices of over \$100 will be forwarded to a collections agency after 90 days in arrears.
- 3.2 Accounts may be written off after in-house attempts at collection have been exhausted. Upon determination of Accounts Receivable being uncollectible, the Director of Corporate Services or the Chief Administrative Officer is authorized to cancel uncollectible Accounts Receivable less than \$500.00; a summary of those accounts cancelled greater than \$250.00 shall be presented to Council.
- 3.3 Accounts receivable write-offs greater than \$500 require Council's authorization.

Original signed by CAO Bob Beck
Approved by CAO

August 30, 2024
Date

BY-LAW 13 – 2000

COUNTY OF ATHABASCA NO. 12

A By-law of the County of Athabasca No. 12 in the Province of Alberta to establish the due date for the payment of outstanding general Accounts Payable to the County of Athabasca No. 12 and provide for interest charges on overdue accounts.

WHEREAS,

Pursuant to the Municipal Government Act, Council has the authority to pass bylaws that authorize the imposition of interest charges on general accounts payable to the Municipality.

WHEREAS,

The Council deems it expedient and proper to pass a bylaw to provide for the levying and collection of interest on overdue general accounts payable to the Municipality.

NOW THEREFORE,

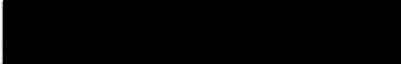
The Council of the County of Athabasca No. 12 in the Province of Alberta, under the authority of the Municipal Government Act being Chapter M-26.1 of the Revised Statutes of Alberta, 1994 and amendments thereto, Duly assembled enacts as follows:

1. That all general accounts payable to the County of Athabasca No. 12 become due and payable within 30 days from the date of mailing of the statement of account.
2. That an interest rate of one percent (1%) per month be imposed on general accounts payable to the County of Athabasca No. 12 remaining unpaid after 30 days from the date of mailing of the statement of account.
3. That in the event a general account payable of an occupant of property served who is the owner or purchaser of the property remains unpaid for a period of sixty (60) days and is still owing on December 30 of that year, shall be added to the tax roll on December 31st of that year and collected in like manner as municipal rates and taxes are recoverable.
4. This Bylaw comes into effect upon the date of it finally being passed.

READ A FIRST TIME this 27th day of July, 2000.

READ A SECOND TIME this 27th day of July, 2000.

READ A THIRD AND FINAL TIME this 27th day of July, 2000.



REEVE



COUNTY MANAGER



Town of Athabasca

Council Policy

Number	Title		
C-FIN-AR-1	Accounts Receivable		
Approval	Originally Approved		Last Revised
[REDACTED]	Resolution No:	20:469	Resolution No:
	Date:	December 1, 2020	Date:

Purpose

To provide clarity and direction for the collection of accounts receivable and bad debt write-off ensuring an accurate position of the Town's expected revenue.

Policy Statement

The purpose of this policy is to provide uniform guidelines for the collection of accounts receivable due to the Town of Athabasca, creating a provision for accounts deemed doubtful or uncollectible, and subsequently writing off bad debt accounts.

A comprehensive accounts receivable control policy regarding accounts receivable collection and the bad debt write off can help a municipality collect on amounts owed in a fair, equitable, and timely manner. This can help make the municipality financially viable and stronger.

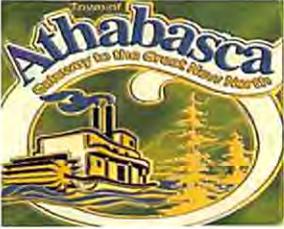
Processes that are applied consistently ensure that the public is treated fairly and equitably.

Collecting receivables in a timely manner ensures the Town has greater control over its cash flow and liquidity.

Establishing strong fiscal management practices and proper controls over the municipality's resources minimize the cost of collecting accounts receivables.

Administration will annually prepare a list of accounts receivable with a value of five hundred dollars (\$500) and over that it considers uncollectable as of December 31 to be brought forward for Council consideration to be written off each year.

Council authorizes the Chief Administrative Officer to annually write-off accounts



Town of Athabasca

Council Policy

receivable with a value of less than five hundred dollars (\$500) that Administration deems uncollectable as of December 31 each year.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

Definitions

Accounts Receivable – general receivables (including recreation, cemetery, shared services, fire department, planning, economic development, and affordable housing), utility accounts, taxes and licenses due to the Town.

Allowance – accounting entry/provision to set aside against the possibility of not being able to collect accounts receivable.

Public – the person or business to which the Town provides goods or services.

Town – means the corporation of the Town of Athabasca and includes all lands within its jurisdictional boundaries.

Uncollectible – an account which cannot be collected due to the circumstances of the debtor.

Write off – the accounting entries undertaken to remove a receivable from the accounting records.

Responsibilities

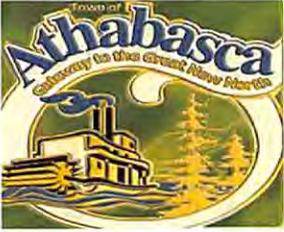
Council to:

- Approve by resolution this policy and any subsequent amendments.
- Consider the allocation of funds for successful implementation of this policy in the annual budget process.
- Review and approve all uncollectible accounts in excess of \$500, except property taxes.

Chief Administrative Officer to:

- Support the implementation of this policy and approve procedures.
- Support Administration in carrying out implementation plans for this policy.
- Support recommendation of any exceptions to this policy.
- Ensure every feasible means of collecting all accounts are undertaken by staff.

Chief Financial Officer to:



Town of Athabasca

Council Policy

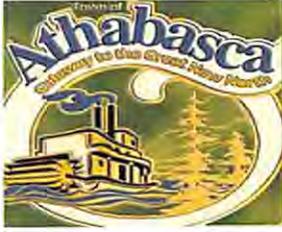
- Provide guidance and direction to the parties responsible for the implementation of this policy and related procedures, as required.
- Ensure every feasible means of collecting all accounts are undertaken by staff.
- Recommend any exceptions to this policy to the CAO and Council.
- Review and approve write off submissions for uncollectable accounts, other than property taxes, valued at \$500 or less.
- Review write off submissions and prepare list of uncollectible accounts in excess of \$500 for consideration by Council.
- Prepare status reports to accompany recommendations to Council for write offs for property taxes and other write offs in excess of \$500.
- Ensure all accounting entries are performed.
- Prepare annual report for Council of all accounts written off during the year.

Standards

1. This policy applies to the collection and maintenance of accounts receivable and the subsequent write-off of accounts that are deemed uncollectible.

Revisions:

Resolution Number	MM/DD/YY



Town of Athabasca

Council Policy

Number	Title			
C-ADM-FEE-1	Fees & Charges			
Approval	Originally Approved		Last Revised	
[REDACTED]	Resolution No:	19:266	Resolution No:	
	Date:	June 18, 2019	Date:	

Purpose

To establish a policy governing the fees for services within the Town.

Policy Statement

The Council of the Town of Athabasca deems it appropriate to put in place fees & charges relating to services provided.

Responsibilities

Administration shall be responsible for collecting the appropriate fees or charges for any services provided by the Town as outlined below.

General Administration

1. Photocopying and/or printing shall be charged at a rate of \$0.25 per page for black & white copies and \$0.50 for color copies.
2. Tax, utility, and other property information is frequently requested from the Town Office. This information will be provided to a third party only upon written permission from the owner, for a fee of \$30.00.
3. An extensive property search, whether for a property owner or a third party with written permission from the owner, shall be charged at \$30.00 per hour, one hour minimum. Any photocopying required to execute the request will be charged at the rate set out above.
4. Certified True Copies of Documents (By-Laws, Minutes, etc.) - \$10.00
5. Faxing shall be charged at \$1.00 per page of outgoing or incoming faxes.
6. Returned Cheques - \$25.00



Town of Athabasca

Council Policy

Taxes

7. Tax Certificates shall only be supplied upon receipt of a written request including a statement from the owner authorizing the Town to release the requested information and the fee shall be \$40.00.
8. In an effort to recover monies expended in the course of the tax recovery process, an administrative fee of \$60.00 shall be applied against the tax account of a property at the time of registration of the Tax Recovery Notification.

Off-Street Parking – as per Land Use Bylaw 13-10

9. The fee per parking stall shall be set at \$2000.00. The money collected shall be kept in a Reserve account and will be used to develop a new off-street parking area or for the improvement of an existing municipally owned off-street parking area.

Outside Services

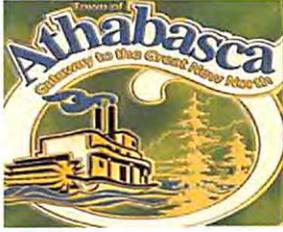
10. Equipment Charge Rates - The Outside Services Superintendent shall use the Road Builders & Heavy Construction Association's (ARHCA) Equipment Rental Rates Guide (for the current year), to determine the rates for equipment billing. Anything not included in the Guide will be determined by the Outside Services Superintendent.
11. Tipping fees for concrete and asphalt at the gravel pit - Materials will only be accepted if they are relatively clean of dirt. The Outside Services Superintendent or designate is to make this determination.
 - Dumping rate per cubic yard \$15.00

Cemetery

12. As set out in Cemetery Guidelines Policy (C-TRA-CEM-1).

Development Fees

13. As set out in the Procedures for Development Policy (C-ADM-DEV-1)



Town of Athabasca

Council Policy

Revisions:

Resolution Number	MM/DD/YY

BYLAW 04-16

A BYLAW TO AUTHORIZE THE IMPOSITION OF PENALTIES ON UNPAID PROPERTY TAXES.

Whereas, under the authority and pursuant to the Municipal Government Act, Chapter M 26, R.S.A. 2000, Sections 344, 345 and 346, and amendments thereto, Council may impose penalties on unpaid taxes; and

Whereas, the Council of the Town of Athabasca deems it expedient to impose penalties on unpaid taxes;

NOW THEREFORE under the authority and pursuant to the provisions of the Municipal Government Act, and by virtue of all other enabling powers, the Council of the Town of Athabasca in the Province of Alberta, duly assembled, enacts as follows:

1. That all property taxes of the Town of Athabasca shall be due and payable in full on or before the 30th of June each year.
2. A penalty rate of four percent (4%) shall be imposed on July 1st in each year, on property taxes remaining unpaid after June 30th in the current year.
3. Should the day June 30th in any year be a weekend or statutory holiday, the tax payable date shall be the next business day with the penalty imposed the day following.
4. A second penalty of eight percent (8%) shall be imposed on October 1st in each year, on property taxes remaining unpaid after September 30th in the current year.
5. Should any property taxes remain unpaid after the 31st day of December of the year for which they were levied, a penalty of twelve percent (12%) shall be imposed on January 1st of the succeeding year, and each succeeding year thereafter so long as the taxes remain unpaid.
6. This bylaw rescinds Bylaw 18-91 establishing penalties on taxes and license fees.
7. That this bylaw shall take effect November 1, 2016.

Read a first time on this 21 day of June, 2016.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

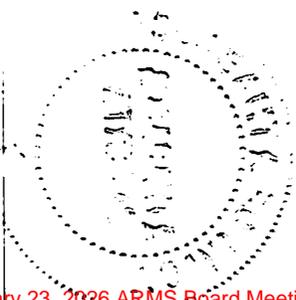
Read a second & third time on this 18 day of October, 2016.



MAYOR



CHIEF ADMINISTRATIVE OFFICER





LAC LA BICHE COUNTY POLICY

TITLE: MISCELLANEOUS ACCOUNTS RECEIVABLE
COLLECTIONS

POLICY NO: CS-10-007

RESOLUTION: 17.673

EFFECTIVE DATE: AUGUST 28, 2012

LEAD ROLE: MANAGER, FINANCE

NEXT REVIEW DATE: JULY 11, 2020

SPECIAL NOTES/CROSS REFERENCE:
Procedure CS-10-007

AMENDMENT DATE: JULY 11, 2017

POLICY STATEMENT:

To provide for the effective control, administration, and collection of miscellaneous accounts receivable that are not governed by provincial statutes (like the *Municipal Government Act*) or County bylaws (like the Waterworks Bylaw or the Sewage System Bylaw). Generally, this policy will not apply for the collection of utility or tax arrears unless indicated.

Specific Policy Guidelines

1. Prompt and efficient collection action of accounts receivable will be initiated after the expiration of 30 days.
2. The County’s policy is to allow for payment plan alternatives before collection action is taken.
3. The County will follow the guidelines as set out in the Municipal Government Act concerning accounts receivable for services delivered to a property.
4. The County will take proactive actions to avoid future accounts receivable collections issues.

“Original Signed”

Chief Administrative Officer

July 17, 2017

Date

“Original Signed”

Mayor

July 19, 2017

Date



LAC LA BICHE COUNTY PROCEDURE

TITLE: MISCELLANEOUS ACCOUNTS RECEIVABLE PROCEDURE NO: CS-10-007
COLLECTIONS

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-10-007 AMENDMENT DATE:

PROCEDURE:

1. The following timeline and procedures will be followed, except where otherwise varied in this policy, for monies owing to Lac La Biche County:

<u>Age of Invoice</u>	<u>Action</u>
1 Month	Statement mailed – plus applicable interest per month charged
2 Months	Statement mailed – plus applicable interest per month charged, plus a County representative contact the client via telephone if possible.
3 Months	Statement mailed – plus applicable interest per month charged, plus advice letter notifying client that account will be transferred to the tax roll and/or collections agency. Account balance transferred to tax roll, if it is an account which the County is authorized to add to the tax roll; if a tax roll does not exist or the County does not have the authority to add the account to the tax roll, collection action will be taken.

The applicable rate of interest is set by the relevant bylaw or by County policy CS-10-015 if there is no relevant bylaw.

2. If an agreement is entered with Lac La Biche County regarding payment of outstanding accounts (including taxes and utilities) in an orderly fashion, the County may defer taking collection action or adding amounts to the tax roll for so long as the contract is in good standing.
3. Accounts Receivable for services delivered to a property will be added to the tax roll in accordance with this policy, County bylaws and section 553(1) and 553.1(1) of the *Municipal Government Act*.

4. The following proactive internal procedures will be followed to avoid potential accounts receivable collection problems:
- A. Situations where an individual or commercial business owes money in one department will be denied service from all departments until delinquent accounts are made current.
 - B. Internally, department managers should be made aware of contractors or ratepayers that have overdue receivables owing to the county.
 - C. Any type of outside contractors hired to do work within the county should be screened to see if there is money owed by them to county before they are hired. That outstanding account should be made current before any purchase order or contract is signed.
 - D. Delinquent accounts should not be given further credit and should be dealt with on a cash basis for future transactions

“Original Signed”

Chief Administrative Officer

July 17, 2017

Date



LAC LA BICHE COUNTY POLICY

TITLE: INTEREST RATE ON MISCELLANEOUS OVERDUE ACCOUNTS	POLICY NO: CS-10-015
RESOLUTION: 12.541	EFFECTIVE DATE: OCTOBER 1, 2012
LEAD ROLE: MANAGER, FINANCE	NEXT REVIEW DATE: OCTOBER 1, 2014
SPECIAL NOTES/CROSS REFERENCE:	AMENDMENT DATE:

POLICY STATEMENT:

To establish an interest rate to be applied on miscellaneous overdue accounts receivable otherwise not provided for in a statute or County bylaw.

PROCEDURE:

The interest rate to be applied on miscellaneous overdue accounts not otherwise provided for by statute or bylaw is 1.5% per month based on the current month's outstanding balance (compounding).

"Original Signed"
Chief Administrative Officer

October 15, 2012
Date

"Original Signed"
Mayor

October 23, 2012
Date