

AGENDA

CALL TO ORDER

1. Land Acknowledgement

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

2. Approval of Agenda

3. Meeting Minutes

- | | |
|--|-----|
| a) Approval of February 23, 2026, meeting minutes | 3-7 |
| b) Approval of March 19, 2026, Special meeting minutes | 8 |

4. Financial Reports

- | | |
|-------------------------|------|
| a) Financial Statements | 9-19 |
|-------------------------|------|

5. Manager Reports

- | | |
|--|-------|
| a) General Manager, Facility Manager, and Aquatic Supervisor Reports | 20-31 |
|--|-------|

6. Follow up Business

- | | |
|-------------------------------------|---------|
| a) Soccer Fields Update | 32-37 |
| b) GICB Grant Application Update | 38-43 |
| c) Prescription to Get Active | 44-45 |
| d) Draft Accounts Receivable Policy | 46-75 |
| e) Membership Rates | 76-115 |
| i) Membership Type | 116-119 |
| ii) Membership Age | 120-122 |
| iii) Membership Rates | 123-130 |
| iv) Membership Discounts | 131 |
| v) Membership Perks | 132-135 |

7. New Business

- | | |
|--|---------|
| a) Water Fountain in the Curling Rink Cost | 136 |
| b) Theatre Repainting Expense | 137-153 |
| c) Encroachment Agreement Update | 154-160 |

8. Agenda Additions

9. In Camera

- a) Section 19 (1) ATIA Act – Business Interests of a Third Party
- b) Section 19 (1) ATIA Act – Business Interests of a Third Party
- c) Section 29 (1) ATIA Act – Advice from Officials

10. Next Meeting

- a) April 20, 2026, at **5:00pm**

11. Adjournment

**Athabasca Regional Multiplex Society 2026
February 23, 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

Call to Order

Chair Reimer called the meeting to order at 9:38 a.m. and read the Land Acknowledgement.

Approval of Agenda

#26-14 Motion by Director Callihoo to approve the February 23, 2026, General Meeting agenda.

Motion Carried Unanimously.

Minutes of Previous Meeting

a) Approval of January 19, 2026, General Meeting Minutes

#26-15 Motion by Director Hall to only record decisions of the meeting and delete the text of the land acknowledgment.

Motion Carried.

#26-16 Motion by Director Hall to approve the January 19, 2026, General Meeting minutes as amended.

Motion Carried Unanimously.

Financial Report

a) Financial Statement

#26-17 Motion by Director Hall to table the financial statement discussions and return to the financial reports until after the delegation.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
February 23, 2026
Combined Meeting Room**

Delegation

Delegation –Athabasca Curling Club

**Resume
Financial
Report**

#26-18 Motion by Director Kapitaniuk for Administration to bring back the information regarding the repainting of the Nancy Appleby Theatre.
Motion Carried Unanimously.

Director Kapitaniuk left the meeting at 10:33 a.m. and returned 10:35 a.m.

#26-19 Motion by Director Pacholok to accept the information as presented.
Motion Carried Unanimously.

Chair Reimer declared a recess at 10:38 a.m.
Meeting reconvened at 10:49 a.m.

Director Callihoo left the meeting at 10:49 a.m.

**Manager
Reports**

a) General Manager, Facility Manager, Aquatic Supervisor Reports

#26-20 Motion by Director Hall to ask Administration to provide information on the proportion of memberships and drop in users.
Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski arrived at the meeting at 10:52 a.m.

Director Callihoo returned to the meeting at 10:57 a.m.

#26-21 Motion by Director Neufeld for Administration to bring back the Age Access Guide for review.
Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
February 23, 2026
Combined Meeting Room**

#26-22 Motion by Director Kapitaniuk to add 10. d)Section 29 (1) ATIA Act – Advice from Officials to the agenda.

Motion Carried Unanimously.

#26-23 Motion by Hall to accept the information as presented.

Motion Carried Unanimously.

Aquatic Supervisor Dylan Zilinski left the meeting at 12:06 p.m. and did not return.

Facility Manager Tim Wolfenberg left the meeting at 12:15 p.m.

**Follow up
Business**

a) ARMS Board of Directors Meeting Time

#26-24 Motion by Director Callihoo to have the April 20, 2026, and June 15, 2026, Board Meetings start at 5 p.m. and the rest of the Board Meetings to start at 9:30 a.m.

Motion Carried.

Chair Reimer declared a recess at 12:18 p.m.
Meeting reconvened at 12:52 p.m.

Facility Manager Tim Wolfenberg returned to the meeting at 12:52 p.m.

b) Soccer Fields Update

#26-25 Motion by Director Pacholok to direct Administration to send the attached requirements as amended for the rectification of the soccer fields to Aspen View Public Schools administration for approval.

Motion Carried Unanimously.

#26-26 Motion by Director Hall to direct Administration to send a letter to our landlords requesting permission to enter into an encroachment agreement with Aspen View Public Schools.

Motion Carried Unanimously.

c) GICB Grant Application Update

#26-27 Motion by Director Kapitaniuk to direct Administration to work with the Town of Athabasca to inquire further about the rejection of the GICB Grant.

Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
February 23, 2026
Combined Meeting Room**

Director Callihoo left the meeting at 1:24 p.m. and returned at 1:27 p.m.

**New
Business**

a) Delegation – Athabasca Curling Club

#26-28 Motion by Director Pacholok to direct Administration to pursue the cost of installing a water dispenser in the curling rink and bring back to the next meeting.
Motion Carried Unanimously.

b) Town of Athabasca Capital Cap Motion

#26-29 Motion by Director Hall to accept the information as presented.
Motion Carried Unanimously.

c) Prescription to Get Active

#26-30 Motion by Director Neufeld 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.
Motion Carried Unanimously.

d) Pucks for Paws Donation Request

#26-31 Motion by Director Pacholok to approve a 50% discount on the rental rates for the Pucks for Paws Tournament.
Motion Carried Unanimously.

Facility Manager Tim Wolfenberg left the meeting at 2:09 p.m. and returned at 2:13 p.m.

e) Accounts Receivable Policy

#26-32 Motion by Director Hall to revise as per discussion and bring back to a future meeting.
Motion Carried Unanimously.

**In
Camera**

#26-33 Motion by Director Callihoo to go in camera at 2:21 p.m.
Motion Carried Unanimously.

**Athabasca Regional Multiplex Society 2026
February 23, 2026
Combined Meeting Room**

Administration Supervisor Cheryl Ruthven left the meeting at 2:35 p.m. and returned at 2:46 p.m.

Director Neufeld left the meeting at 2:46 p.m. and did not return.

Director Kapitaniuk left the meeting at 2:52 p.m. and did not return.

#26-34 Motion by Director Hall to come out of camera at 3:08 p.m.

Motion Carried Unanimously.

b) Section 29 (1) ATIA Act - Advice from Officials

#26-35 Motion by Director Hall to table Item 10. b to next meeting.

Motion Carried Unanimously.

c) Section 20 (1) ATIA Act - Personal Privacy

d) Section 29 (1) ATIA Act - Advice from Officials

#26-36 Motion by Director Pacholok to accept Items 10. c and 10. d as information.

Motion Carried Unanimously.

a) Section 19 (1) ATIA Act Business Interests of a Third Party

#26-37 Motion by Director Callihoo to direct Administration to purchase the Zamboni 526 Ice Resurfer for \$220,055.00 plus GST utilizing the CFEP Grant funds and the 2025 capital funding.

Motion Carried Unanimously.

Next Meeting

Next meeting March 30, 2026, at 9:30 a.m.

Adjournment

Meeting adjourned at 3:10 p.m.

Board Chair
Darlene Reimer

General Manager
Rhonda Alix

**Athabasca Regional Multiplex Society 2026
Special Meeting
March 19, 2026
Combined Meeting Room**

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

General Manager Rhonda Alix and Facility Manager Tim Wolfenberg.

Call to Order

Chair Reimer called the Special Meeting to order at 9:58 a.m. and read the Land Acknowledgement.

Approval of Agenda

#26-38 Motion by Director Callihoo to approve the March 19, 2026, Special Meeting agenda.

Motion Carried Unanimously.

In Camera

#26-39 Motion by Director Pacholok to go in camera at 9:59 a.m.

Motion Carried Unanimously.

#26-40 Motion by Director Callihoo to come out of camera at 11:01 a.m.

Motion Carried Unanimously.

Next Meeting

Next meeting March 30, 2026, at 9:30 a.m.

Adjournment

Meeting adjourned at 11:02 a.m.

Board Chair
Darlene Reimer

General Manager
Rhonda Alix



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Financial Statements

Background

- Administration completed the February 28, 2026, Financial Statements.

Attachments

- February 28, 2026, Financial Statements
- ATB Letter dated March 3, 2026

Discussion

2025

- We started working with Doyle and Company on the 2025 yearend.

2026

- The Town of Athabasca Insurance is not in these numbers as we have not received the invoice yet.

ATB Bank charges and interest changes.

- Administration was presented with the attached letter from ATB on March 3, 2026, about the changes to our accounts.
- I asked our Relationship Manager for clarification on the letter.

The previously provided fee statements may help supplement the fee break down below:

- *As mentioned in today's meeting, ATB is adjusting the file fees. The changes include a 30bps interest rate adjustment and the introduction of account fees. We will continue to waive cash/coin fees, and the monthly EFT fee for another year.*
- *We discussed the possibility of switching to a not-for-profit account <https://www.atb.com/business/accounts-and-services/operating-accounts/community-spirit-account/> however there is a transaction limit on that account type. You have two options: negotiated pricing (sent in an encrypted email), or switch to a traditional commercial operating account. Even with the reduced interest and account fees, the negotiated pricing offer favors you due to the interest payment.*
- *Interest rate to be reduced by 30bps*

- \$100/m for main account and \$25/sub account is a new fee *all debits (including bill payments) and credits are included in this fee. The \$25/sub account fee would be charged to the requested new savings account as well
- EFT charges will remain as is. *This is broken down nicely on the previously provided fee sheet (this is where you and I talked about a few efficiencies that could be improved)
- EFT \$15.95/m currently being waived and will continue for one more year. *To be charged May 1, 2027
- Cash and coin currently being waived and will continue for one more year *to be charged May 1, 2027 *you asked for a quote on the expected future costs. This is something we are still looking into and I did not want to put off my reply any further. I am off tomorrow, you can expect an estimate on Monday.
 - Cash and coin is considered physical monies

To summarize the letter, the only thing changing is the interest rate and the introduction of account fees starting May 1, 2026, with cash & coin and EFT monthly introductions in 2027. The start date for this change is listed on the first page of the negotiated pricing package. ATB has decided to no longer offer public sector accounts to organizations that are not municipalities. Although your organization is an important part of the municipality, we can no longer extend this account type to you. The decision was made to align more closely with the current market. Typically, with these account type shifts, standard accounts are offered, which do not include interest earnings. As we consider the Multiplex a valued client, we drafted up the negotiated pricing sheet as preferred pricing extended to you. With the current deposits, the Multiplex will still generate ~\$1930/m with the new interest rate, plus anticipated additional interest earnings from the newly requested savings account you wish to open."

"As promised below is a cash and coin fee quote. We reviewed your history and based the quote off of the highest processing month. So, based on previous behavior, the highest fee you would see is \$82/m."

Administration has communicated to ATB that these changes will have a significant impact on the operations of our non-profit society. Administration will explore pricing and service options with other financial institutions for comparison.

On May 1, 2026

Interest Revenue

- Current – Prime minus 1.95%
- May 1, 2026 – Prime minus 2.25%
- Reduction of 0.3% of interest earned on account balances

Bank Charges Expense

- Main account \$100.00/month
- 4 sub accounts at \$25.00/month
 - \$200.00 times 12 months is \$2,400.00/year

On May 1, 2027

Bank Charges Expense

- Cash and coin fee introduced -approximately \$82.00/ month
 - \$82.00 times 12 months = \$984.00/year

In addition to the introduction of new monthly banking fees, the interest revenue rate earned on our balances will also be reduced. As a result, ARMS will experience both:

- increased banking expenses; and
- decreased interest revenue.

Balances as of February 28, 2026

Bank Balances:

- General Bank Account - \$270,579.13
 - (Bank Balance – not Balance Sheet amount from Sage)
- Government of Alberta Communities Initiative Grant - \$139,745.00
- CFEP Grant - \$313,968.00
- Fortis Alberta Grant - \$7,500.00
- Athabasca County Solar PV - \$252,597.45

ARMS Reserve Balances as of February 28, 2026:

- Operating Reserve Fund - \$110,289.56
- Capital Reserve Fund - \$240,205.36

Recommendation

- Motion to accept the information as presented.



General Manager – Rhonda Alix



March 3, 2026

Athabasca Regional Multiplex Society
2 University Dr
Athabasca Alberta T9S 0A3

Your preferred rates have changed, yet our commitment stays the same.

Dear Rhonda Alix,

We're happy to once again offer you preferred rates on your business deposit accounts.

You can find the details of your customized package on the next page(s) of this letter. Your updated rates will take effect on **May 1, 2026** and expire on **May 1, 2027**. Thank you for your business, trust and partnership.

Here are some other important things you need to know.

ATB may change these rates with 30 calendar days of written notice to you.

If you don't agree with the changes, please tell us in writing, and your business accounts will be subject to the standard Rate and Fee Schedule found at atb.com/servicefees following the effective date of ATB's notice.

If you agree with the changes, there is nothing you need to do, which indicates you accept our changes. The changes will take effect with your first business account transaction on or after the effective date of ATB's notice.

If you have any questions, please reach out.

Your friends at ATB.



Any fees not specified below are subject to standard pricing. Please view standard fee list here: atb.com/servicefees

Interest rates on your deposit balances:	Prime - 2.25%
Monthly fixed fee:	\$100 for Main Account, \$25 per Sub Account
Transactions included in monthly fixed fee:	<ul style="list-style-type: none"> • In-branch Debit and Credit • Electronic Debit And Credit • Bill Payments
Additional fees outside standard pricing:	<ul style="list-style-type: none"> • All Cash Management service fees <ul style="list-style-type: none"> ◦ \$15.95 EFT Monthly Fee; Waived • All Cash & Coin fees; Waived
<p>The following account(s) are included under this agreement:</p> <p><i>* If multiple accounts are listed but fees are being collected from a specific account, an asterisk will appear beside that account number.</i></p>	<ul style="list-style-type: none"> • [REDACTED]; Main Account • [REDACTED]; Sub Account • [REDACTED]; Sub Account • [REDACTED]; Sub Account
Additional details (if applicable):	

Grace DeVries

Relationship Manager
Rural Markets

[REDACTED]
[REDACTED]

ATB Athabasca, 4910 50 Street
Athabasca, AB T9S 2B9

**Athabasca Regional Multiplex Society
Balance Sheet As at Feb 28, 2026**

ASSET

General Bank	282,341.59
Fortis Grant Account	7,500.00
Community Spirit Account	139,745.00
CFEP Grant Account	313,968.00
Operating Reserve	110,289.56
Capital Reserve	240,205.36
Athabasca County Solar PV	252,597.45
Accounts Receivable	341,628.89
Inventory	24,449.55
GST Receivable	9,574.38
Prepaid Expenses	90,978.37
TOTAL ASSET	<u><u>1,813,278.15</u></u>

LIABILITY

Accounts Payable	73,303.08
Payroll Accrual	<u>31,735.18</u>
Total Employee Payable	31,735.18
Accrued Liabilities	44,533.40
GST Payable	<u>15,155.50</u>
Total GST	15,155.50
Town and County Requisition	172,500.00
Fortis Grant	7,500.00
Gov't of Alberta Grant	313,968.00
Capital Requisition - 2026	139,745.00
Capital Requisition - 2025	101,081.71
Athabasca County Solar PV	144,744.52
Deferred Revenue	<u>252,597.45</u>
TOTAL LIABILITY	<u><u>1,296,863.84</u></u>

EQUITY

Retained Earnings	385,740.19
Current Earnings	<u>130,674.12</u>
TOTAL EQUITY	<u><u>516,414.31</u></u>

LIABILITIES AND EQUITY	<u><u>1,813,278.15</u></u>
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**Athabasca Regional Multiplex Society
Comparative Income Statement
Including the Concession**

	Actual Jan 01, 2026 to Feb 28, 2026	Budget Jan 01, 2026 to Dec 31, 2026	Percent	Difference
REVENUE				
Sale of Goods	996.94	5,000.00	19.94%	-4,003.06
Memberships	103,371.94	544,000.00	19.00%	-440,628.06
School Rentals	6,077.66	59,500.00	10.21%	-53,422.34
User Group Rentals	85,441.51	279,300.00	30.59%	-193,858.49
General Rentals	12,051.42	112,500.00	10.71%	-100,448.58
Inflatables Revenue	600.00	0.00		600.00
Food Sales	75,053.82	280,000.00	26.80%	-204,946.18
Vending Machine Income	2,993.50	17,000.00	17.61%	-14,006.50
Program Revenue	11,437.94	92,000.00	12.43%	-80,562.06
Lease Revenue	9,148.00	25,510.00	35.86%	-16,362.00
Advertising Revenue	0.00	67,700.00	0.00%	-67,700.00
Interest Income	3,470.84	25,000.00	13.88%	-21,529.16
Grant Revenue	0.00	25,000.00	0.00%	-25,000.00
Other Revenue	732.56	2,000.00	36.63%	-1,267.44
TOTAL REVENUE	311,376.13	1,534,510.00	20.29%	-1,223,133.87
EXPENSE				
Salary	219,872.39	1,560,000.00	14.09%	-1,340,127.61
LAPP, CPP, EI, Manulife, WCB, Employee	45,755.42	326,450.00	14.02%	-280,694.58
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	384.74	17,000.00	2.26%	-16,615.26
Advertising & Promotions	1,854.40	7,000.00	26.49%	-5,145.60
Contracted Services	11,010.49	80,500.00	13.68%	-69,489.51
Professional Fees	0.00	21,000.00	0.00%	-21,000.00
Insurance	20,765.14	140,000.00	14.83%	-119,234.86
Bank & Interest Charges	1,375.83	8,500.00	16.19%	-7,124.17
Donations Expense	1,707.00	7,000.00	24.39%	-5,293.00
Miscellaneous Expense	24,516.27	0.00		24,516.27
Office Supplies	4,714.95	23,500.00	20.06%	-18,785.05
Telephone	2,034.22	13,840.00	14.70%	-11,805.78
Natural Gas	41,100.14	264,000.00	15.57%	-222,899.86
Electricity	47,099.27	394,000.00	11.95%	-346,900.73
Water	7,545.87	89,000.00	8.48%	-81,454.13
Food & Beverage	37,240.25	112,000.00	33.25%	-74,759.75
Vehicle Fuel & Oil	1,375.26	9,500.00	14.48%	-8,124.74
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	14,027.97	116,000.00	12.09%	-101,972.03
Equipment Repairs & Maintenance	8,655.79	159,500.00	5.43%	-150,844.21
Supplies	14,709.43	75,750.00	19.42%	-61,040.57
Janitorial Supplies	13,409.64	37,350.00	35.90%	-23,940.36
Program Supplies	2,593.59	23,000.00	11.28%	-20,406.41
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	525,702.01	3,602,290.00	14.59%	-3,076,587.99
NET INCOME	-214,325.88	-2,067,780.00	10.37%	1,853,454.12
Town of Athabasca Requisition	138,000.00	828,000.00	16.67%	-690,000.00
Athabasca County Requisition	207,000.00	1,242,000.00	16.67%	-1,035,000.00
NET INCOME AFTER REQUISITIONS	130,674.12	2,220.00		128,454.12

Athabasca Regional Multiplex Society
Income Statement
Concession

	January 2026	46,054.00	Total
REVENUE			
General Rentals	50.00		50.00
Liquor Sales			-
Food Sales	42,165.67	32,888.15	75,053.82
TOTAL REVENUE	42,215.67	32,888.15	75,103.82
EXPENSE			
Salary	8,156.88	11,960.75	20,117.63
LAPP, CPP, EI, Manulife, WCB	488.74	647.30	1,136.04
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	\$ 21,459.88	
Plus: Purchases	\$ 19,611.82	\$ 17,628.43	
Minus: Food Inventory on Hand	\$ 15,540.89	\$ 14,020.66	
Minus: Paper Inventory on Hand	\$ 4,352.90	\$ 4,284.87	
COGS	21,459.88	20,782.78	42,242.66
Equipment Repairs & Maintenance	881.98	425.96	1,307.94
Supplies	1,691.74	1,120.43	2,812.17
Janitorial Supplies	91.37		91.37
Safety Supplies			-
TOTAL EXPENSE	33,120.54	34,937.22	68,057.76
NET INCOME	9,095.13	(2,049.07)	7,046.06

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 as of February 28, 2026
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	\$ 9,918.29
1	Event Tables 6 & 8 footers	Meeting rooms/event spaces	Operational	\$ 9,000.00			\$ 9,000.00	\$ 1,500.00
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	\$ 11,418.29
	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	

**Athabasca Regional Multiplex Society
2025 Capital Projects Breakdown
As of February 28, 2026**

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	\$ 95,763.15	
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	\$ 29,236.85	
Less: FCC Grant Amount	\$ 3,000.00	
Left to come out of the Capital Reserves	\$ 70,138.15	completed

Capital Reserve Balance

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

Inflatables still to purchase

\$ 7,703.87

Balance Sheet - Capital - current year	\$ 144,744.52
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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

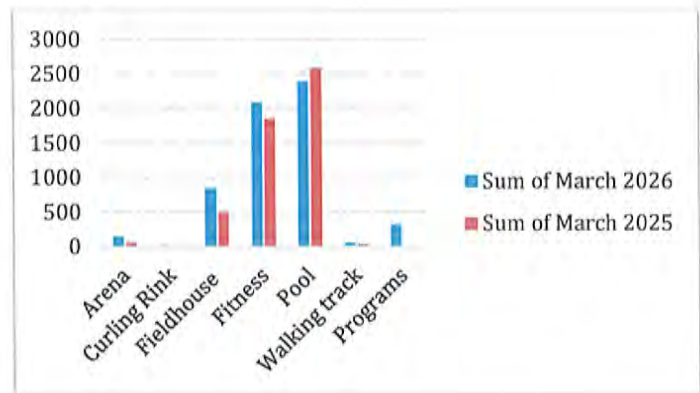
Motion by Director Hall "that ARMS cease all new capital repairs and capital maintenance at the Nancy Appleby Theatre until a lease and funding agreement is in place with

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

Attendance

March 1-23, 2026, Analysis

Row Labels	March 2026	March 2025
Arena	141	60
Curling Rink	16	0
Fieldhouse	840	488
Fitness	2085	1845
Pool	2389	2589
Walking track	51	30
Programs	309	0
Grand Total	5831	5012



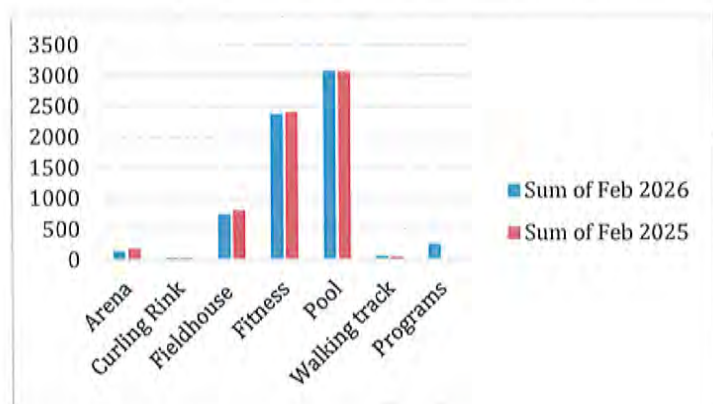
March 1-23, 2026, Daily Average = 229

March 1-23, 2026

- Members – 3,092 approximately 53% of usage
- Drop-In – 2,739 approximately 47% of usage

February 2026, Analysis

Row Labels	Feb 2026	Feb 2025
Arena	135	177
Curling Rink	30	23
Fieldhouse	735	799
Fitness	2367	2402
Pool	3069	3063
Walking track	57	38
Programs	247	0
Grand Total	6640	6502



February 2026, Daily Average = 237

February 2026

- Members – 3,421 approximately 52% of usage
- Drop-In – 3,219 approximately 48% of usage

January 2026

Membership	1 month	3 months	6 months	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	82	21	39	41	33	13	229	229
Child	2	1	8		2	1	14	14
Family	4	5	8	21	8	37	83	434
Senior	10	11	4	12		16	53	53
Student	1	2		3			6	6
Aspen View	40	14	10	5	15		84	84
Total	139	54	69	82	58	67	469	820

February 2026

Membership	1 month	3 months	6 months	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	63	21	36	42	32	14	208	208
Child	1		8		3	1	13	13
Family	3	3	6	25	8	40	85	432
Senior	9	9	3	17		16	54	54
Student	6	1		3			10	10
Aspen View	44	14	11	6	15		90	90
Total	126	48	64	93	58	71	460	807

General

- Tim continues to work with the Municipal Climate Change Action Centre (MCCAC) Climate Ready Infrastructure Service (CRIS) cohort.
- We received a Live barn cheque for \$732.56 for our percentage of sales.

Grants

- We were approved for the Kingston Midstream grant for \$20,000.00 for the brine header repairs.
- We were approved for the Participation Grant for \$1,000.00 for a discount on rate for each Monday in June.

EPC Work Experience Students

- The Multiplex currently has two EPC Work Experience students who assist at the facility each day.
- The students have supported the concession by counting and sorting cutlery and assisting various departments with light duties as required.
- Both students previously participated in the Work Experience program with us last year.

2026 Kraft Hockeyville Challenge Update

- Things we have done to try to get stories, photos and notes for our facility:
 - 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 facility here:
<https://hockeyville.kraftheinz.com/community/11f0ea72b89c2ea09431c4e0b98ce078>
- We had 21 stories, 28 rally photos and 10 rally notes submitted for our facility.
- Taber has won the province of Alberta and the \$50,000.00. Taber has been chosen as one of the top 2 finalists along with Tumbler Ridge, BC.
 - Voting for one of the finalists - April 3 & 4
 - Winner announcement – April 4

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.
- 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.

Arena

- March 13th – 15th – ADMHA hosted the U11 final round playoff tournament.
- March 22nd - Glow Skate.
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament – Hockey.
- March 31st - Glow Skate.
- April 2nd – Paint the Ice.
- April 2nd – Ice Plant Shut Down.
- 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.

Curling Rink

- February 27th - March 1st - Ladies Bonspiel.
- March 20th – 22nd - Men's Bonspiel. - CANCELLED
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament – Curling - 8 teams.
- April 2nd – Ice Plant Shut Down.
- April 14th - Health Careers Event.
- 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.
- March 7th & 21st - Farmer's Market.
- March 26th – Funeral.
- March 27th – 29th - 3rd Annual Pucks for Paw Tournament – Pickle Ball.
- 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

- 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.
- April 23rd - Heartwood Performance.
- April 25th - Church Concert.
- April 26th - ARMS Movie Night.
- May 7th – 9th - BRASS Performance.
- May 15th – 18th - Athabasca Dance Performance.
- May 24th - ARMS Movie Night.
- June 13th - Saint Gabriel's Church Concert.

Lounge/Meeting Rooms

- March 25th - Slo-Pitch AGM.
- April 4th – Lounge & Lounge Bar Rental.
- April 9th – Curling Club yearend event.
- April 14th - Health Careers Event.
- May 13th - ADMHA AGM.
- May 21st – 24th - FLIPS Gymnastics Competition.
- June 8th – 15th - Athabasca University Convocation.

Respectfully submitted,



Rhonda Alix,
General Manager

Athabasca Regional Multiplex Society Action Log

Meeting date: **March 30, 2026**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#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.	Completed
#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	We thoroughly went through the membership rates at the Board Workshop on February 25. Administration added this item to the March 30, 2026 Meeting Agenda for discussion.	Completed
#26-18	Motion by Director Kapitaniuk for Administration to bring back the information regarding the repainting of the Nancy Appleby Theatre.	February 23, 2026	Administration added this information to the March 30 agenda package.	Completed
#26-24	Motion by Director Callihoo to have the April 20, 2026, and June 15, 2026, Board Meetings start at 5 p.m. and the rest of the Board Meetings to start at 9:30 a.m.	February 23, 2026	Administration adjusted the start time on the Board meetings on the calendar invite and on our website.	Completed
#26-25	Motion by Director Pacholok to direct Administration to send the attached requirements as amended for the rectification of the soccer fields to Aspen View Public Schools administration for approval.	February 23, 2026	Administration sent AVPS administration a letter with the requirements for the rectification of the soccer fields.	Completed
#26-26	Motion by Director Hall to direct Administration to send a letter to our landlords requesting permission to enter into an encroachment agreement with Aspen View Public Schools.	February 23, 2026	Administration sent a letter to each of our landlords requesting permission to enter into an encroachment agreement with AVPS on March 5.	Completed
#26-28	Motion by Director Pacholok to direct Administration to pursue the cost of installing a water dispenser in the curling rink and bring back to the next meeting.	February 23, 2026	Administration investigated the costs of installing a water fountain in the Curling Rink and brought it back to the March 30 Meeting.	Completed
#26-30	Motion by Director Neufeld 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.	February 23, 2026	Administration completed the RxTGA Prescription to Get Active Activity Member application form on March 2, 2026.	Completed

Athabasca Regional Multiplex Society Action Log

Meeting date: **March 30, 2026**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#26-31	Motion by Director Pacholok to approve a 50% discount on the rental rates for the Pucks for Paws Tournament.	February 23, 2026	Administration contacted the Pucks or Paws event organizers to let them know of our donation/sponsorship.	Completed
#26-32	Motion by Director Hall to revise as per discussion and bring back to a future meeting.	February 23, 2026	Administration revised the Draft Accounts Receivable Policy as per the discussion and brought the draft back to the March 30 meeting for approval.	Completed
#26-37	Motion by Director Callihoo to direct Administration to purchase the Zamboni 526 Ice Resurfacers for \$220,055.00 plus gst utilizing the CFEP Grant funds and the 2025 capital funding.	February 23, 2026	Tim has ordered the Zamboni 526 from Industrial Machine.	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
#25-121	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
#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

Athabasca Regional Multiplex Society Action Log

Meeting date: **March 30, 2026**

Motion #	Action / Motion	Meeting Date	Progress/Comments	Status
#25-128	Motion by Director Neufeld to refer to the Board Workshop for further discussion.	December 2, 2025	We ran out of time at the Board Workshop to discuss the Lounge usage. Administration will add this item to the April 2026 Meeting Agenda.	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 sent a letter to AVPS administration with detailed requirements and are waiting for a response.	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 April 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
#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	The AVPS Agreement was discussed at the Board Workshop on February 25, 2026. Administration will add this item to the April 2026 Meeting Agenda.	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
#26-21	Motion by Director Neufeld for Administration to bring back the Age Access Guide for review.	February 23, 2026	Administration will bring this back for discussion at the April 20 meeting.	In Progress
#26-27	Motion by Director Kapitaniuk to direct Administration to work with the Town of Athabasca to inquire further about the rejection of the GICB Grant.	February 23, 2026	Administration has sent an email to the Town CAO on March 2 to ask if they can follow up with GICB about the reasons we were rejected.	In Progress

Athabasca Regional Multiplex Society Action Log

Meeting date: **March 30, 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	The Athabasca Curling Club was a delegation at the February 23, 2026 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 years 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
#26-15	Motion by Director Hall to only record decisions of the meeting and delete the text of the land acknowledgment.	February 23, 2026	Administration removed the land acknowledgment from the minutes.	ongoing
#26-20	Motion by Director Hall to ask Administration to provide information on the proportion of memberships and drop in users.	February 23, 2026	Administration added the proportion of memberships to the General Manager report and will continue to do this going forward.	ongoing

Pool Mechanical

- Monthly maintenance has been performed on all the circulation and filtration systems.
- Operations repaired a leak on the water slide discharge piping system.
- Operations installed new clock and a replacement swim clock on the pool deck.
- The pool dehumidification unit had a control valve failure which caused the unit to overheat the pool deck. Operations were able to lower the heat by throttling heat exchanger valves until the control valve was sourced and replaced.

Fitness Centre

- Operations replaced broken foot straps on a few spin bikes
- Wildfong's glass cut down the broken mirror and remounted it in the fitness centre.

Arena

- A toilet was broken in dressing room 1 by an out-of-town team on Friday March 6th. The team has paid for the damage. Operations replaced the toilet on Saturday March 7th.
- Brine header replacement project has been ordered, and work will be schedule during the arena off season.
- Operations installed new netting on the practice nets.

Curling Rink

- March 24th was the last night of league play for the curling club and the weekend of March 27th & 28th was the last scheduled booking for the curling ice.
- Operations will be experimenting with different ice maintenance technics for few days before we allow the ice to melt out. This is being done to give different operators the opportunity to gain more experience and expand their skills.

Field House

- Floor Scrubber repairs were completed on Tuesday March 24th. The main control board was replaced.
- The overheated heater in the back storage room was replaced. The previous one had a cracked heat exchanger and blown fan motor.

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. On March 23rd, one full section of downspout and another half section was removed for safety.

Concession

- The concession exhaust unit motor failed and was replaced by Frostline refrigeration.
- The concession and back kitchen fire suppression systems were serviced by Amptec.

Theatre

- Murray Phillips, a volunteer for BRASS reached out to report issues with two of the theatre's speakers. I met with Murray to determine which speakers are having issues and I'm investigating if parts can be purchased or if new speakers are needed.
- Pottery club renovations are ongoing, which has caused a few false fire alarms in the building, but Warren Zyla has been coordinating with me in dealing with these alarms.

Respectfully submitted,



Tim Wolfenberg
Facility Manager

General Update

- March placed a strong focus on swim lessons, marking the end of the winter season, the start of school swim lessons, and overlap with April for Spring Break programming. During this time, we also continued working on additional maintenance and cleaning tasks to support facility standards between shutdown periods. These efforts are aimed at entering April with improved feedback on cleanliness and overall facility care.

March Extra Event Swims

- **½-Price Swims:** March 9 from 2:00 PM to 4:00 PM (No School Collaboration 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:** On hold till mid-April.
- **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.
- **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 ended March 21.
- Spring Lessons set starts as of April 11.
 - Tuesday/Thursday evening lessons 4:00 PM till 7:25 PM
 - Wednesday adult lessons 5:30 PM till 6:30 PM.
 - Friday daytime lessons on hold till next Fall
 - Saturday morning lessons 9:45 AM till 1:10 PM.
- **Private lesson times** will be available during the Tuesday/Thursday and Saturday sets.
- **School Lessons:** Began in March, with approximately **78 students over 8 days** to date.

Aquatics Report – March 2026.




- **Spring Break Lessons:** Scheduled for March 30 to April 3, running daily from 9:00 AM to 1:10 PM.

Staff Training

- **Lifeguarding Inservice:** March 20 from 4:00 PM to 6:00 PM.
 - Training focused on real-life scenarios drawn from both our facility and others. Additional focus areas included prevention, observation skills, and professional on-deck behavior.

Pool & Equipment Updates

- **Increased Cleaning:** With the mid-point between shutdowns, additional cleaning initiatives have been implemented where possible:
 - Sauna scrubbing and touch-ups (in progress)
 - Deep deck cleaning hard to reach area (in progress)
 - Shower wall and base boards (in progress)
 - Additional completed items include shower fixtures, slide re-waxing, and beach areas
- **EPC Work Experience:** Students have assisted with additional cleaning tasks, including:
 - Fitness area dusting
 - Vent cleaning
 - Ceiling dusting
 - Vacuuming around and under equipment
 - Additional general cleaning support
- **In Pool inlets replaced:** no down time required for repair.
- **Deep-end Clocks Added:**
 - 1 new digital clock humidity rated and placed near hot tub.
 - Replaced pace clock, remounted to deep end.
- **Pool Downtime – March 1-23, 2026:**
 - Water Slide: 1 hour (evening) and 3 hours (morning) for pipe repairs and scheduled 6-month re-waxing
 - Leisure Pool: 20 minutes (chlorine level balancing at opening)
 - Hot Tub: 20 minutes (chlorine level balancing at opening)

Signature: 
Dylan Zilinski,
Aquatic Supervisor



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Soccer Fields Update

Background

At the February 23, 2026, ARMS Board Meeting the following motion was carried.

#26-25 Motion by Director Pacholok *"to direct Administration to send the attached requirements as amended for the rectification of the soccer fields to Aspen View Public Schools administration for approval."*

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 Revised Recommendations Letter dated March 4, 2026
- 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 revised the recommendations based on the Board's direction and forwarded the amended requirements for the soccer fields to Aspen View Public Schools Secretary-Treasurer, Amber Oko, on March 5, 2026.
 - Ms. Oko responded with confirmation of receiving the letter and the following:
 - *"We are reviewing the requirements outlined and will have a formal response once we have assessed the proposed detailed steps."*

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

March 4, 2026

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

Sent Via Email

Attention: Secretary-Treasurer, Amber Oko
amber.oko@asperview.org

RE: Replacement of Soccer Fields Related to EPC School Construction

Dear Ms. Oko,

ARMS Administration looks forward to continuing to work collaboratively with AVPS Administration toward the completion and rectification of the soccer fields located on 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 of the soccer fields, as approved by the ARMS Board at their February 23, 2026, meeting.

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 drawing dated as 2018-07-04 (attached).

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 drawing dated as 2018-07-04 (attached).
 - 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 drawing dated 2018-07-04 (attached).
 - c. Ensure topsoil across the entire field area is finalized as outlined in the survey and drawing dated as 2018-07-04 (attached).
 - d. AVPS will commission a topographical survey to confirm the work aligns with their original drawing dated as 2018-07-04 (attached).
 - 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 drawing dated as 2018-07-04 (attached).
 - 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.
 - f. Access to the soccer fields will be preserved for ARMS users and staff.

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

Potential Timeline (Weather Dependent – Early Spring Start)

- a. Earthwork completed to AVPS drawing dated as 2018-07-04 (attached).: 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.

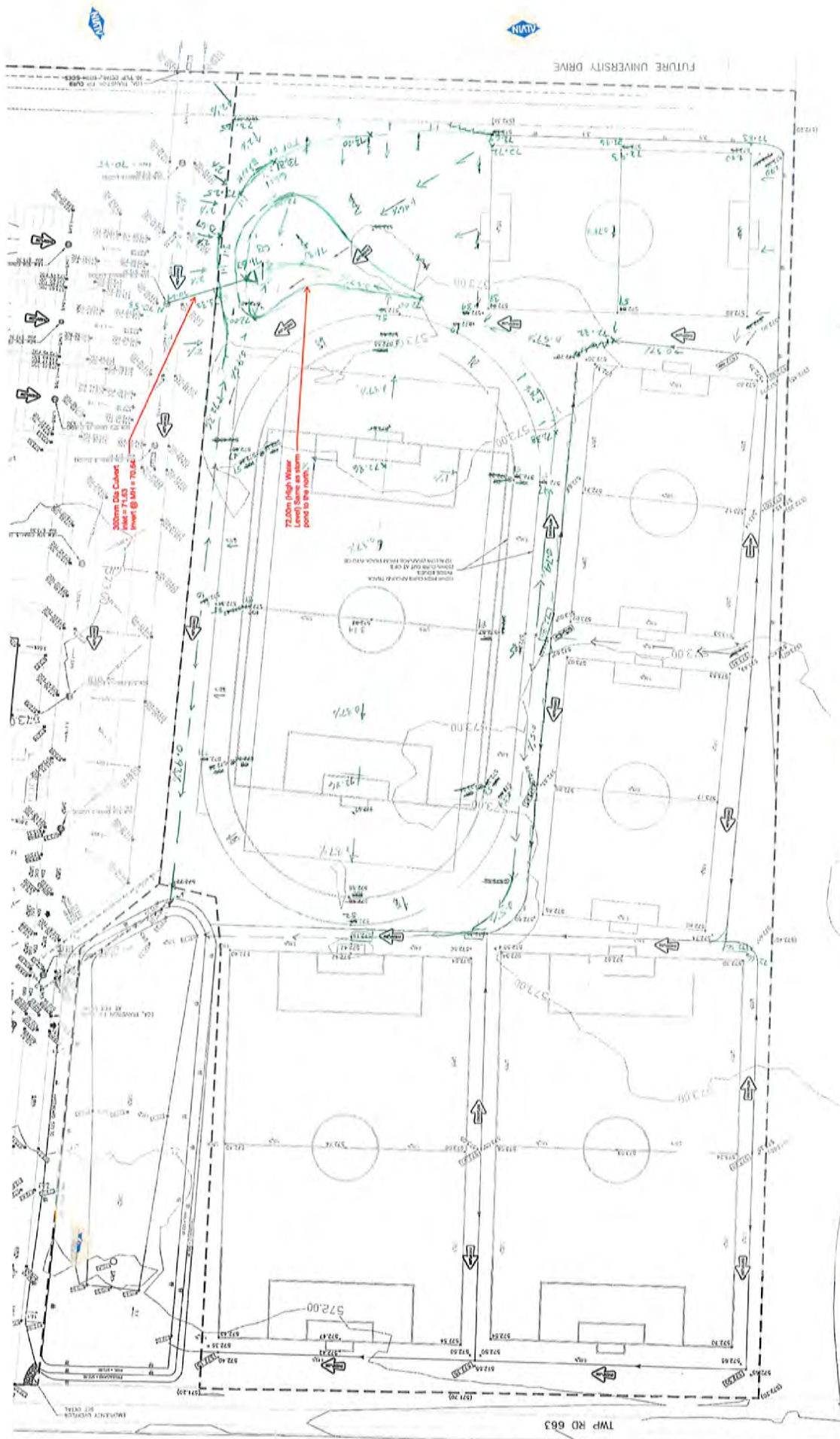
If you have any questions or require clarification, please contact me at mutliplexmanager@athabasca.ca .

Sincerely,



Rhonda Alix
General Manager
Athabasca Regional Multiplex Society

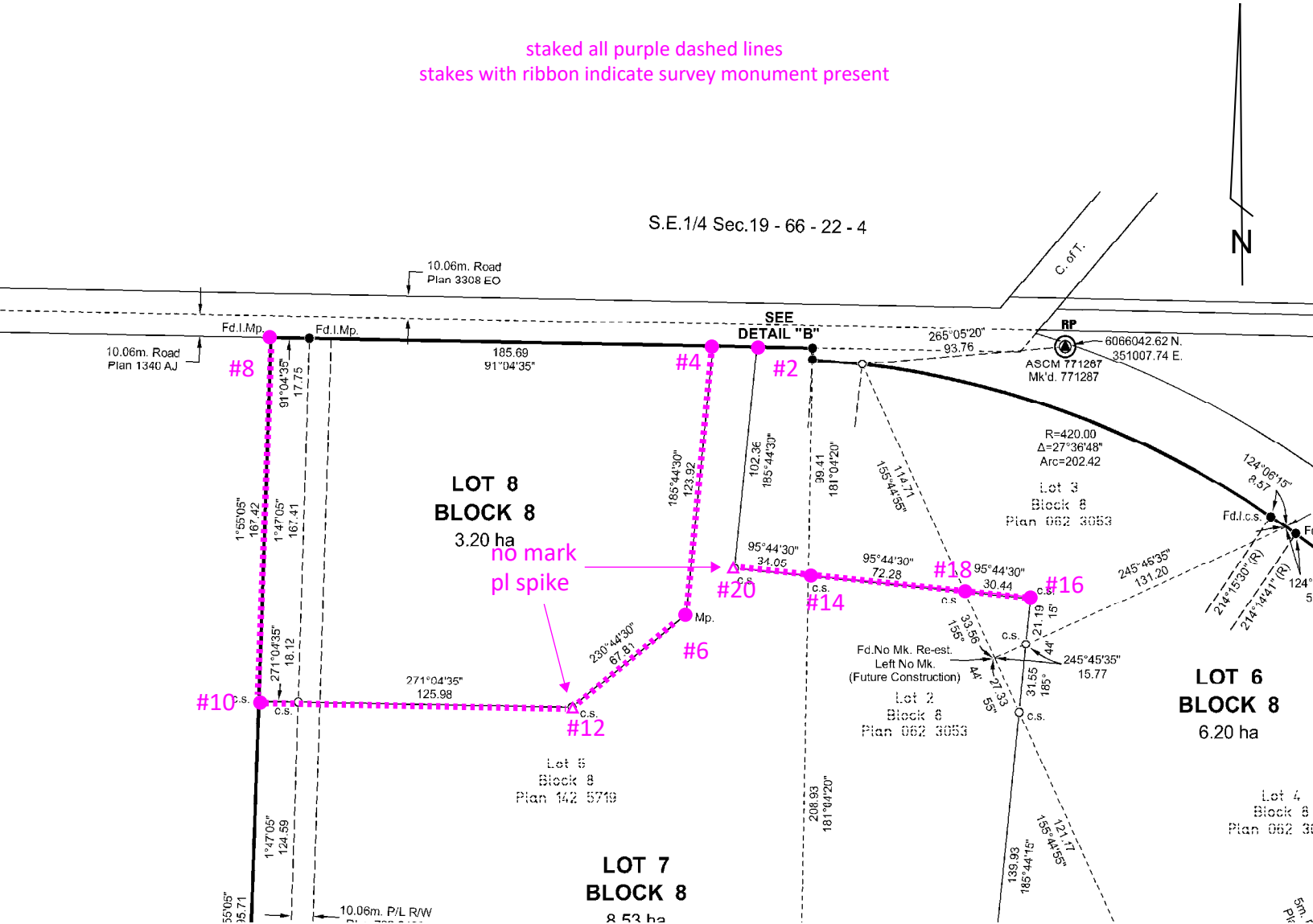
cc. Darlene Reimer, Board Chair, Athabasca Regional Multiplex Society



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: March 30, 2026
Subject: Green and Inclusive Community Builders Program (GICB) Grant Application Update

Background

- At the February 23, 2026, ARMS Board Meeting the following motion was carried.

#26-27 Motion by Director Kapitaniuk "to direct Administration to work with the Town of Athabasca to inquire further about the rejection of the GICB Grant."
 - 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

- Administration sent an initial email to the Town administration asking if they could follow up with the GICB program regarding the reasons the applications were rejected. We have not yet received an update on the reasons.
- Both GICB Grant Applications were not selected for funding.
- 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 written over 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: March 30, 2026
Subject: Prescription to Get Active Program Update

Background

- At the February 23, 2026 ARMS Board Meeting the following motion was carried.

#26-30 Motion by Director Neufeld "*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.*"

Attached

- Welcome Letter from Prescription to get Active – approved – March 16, 2026

Discussion

- Administration filled out the RxTGA Prescription to Get Active Activity Member Application Form.
- ARMS has been approved as an Activity Member for the Prescription to Get Active program.
- The next steps include:
 - Informing healthcare professionals in Athabasca about the program.
 - Beginning to welcome participants to our facility.

Recommendation

- Motion to accept the information as presented.

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

General Manager – Rhonda Alix

March 16, 2026

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

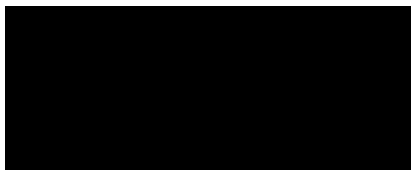
Dear Rhonda,

Congratulations on becoming an official member of **Prescription to Get Active** (RxTGA). Your signed membership documents have been received, and you are now entitled to all the benefits and unique resources available to you as a valuable member.

Attached you will find a packet of information describing our program and marketing resources enclosed with this letter. Please take a few minutes to review the materials and acquaint yourself with these resources.

This is an exciting time for our program and because of your support, we can continue to work collaboratively to improve overall health and prevent chronic illnesses for all Canadians through the promotion of physical activity. We are excited to have you join **Prescription to Get Active** (RxTGA) and look forward to working together.

Kind Regards,



Steve Allan
President, Prescription to Get Active Not for Profit Corporation



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 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.
- At the February 23, 2026, ARMS Board Meeting the following motion was carried.

#26-32 Motion by Director Hall *"to revise as per discussion and bring back to a future meeting."*

Attachments

- Draft ARMS Policy 400-020 Accounts Receivable
- Athabasca County Policy 2910 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
- Town of Slave Lake CMS.REC-24.1001 User Fee and Facility Policy

Discussion

- Administration adjusted the Draft Accounts Receivable Policy as per the discussion at our last Board Meeting.
- Administration would like to organize accounting policies within the 400-policy series.
- The proposed Policy 400-020 outlines:
 - Interest Rate
 - Statement and Collection Process
 - Collection Approval & Reporting
 - Reporting Requirements

- Additional Policy considerations:
 - A section may be added to the Accounts Receivable Policy about which customers are eligible to have accounts. Or Administration can propose a User and Facility Policy like the Town of Slave Lake policy (attached).

Billing & Payment Guidelines

- Regular group bookings:
 - Groups renting facility spaces on a recurring basis (weekly or monthly) will be billed monthly.
- Events:
 - Payment must be received in full seven days prior to the event or booking.
 - A \$200.00 deposit is required at the time of the booking.
- Tournaments:
 - A 50% deposit of rental fees is required two weeks prior to the booking. Final schedules should be submitted at this time; any unused times will be charged to the tournament organizer.
- Other bookings:
 - Any bookings outside of regular groups, events, or tournaments must pay at the time of booking.
 - I have seen some policies where payment is required 48 hours prior to the booking start time.

Recommendation

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



General Manager – Rhonda Alix

Policy Number: 400-020

Accounts Receivable

Policy Statement:

To establish consistent procedures for the collection of accounts receivable and to ensure appropriate steps are taken to collect funds on overdue accounts. This policy also establishes the interest rate applied to overdue accounts and provides clear direction for collections and bad debt write-offs, ensuring an accurate representation of ARMS' expected revenue.

Guidelines and Procedures:

1. Interest Rate
 - a) An interest rate of 1.5% per month shall be applied to all accounts over 30 days past due, calculated on the current month's outstanding balance and compounded monthly.
2. Statement and Collection Process
 - a) 30 Days Outstanding
 - I. Any balance owing after 30 days from the invoice date will result in a statement being mailed and/or emailed.
 - II. Applicable interest will be charged monthly.
 - b) 60 Days Outstanding
 - I. A statement will be mailed **and** emailed, and applicable interest will continue to be charged monthly.
 - II. Administration will attempt to contact the customer by telephone, where possible, and engage in good-faith discussions to reach a resolution.
 - c) 90 Days Outstanding
 - I. A statement will be mailed **and** emailed, and applicable interest will continue to be charged monthly.
 - II. An overdue account notification letter will be issued notifying the customer that the account may be referred to a collection's agency.
3. Collections Approval & Reporting
 - a) The General Manager shall provide written approval prior to initiating collection agency activities.
 - b) Unpaid invoice of over \$100.00 may be forwarded to a collection's agency after 90 days overdue.
 - c) An annual report listing of uncollectible accounts receivable with balances of \$500.00 or more shall be provided to the Board for information and consideration for write-off. Any account deemed uncollectible must receive Board approval prior to being written off.

- d) The General Manager is authorized to annually write off accounts receivable with balances less than \$500.00 that Administration has deemed uncollectible as of December 31 of each year.
- e) Where a payment agreement has been established with an account holder regarding outstanding arrears, ARMS may postpone collection action while the agreement remains in good standing.
- f) A note shall be added to the customer account for future reference, and a ledger of all written-off accounts will be maintained and periodically reviewed against current accounts to identify potential recovery opportunities.
- g) Customers with an outstanding balance of 90 days or more may be required to prepay future bookings.

The General Manager is responsible for the implementation of procedures related to this policy.



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
30 days	Statement mailed – plus applicable interest per month charge.
60 days	Statement mailed – plus applicable interest per month charged, plus a County representative will contact the customer via telephone, if possible.
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.

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

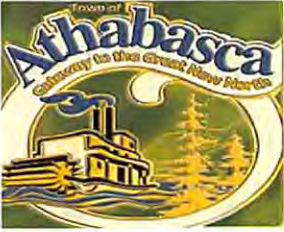
Council to:

- 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.

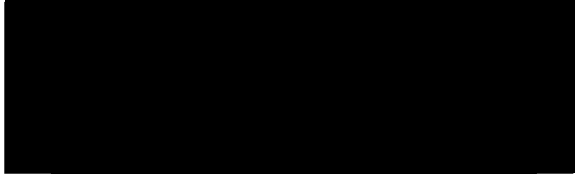


MAYOR

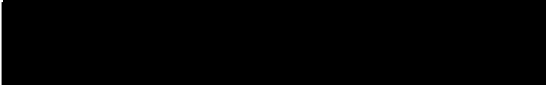


CHIEF ADMINISTRATIVE OFFICER

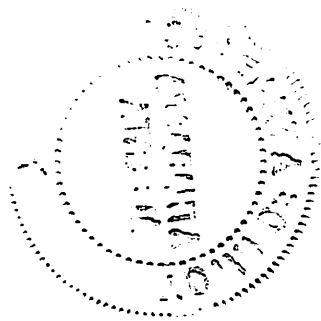
Read a second & third time on this 18 day of October, 2016.



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

TOWN OF SLAVE LAKE			
COUNCIL POLICY			
Department:	Community Services	Policy No:	CMS.REC-24.1001.
Policy Title:	User Fee and Facility Policy	Issue Date:	August 15, 2017
		Revised Date:	April 23, 2024

1. PURPOSE

- 1.1. The purpose of this policy is to:
- 1.1.1. Ensure fair and equitable application of user fees to all users of recreation and culture facilities.
 - 1.1.2. Ensure a consistent approach and methodology to establishing, evaluating, and approving user fees for Town owned/operated facilities, parks and open spaces.
 - 1.1.3. Ensure user fees align with Council’s vision and greater community benefit derived through the provision of recreation and culture facilities and programs.
 - 1.1.4. Ensure that all facilities are utilized to their maximum potential.
 - 1.1.5. Provide for the usage of facilities by various age groups at appropriate times (ie. Youth will have access at earlier times than adults).
 - 1.1.6. Provide guidelines to ensure the safety of patrons and care and control of facilities.

2. POLICY STATEMENT

- 2.1. The Town of Slave Lake Council believes that a fee structure should be established that encourages maximum community use while striving to balance the level of community subsidization and the direct cost to the user. Therefore, to encourage community participation, the Town will strive to provide opportunities to citizens wherever possible at low or no cost.

The Town of Slave Lake respects the right of every individual/organization to utilize town owned/operated facilities. The Town will schedule these facilities with the understanding that different organizations and individuals have different needs and work toward fostering a continued relationship of mutual respect, understanding and cooperation between user groups.

3. **DEFINITIONS**

3.1. **Adult Groups**

- 3.1.1. Groups where more than 50% of its members are over the age of 18 year.

3.2. **Community Subsidy**

- 3.2.1. Net cost of operating a facility or program that is paid through property taxes.

3.3. **Contributions**

- 3.3.1. Support that reduces the operating cost or provides capital assistance to enhance a facility, service or program.

3.4. **Facilities**

- 3.4.1. All indoor and outdoor facilities that are owned, operated, or provided by the Town for offering recreational and cultural programs/opportunities to the community.

3.5. **LEAP Fund**

- 3.5.1. Leisure Economic Assistance Policy provides subsidy for individuals and families for program and facility assistance.

3.6. **Non-Local Groups**

- 3.6.1. Groups where more than 50% of its members do not reside in or pay taxes to the Town of Slave Lake or the Municipal District of Lesser Slave River No. 124.

3.7. **Special Events**

- 3.7.1. Any event or booking which requires more than six hours of booking time for one specific purpose.

3.8. **Tournaments**

- 3.8.1. An ice, field house, or sports field booking that is greater than 6 hours in length.

3.9. **Underutilized Ice Time**

- 3.9.1. Time which is not normally booked by the community or programmed time that has a generally low attendance. The emphasis is on time blocks that are not fully utilized vs time of day. The may include unsold space that can be sold on short notice by reducing the price. Typically, this includes daytime ice

(between 8am and 3pm), ice during the Christmas holiday season, and any other times where ice may not normally be booked on a regular basis. The Manager of Community Relations will seasonally determine which ice times fit this category and post those times.

3.10. Youth Groups

3.10.1. Groups where more than 50% of its members are under the age of 18 years.

4. GUIDELINES

4.1. All Facilities Procedure and Responsibility

4.1.1. User Fees

4.1.1.2. User fees for recreation and culture can be categorized into the following

Program User Fees – Full Cost Recovery

Admission Fees – Formula Calculation

Facility Rental Fees – Market Comparison

4.1.1.3. All user fees will be subject to adjustment to offset the Consumer Price Index, fees will be reviewed on a bi-yearly basis.

4.1.1.4. Fees for facilities or programs should not be set at rates that prohibit usage or prevent opportunities from being accessible.

4.1.1.5. Admission fees are based on the following calculations

Single Admission Adults – 100% cost

Single Admission Student/Seniors/Youth – 25% discount of adult fee

Single Admission Child –50% of single Adult Admission

10 Pass – the cost of 9 drop-in admissions

1 month - based on 12 drop-in admissions

3 months - based on 3 monthly passes at a 25% discount

6 months - based on 6 monthly passes at a 33% discount

12 months - based on 12 monthly passes at a 50% discount

Multi Facility Passes – single facility pass plus 10%

*all fees are round to the nearest \$0.25

4.1.1.6. Facility rental fees are established based on reviewing and comparing user fees charged by similar facilities (Athabasca, Barrhead, Westlock, High Prairie,

Bonnyville, Peace River, Drayton Valley, Edson, Hinton, Whitecourt).

4.1.2. **Facility Bookings**

4.1.2.2. All event bookings require the completion of a "Facility Booking Form". The form and the deposit must be received prior to the booking being confirmed.

4.1.2.3. An event permit will be issued at least seven days prior to the booking, signed by the person legally authorized to sign for the organization, with the Manager of Community Relations signature, or their designate to provide a binding agreement. All applicable documents (insurance, AGLC, floor plans, AHS Food Handling Permits, raffle license etc) must be received prior to the permit being signed and issued.

4.1.2.4. Those events wishing to have alcohol service in facilities where a liquor license is not in place must follow Policy D.d.004 – Alcohol Management Policy.

4.1.2.5. Non-local users will be required to pay a refundable deposit equal to 50% of the rental in advance of the booking date.

4.1.2.6. Rentals over \$100.00 and special event bookings will pay a deposit of 50% of the booking or another amount at the discretion of the Director or designate, to confirm the booking. For tournament bookings, please see item 4.1.2.11 below.

4.1.2.7. Refunds will be provided for bookings cancelled within four weeks of the event.

4.1.2.8. Damage deposits may be required at the discretion of the Director of Community Services for the following reason:

- First time renters
- High Risk Activities
- Utilizing facility overnight (wake)
- History of damage or extension of rental time

In the event of any of the following, the full deposit will be relinquished

- Smoking in the facility
- Violation of rules regarding alcohol
- Non-compliance with terms of facility contracts/agreements

Refunds will be

By credit card – within 3 days of the booking

By cheque – within 2 weeks of the booking

4.1.2.9. Payments for special events must be received in full, seven days prior to the event or booking taking place.

4.1.2.10. Groups renting facilities on a regular basis throughout the year (set bookings each week/month) will be billed monthly. Any balances owing after 30 days from the date of invoice will be subject to prescribed rate of interest rates, and to the Accounts Receivable Policy of the Town. Where an account remains unpaid after 60 days, the Town will notify the group, in writing, of the delinquent account, therefore entering into a good-faith negotiation in order to reach a default resolution. Should the group become more than 90 days delinquent in paying any outstanding balances owing, agreements will be suspended or terminated, and the group will be sent to collections.

4.1.2.10.1. Groups wishing to re-establish agreements will be required to pre-pay fees in order to continue bookings.

4.1.2.11. Tournaments will be required to pay a deposit of 50% of rental fees two weeks prior to their booking. Final schedules should be submitted at this time as well. If not, unused times will be charged to the tournament organizer.

4.1.2.12. Any bookings outside of special events, tournaments and group bookings must pay at the time of booking.

4.1.2.13. The Town of Slave Lake retains the right, when necessary, to cancel a group's or individual's time for any reason, mechanical failure or otherwise and shall not be held liable for any losses. Parties will be notified in advance of the cancellation and where possible, alternate usage time will be made available.

4.1.2.14. Any violations in accordance with Policy D.c.014 Public Facility Code of Conduct may result in cancellation of an individual or group booking.

4.1.3. **Facility Allocation**

- 4.1.3.2. All facilities will be scheduled for the entire season at the facility scheduling meeting prior to start of the season.
- 4.1.3.3. Youth organizations have significant time restraints placed on their programs. To minimize the effects of the restraints, you groups will have priority when booking facilities.
- 4.1.3.4. All bookings after the initial scheduling meeting will be done on a first come basis.
- 4.1.3.5. There will be time allocated for public access in all facilities. These public access times will be brought forward as part of the facility scheduling meeting.
- 4.1.3.6. Every effort will be made to reduce financial barriers to participation, by encouraging use of the LEAP subsidy and other available subsidies.
- 4.1.3.7. The Northern Lights Aquatic Centre will schedule in accordance with Policy D.028 Aquatic Centre Pool Allocation.

4.1.4. **Joint Use Agreement**

- 4.1.4.2. Facility use for schools will be in accordance with the Joint Use Agreement.

4.1.5. **Age Requirements**

- 4.1.5.2. For group bookings and individual bookings that are not booked under an association, an adult must sign the contract. For group bookings, if there are youth 14 years and under, an adult must be in attendance.
- 4.1.5.3. If there are youth 10 years and under, in the fieldhouse, at a public ice session, or on the track, an adult must be in attendance.
- 4.1.5.4. Within facilities, youth under 10 year must have responsible supervision within the facility.
- 4.1.5.5. The indoor playground must have supervision at all times.
- 4.1.5.6. For the Northern Lights Aquatic Centre, all children 7 years and under must be within arms reach of an adult at all times as per the Lifesaving Society Standards and therefore cannot attend any swims without an adult.

4.1.6. Storage Guidelines

Equipment storage for user groups in Town owned facilities may be provided under the following conditions:

- 4.1.6.2. At the discretion of the Director of Community Services or designate, a fee may be charged.
- 4.1.6.3. The user group is responsible for the contents. The Town does not carry insurance nor can they be responsible for lost or stolen items. Each group is responsible for their own inventory.
- 4.1.6.4. Keys for locked units will be made available to the contact for the organization, and it is their responsibility to ensure access.
- 4.1.6.5. It is up to each facility supervisor to designate the amount of allocated space allowed.

4.2. Multi Rec Centre (MRC) Procedures:

4.2.1. Ice Rental Contracts

- 4.2.1.2. At the Ice Users Meeting held in August/September each year, each User Group will be presented with an Ice User Rental Agreement. Each User Group will be required to sign the contract and return the contract to the Community Services Department prior to their initial ice time allocation of the season. User groups not returning their contract will not be allowed on the ice until it is submitted.
- 4.2.1.3. Each user group must present a copy of their insurance with their signed Ice User Rental Agreement.

4.2.2. Use of Safety Equipment

- 4.2.2.2. Proper safety equipment must be worn for the sport being played, and is subject to enforcement by the facility supervisor and staff. Groups must follow their governing bodies safety requirements.
Helmets are strongly recommended for all ice users.

4.2.3. Commencement of Rental Time

- 4.2.3.2. Rental times commences at the user's scheduled time. Multi Rec Centre staff are responsible for notifying groups at the end of their scheduled time. All participants must then leave the booked area.

4.2.4. Underutilized Ice Time

4.2.4.2. Those users of underutilized ice shall be charged at the regular rate for their category less 20%.

4.2.5. Tournament Rate

4.2.5.2. The Tournament Rate for ice users will be charged at an hourly rate where the user books more than the specified minimum hours over concurrent days. For example, a tournament organizer books more than 16 hours of ice for a hockey tournament, the ice rate will switch to the tournament rate after the first 16 hours. Then, for example, if the tournament books 20 hours of ice, the first 16 hours are charged at the regular rate, and the last 4 hours are charged at the reduced rate.

4.2.6. Cancellations Due to Weather

4.2.6.2. Should High Prairie School Division, or Living Waters School Division cancel school due to inclement weather, or if the RCMP or Alberta Motor Association (AMA) deem the roads unsafe to travel, all user groups will be allowed to cancel their regular schedule ice time for the particular day at the Multi Rec Centre with no penalty.

4.2.7. Cancellation of Rental Time

4.2.7.2. Cancellation of booked time will be subject to the following conditions:

- a) Groups unable to use specific booked times must contact the Facility Booking Coordinator a minimum of three full days (72 hours) in advance of the date booked or the booked time will be charged
- b) All additions or cancellations to booked facilities will only be considered confirmed when an email has been sent with confirmation of the booking change.

4.2.7.3. User groups who chronically fail to communicate schedule changes may be charged back the staff time required to fix booking errors.

4.2.8. **Facility Rentals for Community Events**

From time to time, community groups may rent the MRC for an event that has significant value to the community. In these instances, the Manager of Community Relations or the Director of Community Services may discount the rental rate based on the nature of the event. In considering this discount, the user must demonstrate benefit to the overall community and not just a specific segment or group. An example of this is where a service club hosts a fundraising event where the proceeds are invested into community projects. Another example may be where the event brings significant economic development to the town.

If the event organizers is requesting a further discount than what administration is willing to provide (such as the facility at no charge), then they may make those requests directly to Council. Any decision of Town Council will be followed by administration.

4.3. **Sports Field Procedures**

4.3.1. Sports Field Users Contracts

- a) At the sports field meeting held in March/April each year, field user groups will be presented with a User Rental Agreement. Each group will be required to sign the contract and return to the Community Services Department prior to their initial time allocation of the season. User groups not returning their contract will not be allowed on the fields.
- b) Each user group must present a copy of their insurance with their signed User Rental Agreement.

4.4. **Dispute Resolution**

4.4.1. In the interest of maintaining positive customer service relationships, administration may reduce a drop in fee, 10 punch pass, or a rental fee by up to 20% where a legitimate complaint or concern has been raised about the facility, or the service.

4.4.2. Disputes over fees will initially be directed to administration to resolve. Should the dispute be unresolved, the user can approach Council with their concerns. Any decision by Council is final.

5. **RELATED POLICIES**

5.1. Policies relating to this policy are

- 5.1.1. Accounts Receivable Policy
- 5.1.2. Alcohol Management Policy



5.1.3. Aquatic Centre Pool Allocation Policy

5.1.4. Public Facility Code of Conduct

6. **APPROVAL AND REVISION CONTROL**

6.1. This policy will be reviewed with the bi-yearly review of fees, or as circumstances dictate, to ensure its effectiveness and relevance.

ISSUED BY:	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024-06-20
2. Mayor		2024-07-02



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Membership Rates

Background

- Membership Rates are reviewed annually by the Board during the budget process.
- At the January 19, 2026, ARMS Board Meeting the following motion was carried.

#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.*”

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

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

Attachments

- Strategic Plan Summary
- Membership Survey Results
- Current Membership Rates
- Membership Analysis (September 2025 – February 2026)
- Other Facilities Membership Rates (Slave Lake, Westlock, Barrhead, Bold Centre, Tri Leisure, and Strathcona County)

Discussion

- Administration completed the Membership Survey; highlights are attached.
- A summary of the Strategic Plan was included because it relates directly to membership rates.
- Current Membership Rates are attached for reference.
- A Membership Analysis from September 2025 to February 2026 is attached.
- The Board and Administration discussed membership in detail at the Board Workshop.

The membership rates discussion will be broken down into specific areas for approval:

- Membership Type
- Age Categories
- Rates
- Discounts
- Perks

Multiple briefing notes will follow to cover each of these areas.

The Benefits of Recreation and Culture

- Health
- Social & Cultural
- Economics
- Environmental

Purpose, Mission and Values

Mission

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

Vision

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

Values

1. Participation and Access for All; ARMS aims to maximize participation by providing inclusive, equitable, and accessible recreation and cultural opportunities for all residents and visitors.
2. Partnership and Collaboration; ARMS works with the community to help leverage private investment and broaden the impact of municipal investment.
3. Financial Accountability and Efficiency; ARMS aims to optimize Town and County investment, while reducing the cost per use / user fees of programs and services wherever possible. One of the key measures of the success of ARMS is subsidization/user.
4. Innovation through Data Driven Creativity; ARMS leads with creativity and innovation, using quality data to design, deliver, and improve impactful programs and services.
5. Environmental Sustainability; ARMS projects and initiatives aim to reduce the environmental impact of its operations.

Strategic Focus

PILLAR 1: GOVERNANCE

PURPOSE

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

GOALS

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

INDICATORS OF SUCCESS

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

PILLAR 2: PROGRAMS AND PATRON EXPERIENCE

PURPOSE

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

GOALS

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

INDICATORS OF SUCCESS

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

PILLAR 3: ASSET MANAGEMENT

PURPOSE

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

GOALS

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

INDICATORS OF SUCCESS

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

ARMS Community Engagement Results Summary – January 2025

819 responses were received

Multiplex

- 97% of respondents indicated that they visit the Athabasca Regional Multiplex
- Those who didn't visit the facility (only 8 respondents), indicated that "admission fees", "not being interested in what the facility has to offer", and "nothing" were the main reasons for not visiting.
- 92% of respondents were either very (55%) or somewhat (37%) satisfied with the Multiplex.
- 99% of respondents indicated that the Athabasca Regional Multiplex is either very (91%) or somewhat (8%) important.
- Respondents were asked if they thought the investment made by the Town and County in ARMS was worthwhile.
 - 90% - Yes
 - 7% - unsure
 - 2% - No

Nancy Appleby Theatre

- 62% of respondents indicated that they visit the Nancy Appleby Theatre
- Those who didn't visit the facility (313 respondents), indicated that "nothing" (33%), "unaware of opportunities" (32%), and "not being interested in what the facility has to offer" (24%) were the main reasons for not visiting.
- 88% of respondents indicated that the Nancy Appleby Theatre is either very (60%) or somewhat (28%) important.

General Comments

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

1. Facility Maintenance & Enhancements

- While many appreciate the multiplex's upkeep, several residents note the need for upgrades:
- "Fitness center needs to be updated. I.e. upholstery on machines is flailing, treadmills squeal, and new equipment is needed."
- "The theatre needs focus and attention. There should be a sub-committee focused on NAT."

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

2. Accessibility & Affordability

Concerns about pricing and accessibility dominate the feedback:

- "Drop-in costs are too high for myself or my family to drop in for an hour or so."
- "Lower the darn prices! Families are struggling to make ends meet and the prices are too high at the multiplex."

- “Encourage funding model to be evaluated capacity of County is stronger to support ongoing deficit.”

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

3. Expanded Programming & Community Engagement

Community members suggest ways to diversify activities:

- "Athabasca needs more events—book some concerts, comedy nights, and utilize the space beyond just sports!"
- "More movies projected at the Nancy Appleby would be nice."
- "Would love to see a childcare center at the multiplex."

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

4. Funding & Governance

Financial transparency and equitable funding distribution are recurring concerns:

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

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

5. Community Impact & Future Growth

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

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

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

ARMS Membership Survey – January 2026

300 responses were received (288 fully completed)

68% (204) of the respondents had a membership at some point

32% (96) of respondents did not have a membership

1. Type of Membership (could answer more than one type) (members answered only)
 - a. 138 Adult – 68.3%
 - b. 57 Family – 28.2 %
 - c. 24 Student – 11.9%
 - d. 15 Child – 7.4%
 - e. 15 Senior – 7.4%
 - f. 5 Other – 2.5%
2. What Area of the Multiplex do you use most often (ranked) (all respondents filled out)
 - a. Pool and Fitness Centre were the top 2 ranked arenas
 - b. Fieldhouse was 3rd, Arena 4th and Curling Rink 5th
3. How long did you have a membership for (members answered only)
 - a. 1 month – 18 people – 8.9%
 - b. 3 months – 23 people – 11.4%
 - c. 6 months – 26 people – 12.9%
 - d. 1 year – 46 people – 22.8%
 - e. 1-2 years – 27 people – 13.4%
 - f. 2-5 years - 43 people - 21.3%
 - g. Over 5 years – 17 people – 8.4%
4. How satisfied were you with your membership (members answered only)
 - a. Very Satisfied or Somewhat Satisfied – 155 people – 76.7%
 - b. Neutral – 32 people – 15.8%
 - c. Dissatisfied or Very Dissatisfied – 15 people – 7.4%
5. Do you feel the membership benefits are with the cost (members answered only)
 - a. Strongly Agree or Somewhat Agree – 138 people – 67.6%
 - b. Neutral – 31 people – 15.2%
 - c. Disagree or Strongly Disagree - 35 people – 17.2%
6. Are you currently a member at the Multiplex (members answered only)
 - a. Yes – 108 people – 52.9%
 - b. No – 96 people – 47.1%
7. If you do not have membership, do you still use the Multiplex (non-members answered only)
 - a. Yes – 85 people – 88.5%
 - b. No – 11 people - 11.5%
8. What is the main reason you are not a member? (Select all that apply) (non-members only)
 - a. Membership prices are too high – 44 people – 46.3%
 - b. I don't use it often enough – 54 people – 56.8%
 - c. Membership doesn't offer good value – 4 people – 4.2%
 - d. I moved away – 1 people – 1.1%
 - e. Other - 10 people – 10.5%

9. Are you aware of what our memberships include?
 - a. Members
 - i. Yes – 164 people – 82.4%
 - ii. No – 35 people – 17.6%
 - b. Non-Members
 - i. Yes – 75 people - 78.1%
 - ii. No – 21 people – 21.9%
10. If membership fees increased by 3% in 2026, would you consider cancelling your membership?
(members answered only)
 - a. Yes – 70 people – 35%
 - b. No – 74 people – 37%
 - c. Maybe – 56 people – 28%
11. Do you currently attend any programs at the Multiplex? (e.g., Aquafit, Yoga, Spin Class, AquaSpin, AquaPole, Masters Swim Program)
 - a. Members
 - i. Yes – 37 people – 18.8%
 - ii. No – 160 people – 81.2%
 - b. Non-Members
 - i. Yes - 14 people – 14.9%
 - ii. No – 80 people -85.1%
12. Would you like to see more programs offered at the Multiplex?
 - a. Members
 - i. Yes – 142 people – 73.6%
 - ii. No – 51 people -26.4%
 - b. Non-Members
 - i. Yes – 74 people – 79.6%
 - ii. No – 19 people -20.4%
13. Would you be willing to pay a fee for these programs?
 - a. Members (142)
 - i. Yes – 94 people – 66.2%
 - ii. No – 48 people – 33.8%
 - b. Non-Members (74)
 - i. Yes – 56 people – 75.7%
 - ii. No – 18 people – 24.3%
14. What would you consider a reasonable fee for a 1-hour program?
 - a. Members (94)
 - i. \$5 or less – 13 people – 13.85%
 - ii. \$5-\$10 – 57 people – 60.6%
 - iii. \$10-\$15 – 21 people – 22.3%
 - iv. Free – 3 people - 3.2%
 - b. Non-Members (56)
 - i. \$5 or less – 8 people – 14.3%
 - ii. \$5-\$10 – 32 people -57.1%
 - iii. \$10-\$15 – 15 people -26.8%
 - iv. Free – 1 people – 1.8%

15. If you don't currently have a membership, would 24-hour access to the Fitness Centre encourage you to purchase one?
- a. Members
 - i. Yes – 45 people – 52.9%
 - ii. No – 40 people – 47.1%
 - b. Non-Members
 - i. Yes – 25 people – 26.9%
 - ii. No – 68 people – 73.1%

Programming Suggestions

- Afterschool care or childcare or indoor playground for kids
- More gym equipment
- Members vs non-member fees
- Cheaper memberships with no programs offered vs higher memberships with programs included.
- If there are classes for yoga or other activities it would be beneficial. Also, I would be interested in a gym membership only, I don't need to go to the pool. If the membership is separated so that you can pay separately for the gym or pool and it's cheaper than more people may obtain a membership
- Floor hockey - Ping pong tables
- Pilates, Zumba, more yoga, more spin,
- Spin free. And 24-hour gym access
- Free passes for homeless. Reduce the senior age to 55.
- Include low-income families & people as well as senior lower funded membership benefits & programs.
- Bring in more big-name artists. Dinner and performance. You need to generate revenue. Aka Michelle Wright at 900 tickets sod at \$75 a pop.
- Maybe better public skate time? The hours that are currently offered are not convenient and short.
- I hold a three-month membership as we have a summer cabin on Baptiste Lake. I would be happy to pay a 3% 5% hike.
- Seniors should be free to. The health board through our Alberta health should provide our fitness as a benefit.
- There is nothing for children like other facilities. Other facilities have mini stick areas, fenced off toddler play areas, kids area up in the gym, drop in babysitting(paid), even parks up at the ball diamonds. 98% of the facilities I got too have some of the above things and I go to a lot of facilities for my kid's hockey and baseball! It is really crappy for young families to come and bring their children to do any adult events because it isn't a family friendly facility or there is no entertainment for younger siblings.
- Later summer hours
- Easier way to book swim lessons.
- When paying a certain amount for a membership, you would expect that the classes would be free. It was very disheartening learning that you will have to pay more money outside of the membership in order to attend certain classes (Yoga, Spin, etc.). It would be nice if there was a Zumba class also included with a membership.

Service or membership improvements

- 24-hour gym access.
- Give a discount to members renting spaces.
- Lower membership prices Why haven't you asked if I would buy a membership if fees were lower.
- Don't keep increasing the cost.
- I would love if the corporate memberships could be for families. The fact that they are not makes it more expensive for my family, so I don't get the benefits that I'm entitled to. I also think that if a family with more than 2 adults live in the same house and have the same address, they should be able to be on the same family membership. I also think as a paying year long member a perk like 5% off a field house rental or something even if it's 3 a year would be nice.
- Make them cheaper and expand your hours. Offer more public times for things so I can get the most out of my membership.
- Offer senior rates at age 60, similar to other senior rates. For example, the golf course.
- What I find unreasonable, and shocking is charging for using the track in the multiplex to just go for a walk. Other town offer access to the track for free. There is no wear and tear with just using the track for walking but having to pay a fee is completely ridiculous and unreasonable.
- By lowering the price by like 10%
- I would like to see a siding scale or reduced monthly fees, for those who are on disability, AISH or Alberta Supports.
- Better temperature control in the gym. It's often super muggy and not enough air flow for how many bodies tend to be up there all at once.
- the add on \$5 fee for spin classes is ridiculous. It costs more for that fee than my entire year long membership! why should 1 specific group be targeted to increase your revenue when many others use the bikes at no additional charge? the attendance for drop ins has plummeted because of this and I know others that just go to the fitness room and ride a bike for free.
- Please turn the heat on in the arena. It is extremely uncomfortable for users.
- It's just too expensive for even drop-in rates. Hard to justify taking the family to the pool for an hour when it's \$30 or more.
- I only use the fieldhouse.... perhaps a fee intended for only one area versus all areas.
- I do feel the cost is high for low-income families especially those on the threshold. I wonder if more people would get memberships if they were more affordable.
- The punch pass program is great. I also appreciate locks provided for lockers.
- Scanned card instead of checking in at reception. There can sometimes be a long lineup of people and membership holders could scan and go to their workout.
- Provide a gym/pool combo or gym only, pool only membership.
- I would pay for a membership if it included activities that the multiplex offers.
- I think the multiplex should make drop-in classes (spin, yoga, kick boxing) part of the perks of the annual membership. Annual members should not have to pay an extra \$5 per drop-in class.

Additional Comments

- Love that there are more organized events such as laser tag, bubble soccer etc.- great job on those rather than just drop in and find something to do.
- It would be nice if locker rentals could be included with 6mo-1yr memberships.
- Too pricey. Not family friendly
- Honestly, my one and biggest complaint is the lack of child friendly areas and things for them to do, especially considering it is a family facility, and the majority of users (outside of the fitness center) are families.
- Make the fees more affordable. If my child is playing randomly in the field house having to pay 5.25 or 5.50 (can't recall the cost of the top of my head) that's ridiculous. I could understand a toonie possibly but still wouldn't be inclined to access it. A child aged 0-10 in the multiplex is no different than a playground but with no climbing equipment and parents are being charged an exponential fee to access it. We have limited our access to the multiplex as a whole this past year due to the high fee cost.
- it would be great if the indoor walk/run path could have a few hours a day that they aloud dog entry for waling dogs in the winter.
- Use the Multiplex more in fall winter season than summer, also if away for over 30 days can membership be suspended.
- It would be a great option if the cafeteria was open more or more regularly.



CURRENT DROP IN AND MEMBERSHIP RATES

ALL PRICES INCLUDE GST	TOTS 2 years old and under	CHILD 3 - 12 years old	ADULT STUDENT 18 -25 yr old Enrolled in post secondary	STUDENT Under 18 yr old	ADULT 18 +	SENIOR 65 +	FAMILY ***
Walking Track	FREE	\$3.00	\$3.00	\$3.00	\$3.00	\$2.00	N/A
Daily Drop in	FREE	\$5.25	\$7.25	\$7.25	\$9.25	\$7.25	\$21.75
Monthly Membership AUTO RENEW	FREE	\$30.00 \$27.00	\$48.50 \$44.00	\$30.00 \$27.00	\$64.00 \$57.75	\$48.50 \$44.00	\$137.00 \$123.50
3 Month Membership	FREE	\$84.50	\$138.00	\$90.00	\$181.25	\$138.00	\$390.50
6 Month Membership	FREE	\$160.75	\$260.50	\$180.00	\$344.00	\$260.50	\$656.00
Yearly Membership AUTO RENEW	FREE	\$266.75 \$240.25	\$432.75 \$389.50	\$360.00 \$324.00	\$570.75 \$513.75	\$432.75 \$389.50	\$983.75 \$885.50
Punch Pass Buy 10, Get 1 FREE	FREE	\$52.50	\$72.50	\$72.50	\$92.50	\$72.50	\$217.50
Walking Pass Buy 10, Get 1 FREE	FREE	\$30.00	\$30.00	\$30.00	\$30.00	\$20.00	N/A

MONTHLY AUTO RENEW DISCOUNT IS AVAILABLE WITH A MINIMUM 3 MONTH COMMITMENT; CANCELLATION REQUIRES A 30-DAY WRITTEN NOTICE

***** a family will consist of two adults (married, common in law, legal guardians), and their children, residing at the **SAME address**. MAXIMUM 2 ADULT STUDENTS per family membership.**

Students over 18 years of age must show proof of enrollment.

Membership Analysis

September 2025

Membership	Regular	Corporate	Auto Renew	Total Memberships	Total Members
Adult	97	45	32	174	174
Child	9		3	12	12
Family	31		37	68	310
Senior	32	1	8	41	41
Student	7		3	10	10
Aspen View	68		14	82	82
Total	244	46	97	387	629

October 2025

Membership	Regular	Corporate	Auto Renew	Total Memberships	Total Members
Adult	115	45	36	196	196
Child	12		3	15	15
Family	35		37	72	318
Senior	34	1	9	44	44
Student	12		0	12	12
Aspen View	66		14	80	80
Total	274	46	99	419	665

November 2025

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	78	25	35	39	26	14	217	217
Child	4	2	7	2	3	0	18	18
Family	2	1	5	25	9	32	74	389
Senior	11	7	5	13	0	13	49	49
Student	2	1	0	3	0	0	6	6
Aspen View	55	17	8	5	14	0	99	99
Total	152	53	60	87	52	59	463	778

December 2025

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	54	25	33	39	26	12	189	189
Child	0	1	7	1	3	1	13	13
Family	1	2	7	24	8	34	76	378
Senior	4	4	4	13	0	14	39	39
Student	5	1		3	0	0	9	9
Aspen View	1	37	10	5	14	0	67	67
Total	65	70	61	85	51	61	393	695

January 2026

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	82	21	39	41	33	13	229	229
Child	2	1	8		2	1	14	14
Family	4	5	8	21	8	37	83	434
Senior	10	11	4	12		16	53	53
Student	1	2		3			6	6
Aspen View	40	14	10	5	15		84	84
Total	139	54	69	82	58	67	469	820

February 2026

Membership	1 month	3 month	6 month	Year	Auto Month	Auto Year	Total Memberships	Total Members
Adult	63	21	36	42	32	14	208	208
Child	1		8		3	1	13	13
Family	3	3	6	25	8	40	85	432
Senior	9	9	3	17		16	54	54
Student	6	1		3			10	10
Aspen View	44	14	11	6	15		90	90
Total	126	48	64	93	58	71	460	807

Membership and Facility Rates



Town of
SLAVE LAKE

Effective September 1st 2025

Drop in Rates & Single Facility Memberships

Rates apply to single facility drop in programming at the Northern Lights Aquatic Centre **OR** the Multi-Rec Centre-Fieldhouse and Arena

	Drop In	10 Pass	1 Month	3 Month	6 Month	12 Month
Preschool (0-2 Years Old)	Free	Free	Free	Free	Free	Free
Children (3-12 Years Old)	\$3.00	\$27.00	\$36.00	\$81.00	\$144.75	\$216.00
Youth (13-17 Years Old)/Seniors (60+)	\$4.75	\$42.75	\$57.00	\$128.25	\$229.00	\$342.00
Adults (18-59 Years Old)	\$6.00	\$54.00	\$72.00	\$162.00	\$289.00	\$432.00
Family (Max 5 People with Max 2 Adults)	\$11.00	\$99.00	\$132.00	\$297.00	\$531.00	\$792.00

Atco Walking/Running Track Fees

	Drop In	10 Pass	1 Month	3 Month	6 Month	12 Month
Adults (18-59 Years Old)	\$2.00	\$18.00	\$24.00	\$54.00	\$96.00	\$144.00
Youth (13-17 Years Old/ Seniors (60+)	\$2.00	\$18.00	\$18.00	\$41.00	\$72.00	\$108.00

Multi-Facility Memberships

Multi-Facility Passes allow access to drop in programming at the Northern Lakes Aquatic Centre **AND** the Multi-Rec Centre Fieldhouse and Arena

	10 Pass	1 Month	3 Month	6 Month	12 Month
Preschool (0-2 Years Old)	Free	Free	Free	Free	Free
Children (3-12 Years Old)	\$29.70	\$39.60	\$89.10	\$146.00	\$237.60
Youth (13-17 Years Old)/Seniors (60+)	\$47.05	\$62.70	\$141.10	\$251.90	\$376.20
Adults (18-59 Years Old)	\$59.40	\$79.20	\$178.20	\$291.80	\$475.20
Family (Max 5 People with Max 2 Adults)	\$108.90	\$145.20	\$326.70	\$584.10	\$871.20



Facility Rentals



Town of
SLAVE LAKE

Effective September 1st 2025

Multi-Rec Centre Rentals

Rental Fees are priced per hour unless otherwise noted

Secure Energy & Pembina Arenas

Winter Youth Ice Rental Fee: **\$92.00**

Winter Adult Ice Rental Fee: **\$175.00**

September 1st-March 31st

Summer Youth Ice Rental Fee: **\$138.00**

Summer Adult Ice Rental Fee: **\$274.00**

May 1st-July 31st

Arena Dry Pad - Youth * **\$22.00**

Arena Dry Pad- Adult* **\$45.00**

**For Sporting Events*

CNRL Fieldhouse

	Half	Full
Youth	\$31.00	\$52.00
Adult	\$58.00	\$104.00

Multi-Purpose Room

Up to 4 Hours **\$24.50**

Over 4 Hours **\$36.00**

Lobby **\$24.50**

Playcentre **\$36.00**

Reed's Rink **\$33.00**

Atco Track **\$21.50**

Stage **\$200.00**

Special Events-Non Profit

Per Day: **\$747.00** Per Weekend: **\$1266.00**

Special Events-Commercial

Per Day: **\$1229.00** Per Weekend: **\$2343.00**

Northern Lights Aquatic Centre

Rental Fees are priced per hour unless otherwise noted

Pool Rental

1-40 People: **\$84.00**

41-75 People: **\$113.00**

75+ People: **\$152.00**

Pool Toy (Per Rental) **\$59.00**

Wibbit Warrior (Per Rental) **\$159.00**

Locker Rental

3 Month **\$26.50**

6 Month **\$43.00**

12 Month **\$69.00**

Sports Field Rentals

Rental Fees are priced per hour

Youth **\$18.00**

Adult **\$37.00**



Memberships & Rates

Section Menu

Admissions, memberships, fees, and rentals

EFFECTIVE MONDAY, JANUARY 1, 2026: Westlock Rotary Spirit Centre and Westlock Aquatic Centre fee changes

Child (3 to 12 years) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_1](#))

- Drop-In \$4.50
- 10x Pass \$40.50
- 1-Month Pass \$36.00
- 3-Month Pass \$90.00
- 6-Month Pass \$157.50
- 1-Year Pass \$270.00
- Monthly Payment Plan \$27.00/Month or \$324.00/Year

Youth (13 to 17 years) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_2](#))

- Drop-In \$6.75
- 10x Pass \$60.75
- 1-Month Pass \$54.00
- 3-Month Pass \$135.00
- 6-Month Pass \$236.25
- 1-Year Pass \$405.00
- Monthly Payment Plan \$40.50/Month or \$486.00/Year

Student (18+ with a valid student ID) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_3](#))

- Drop-In \$6.75
- 10x Pass \$60.75
- 1-Month Pass \$54.00
- 3-Month Pass \$135.00
- 6-Month Pass \$236.25
- 1-Year Pass \$405.00
- Monthly Payment Plan \$40.50/Month or \$486.00/Year

Adult (18 years to 59 years) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_4](#))

- Drop-In \$8.75
- 10x Pass \$78.75
- 1-Month Pass \$70.00
- 3-Month Pass \$175.00
- 6-Month Pass \$306.25
- 1-Year Pass \$525.00
- Monthly Payment Plan \$52.50/Month or \$630/Year

Senior (60+ years) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_5](#))

- Drop-In \$6.75
- 10x Pass \$60.75
- 1-Month Pass \$54.00
- 3-Month Pass \$135.00
- 6-Month Pass \$236.25
- 1-Year Pass \$405.00
- Monthly Payment Plan \$40.50/Month or \$486.00/Year

Family (2 Adults and unlimited children) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_6](#))

- Drop-In \$19.00
- 10x Pass \$171.00
- 1-Month Pass \$152.00
- 3-Month Pass \$380.00
- 6-Month Pass \$665.00
- 1-Year Pass \$1140.00
- Monthly Payment Plan \$114.00/Month or \$1368.00/Year

Fitness Class Drop-Ins ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_7](#))

- Single Drop-In \$14.00

24-HR Gym Card \$20 with membership (Westlock Aquatic Centre Only) ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_8](#))

Contact Westlock Aquatic Centre at 780-349-6677 for information.

Virtual Rec Room Rates ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_9](#))

- Winter (October 1 to May 15): Per Hour \$37.00
 - 10x Pass \$334.00
 - 20x Pass \$668.00
- Summer (May 16 to September 30): Per Hour \$21.00

Corporate Rates ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_10](#))

- 50x Punch Card \$350.00 // Buy 40 get 10 Free
- 100x Punch Card \$656.25 // Buy 75 get 25 Free
- 150x Punch Card \$962.50 // Buy 110 get 40 Free
- 200x Punch Card \$1,268.75 // Buy 145 get 55 Free
- 250x Punch Card \$1,575.00 // Buy 180 get 70 Free

What's Included? ([#collapse_ac073767-d6ba-4463-9c2c-d7784613358c_11](#))

Recreation Passes include full access to Westlock Rotary Spirit Centre & Westlock Aquatic Centre. Find arena, field house, and pool schedules online at www.westlock.ca/p/westlock-rotary-spirit-centre ([/visit-explore/westlock-rotary-spirit-centre/](#)) and www.westlock.ca/p/westlock-aquatic-centre ([/visit-explore/westlock-aquatic-centre/](#)).

- FIELD HOUSE
- WEIGHT ROOM
- ARENA
- WALKING TRACK
- SQUASH & RACQUETBALL
- SIX LANE SWIMMING POOL
 - CLIMBING WALL
 - TARZAN ROPE
- ZERO DEPTH SPLASH PARK
- HOT TUB

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Memberships & Rates ([/visit-explore/memberships-rates/](#))

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Westlock Rotary Spirit Centre ([/visit-explore/westlock-rotary-spirit-centre/](#))

Westlock Municipal Cemetery ([/visit-explore/westlock-municipal-cemetery/](#))

Westlock Regional Airport ([/visit-explore/westlock-regional-airport/](#))

Contact Us

Town of Westlock

Town Office

10003-106 Street,
Westlock, Alberta T7P 2K3

Ph: 780-349-4444 (<tel://7803494444>)

Toll Free: 1-866-349-4445

Fax: 780-349-4436 (<tel://7803494436>)

Email Us: info@westlock.ca (<mailto:info@westlock.ca>)

After Hours/On-Call:

780-349-0178 (<tel://780-349-0178>)



Town of Westlock

10003-106 Street
Westlock, Alberta T7P 2K3

info@westlock.ca (<mailto:info@westlock.ca>)

Ph: 780-349-4444 (<tel://7803494444>)

Toll Free: 1-866-349-4445

Fax: 780-349-4436 (<tel://7803494436>)

After Hours/On-Call: 780-349-0178 (<tel://780-349-0178>)

Resources

Community Alerts ([/living-here/westlock-regional-notification-system/](#)). (#)

Careers ([/town-hall/employment/](#))

AQUATIC CENTRE

BARRHEAD REGIONAL AQUATICS CENTRE

Address: 5609 - 47 Street

Phone: 780-674-2532*

Email: recreation@barrhead.ca

Our New Barrhead Regional Aquatics Centre (Completed in 2017) includes:

- 6-Lane Competition Pool
- Zero Depth Entry Pool
- Splash Pool
- 20 Person Hot Tub
- 20 Person Steam Room
- Lazy River (Therapeutic and low impact strength training)

The pool is designed for full access by the community, for all ages and abilities.

COMPETITION POOL LIMITED ACCESS OCT 7 - MARCH 31

The competition pool will be closed to public access the following dates and times for Barrhead Blue Fins Swim Club training. Leisure pool will remain open to the public during these times.

For more information, [click here](https://bit.ly/CompPoolAccess). (<https://bit.ly/CompPoolAccess>)

January 5 - March 31

**6:30 - 7:30 pm
Monday through Thursday**

POOL HOURS

Mondays through Fridays	6:30 am - 8:30 pm
Saturdays & Sundays	12 pm - 6 pm

Reception desk opens at 8:00 am Monday - Friday

SWIM PASSES

	DROP IN	10 PASS	1 MONTH PASS	3 MONTH PASS	3 MONTH CORPORATE PASS	6 MONTH PASS	6 MONTH CORPORATE PASS	12 MONTH PASS	CORPORATE 12 MONTH PASS
ADULT (18-64)	\$8.75	\$74.50	\$56.10	\$163.20	\$138.72	\$316.20	268.77	\$479.40	\$407.49
YOUTH (13-17)	\$5.50	\$51.00	\$45.90	\$129.50	-	\$250.90	-	\$357.00	\$303.45
CHILD (3-12)	\$4.00	\$35.70	\$28.60	\$79.60	-	\$158.10	-	\$244.80	N/A
SENIOR (65+)	\$6.40	\$56.10	\$40.80	\$122.40	-	\$244.80	-	\$367.20	\$312.10
TOT (0-2)	FREE	FREE	FREE	FREE	-	FREE	-	FREE	N/A
FAMILY	\$17.90	\$163.20	\$147.90	\$428.40	-	\$637.50	-	\$1020.00	N/A

	DAILY DROP IN	DISCOUNT ON DAILY DROP IN	9 PASS MEMBERSHIP	DISCOUNT ON 9 PASS MEMBERSHIP
AQUA SPIN	\$12.90	\$6.40	\$96.40	\$48.20

GST included.

Last updated 9:41 am October 9, 2025.

POOL RENTAL RATES



BIRTHDAY PARTIES - CHARLES GODBERSON ROTARY ROOM



SWIM LESSONS



- [Swimming Lessons](#)
- [Monthly Pool Schedules](#)

- [Red Cross Swimming Lesson Transition Chart](#)
- [Aqua Spin Benefits & Facts](#)
- [Aquatics Centre Rules](#)



Paid guests have access to the following:

- Fitness and training areas
- Canadian Natural walking track
- Sports/activities in the Cenovus field houses
- Public skating, drop-in arena times
- Swims offered at Portage Pool
- The steam rooms
- Complimentary day-use lockers
- Equipment lending
- Use of strollers



COMMUNITY ACTIVITY GUIDE

Programs and activities from September 2025 through mid April 2026

[READ THE GUIDE NOW](#)

User Guidelines

Child & Youth Supervision

The safety and well-being of children and youth at the facilities are a priority. Children 8 years and under must be actively supervised at all times while in the facility by a responsible person 12 years or older. If issues or incidents arise, parents or guardians will be contacted.

Users must be 16 years or older to access the following areas: the Canadian Natural indoor walking/running track, the Cenovus Fitness & Wellness Centre, the boxing area, and the steam rooms.



to the Cenovus Fitness & Wellness Centre or Access Fitness courses are authorized to use the Cenovus Fitness & Wellness Centre and Canadian **Bold Centre** Natural indoor walking/running track without supervision. This excludes the boxing area and steam rooms.

Accessibility We are committed to integrating all residents into our programs and services. The Bold Centre is fully accessible, with an elevator to all three levels of the facility. We continue to partner with community liaisons and support services so that everyone, regardless of their physical or cognitive abilities, can participate in activities at the Bold Centre. Support workers are not required to pay for admission when accompanying clients to use recreation facilities.

Wristbands Guests accessing areas that require paid admission will receive a wristband from Guest Services. Guests must wear and keep wristbands visible while in the Bold Centre’s proof-of-payment areas. Wristbands will be required for re-entry if a guest wishes to access the facility at various times throughout the day. In some cases, wristbands may be issued for participation in registered programs. If you do not have a wristband, you will be asked to pay or leave.

Pay to Play Everyone who wishes to access any of the leisure opportunities provided at the Bold Centre must pay an admission fee. Admission may be in the form of a paid membership or daily drop-in fee. Guests may be required to provide proof of age to qualify for special membership and drop-in discounts.

Portage Pool Admission and Supervision Guidelines

Click [here](#) to view Portage Pool admission and supervision guidelines.

[↑ Back to top of section](#)

Admission and Membership Rates

Drop-In Rates. Effective September 01

	Sept 1, 2025		
	All Access	Pool Only	Plamondon Arena (October to March)
Child (0-3)	FREE	FREE	
Child / Youth (4-17 yrs)	\$5	\$3.5	\$2



	Sept 1, 2025		
Senior / Student (60+ yrs / 17-21 yrs)	\$6.75	\$4.00	\$3.5
Adult (18+ yrs)	\$10.50	\$5.5	\$5
Family (up to 5 people living in the same residence, 2 adults max)	\$17.50	\$14	\$11
Super Senior	FREE	FREE	FREE

Membership Rates. Effective September 01

All Access (Bold Centre & Portage Pool)

	Sep 1, 2025			
	Monthly	Annual	Cost per Month	10-pass
Child (0-3)	FREE	FREE	FREE	FREE
Child / Youth (4-17 yrs)	\$29.50	\$284.25	\$23.68	\$45.00
Senior / Student (60+ yrs / 17-21 yrs)	\$45.00	\$455.25	\$37.95	\$60.75
Adult (18+ yrs)	\$65.50	\$591.75	\$49.35	\$94.50
Family (up to 5 people living in the same residence, 2 adults max)	\$141.50	\$1,331.25	\$110.95	\$157.50
Corporate Individual	n/a	\$502.25	\$41.85	n/a
Corporate Family	n/a	\$1130.75	\$94.30	n/a
Matinee Rates Adult	\$46.00	n/a	n/a	n/a
Matinee Rates Senior/Student	\$31.50	n/a	n/a	n/a
Rec Play Adult Ice, pool, fieldhouse drop in times/access.	\$32.75	n/a	n/a	n/a
Rec Play Senior/ Student	\$22.50	n/a	n/a	n/a
Rec Play Family	\$70.75	n/a	n/a	n/a



Super Senior 70+ years	FREE	FREE	FREE	FREE
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Child Mind Cenovus Play Centre Rates. Effective September 01

	Fees
1 Child (2 – 12 years)	\$3 / 30 minutes
Family (Max 4 children, 2 – 12 years)	\$7 / 30 minutes
1 Infant (6 – 23 months)	\$5 / 30 minutes
10-Hour Pass, 1 Child (2 – 12 years)	\$54
10-Hour Pass Family (Max 4 children, Ages 2 – 12 years)	\$95
10-Hour Pass 1 Infant (6 – 23 months)	\$90

*Click [here](#) for more information about Child Mind Cenovus Play Centre hours.

By reservation only. Please call **780-623-6365 to reserve a spot.

Portage Pool Rates. Effective September 01

	Sept 1, 2025			
	Drop-in	Monthly	Annual	10-pass
Child / Youth (4-17 yrs)	\$3.50	N/A Included in All Access/RECPLAY memberships	\$227.50	\$31.50
Senior / Student (60+ yrs / 17+ yrs)	\$4.00	\$35.50	\$265.75	\$36.00
Adult (18+ yrs)	\$5.50	\$48.50	\$371.50	\$49.50
Family (up to 5 people living in the same residence, 2 adults max)	\$14.00	\$80.00	\$612.00	\$126.00
Corporate Individual	n/a	n/a	n/a	n/a
Corporate Family	n/a	n/a	n/a	n/a

Personal Training & Group Rates

Come in for a free consultation. You will be provided with the information you need prior to your purchase. Training Packages are available, please call 780-623-3829 for more details.

Personal Training Rates. Effective May 01

Duration	Adult	Senior
1 Session	\$58	\$52.50
3 Sessions	\$165.30	\$149.62
5 Sessions	\$261	\$236.25
10 Sessions	\$493	\$446.25
20 Sessions	\$928	\$840

Group Training Rates.

	2 Person Group	3 Person Group	4 Person Group
Based on a 4 week block	Cost per Person/Total Sessions	Cost per Person/Total Sessions	Cost per Person/Total Sessions
1 Session/Week	\$140/4	\$130/4	\$120/4
2 Session/Week	\$260/8	\$240/8	\$228/8
3 Session/Week	\$360/12	\$342/12	\$300/12

Membership Categories

Depending on the category you fall under, you may be eligible for discounted drop-in and membership rates.

Child/Youth Available to anyone between the ages of 4 to 17 years.



Student	Available to students aged 18+ years attending secondary, post-secondary or other educational institution. Proof of enrollment in min 3 courses/semester is required to purchase membership/10 passes, however drop in admissions and the student summer promo (99 days of summer) are eligible by showing valid student ID. Proof of enrollment is required at time of purchase and upon renewals.
Adult	Available to anyone between the ages of 18 and 59 years.
Senior	Available to anyone over the age of 60 years. *70+ years are considered Super Seniors
Family	Allows a maximum of 5 family members. This can consist of two adults and up to three children, or one adult and up to four children, but is based on a max of two adults in the family. Families with more than 5 immediate family members can purchase additional memberships at a 50% discount on the regular membership fees. All individuals within the family members must share the same physical residential address.

Please note: children under the age of 4 are provided free general admission to all of the recreation facilities.

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Membership Options/Types of Passes

We recognize that one type of membership doesn't always apply to all situations or individual circumstances, so we offer several different membership options to suit the community's needs. All-access passes provide guests with general admission to the Bold Centre, Portage Pool, and Plamondon Arena.

Only using one facility? Purchase a Portage Pool or Plamondon Arena pass and save!

Type	Description	All-Access	Pool Only	Plamondon Only
Day Pass	Allows guests admission to recreation facilities, drop in opportunities, and public times for the entire day. Receipt or wristband required for re-entry.	✓	✓	✓



Type	Description	All-Access	Pool Only	Plamondon Only
10-Pass	Allows guests 10 daily admissions. Passholder must be present to swipe card for other users. Expires one year from the date of purchase, or once it has been used 10 times.	✓	✓	✓
Monthly Pass	Allows member admission to recreation facilities for 1 month, expiring 1 month after the original date of purchase.	✓	✓	
Annual Pass	Allows member admission to recreation facilities for an entire year, expiring one year from the date of original purchase. Annual Perks included.	✓	✓	
Summer Membership	Entitles members to purchase membership for limited time at a reduced rate during summer months (valid May 25 to August 31 annually)	✓		
Portage Pool Passes & memberships	Please refer to facility membership pamphlets current Recreation Facility User and Rental Fees bylaw for options and fees associated to Portage Pool specifically.		✓	
Corporate Memberships	Businesses/organizations with at least 5 participating employees/members can apply and receive 15% off regular rates (refer to Corporate Memberships for details and restrictions).	✓	✓	
Sponsored Passes & Memberships	Allows individuals who redeem sponsor passes access to facilities in form of day passes, annual memberships, and more.			
NEW! Super Senior 70+ Membership	Entitles any seniors aged 70 and over FREE access to all recreation facilities.	✓		



Type	Description	All-Access	Pool Only	Plamondon Only
NEW! Matinee Membership	Entitles members to access facilities at reduced rates – valid on weekdays, weekends and holidays between 8 am and 3 pm.	✓		Bold Centre
NEW! Rec Play Membership	Allows access to ice, pool and fieldhouse drop-in times/opportunities (excludes fitness area and track equipment). Available for adult, senior/student and family annual options.			
Community Access Bus Passes	For community access bus. Available in single and family pass options for hamlet and rural residents.			
Child Mind Passes	For paid babysitting service in child mind area. Purchase a 10-hour pass available in child, infant or family options or as a drop-in fee per half hour.			

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Corporate Membership

The Lac La Biche County Corporate Membership Discount (CMD) Program offers businesses and organizations the opportunity to prioritize employee health and well-being by providing discounted annual memberships at the Bold Centre. 3 easy steps for any business /organization with 5+ employees/members [Click here](#) to access more information about the program or call 780-623-3829.

Corporate/ Organization -Individual

Corporate/Organization - Family

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All members are entitled to a complimentary orientation of the Cenovus fitness centre (for those 16+ years, must be pre-booked)

Membership has its Perks

- 12 months for the price of 9 with the pre-authorized monthly payment plan – \$49.35 per month (adult membership)
- 20 free fitness passes
- 2 complimentary All Access passes
- Ability to place membership on hold

Membership Loyalty Program

Did you know BOLD GOLD annual members receive special gifts and discounts for being long-standing members?

5+ consecutive years	10% discount upon renewal
10+ consecutive years	15% discount upon renewal

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Payment Options & Cancellation

Payment

Payment is required in full at the time of purchase. Staff will accept debit, Visa, MasterCard, American Express, cheque, or cash. Individuals will be subject to a \$25 NSF charge for insufficient funds or stopped cheques.

Membership purchases can be made online at <https://boldcenter.ca/activellbc/> click [HERE](#) for the steps to make an online purchase.

ID Cards

Guests with a membership must scan their ID cards at the Guest Services Desk (first floor) or Fitness Desk (second floor) and at Portage



Pre-Authorized
Payments

Pre-authorized payments are now available. Save time and money by signing up!

Notice for those
with Pre-Authorized
Payments

If you change or cancel your credit card, be sure to notify the Bold Centre by calling us at 780-623-3829.

Failure to update your payment information will result in an NSF charge. Two or more failed payments within the membership term will result in your membership being cancelled and ineligible for Pre-Authorized Payment plans.

Membership
Cancellation

Members wishing to cancel their membership can do so anytime, but cancellations are subject to a cancellation fee unless the member is able to provide one of the following as documentation:

Medical certificate indicating that the member is physically unable to use the membership; or

They are able to provide proof of relocation to another area (utility bill, rent/lease agreement, etc.).

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Gift Cards are available for purchase in any amount, and can be used towards memberships, passes, program registration, facility rentals, personal training, child minding services & more! Gift Cards are non-transferable and do not have an expiry date.

Stop by the Bold Centre's Guest Services Desk for more details.

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Tri Leisure

Passes/Admissions

Home > Passes/Admissions

Passes/Admissions

TLC Passes	Daily Rate	10-Visit Pass	One Month	Three Months
Adult (18+)	\$11.00	\$99.00	\$70.00	\$178.50
Seniors (60-79)*	\$7.75	\$69.70	\$52.00	\$132.00
Youth (13-17)	\$7.75	\$69.70	\$52.00	\$132.00
Child (2-12)	\$5.75	\$51.70	\$33.00	\$84.00
Tots (under 2)	FREE	FREE	FREE	FREE
Family**	\$26.50	\$238.50	\$182.00	N/A

*All TLC memberships and passes are free for users over 80 years of age.

**Up to two adults and three children/youth.



Tri Leisure

Admission & Memberships

Home > Admissions > Admission & Memberships

Tailor-made options to suit your triACTIVE lifestyle.

TLC Passes	Daily Rate	Multi-Visit Pass
Adult (18+)	\$11.00	\$99.00
Seniors (60-79)*	\$7.75	\$69.70
Youth (13-17)	\$7.75	\$69.70
Child (2-12)	\$5.75	\$51.70
Tots (Under 2)	FREE	FREE
Family**	\$26.50	\$238.50

*All TLC memberships and passes are free for users over 80 years of age.

**Up to two adults and three children/youth.



TLC Admissions & Passes



Passes/Admissions



Annual/Monthly Continuous



Run/Walk



TriActive Daytime



Wellness Program Pass



Corporate



Wellness Program Pass



Corporate

triACTIVE Rewards Program

What is the triActive Rewards Program?



Who is eligible?



Tri Leisure

Annual/Monthly Continuous

Home > Annual/Monthly Continuous

Annual or Monthly Continuous Memberships

Feel like a VIP! As a TLC member, you'll have full access to our dynamic facility. That means you can make the most of our sport, recreation and leisure areas whenever you like. Plus, our members receive special pricing on programs and services. And, if you become a member, you get to be the first to register for your favourite classes. Members also get to take part in drop-in aquatic and fitness classes completely free!

Monthly Continuous (requires pre-authorized automatic debit from a bank account, Visa or MasterCard; minimum four-month commitment.)

Adult (18+)	\$59.00/mth
Senior (60-79)**	\$43.50/mth
Youth (13-17)	\$33.00/mth
Child (2-12)	\$27.50/mth
Annual Pre-Paid	(non-refundable)
Adult (18+)	\$590.00
Senior (60-79)**	\$435.00
Youth (13-17)	\$330.00
Child (2-12)	\$275.00

Family Memberships:

At the TLC we know that a one-size-fits-all approach to Family Memberships doesn't make a lot of sense - families in one household can range widely between a few or many adults, teenagers and children, and we want to make sure our pricing is fair to every type of family unit.

For our Annual and Monthly Continuous Memberships, when one adult in a household has an active full price membership (Annual or Monthly Continuous), additional household members qualify for a 15% discount on their own membership (of equal or lesser value).

**All TLC memberships are free for users over 80 years of age

Tri Leisure

Corporate Memberships

Home » Corporate Memberships

Corporate Memberships

The TLC has 2 options for participating corporations/businesses to access discounted memberships for their employees:

Matching TLC Corporate Membership (Annual or Pre-Authorized)

The TLC Matching Corporate Membership structure applies to either Annual or Pre-Authorized memberships and is available with a minimum of 5 participating employees per company (family members are not covered). TLC Matching Corporate Membership payment distribution is as follows and must be paid in full before receiving the membership.

- TLC Contribution 20%
- Matching Employer Contribution 20%
- Employee Contribution 60%

Bulk TLC Corporate Membership (Annual only)

The TLC Bulk Corporate Membership structure provides employees of a participating corporation/business with up to a 20% discount on the regular cost of an Annual TLC Membership. The plan requires a minimum 10 employee participants in order to qualify (family members of employees are not eligible) Initial memberships must share the same end date and be purchased at one time through one point of contact with the company (Employee or Employer may pay for the membership) Individuals who join the TLC Bulk Corporate Membership program at a date later than the initial bulk purchase will be eligible for the percentage discount offered to the company at the time of the initial bulk purchase.

Number of Participating Employees	Percentage Discount
10-14	10%
15-29	15%
30+	20%

TLC Members benefit from:

- Access to the many amenities at the TLC;

Nutrition Coaching;

- Early registration privileges on all registered programs (48 hours ahead of Non-Members);
- Monthly Member newsletters with all the latest facility information and promotions.
- Eligibility for a 15% discount on the regular price of an Annual or Pre-Authorized TLC Membership purchased for the employees' spouse and dependents under 18 years (within the same household). Spouse and dependents must complete a separate Membership Agreement.



221 Jennifer Heil Way, Spruce Grove, AB, T7X 4J5 | 780.960.5080 | info@trileisure.com |

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The TLC acknowledges that we are on Treaty 6 Territory, the traditional lands of the First Nations, Métis, and Inuit peoples, who have lived and cared for this land for generations. Their vibrant cultures, languages, and ways of knowing play an integral role in our vibrant communities of Spruce Grove, Stony Plain, and Parkland County, as well as in our neighbouring nations, including the Enoch Cree, Paul, Alexander Cree, Alexis Nakota Sioux, and Michele. We respect and are committed to the spirit and intent of this peace and friendship treaty, acknowledging that as treaty people we benefit from this rich land. We are committed to walking the path of learning the truth and working towards reconciliation.

Edmonton Website Design by Pixel Army

Recreation facility admission rates

There are various fee options available based on the recreation facility, how often you plan on visiting and the type of activity you take part in. You can choose between monthly continuous options, single-visit admission, 10-day, one-month or annual passes based on what works best with your personal lifestyle.

On this page

[Active Pass membership](#)
 [Daily admission rates](#)
 [One-month pass](#)
 [Common questions](#)

Continuous membership (Active Pass)

If you plan on visiting Strathcona County recreation facilities on a regular basis, an [Active Pass monthly membership](#) offers the best value. It provides unlimited access to our recreation facilities, and you can choose between two membership options (Active Pass and Active Pass+) based on the type of activities you prefer.

Daily admission rates

Daily admission rates vary depending on the facility you're visiting, and several rate options are available based on your age.

Millennium Place

Daily admission rates at Millennium Place include access to all drop-in and pre-booked activities, including instructor-led classes. GST included.

Category	Daily admission	Daily admission (effective April 1, 2026)
Adult (24-64)	\$11.75	\$12.25
Young adult (18-23)	\$10.25	\$10.25
Senior (65+)	\$10.25	\$10.25
Youth (13-17)	\$9.50	\$9.75
Child (2-12)	\$7.00	\$7.25
Tots under 2	FREE	FREE
Household*	\$31.00	\$32.00

*A household is a maximum of two adults (18+ years) and unlimited children 17 years or younger living in the same household. A household cannot combine

Kinsmen Leisure Centre, Ardrossan Recreation Complex, Glen Allan Recreation Complex, Emerald Hills Leisure Centre

Daily admission includes access to all drop-in and pre-booked activities, including instructor-led classes and indoor court/racquet access. GST included.

Category	Daily admission	Daily admission (effective April 1, 2026)
Adult (24-64)	\$10.25	\$10.50
Young adult (18-23)	\$8.00	\$8.25
Senior (65+)	\$8.00	\$8.25
Youth (13-17)	\$7.25	\$7.50
Child (2-12)	\$5.75	\$6.00
Tots under 2	FREE	FREE
Household*	\$25.00	\$26.00

**A household is a maximum of two adults (18+ years) and unlimited children 17 years or younger living in the same household. A household cannot combine different types of passes and qualify for household pricing.*

Kids' pool only

- \$5.75 fee for one child (parents are free)
- Tots under 2 are free

Daily admission fees apply during recreational swims at Emerald Hills Leisure Centre and Kinsmen Leisure Centre. Fee not valid at Millennium Place.

Steamroom/sauna/whirlpool only \$4.25

Daily admission fees apply during recreational swims at Emerald Hills Leisure Centre and Kinsmen Leisure Centre. Fee not valid at Millennium Place.

Swim diapers (toddler & adult) - \$2.00 Available for purchase at the front desk.

*Did you know? A **10-visit pass** is also available at our facilities. It offers a 10% discount (it costs the same as 9 individual visits), does not expire and is a good alternative for those who visit often but do not wish to sign up for an Active Pass membership.*

One-month pass

A one-month (non-continuous) pass option is available if you do not wish to sign up for an Active Pass+ continuous monthly membership, however it has a higher

Category	One-month pass rate	Rate effective April 1, 2026
Adult (24-64)	\$67.25	\$69.25
Young adult (18-23)	\$51.75	\$53.25
Senior (65+)	\$51.75	\$53.25
Youth (13-17)	\$30.25	\$32.00
Child (2-12)	\$24.00	\$24.75
Tots under 2	FREE	FREE
Household*	Not available	Not available

Did you know? As part of Everybody Gets to Play, the [Recreation Access Program](#) offers subsidized recreation for lower income families in Strathcona County.

Common questions

Active Pass questions

[Expand all](#)

1. How can I start or cancel my Active Pass membership? [🔗](#)

Active Pass memberships can be [purchased online](#) or in-person using a credit card*. You can also sign up for automatic bank withdrawals (in-person only). **Please note that VISA debit transactions are not currently accepted for monthly Active Pass memberships or online program registrations. A VISA debit can only be used for one time purchases in facilities.*

Active Pass memberships can be cancelled at any time by visiting a recreation facility or by emailing recreation@strathcona.ca. Please note that automatic withdrawals happen on the 15th day of each month. **If you wish to cancel, it's best to plan to process or request your cancellation prior to the 10th day of the month** so you won't be charged on the upcoming payment run.

2. Why does a one-month pass cost more than an Active Pass+? [🔗](#)

While a one-month pass includes the same access to activities as the Active Pass+, it's a non-continuous pass and is therefore sold at a higher cost. This approach is unchanged from when we sold the continuous Millennium Card, and this cost strategy is an industry standard across government and privately-run recreation facilities.

We do encourage guests who are able to sign up for a continuous Active Pass or Active Pass+ to take advantage of the lower average cost, and we also offer alternatives such as the 10-visit pass (sold at a 10% discount vs. daily admission rates) and the one-month option. All available admission options are listed on our [recreation admission rates page](#).

3. What happened to the Millennium Card? [🔗](#)

When our recreation facilities closed on March 13, 2020 due to the COVID-19 pandemic, Millennium Card recurring memberships were temporarily suspended. Due to privacy laws, all customer payment information was removed from our systems in 2021, and Millennium Card memberships were permanently cancelled in April 2022.

While our facilities were closed, we took the opportunity to further understand how the card was being used by our community, what could be improved upon and how a continuous membership could provide increased flexibility. It was also the perfect time to rebrand it into something new to reflect the exciting new direction we're taking the membership.

In January 2022, the [Active Pass](#) was first phased in as an interim one-month pass and transitioned as the new recurring membership option in April 2022.

1. If I purchase a daily admission at one facility, can I visit another in the same day? [🔗](#) **Strathcona County**

Daily admissions do not apply across our facilities. Each facility has their own price point for daily admissions based on varying amenities and activity options.

Related topics

Active Pass



Recreation centres



Subsidized recreation



Recreation drop-in calendar





From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Membership Type

Background

- Membership types are a significant component of the overall membership rate discussion.

Attachment

- Membership Type Comparison
- Potential Membership Type Description

Discussion

- Review whether the current number of membership types is necessary, or if some should be removed or added.
- Consider introducing a dedicated walking track membership.
- Review whether the Corporate Membership is achieving the Board's intended purpose with the current 20% discount.
- Evaluate whether the Auto-Renew Membership option with a 10% discount is functioning as intended. Could change the name to Continuous for clarity.
- Consider whether current membership options are clear and easy for patrons to understand.
- Patrons visiting the lakes around Athabasca prefer the three-month membership option in the Summer months.
- Six-month memberships are commonly purchased by patrons who primarily use the Multiplex during colder weather months (October to March).
- All memberships currently include membership perks.

Administration Recommendation

Keep

- The Daily Drop-In and Walking Track options renamed to Day Passes for improved clarity.
- The 10-Pack Punch Passes for both the facility and walking track, renamed 10-Pack Day Passes. Buy 10, get one free.
- One-month memberships.
- Yearly memberships.
- Auto-Renew Memberships: Retain both monthly and yearly auto-renew memberships with a 10% discount. Change the name to Continuous Memberships.

Remove

- The six-month membership option.
- The three-month membership option.

- Remove additional perks associated with the one-month, three-month, and six-month memberships if the Board chooses to retain all membership types. We will discuss this when we talk about membership perks.

Corporate Membership

- Recommend reviewing the Corporate Membership separately through policy discussion and potential adjustment.
- Currently, the Corporate Membership provides a 20% discount on the six-month and yearly membership rates.
- If the six-month membership is removed, the Corporate Membership policy will need to be updated to reflect that the discount only applies to the yearly membership.

Administration will need to provide members and patrons with adequate notice should changes to membership types be approved. It is recommended that a minimum of 3 months' notice be provided to allow members sufficient time to prepare for the transition.

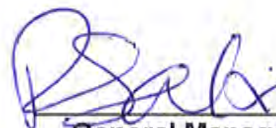
This is an appropriate time to implement changes, as membership levels typically begin to decline during the spring season and further decrease throughout the summer months.

Administration recognizes that any change may result in some initial concerns or feedback from patrons. To support a smooth transition, Administration will prepare:

- consistent messaging and guidance for front desk staff to respond to patron questions and concerns; and
- supporting information for Administration to provide to patrons who may be very dissatisfied with the changes.

Options

- Accept Administration's recommendations as presented.
- Direct Administration to revise membership types based on Board discussion and bring back a revised proposal.
- Maintain current membership types with no changes.
- Another course of action determined by the Board.



General Manager – Rhonda Alix

Membership Analysis Membership Types

	Athabasca	Bold Centre (Lac La Biche)	Slave Lake	Westlock	Tri-Leisure	Millennium Place
1 Month	Yes	Yes	Yes	Yes	Yes	Yes
12 Month - Yearly	Yes	Yes	Yes	Yes		No
3 Month	Yes	No	Yes	Yes	Yes	No
6 month	Yes	No	Yes	Yes		No
Auto Renew - Monthly	Yes	Yes	No	Yes	Yes	Yes
Auto Renew - Yearly	Yes	Yes	No	Yes	Yes	No
Corporate - 12 Month - Annual	Yes	Yes	No	No		No
Corporate - 6 Month	Yes	No	No			No
Daily Drop in	Yes	Yes	Yes	Yes	Yes	Yes
Punch Pass	Yes	Yes	Yes	Yes	Yes	No
Walking Track Daily Drop in	Yes	No	Yes	No		No
Walking Track Punch Pass	Yes	No	Yes	No		No
Active Pass	No	No	No	No	No	Yes
Active Pass +	No	No	No	No	No	Yes
Corporate - 1 Month	No	No	No	No		No
Corporate - 3 Month	No	No	No			No
Matinee Membership	No	Yes	No	No	Yes	No
REC Play Membership	No	Yes	No	No		No
Summer Membership	No	Yes	No	No		No
Super Senior	No	Yes	No	No		No
Walking Track 3 months	No	No	Yes	No		No
Walking Track 6 months	No	No	Yes	No		No
Walking Track Monthly	No	No	Yes	No	Yes	No
Walking Track Yearly	No	No	Yes	No	Yes	No

Potential Membership Type Descriptions

Type	Description
Day Pass	Allows guests admission to the Multiplex, drop in opportunities, and public times for the entire day. Receipt or wristband required for re-entry.
10-Pass	Allows guests 11 daily admissions to the Multiplex for the price of 10. These do not expire.
Month Pass	Allows member admission to the Multiplex for 1 month, expiring 1 month after the original date of purchase.
Yearly Pass	Allows member admission to the Multiplex for an entire year, expiring one year from the date of original purchase. Annual Perks included.
Monthly Auto Renew (Continuous)	Allows members admission to the Multiplex for a minimum of 3 months and auto renews each month. Members receive a 10% discount off of the current month pass rate. These passes do not expire unless cancelled by the member.
Yearly Auto Renew (Continuous)	Allows members admission to the Multiplex for a minimum of 1 year and auto renews each year. Members receive a 10% discount off of the current yearly pass rate. These passes do not expire unless cancelled by the member. Annual perks included.
Walking Track Day Pass	Allows guests admission to the walking track for the entire day. Receipt or wristband required for re-entry.
Walking Track 10-pass	Allows guests 11 day admissions to the walking track for the price of 10. These do not expire.



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Membership Age Categories

Background

- Membership age categories are a key component of the overall membership rate discussion.

Attachment

- Membership Age Category Comparison

Discussion

- Whether to combine “Child” and “Student” into a single category.
- Whether to adjust the student age range (e.g., up to 21 or 25) or remove it entirely.
- Whether to adjust the Senior age range or introduce a Super Senior category.
- Students currently receive the same monthly rates as children; should age groups be redefined as Child/Youth/Student?
- Managing Adult Students is challenging. Consider including them under Child/Youth/Student Category.
- Family membership considerations:
 - Should there be a maximum number of children?
 - Currently allows 2 Adult Students; clarify how Adult Students fit within the family category.

Administration Recommendation

Keep

- Free membership for children 2 years and under.

Change

- Child/Youth/Student: Age 3 to 20
- Adult: Age 21 to 59
- Senior: Age 60 to 79
- Family: 2 adults and their children residing in the same household.
 - If an Adult Student category remains, clarify that an Adult Student is not considered a child and is only eligible as the second adult in a family membership.

Add

- Super Senior: Age 80 and older – free membership

Administration will need to provide members and patrons with adequate notice should changes to membership types be approved. It is recommended that a minimum of 3 months' notice be provided to allow members sufficient time to prepare for the transition.

This is an appropriate time to implement changes, as membership levels typically begin to decline during the spring season and further decrease throughout the summer months.

Administration recognizes that any change may result in some initial concerns or feedback from patrons. To support a smooth transition, Administration will prepare:

- consistent messaging and guidance for front desk staff to respond to patron questions and concerns; and
- supporting information for Administration to provide to patrons who may be very dissatisfied with the changes.

Options

- Accept Administration's recommendations as presented.
- Direct Administration to revise membership age categories based on Board discussion and bring back a revised proposal.
- Maintain current membership age categories with no changes.
- Another course of action determined by the Board.



General Manager – Rhonda Alix

**Membership Analysis
Age Categories**

	Athabasca	Bold Centre (Lac La Biche)	Slave Lake	Westlock	Tri-Leisure	Millennium Place
Free	2 years and under	0 to 3	2 years and under	Under 3	Under 2	Under 2
Child / Youth	3 to 12	4 to 17	3 to 12	3 to 12	2 to 12	2 to 12
Adult Student	18 to 25	17 to 21	N/A	18 over with Student ID	N/A	18 to 23
Student under 18	13 to 17	N/A	13 to 17	13 to 17	13 to 17	13 to 17
Adult	18 to 64	18 to 59	18 to 59	18 to 59	18 to 59	24 to 64
Senior	65 and older	60 to 69	60 and older	60 and older	60 to 79	65 and older
Family	2 adults and their children	2 adults and 3 children (max 5)	2 adults and 3 children (max 5)	2 adults and unlimited children	2 adults and 3 children (max 5)	2 adults and unlimited children
Super Senior	N/A	70 and Older	N/A	N/A	80 and Older	N/A



From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Membership Rates

Background

- Membership Rates are reviewed annually by the Board during the budget process.

Attachment

- Current Day and Membership Rates showing the effect of a 3% increase
- Drop In and Membership Rate Comparisons
- Program Drop In Rate Comparisons

Discussion

Rate History

- In 2017, 2020 and 2021 there were no increases in membership rates.
- In 2018 & 2019, we increased the Membership Rates by 3%.
- In 2022, we increased the Membership rates by 3% rounding up to the nearest \$1.00.
- In 2023, we increased the Membership rates by 3% rounding to the nearest \$1.00, excluding daily drop-in rates.
- In 2024, we increased the Membership rates by 3% rounding to the nearest \$0.25.
- In 2025, there was no increase in Membership Rates.

- Administration attached the current rates with a 3% increase for the Board to review.

- The Bold Centre bases their yearly rate on 9 times their monthly rate. A column has been added to our rate sheet to show our monthly to yearly comparison. Our yearly family membership is 12 months for the price of 7.19 months.
- Another column indicates how many visits a member would need to check in to the Multiplex for their membership to "pay for itself."

- Administration recommends reducing program rates, as they are currently higher than comparable facilities.

Options

- Direct Administration to revise membership rates based on Board discussion and bring back a revised proposal.
- Maintain current membership rates with no changes.
- Another course of action determined by the Board.

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

General Manager – Rhonda Alix

Athabasca Regional Multiplex Membership Rates - Proposed

Presented: March 30, 2026

*****The rates in red are not increased**

	2019, 2020 & 2021	Current 2024 (3%)	2025 (0%)	2026 (3%)	Increase Difference \$	Increase Difference %	Number of Drop In Times you would need to pay for your membership	Number of Months the yearly membership costs
		(round to the nearest \$0.25)		(round to the nearest \$0.25)				
Child					\$ -			
Day Pass	\$ 4.50	\$ 5.25	\$ 5.25	\$ 5.50	\$ 0.25	5%		
Monthly	\$ 27.00	\$ 30.00	\$ 30.00	\$ 31.00	\$ 1.00	3%	5.64	
3 Months	\$ 77.00	\$ 84.50	\$ 84.50	\$ 87.00	\$ 2.50	3%	15.82	
6 Months	\$ 146.00	\$ 160.75	\$ 160.75	\$ 165.50	\$ 4.75	3%	30.09	
Year	\$ 243.00	\$ 266.75	\$ 266.75	\$ 274.75	\$ 8.00	3%	49.95	8.86
Punch Pass	\$ 45.00	\$ 52.50	\$ 52.50	\$ 55.00	\$ 2.50	5%	10.00	
Walking Tack Drop In		\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%		
Walking Track Punch Pass		\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0%		
Student		\$ -	\$ -	\$ -	\$ -			
Day Pass	\$ 6.50	\$ 7.25	\$ 7.25	\$ 7.50	\$ 0.25	4%		
Monthly	\$ 44.00	\$ 48.50	\$ 48.50	\$ 50.00	\$ 1.50	3%	6.67	
3 Months	\$ 126.00	\$ 138.00	\$ 138.00	\$ 142.25	\$ 4.25	3%	18.97	
6 Months	\$ 238.00	\$ 260.50	\$ 260.50	\$ 268.25	\$ 7.75	3%	35.77	
Year	\$ 396.00	\$ 432.75	\$ 432.75	\$ 445.75	\$ 13.00	3%	59.43	8.92
Punch Pass	\$ 65.00	\$ 72.50	\$ 72.50	\$ 75.00	\$ 2.50	4%	10.00	
Walking Tack Drop In		\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%		
Walking Track Punch Pass		\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0%		
Adult		\$ -	\$ -	\$ -	\$ -			
Day Pass	\$ 8.50	\$ 9.25	\$ 9.25	\$ 9.50	\$ 0.25	3%		
Monthly	\$ 58.00	\$ 64.00	\$ 64.00	\$ 66.00	\$ 2.00	3%	6.95	
3 Months	\$ 166.00	\$ 181.25	\$ 181.25	\$ 186.75	\$ 5.50	3%	19.66	
6 Months	\$ 314.00	\$ 344.00	\$ 344.00	\$ 354.25	\$ 10.25	3%	37.29	
Year	\$ 522.00	\$ 570.75	\$ 570.75	\$ 587.75	\$ 17.00	3%	61.87	8.91
Punch Pass	\$ 85.00	\$ 92.50	\$ 92.50	\$ 95.00	\$ 2.50	3%	10.00	
Walking Tack Drop In		\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%		
Walking Track Punch Pass		\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0%		
Senior		\$ -	\$ -	\$ -	\$ -			
Day Pass	\$ 6.50	\$ 7.25	\$ 7.25	\$ 7.50	\$ 0.25	4%		
Monthly	\$ 44.00	\$ 48.50	\$ 48.50	\$ 50.00	\$ 1.50	3%	6.67	
3 Months	\$ 126.00	\$ 138.00	\$ 138.00	\$ 142.25	\$ 4.25	3%	18.97	
6 Months	\$ 238.00	\$ 260.50	\$ 260.50	\$ 268.25	\$ 7.75	3%	35.77	
Year	\$ 396.00	\$ 432.75	\$ 432.75	\$ 445.75	\$ 13.00	3%	59.43	8.92
Punch Pass	\$ 65.00	\$ 72.50	\$ 72.50	\$ 75.00	\$ 2.50	4%	10.00	
Walking Tack Drop In		\$ 2.00	\$ 2.00	\$ 2.00	\$ -	0%		
Walking Track Punch Pass		\$ 20.00	\$ 20.00	\$ 20.00	\$ -	0%		
Family		\$ -	\$ -	\$ -	\$ -			
Day Pass	\$ 20.00	\$ 21.75	\$ 21.75	\$ 22.50	\$ 0.75	4%		
Monthly	\$ 125.00	\$ 137.00	\$ 137.00	\$ 141.00	\$ 4.00	3%	6.27	
3 Months	\$ 357.00	\$ 390.50	\$ 390.50	\$ 402.25	\$ 11.75	3%	17.88	
6 Months	\$ 600.00	\$ 656.00	\$ 656.00	\$ 675.75	\$ 19.75	3%	30.03	
Year	\$ 900.00	\$ 983.75	\$ 983.75	\$ 1,013.25	\$ 29.50	3%	45.03	7.19
Punch Pass	\$ 200.00	\$ 217.50	\$ 217.50	\$ 225.00	\$ 7.50	4%	10.00	
Walking Tack Drop In		\$ -	\$ -	\$ -	\$ -			
Walking Track Punch Pass		\$ -	\$ -	\$ -	\$ -			
Shower		\$ 2.25	\$ 2.25	\$ 2.25	\$ -	0%		

Note:

- Auto Renew - 10% discount
- Corporate Discount - 20% discount
- Punch pass is buy 10 and get 1 Free
- Aspen View Public School Students receive the same Month Rate as a Child Membership

Programs/Classes Rates - Proposed

		2025 (0%)	2026
45 minute Drop in Program Pass - non-Members		\$ 12.08	\$ 9.50
45 minute Drop in Program Pass - Members		\$ 5.00	\$ 5.00
60 minute Drop in Program Pass - non-Members		\$ 13.23	\$ 12.50
60 minute Drop in Program Pass - Members		\$ 10.00	\$ 8.00
45 minute Programs Punch Pass (11 classes) - Non-Members		\$ 120.75	\$ 95.00
45 minute Programs Punch Pass (11 classes) - Members		\$ 50.00	\$ 50.00
60 minute Programs Punch Pass (11 classes) - Non-Members		\$ 132.30	\$ 125.00
60 minute Programs Punch Pass (11 classes) - Members		\$ 100.00	\$ 80.00

Note: Yoga and Aquafit are free classes for Members

Potential * Membership & Day Pass Rates (All prices include GST)**

Category	Age	Day Rate	Monthly	Continuous Monthly (10% Discount)	Yearly	Continuous Yearly (10% Discount)	Punch Day Pass (Buy 10, Get 1 Free)
Tots	0–2	FREE	FREE	FREE	FREE	FREE	FREE
Child, Youth & Student	3–20	\$5.25	\$30.00	\$27.00	\$266.75	\$240.25	\$52.50
Adult	21–59	\$9.25	\$64.00	\$57.75	\$570.75	\$513.75	\$92.50
Senior	60–79	\$7.25	\$48.50	\$44.00	\$432.75	\$389.50	\$72.50
Super Senior	80+	FREE	FREE	FREE	FREE	FREE	FREE
Family	2 adults and their children, same address	\$21.75	\$137.00	\$123.50	\$983.75	\$885.50	\$217.50

Continuous Monthly Membership: Must commit to at least 3 months, 10% discount applied, cancel with 30-day written notice.

Continuous Yearly Membership: 10% discount applied, cancel with 30-day written notice.

Walking Track Rates Only

Category	Age	Day Rate	Punch Day Pass (Buy 10, Get 1 Free)
Tots	0–2	FREE	FREE
Child, Youth & Student	3–20	\$3.00	\$30.00
Adult	21–59	\$3.00	\$30.00
Senior	60–79	\$2.00	\$20.00
Super Senior	80+	FREE	FREE
Family	2 adults and their children, same address	N/A	N/A



#2 University Drive, Athabasca, AB. T9S 0A3
Telephone 780-675-2967

<https://athabascamultiplex.ca/>

Program Rates

Program Name	Bold Center	Tri-Leisure	Westlock
Spin (Bold-30 min, Tri & Westlock 45 min)	\$ 8.00	Memb \$9.00 Non-Memb. \$11.00	\$ 9.00
Senior Yoga (50+, 30 min)	FREE	N/A	N/A
Yoga (60 min)	\$ 12.00	Memb \$13.00 Non-Memb. \$15.00	\$ 9.00
Masters (45 min)	\$ 10.50	Memb \$7.30 Non-Memb. \$8.30	N/A



ATHABASCA
Regional Multiplex
Fitness & Aquatic Centre

From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Membership Discount

Background

- Auto-renew (Continuous) memberships are a part of the rate structure, offering a discount to encourage ongoing memberships.

Discussion

Auto-Renew (Continuous) Memberships

- Discount: 10% off monthly or yearly rates.
- Cancellation: Requires 30 days written notice.
- Minimum Commitment: Monthly auto-renew requires at least 3 months.
- Payment Options: Withdrawal can come from a bank account or credit card.
- Members complete a signed contract.
- This discount has been working well.

Corporate Discount

- Discount: 20% off 6-month or yearly adult memberships
 - (does not apply to family memberships).
- Policy Consideration: Any changes require a policy review.
- Payment Notes: Corporation does not pay directly.

Options

- Direct Administration to revise auto-renew discount based on Board discussion.
- Maintain current auto-renew discount of 10% off.
- Another course of action determined by the Board.

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: March 30, 2026
Subject: Membership Perks

Background

- Membership perks are an important component of the overall membership discussion.

Attachment

- Membership Perks Comparisons
- Policy 500-027 Membership Reimbursement

Discussion

- Current
 - All of our members receive the membership perks.
 - Access to the many amenities at the Multiplex within your age category.
 - Discount on program punch passes and program drop-in passes.
 - Free Aquafit & Yoga classes.
 - Spin & Aqua Pole classes are discounted to \$5.00 per class.
 - 45 Minute Program Punch Pass is \$50.00 for 11 programs.
 - 60 Minute Adult Swim class is \$10.00 drop in or 11 drop-in classes for \$100.00
 - Yearly members only
 - Ability to place an annual membership on hold for up to 30 days once per annual term.
- Should all members receive the same perks, or should perks be structured to incentivize the purchase of annual or auto-renew (continuous) membership?
- Membership incentive possibilities
 - Discounts on classes or swimming lessons.
 - Discounts on facility rentals.
 - Ability to place membership on hold once per year.
 - Fixed number of fitness passes.
 - Fixed number of day passes.
 - Percentage discount on the regular price of an annual membership.
 - (Administration has had concerns brought forward that there is no couple rate.)
- Potential additional annual perks if become available
 - Scan card
 - 24-hour access to the Fitness Centre

Options

- Direct Administration to revise membership perks based on Board discussion and bring back a revised proposal.
- Maintain current membership perks with no changes.
- Another course of action determined by the Board.

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

General Manager – Rhonda Alix

**Membership Analysis
Membership Perks**

Facility	Membership Perks
Athabasca	Access to the many amenities at the Multiplex within your age category.
Athabasca	Ability to place an annual membership on hold for up to 30 days once per annual term.
Athabasca	Free Aquafit classes.
Athabasca	Free Yoga classes.
Athabasca	Discount on program punch passes and program daily passes. Program Punch Pass is \$50.00 for 10 programs.
Athabasca	Spin & Aqua Pole is discounted to \$5.00 per class.
Athabasca	Adult Swim class is \$10.00 drop in or 10 drop in classes for \$100.00

Bold Centre	12 months for the price of 9 with the pre-authorized monthly payment plan – \$49.35 per month (adult membership)
Bold Centre	20 free fitness passes
Bold Centre	2 complimentary All Access passes
Bold Centre	Ability to place membership on hold
Bold Centre	5+ consecutive years = 10% discount
Bold Centre	10+ consecutive years = 15% discount
Millenium Place	Active Pass - unlimited access to activities like gymnasium sports, wellness centre workouts, recreation swims, self led drop in activities.
Millenium Place	Active Pass + - All active pass activities and instructor led drop in classes, pre booked activities and indoor court rentals.
Slave Lake	Multifacility Memberships
Tri Leisure	Access to the many amenities at the TLC;
Tri Leisure	Complimentary drop-in dryland classes and aquatic fitness classes;
Tri Leisure	Complimentary seasonal drop-in sports (badminton, volleyball, soccer, basketball, public skate, shinny, lawn bowling);
Tri Leisure	Complimentary access to 'Members Only' Fitness Classes (samplers and specials);
Tri Leisure	Member pricing on registered programs, specialty fitness classes & professional services such as Personal Training and Nutrition Coaching;
Tri Leisure	Early registration privileges on all registered programs (48 hours ahead of Non-Members);
Tri Leisure	Monthly Member newsletters with all the latest facility information and promotions.
Tri Leisure	Eligibility for a 15% discount on the regular price of an Annual or Pre-Authorized TLC Membership purchased for the employees' spouse and dependents under 18 years (within the same household). Spouse and dependents must complete a separate Membership Agreement.



Policies and Procedures Manual

Policy Number: 500-027

Policy Title: Membership Reimbursement

Adopted: April 29th, 2019

Last Reviewed: May 27th, 2025

Amended: May 27th, 2025

Policy Statement:

ARMS recognizes the need to establish a policy with regard to membership reimbursement.

Guidelines and Procedures:

1. A membership may be reimbursed (calculated by pro-rating the balance of the months not to be used) for the following reasons:
 - A) Medical:
 - A written statement/form from your physician is required stating the member is physically unable to use their membership.
 - B) Relocation:
 - The member must be moving out of the Athabasca County region or the municipalities contained within it and the surrounding areas.
 - A forwarding address; and
 - Proof of relocation (utility bill, rent/lease agreement, etc.).

There will be an administration fee equal to a one month's membership fee deducted from the reimbursement.

2. A membership may be put on hold for up to one month under the following condition:
 - A) Medical Hold:
 - A written statement or form from a physician is required, confirming the member is physically unable to use the membership during the requested hold period.
 - B) Yearly Memberships:
 - May be put on hold once per year.
 - The hold period can be up to 30 days.



ATHABASCA
Regional Multiplex
Fitness & Aquatic Centre

From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Curling Rink Water Fountain Cost

Background

- At the February 23, 2026, ARMS Board Meeting the following motion was carried:

#26-28 Motion by Director Pacholok *"to direct Administration to pursue the cost of installing a water dispenser in the curling rink and bring back to the next meeting."*

Discussion

- At the February 23, 2026, ARMS Board Meeting, the Athabasca Curling Club attended as a delegation so the Board could formally thank them for their generous donation of \$25,000.00.
- During the discussion, the Board asked the Athabasca Curling Club if they had any preferences for how the donated funds could be used. The Club indicated they would like the funds to support upgrades within the Curling Rink, as the facility has recently incurred several significant capital repair costs, including:
 - the dehumidification unit,
 - brine headers, and
 - potentially a water fountain in the Curling Rink.
- Administration confirmed that the overall intent of the donation is to support improvements to the Curling Rink.
- Tim investigated the cost to install a water fountain in the Curling Rink. The estimated cost is approximately \$6,500.00.

Options

- Accept the information as presented.
- Allocate \$6,500.00 of the \$25,000.00 donation to install a water fountain in the Curling Rink in 2026, and allocate:
 - \$9,250.00 to the 2025 Capital Budget to assist with installation costs of the dehumidification unit; and
 - \$9,250.00 to the 2026 Capital Budget for brine header repairs in the Curling Rink.
- Allocate \$_____ to the 2025 Curling Rink Capital Budget to assist with costs related to the dehumidification unit.
- Allocate \$_____ to the 2026 Curling Rink Capital Budget to assist with costs related to the brine header repairs.
- 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: March 30, 2026
Subject: Theatre Repainting Information

Background

- At the February 23, 2026, ARMS Board Meeting, the following motion was carried.
- #26-18 Motion by Director Kapitaniuk “for Administration to bring back the information regarding the repainting of the Nancy Appleby Theatre.”

Attachment

- Government of Canada Explanation of Current Expenses or Capital Expenses
- Wikipedia Capital Expenditure Explanation
- Turbo Tax Capital Expenditure vs. Current Expense

Discussion

- ARMS signed an operating agreement with the Town of Athabasca for the Nancy Appleby Theatre in October 2025.
- The signed Theatre contract between the Town and ARMS states:

5. **“CONDITION OF THE PREMISES, REPAIR & MAINTENANCE**

- 5.1. *Notwithstanding any other provision contained in this Agreement, it is expressly understood and acknowledged by the Tenant that the Landlord has made no warranties or representations relating to the Premises, and the Premises are being leased to the Tenant on an as-is-where-is condition. Without limiting the generality of the foregoing, the Tenant acknowledges that the Landlord has made no warranty or representation of any kind whatsoever as to the quality, condition, sufficiency or tenant ability of the Premises for any use or purpose whatsoever or as to the presence or absence of hazardous substances in, on or under or in the vicinity of the Premises, and the Premises is deemed to be taken by the Tenant at its own risk with all faults and imperfections whatsoever and on a strictly “as is, where is basis”.*
- 5.2. *The Tenant shall keep, repair and maintain the Premises in a good and tenantable condition and shall at the expiration of the Term, or of any period of over-holding permitted by the Landlord or upon sooner termination of this Agreement for any reason whatsoever, deliver up the Premises in no worse a condition than received from the Landlord, excluding reasonable wear and tear. The Tenant shall be responsible for all interior and exterior maintenance and cleaning of the Premises and Building, including without limitation all landscaping maintenance, grass cutting, weed control, snow removal and ice removal.*
- 5.3. *The Landlord shall be solely responsible for, at the Landlord's sole cost:*
- 5.3.1. *maintenance, repair and replacement of all mechanical systems of the Building (electrical, mechanical, HVAC, heating, air-conditioning, and plumbing facilities and equipment);*
 - 5.3.2. *all structural maintenance of the Building and outdoor facilities, including parking lots (which shall include the roof, perimeter loan bearing walls, and foundation of the Building); and*
 - 5.3.3. *all repairs and replacements of a capital nature.”*

- The exterior of the Nancy Appleby Theatre requires repainting.
- Repainting costs were not included in the 2026 Operating Budget, Capital Budget, or Future Capital Project lists.
- We received a quote in August 2022 with a cost of 13,050.00.
- The ARMS Board and/or Members will need to decide what is classified as a capital expense and what is classified as maintenance expense for the Theatre. As well as due to the contractual wording, clarification is required about who is responsible for the exterior repainting.
- Section 5.2 assigns responsibility for interior and exterior maintenance to the Tenant, while Section 5.3.2 assigns responsibility for structural maintenance to the Landlord.
 - Interpretation is required to determine where exterior repainting falls within these sections.

Capital Expense vs. Maintenance Expense

- Provided for context; not Administration recommendation.
- Capital Expense: Money spent to acquire, improve, or extend the life of a long-term asset. Typically:
 - Benefits extend beyond one fiscal year
 - Adds value or improves the asset beyond its original condition
 - Recorded as an asset and depreciated over time
 Examples: roof replacement, major renovations, HVAC replacement, structural repairs
- Operating / Maintenance Expense: Recurring costs to maintain assets in current condition without improving or extending life.
 - Examples: routine cleaning, minor repairs, equipment servicing, landscaping, snow removal
- Assessment Questions for Classification:
 1. Does the work extend the useful life of the asset?
 2. Does it improve the asset beyond its original condition?
 3. Is it a significant one-time project rather than routine upkeep?
 If the answer is “yes” to these, the expense may be classified as capital.
- Government of Canada Guidance: Expenditures that extend the useful life or improve a property beyond its original condition are generally considered capital expenses, while routine upkeep is treated as a current (maintenance) expense.

Additional Facility Cost Clarifications

Administration has identified areas where current practice may not align with the contract wording.

Examples include:

- ARMS repairing or replacing plumbing fixtures (e.g., toilets), which may fall under Town responsibility based on contract interpretation.
- Emergency stair lighting replacements; clarification required whether this constitutes a building system responsibility of the Town.

Telephone Line

- ARMS currently pays for the telephone line connected to the facility's fire system. The fire system is for the entire facility including the Brick School and Library.
 - Clarification is required regarding whether this cost should be the Town's responsibility. The cost is approximately \$75.00/month (\$900.00/year)
- ARMS pays for the telephone line connected to the security system.
 - This cost should remain the responsibility of ARMS.

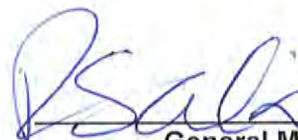
Preventative Maintenance Programs

- Roof – Contract – 3-year agreement for approximately \$800.00/year.
- HVAC – Contract – 3-year agreement for approximately \$1,000.00/year.
- Clarification is required regarding whether these programs fall under Tenant maintenance or Landlord mechanical system responsibilities.

Administration will need clarity on ARMS responsibilities at the Theatre.

Options

- Refer this item to the ARMS Members for discussion and direction.
- Refer this item to the Town of Athabasca for clarification about ARMS responsibilities under the Operating Agreement.
- Direct Administration to add the Theatre repainting cost to the Future Capital Projects list.
- Direct Administration to let the Town know that the exterior repainting of the Theatre has been determined to be the Town's responsibility.
- Obtain a legal opinion on what ARMS responsibility under the Theatre Operating Agreement.
- Another option determined by the Board.



General Manager – Rhonda Alix



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Current expenses or capital expenses

Renovations and expenses that extend the useful life of your property or improve it beyond its original condition are usually capital expenses. However, an increase in a property's market value because of an expense is not a major factor in deciding whether the expense is capital or current. To decide whether an amount is a current expense or a capital expense, consider your answers to the questions in the following chart.

Criteria for determining whether it is a capital expense or a current expense

Criteria	Capital expenses	Current expenses
Does the expense provide a lasting benefit?	A capital expense generally gives a lasting benefit or advantage. For example, the cost of putting vinyl siding on the exterior walls of a wooden house is a capital expense. ¹	A current expense is one that usually recurs after a short period. For example, the cost of painting the exterior of a wooden house is a current expense.

<p>Does the expense maintain or improve the property?</p>	<p>The cost of a repair that improves a property beyond its original condition is probably a capital expense. If you replace wooden steps with concrete steps, the cost is a capital expense. ¹</p>	<p>An expense that simply restores a property to its original condition is usually a current expense. For example, the cost of repairing wooden steps is a current expense.</p>
<p>Is the expense for a part of a property or for a separate asset?</p>	<p>The cost of replacing a separate asset within a property is a capital expense. For example, the cost of buying a refrigerator to use in your rental operation is a capital expense. This is the case because a refrigerator is a separate asset and is not a part of the building. ¹</p>	<p>The cost of repairing a property by replacing one of its parts is usually a current expense. For instance, electrical wiring is part of a building. Therefore, an amount you spend to rewire is usually a current expense, as long as the rewiring does not improve the property beyond its original condition.</p>

<p>What is the value of the expense? (Use this test only if you cannot determine whether an expense is capital or current by considering the three previous tests.)</p>	<p>Compare the cost of the expense to the value of the property. Generally, if the cost is of considerable value in relation to the property, it is a capital expense. ¹</p>	<p>This test is not a determining factor by itself. You might spend a large amount of money for maintenance and repairs to your property all at once. If this cost was for ordinary maintenance that was not done when it was necessary, it is a maintenance expense, and you deduct it as a current expense.</p>
<p>Is the expense for repairs made to used property you acquired to put it in a suitable condition for use?</p>	<p>The cost of repairing used property you acquired to put it in a suitable condition for use in your business is considered a capital expense even though in other circumstances it would be treated as a current operating expense.</p>	<p>Where the repairs were for ordinary maintenance of a property you already had in your business, the expense is usually current.</p>
<p>Is the expense for repairs made to an asset in order to sell it?</p>	<p>The cost of repairs made in anticipation of selling a property, or as a condition of sale, is regarded as a capital expense.</p>	<p>Where the repairs would have been made anyway, but a sale was negotiated during the course of the repairs or after their completion, the expense is considered current.</p>

Footnote

- 1 If based on the criteria, the expense is determined to be a capital expense, some special situations might change the way you would usually deduct this expense. For more information on these special situations, go to [Capital expenses – Special situations](#).
-

Forms and publications

- [Guide T4036, Rental Income](#)
- [Form T776, Statement of Real Estate Rentals](#)

Related link

- [Capital cost allowance for rental property](#).

Date modified: 2025-06-05

Capital expenditure

Capital expenditure or **capital expense** (abbreviated **capex**, **CAPEX**, or **CapEx**) is the money an organization or corporate entity spends to buy, maintain, or improve its fixed assets, such as buildings, vehicles, equipment, or land.^{[1][2]} It is considered a capital expenditure when the asset is newly purchased or when money is used towards extending the useful life of an existing asset, such as repairing the roof.^[3]

Capital expenditures contrast with operating expenses (opex), which are ongoing expenses that are inherent to the operation of the asset. Opex includes items like electricity or cleaning. The difference between opex and capex may not be immediately obvious for some expenses; for instance, repaving the parking lot may be thought of inherent to the operation of a shopping mall. Similarly, the costs of software for a business (either software development or software as a service licensing) might fall into either opex or capex (that is, is it merely business as usual, or is it something new, an investment with multiyear return?). The dividing line for items like these is that the expense is considered capex if the financial benefit of the expenditure extends beyond the current fiscal year.^[4]

Usage

Capital expenditures are funds used to acquire or upgrade a company's fixed assets, such as property, plant, and equipment (PP&E).^[3] In many companies, major capital expenditures require formal approval from the board of directors, depending on corporate governance rules or internal bylaws.^[5] In accounting, a capital expenditure is added to an asset account, thus increasing the asset's adjusted basis (the cost or value of an asset adjusted for tax purposes). Capex is commonly found on the cash flow statement under "Investment in Property, Plant, and Equipment" or a similar line item within the investing activities section.^[6]

Accounting rules

For tax purposes, capex is a cost that cannot be deducted in the year in which it is paid or incurred and must be capitalized. The general rule is that if the acquired property's useful life is longer than the taxable year, then the cost must be capitalized. The capital expenditure costs are then amortized or depreciated over the life of the asset in question. Further to the above, capex creates or adds basis to the asset or property, which once adjusted, will determine tax liability in the event of sale or transfer. In the US, Internal Revenue Code §§263 and 263A deal extensively with capitalization requirements and exceptions.^[7]

Included in capital expenditures are amounts spent on:

1. acquiring fixed, and in some cases, intangible assets
2. repairing an existing asset so as to improve its useful life
3. upgrading an existing asset if it results in a superior fixture
4. preparing an asset to be used in business
5. restoring property or adapting it to a new or different use
6. starting or acquiring a new business

An ongoing question for the accounting of any company is whether certain costs incurred should be *capitalized* or *expensed*. Costs which are expensed in a particular month simply appear on the financial statement as a cost incurred that month. Costs that are capitalized, however, are amortized or depreciated over multiple years. Capitalized expenditures show up on the balance sheet. Most ordinary business costs are either expensable or capitalizable, but some costs could be treated either way, according to the preference of the company. Capitalized interest if applicable is also spread out over the life of the asset. Sometimes an organization needs to apply for a line of credit to build another asset, it can capitalize the related interest cost. Accounting Rules spreads out a couple of stipulations for capitalizing interest cost. Organizations can possibly capitalize the interest given that they are building the asset themselves; they can not capitalize interest on an advance to buy the asset or pay another person to develop it. Organizations can just perceive interest cost as they acquire costs to develop the asset.

The counterpart of capital expenditure is operating expense or operational cost (opex).

See also

- Operating expense (operational expenditure, opex)
- Total cost of ownership (TCO)
- Contract management software
- Capital cost
- Cash flow statement
- Income statement
- Balance sheet
- Expenses versus capital expenditures

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Capital Expenditure vs. Current Expense: What Incorporated Owners Need to Know



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Running your own business comes with both challenges and rewards. One common hurdle, managing your taxes, can be simplified and even turned into an opportunity. By understanding

how to claim your business expenses effectively, you can maximize your tax return.

You also want to do it right the first time—so you don't have to make any adjustments later on. The tough part is that not all expenses are alike. The process of claiming that new pack of printer ink, for example, might be different than claiming the printer itself.

Specifically, there are 2 main types of [business expenses](#) to be aware of: capital expenditures and current expenses. For and sole proprietors, [incorporated business owners](#) it's important to know the difference between the two and how they impact your tax returns. This way, you can make the most of your deductions and avoid potentially time-consuming and costly audits by the Canada Revenue Agency (CRA).

Here, you can learn all about what current expenses and capital expenditures are and understand what you need to know about each to fill out your taxes.

What are current expenses?

[Current expenses](#) are short-term, often recurring payments that are used to keep your business running day-to-day. These usually include one-off, weekly, or monthly expenses that provide an immediate benefit and keep your company operational.

Examples of current expenses

The items below are considered current expenses:

- Rent payments
- Utility bills
- Office supplies
- Gasoline for a vehicle used for business purposes
- Employee payroll
- Insurance premiums
- Property or equipment maintenance costs

How to deduct current expenses from taxes

You can deduct the full cost of current expenses from your income on your [T2 Corporation Income Tax Return](#). You must deduct these expenses in the tax year that you made them. So if you bought new office supplies, made office utility payments, and paid business insurance within a given tax year, you'll deduct those expenses from your income when you file your business taxes.

Say you own a [rental property](#) that you purchased in 2020, but you repainted it in 2024. You'll also claim any paint and labour expenses on your 2024 taxes. We'll explain how to claim payments for that rental property in the next section.

What are capital expenditures?

Capital expenditures are payments made to acquire or significantly improve assets that provide long-term business benefits, meaning, beyond the tax year. If you buy a vehicle to use in your business, for instance, that would be a capital expense. Or if you replace a wooden porch on your rental property, that would be a capital expense.

It's also important to understand the difference between asset repairs and improvements. Typically, repairs like paint jobs or emergency mechanical fixes are considered current expenses. On the other hand, major improvements or renovations that alter the original condition or value of the property are considered capital expenses.

Examples of capital expenditures

Common examples of capital expenditures include:

- Buildings or land
- Vehicles
- Office furniture
- Manufacturing equipment or machinery
- Technology, like computers and certain software programs
- Significant property renovations or improvements

How to deduct capital expenditures from taxes

Capital expenditures are not deducted in the same way as current expenses. Instead of deducting the full cost of your purchase in the tax year it was made, you deduct the value over several years. That's because the capital expenditure will continue to provide revenue for your business, and its value will depreciate as time goes by.

What Capital Cost Allowance (CCA) is and why it's important

As a business owner, you can report these capital expenditures using the [Capital Cost Allowance \(CCA\)](#) deduction and the [T2SCH8 Capital Cost Allowance \(CCA\)](#) form.

The CRA sets [CCA deduction rates](#) for different types of capital expenditures; for example, most buildings are subject to a 4% deduction rate. The CRA also has a first-year CCA rule that says you can only claim 50% of the allowable deduction for an asset in the year that you purchase it.

For instance, if you buy a rental property for \$150,000 in 2025 with a CCA rate of 4%, when you file your 2025 taxes, instead of deducting \$6,000 (4% of \$150,000), you deduct half of that or \$3,000. Here's the math:

$$(\$150,000 \times .04) / 2 = \$3,000$$

The following year, you'll be left with the remaining balance (\$150,000 - \$3,000 = \$147,000), which is known as the undepreciated capital cost (UCC). You'll then apply the CCA rate to this UCC and so on each year until the cost of the asset is fully covered. So, in the second year, your deduction will be:

$$\$147,000 \times .04 = \$5,880$$

How to handle disposals

If you dispose of an asset, such as by selling a rental property, you also have to report it as a [capital gain or loss](#) in that given tax year. You can use [Schedule 6](#) to calculate your gain or loss from the disposal of the property.

Chart: Capital expenditures and current expenses — a breakdown

Now that we've explained the definitions and tax considerations of current expenses and capital expenditures, here's a quick comparison:

	Current expenses	Capital expenditures
Definition	Day-to-day or recurring operational costs	Assets acquired or significantly improved
Business benefit	Short-term, within the tax year	Long-term, over years
Examples	Rent, utility bills, office supplies, gas	Rental properties, vehicles, equipment
Amount deducted	Full amount	Portion over time using Capital Cost Allowance (CCA)
When it's deducted	In the current tax year	Over several years

Understanding these differences is crucial for filing your business taxes. It's important to know which expenses fall under each category so they're accurately deducted from your income according to the CRA guidelines.

For example, if you inaccurately claim a new vehicle purchase of \$30,000 as a current expense instead of a capital expenditure. Instead of deducting a portion of that expense with a CCA, you'll end up deducting the full \$30,000 cost, which will significantly lower your taxable income and impact your return.

Do you have to file taxes if you only have expenses and no reportable income for the year?

Yes, incorporated business owners have to file their corporate tax returns even if they have no reportable income for the year. It's also beneficial to do so. If the amount of your expenses is greater than your income, that qualifies as a business loss. According to the CRA, businesses can carry losses backward by 3 years or forward 20 years using [Schedule 4](#). This reduces taxes in future years when the business starts to earn a profit.

You can check your CRA account or [Notice of Assessment \(NOA\)](#) to see the current balance of your unclaimed losses

TurboTax Canada stands ready to help you file confidently and claim everything you're entitled to, so you can keep building your business while trade dynamics shift.

Be prepared to file your corporate tax returns

Running a business can be expensive, with unexpected costs popping up at every turn. When you have an opportunity to offset some of those costs with tax deductions, you want to be ready.

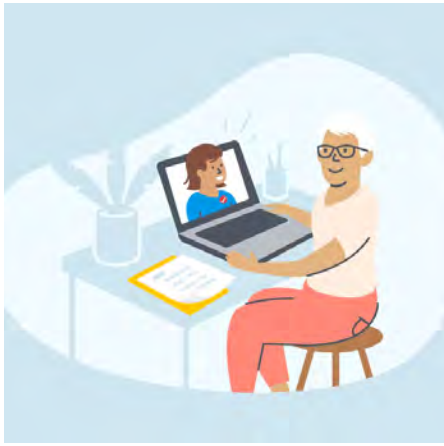
By understanding the difference between capital expenditures and current expenses, you can accurately claim your deductions and streamline your bookkeeping throughout the year, so you're ready when tax season rolls around.

Claim your eligible expenses with confidence.

Use TurboTax Business Assisted, a CRA-certified tax software, to file your taxes with ease and accuracy. You can get unlimited help and guidance during your return, and a final review before you file, so you're never on your own.

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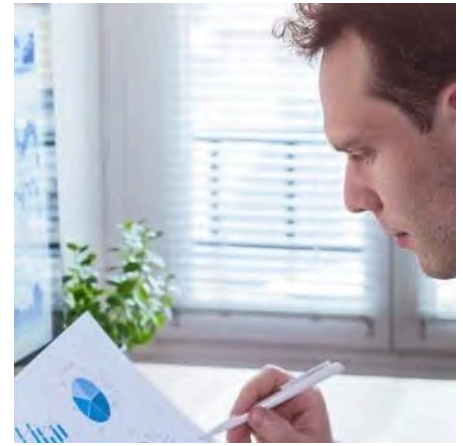
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March 30, 2026 ARMS Board Meeting Agenda Package

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From: Rhonda Alix, General Manager
To: ARMS Board
Date: March 30, 2026
Subject: Encroachment Agreement Request

Background

- At the February 23, 2026, ARMS Board Meeting the following motion was carried.

#26-26 Motion by Director Hall *"to direct Administration to send a letter to our landlords requesting permission to enter into an encroachment agreement with Aspen View Public Schools."*

Attachment

- Letter to the Town of Athabasca dated March 5
- Letter to the Athabasca County dated March 5

Discussion

- Administration sent a letter to each our landlords requesting permission to enter into an encroachment agreement with AVPS on March 5.
- Administration has not heard back from either of our landlords.
- When our landlords send us their decision, Administration will provide an update to the Board.

Options

- Accept the information as presented.
- Another option determined by the Board of Directors.

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

General Manager – Rhonda Alix

March 5, 2026

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

Sent Via Email

Attention: Rachel Ramey,
Town of Athabasca CAO

RE: ARMS Encroachment Agreement Request with Aspen View Public Schools

Dear Ms. Ramey,

Athabasca Regional Multiplex Society (ARMS) completed a boundary survey of the soccer fields located on Town of Athabasca and Athabasca County lands that ARMS operates (Plan 1525115, Block 8, Lot 8). A summary of the survey findings is provided below. The boundary survey and the Town of Athabasca interactive map of the area are attached for reference.

Property Line Survey Findings:

- a) Two Aspen View Public Schools (AVPS) sheds are located on the property operated by ARMS.
- b) The north portion of AVPS's track is located on the property operated by ARMS.
- c) The goalposts on the north portion of AVPS's soccer/rugby pitch (inside the track) are located on the property operated by ARMS.

As AVPS infrastructure is located on property operated by ARMS, the Board discussed this matter and the associated liability considerations at our most recent meeting.

At the February 23, 2026, ARMS Board Meeting, the following motion was carried:

#26-26 Motion by Director Hall "to direct Administration to send a letter to our landlords requesting permission to enter into an encroachment agreement with Aspen View Public Schools."

Please let me know if you have any questions at multiplexmanager@athabasca.ca.

Sincerely,



Rhonda Alix
General Manager
Athabasca Regional Multiplex Society

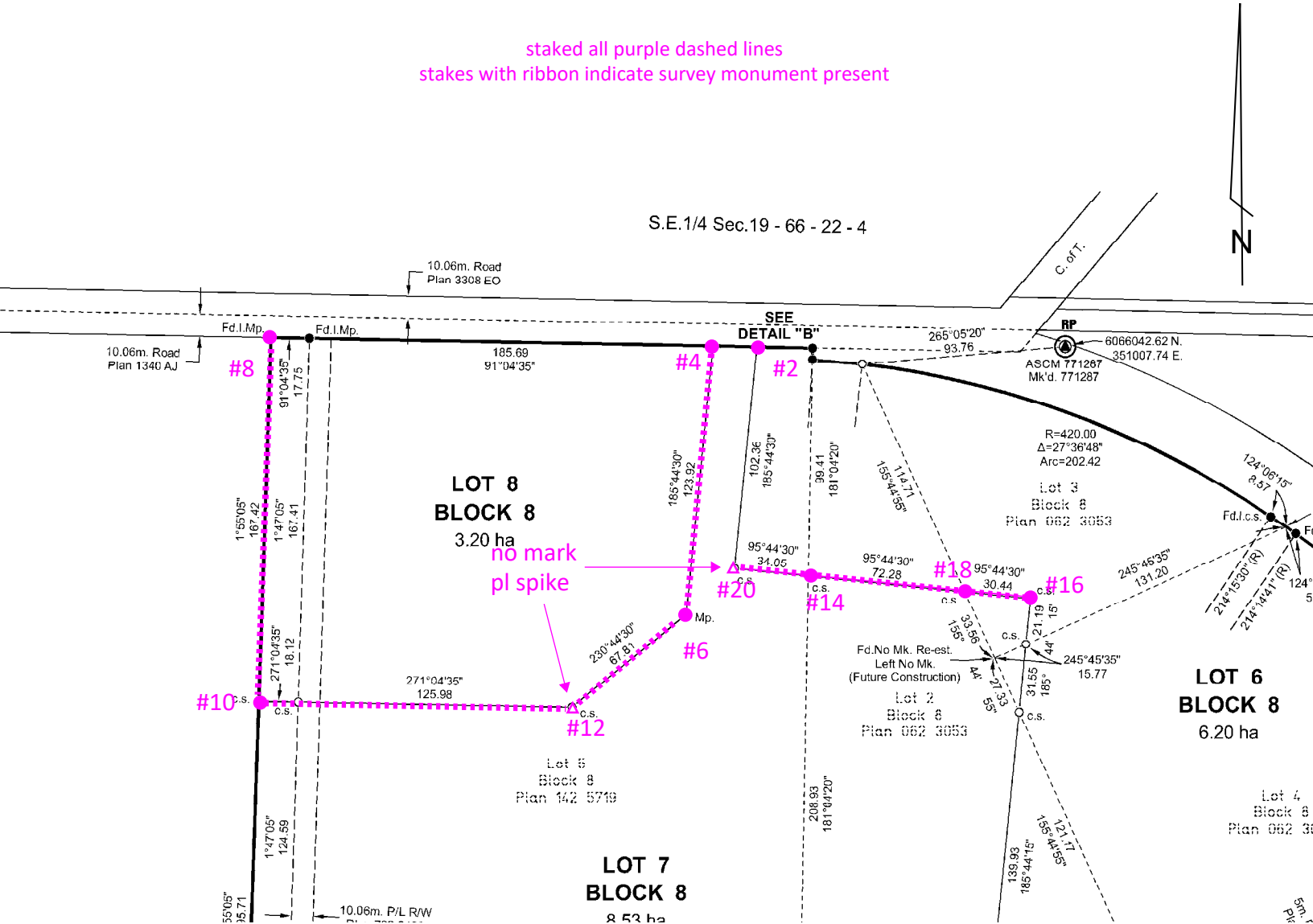
cc. Darlene Reimer, Board Chair, Athabasca Regional Multiplex Society

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

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.



March 5, 2026

Athabasca County
3602 – 48th Avenue
Athabasca, AB T9S 1M8

Sent Via Email

Attention: Bob Beck,
Athabasca County CAO

RE: ARMS Encroachment Agreement Request with Aspen View Public Schools

Dear Mr. Beck,

Athabasca Regional Multiplex Society (ARMS) completed a boundary survey of the soccer fields located on Town of Athabasca and Athabasca County lands that ARMS operates (Plan 1525115, Block 8, Lot 8). A summary of the survey findings is provided below. The boundary survey and the Town of Athabasca interactive map of the area are attached for reference.

Property Line Survey Findings:

- a) Two Aspen View Public Schools (AVPS) sheds are located on the property operated by ARMS.
- b) The north portion of AVPS's track is located on the property operated by ARMS.
- c) The goalposts on the north portion of AVPS's soccer/rugby pitch (inside the track) are located on the property operated by ARMS.

As AVPS infrastructure is located on property operated by ARMS, the Board discussed this matter and the associated liability considerations at our most recent meeting.

At the February 23, 2026, ARMS Board Meeting, the following motion was carried:

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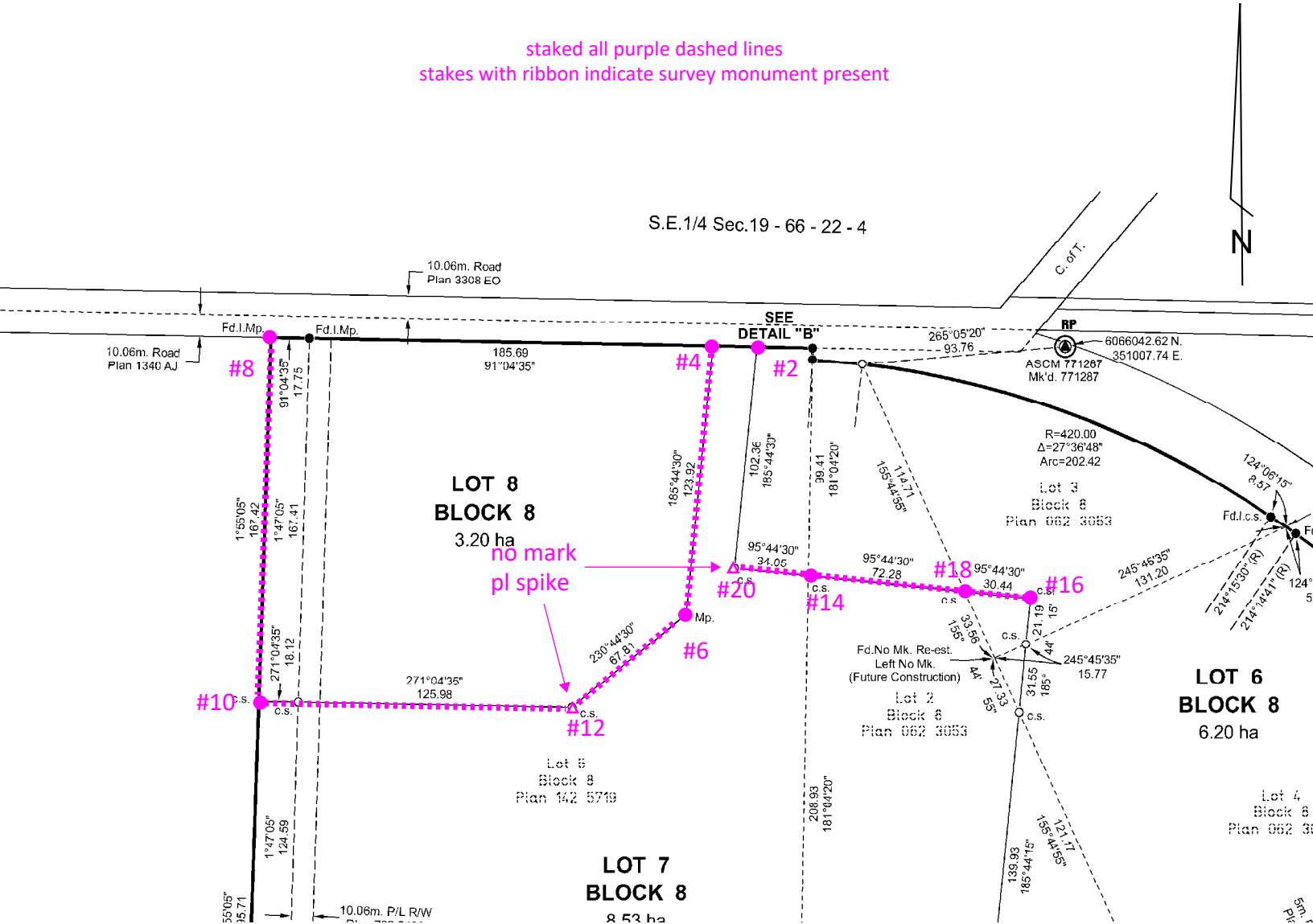
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