

2015



Alberta Association of

Recreation Facility Personnel



TABLE OF CONTENTS

AGM Agenda	1
AGM Minutes.....	2
2015 REPORTS:.....	8
Memberships	8
Courses.....	9
Golf Tournament	10
Symposium	11
Board Reports	12
President Report	12
Education Representative Report	13
Executive Director Report	14
North East Zone Representative Report	16
North West Zone Representative Report.....	17
North Central Zone Representative Report.....	18
Edmonton Zone Representative Report	19
Central Zone Representative Report	20
South Central Zone Representative Report	21
South Zone Representative Report.....	22
Treasurer's Report	23
Independent Auditor's Statement.....	24
AUDITED STATEMENTS:	26
Statement of Financial Position as at December 31, 2015 and 2014.....	26
Statement of Operations as at December 31, 2015 and 2014.....	27
Statement of Cash Flows as at December 31, 2015 and 2014	28
Proposed 2016 Operating Budget.....	29
2015 Board Members	30
Proposed New Board Structure.....	31
Bylaws.....	32

AGM AGENDA

Tuesday, April 26, 2016 - Drumheller, AB

1. Call to Order

2. Approval of the Agenda

3. Approval of the Minutes of the Annual General Meeting

Tuesday, April 28, 2015

4. Business Arising from the Minutes

5. Executive Reports as Circulated

* President	Sandi Stewart	Lacombe
* Treasurer	Dawn Mercereau	Camrose
* Education Rep.	Sonia Dodd	Stettler
* Associate Rep.	Ryan Jones	Calgary
* Executive Director	Stuart Ray	Cochrane

6. New Business

A. 2015 Financial Report

B. 2016 Proposed Budget/2017 Shadow Budget

C. Appointment of Auditor

D. Future Conference Host: 2017 Edmonton – Marriott River Cree

E. Election of Officers

- i) President Elect
- ii) Education Rep
- iii) Associate Rep (1 year term)
- iv) Nominations for Zone Representatives
 - Calgary Zone
 - North West Zone
 - North Central Zone
 - South Zone

F. Board Structure Proposal for 2017

G. Special Resolution (Bylaws):

Be it resolved that as a Special Resolution the Bylaws are repealed and replaced with the attached Bylaws.

Moved by: Carol Dunnigan – City of Spruce Grove

Seconded by: Aaron Singh – City of Spruce Grove

7. Adjournment

AGM MINUTES

Tuesday, April 28, 2015

Attended by 134 Constituted members

1. Call to Order

President Sandi Stewart (Lacombe) called the meeting to order at 10:16 am on April 28, 2015 in Banff. Sandi introduced the board members of the Association that were in attendance and welcomed all members old and new who were attending the conference. We had **132** new attendees at conference.

2. Approval of the Agenda

Motion by Colleen Sparrow (Edmonton): “That we accept the agenda as presented on page 2 of the Annual Report.”

Second by Russell Ferris (Red Deer)

Carried

3. Approval of the Minutes of the Annual General Meeting, April 29, 2014

Motion by Reg Bennett (Drumheller): “That we accept the minutes from the Annual General Meeting, April 29, 2014 in Jasper as presented on pages 3-8 of the Annual Report.”

Seconded by Tom Peters (Leduc)

Carried

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Executive Reports as Circulated

- | | | |
|----------------------|----------------------|-------------------|
| • President | Sandi Stewart | Lacombe |
| • Treasurer | Neven Wilson | Cochrane |
| • Education Rep. | Stuart Ray | Cochrane |
| • Associate Rep. | Willie Jurcevic | Calgary |
| • Executive Director | Kim Snell/Stuart Ray | Edmonton/Cochrane |

Motion by Wes Amendt (Ponoka); “to accept as information the Executive Board Reports as presented on pages 13-26 of the 2014 Annual Report.”

Seconded by Allan King (Stettler)

Carried

6. New Business

A. 2014 Financial Report

Neven Wilson (Cochrane) presented the financial report to the members for information.

Motion by Neven Wilson (Cochrane): “That the membership accept as information the 2014 Financial Report as presented on Pages 29-31 of the 2014 Annual Report.”

Seconded by Willie Jurcevic (Calgary)

Carried

B. 2015 Proposed Budget/2016 Shadow Budget (information)

Motion by Neven Wilson (Cochrane): “That the membership accepts the 2015 budget as presented on page 32 of the 2014 Annual Report.”

Seconded by Paul Salvatore (Drumheller)

Carried

C. Appointment of Auditor

Motion by Neven Wilson (Cochrane): “That the firm of KPMG LLP be appointed as the Association Auditor for 2015.”

Seconded by Gwen Snell (Hanna)

Carried

D. Future Conference Hosts: 2016 Drumheller

The 2016 Conference has been awarded to Drumheller. Paul Salvatore (Chair), Cody Glydon (Vice Chair) of the 2016 Conference Committee provided a report on next year’s conference which will be held **April 24-27, 2016.**

Motion by Guylaine Green (Saskatchewan): “That we accept as information the 2016 conference report as presented.”

Seconded by: Chris Enders (Fort Saskatchewan)

Carried

E. Election of Officers

Sandi turned the chair over to Aaron Singh, Past President, who was identified as the Election Officer for the Annual General Meeting. Aaron reviewed the election process with the attendees including that we do not need a motion to close nominations and that if such a motion is made it would require 2/3 majority vote.

The following members have volunteered to serve as Returning Officers. In the event of a vote they will distribute blank ballots, collect completed ballots and count ballots. They are Chris McKenna (Blackfalds), Don Dombrosky (Edmonton), Suzanne Gaida (Cochrane) and Colleen Sparrow (Edmonton).

i) Secretary -

The Nominating Committee has received the following nominations for the position of Secretary:

Charlene Jackson, nominated by Dawn Mercereau.

Aaron Singh (Spruce Grove) called for Nominations from the floor for the position of Secretary.

Aaron then asked if there are any further nominations.
Aaron then declared nominations closed.

Motion by Don Dombrosky (Edmonton) to instruct the President to cast a single ballot for Charlene Jackson for Secretary.

Seconded by Willie Jurcevic (Calgary)

Carried

ii) Treasurer -

The Nominating Committee has received the following nominations for the position of Treasurer:

Neven Wilson, nominated by Russ Tanner.
Dawn Mercereau, nominated by Elise Shelley

Aaron Singh (Spruce Grove) called for Nominations from the floor for the position of Treasurer.

Aaron then asked if there are any further nominations.
Aaron then declared nominations closed.

The nominees had the opportunity to make a 5-minute presentation to the Annual General Meeting.

Based on receiving the majority of votes in the election, Aaron Singh (Spruce Grove) declared Dawn Mercereau elected to the position of Treasurer for the Alberta Association of Recreation Facility Personnel.

Motion by Pat Chomyszyn (Spruce Grove): “To destroy the ballots.”

Seconded Chris McKenna (Blackfalds)

Carried

iii) Education Rep -

The Nominating Committee has received the following nominations for the position of Education Rep (1 year remaining of 2 year term):

Sonia Dodd, nominated by Lee Penner.

Aaron Singh (Spruce Grove) called for Nominations from the floor for the position of Education Rep.

Aaron then asked if there are any further nominations.
Aaron then declared nominations closed.

Based on receiving the majority of votes in the election, Aaron Singh (Spruce Grove) declared Sonia Dodd elected to the position of Education Rep for the Alberta Association of Recreation Facility Personnel.

Motion by Sheldon Fandrey (Red Deer) to instruct the Secretary to cast a single ballot for Sonia Dodd for Education Rep.

Seconded by Christie Becker (Red Deer).

Carried.

iv) Zone Representatives -

The membership of the Zones held elections yesterday. The following members were nominated and elected to the positions of Zone Representative. Would each person please stand and be acknowledged:

Central Zone – Chris McKenna (Blackfalds)
Edmonton Zone – Ross Johnson (Edmonton)
North East Zone – Scott Walker (Wainwright)
South Central Zone – Lloyd Smith (Okotoks)

Motion by Chris Enders (Fort Saskatchewan): “To instruct the Secretary to cast a single ballot for Chris McKenna, Ross Johnson, Scott Walker, and Lloyd Smith as Zone Representatives for the Alberta Association of Recreation Facility Personnel.

Seconded by Elise Shelley (Calgary)

Carried

Aaron Singh (Spruce Grove) declared Chris McKenna, Ross Johnson, Scott Walker, and Lloyd Smith, Zone Representatives.

v) Associate Representative

The Associate Members held elections yesterday. Ryan Jones (Calgary) was nominated and elected to the position of Associate Representative.

Motion by Paul Evans (Oyen): “To instruct the Secretary to cast a single ballot for Ryan Jones (Calgary) as Associate Representative for the Alberta Association of Recreation Facility Personnel.”

Seconded by Tom Peters (Leduc)

Carried

Aaron Singh (Spruce Grove) declared Ryan Jones (Calgary) Associate Representative.

Aaron Singh turned the chair of meeting back to chair Sandi Stewart, President.

F. Future Board Structure Proposal

President Sandi Stewart then returned to chairing the meeting and presented the existing and proposed future Board structure and explained that this would be a multi-year transitional process, assuming the general membership is supportive of it.

7. Adjournment

Many thanks went out to the Conference Committee for their hard work and putting on a successful conference, the office staff for their continued dedication and hard work to this association and the Board of Directors who continue to show great support to this organization.

Motion by Colleen Sparrow (Edmonton): “That we hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on April 26, 2016 at 10:15 am in Drumheller, Alberta.”

Seconded by Derek Hacke (Milk River)

Carried

Motion by Yvonne McNabb (Jasper): “That the 2015 Annual General meeting is adjourned.”

Carried

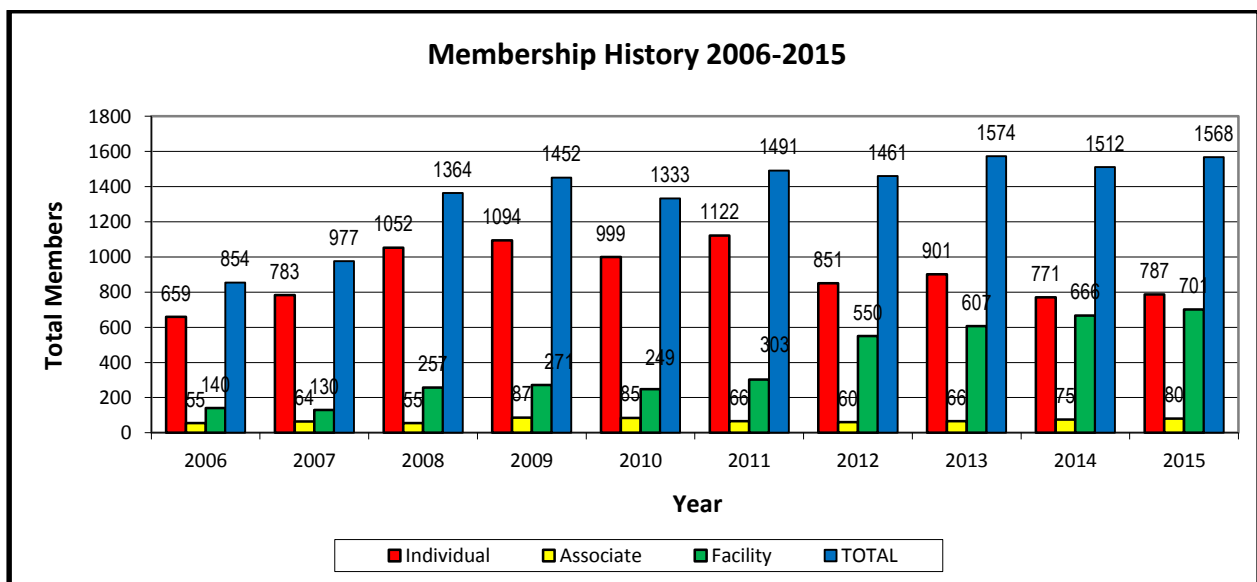
2015 REPORTS

MEMBERSHIPS

Membership numbers increased almost 4% overall in 2015, which was partly associated with the increase in Facility Memberships of 5.3%. As we have seen in previous years, the municipalities that our members work for are seeing the value in our Facility Memberships vs the Individual Memberships, especially if they have several staff planning to participate in our courses and/or conference.

Associate memberships showed an increase of 6.7%. These memberships have always remained pretty steady over the years, but the increase we saw in 2014 and over this past year can be attributed to the work of our Administrative Coordinator concentrating on recruiting new Associate members in the area of sales that have been requested by our members, to expand the variety of sales and service these Associates provide. We have been able to put more focus on our social networking in terms of highlighting our Associate Members through mass emails, sponsorship opportunities and Facebook. We are also having success in simple word of mouth from our members and also cold calls to those companies that work with our members in their facilities every day. Businesses are starting to see the benefit of belonging to an association such as RFP to reach a larger audience and provide great customer service and information to our members by submitting wonderful articles to Leisure Lines and also participating in our Conference program by speaking in our sessions. These are some great ways to get new information to our members about the latest and greatest technologies in our field. The Membership history from 2006- 2015 is found below in Table 1:

FIGURE 1: MEMBERSHIP HISTORY 2006-2015



2015 Reports Continued ...

COURSES

The 2015 course year was busy with both regular and special courses. AARFP was contacted by several communities to run training courses, and the staff and instructors did their best to meet all demands. AARFP Training courses for 2015 ranged throughout Alberta, Saskatchewan and into Nunavut and the Northwest Territories. Table 1, found below, lists all the communities where training occurred.

TABLE 1: COURSE LOCATIONS FOR 2015

Airdrie	Cold Lake	High River	Spruce Grove
Beaumont	Edmonton	Humboldt, SK	Stettler
Bonnyville	Edson	Inuvik, NWT	Strathcona
Brooks	Frog Lake	Iqaluit, NU	Strathmore
Calgary	Fort Saskatchewan	Leduc	Taber
Camrose	Grande Prairie	Okotoks	Westlock
Canmore	Hay River, NWT	Olds	
Cochrane	High Prairie	Red Deer	

AARFP Regular Courses are set up the year prior, and they are open to the public for registrations. These courses are promoted through the AARFP Wall Calendar, Education and Supplier's Guide, and the website (www.aarfp.com). In 2015, the number of regular courses was comparative to the 2014 year but the number of students was up about 5.5%, and exceeded the budgeted amount. The number of regular courses (R) are listed below in Table 1.

Special courses are those not scheduled for the year, but are requested from a community specifically to train their own staff. In 2015, we saw the usual number of specials start to increase again after a bit of a slump in 2014. The start of 2016 has indicated that we are continuing in that direction. While Alberta is definitely in an economic downturn, it doesn't seem to be affecting the numbers in our courses. In fact, during the last downturn in 2009, we saw one of our strongest years ever. The number of special courses (S) are found in Table 2.

TABLE 2: NUMBER OF COURSES FOR 2015

Course	R	S	Course	R	S	Course	R	S
Arena Operator 1	6	4	Pool Operator 1	11	9	Building Mtce 1	6	0
Arena Operator 2	4	4	Pool Operator 2	5	3	Building Mtce 2	4	0
Arena Maintenance	4	3	Parks & Sport Field 1	3	1	Custodial	2	1
Nature Ice	0	1	Parks & Sport Field 2	3	1	Policy & Procedure	1	3
Lifecycle/Risk Mgmt.	1	1	Ball Diamond Const.	0	0	Supervisory Skills	4	0

R = Regular Course S- Special Course

2015 Reports Continued ...

GOLF TOURNAMENT

It's hard to believe that this was the 5th year for the AARFP Skip Hayden Memorial Golf Tournament. In RFP's history, golf used to be an activity during the RFP annual conferences, and Skip Hayden loved to golf. For that reason, when Skip passed away with ALS several years ago, it made perfect sense to pay tribute to a past RFP Board Member, instructor, and friend through a round of golf during a more favorable time of year. Now, the tournament has escalated to encompass networking, being active, eating, and winning prizes. All which are still done in Skip's good name! The tournament this year was held on Friday, September 4th at the Olds Central Highlands Golf Club, and it was a little cold to say the least. I believe the day reached a balmy high of +3 degrees with rain and wind. The golfers all managed to play 18 holes. Why would they do that? Because apparently people in recreation may be a bit competitive. Nobody wanted to be the first team to quit. Hats off, or should I say mittens off, to each and every one of those golfers! You are truly amazing! So, thank-you to all 48 golfers that came out this year to get some fresh [cold] air, some exercise, and some networking.

TABLE 3: SPONSORED HOLE WINNERS

Mens' Longest Putt	Mike McGilvery, Park 'N Play Design Co. Ltd.
Ladies' Longest Putt	Christine Hemminger, McKenzie Towne Council
Mens' Longest Drive	Tim Bennett, Cranston Residents Association
Ladies' Longest Drive	Heather Connor, Park 'N Play Design Co. Ltd.
Mens' Closest to the Pin	Chris Oldfield, McKenzie Towne Council
Ladies' Closest to the Pin	Meg Phillips, Town of Didsbury

The winning team of the tournament, was the team of Randy Bell, Wes Amendt, Norm Morrow, and Brian Hennessey. Coming in a very close second was the team of John Greer, Wes Amendt, and Henry Wong, and third place went to the team of Chris McKenna, Karen, Randy Bell and Greg Leitch. First and Second place players took home a \$50 gift card each, and third place took home a \$25 gift card each. Names for all the other donated prizes were drawn.



2015 Reports Continued ...

SYMPOSIUM

Symposium 2015 in Red Deer was a success by all accounts. Communities are becoming more aware of the great opportunity to get their staff trained in one week at one location. The Symposium is intended to deliver a number of courses in a cost effective manner, and is also intended to help those who are working towards achieving certification.

All AARFP courses are designed to encourage Facility Operators and professionals to develop and enhance their skills and abilities in areas that will benefit themselves, their employer, their career, and the facility in which they operate.

In total, 119 people took advantage of ten courses that were offered during the week of August 10-14. Thank you to all of the instructors and the students for making this year's event a success. If you are interested check out the website www.aarfp.com for this year's lineup of courses, 2016 dates are August 7-12. This is a great opportunity to participate in a number of training opportunities all within one location and at one time.



2015 Reports Continued ...

BOARD REPORTS

PRESIDENT REPORT

With my final term as President now coming to an end, I reflect on how productive the Board has been and would like to thank them all for the stamina they have shown during our many lengthy meetings. The passion and uniqueness which each member of the Board brings to the table is very beneficial to our Association. It has truly been an honor to lead such a dynamic team.

As I look back over the year, I think about our many accomplishments achieved by the Board and staff. Some of these highlights include:

- Finalizing our new three year Strategic Plan and Operating Initiatives; aligning ourselves with the Provincial and National Policies.
- Increasing our membership and course profits through efficiencies which contributed to a 2015 operating surplus of over \$48,000, all while providing diverse, quality education opportunities.
- Providing new systems for good governance with the proposal of a new Board Structure and Bylaws, as well as updating the Board Roles & Responsibilities.
- Successfully fostering communication between members, agencies and individuals, while encouraging fellowship through our annual golf tournament and record breaking attendance at the 2015 conference.
- Approving systems to effectively market and promote our products, services, and opportunities.

As President I have had the opportunity to:

- Meet with ARPA several times as we move to strengthen the relationship we have with their Association. I was able to attend their annual Provincial Forum, Conference and AGM.
- Attend the RFABC (Recreation Facility Association of British Columbia) Conference where I was able to learn from their association.
- Participate in our Building Maintenance 2, Policy and Procedure Manual Course, and complete my Pool Operations 1.
- Create a diagram of our proposed organizational structure and learn more about bylaws.

Behind every good board is an amazing staff to help us accomplish the tasks that we take on. Rhonda and Stuart are outstanding in their areas and make our work as a Board much easier. I would like to thank both of them (and our previous Administrative Coordinator - Shawntel Graybill) for the assistance they have given me in my role as President. I would also like to thank the City of Lacombe for their continued support as I serve on the RFP Board.

Let's keep the momentum going!

Sandi Stewart, President

2015 Reports Continued ...

EDUCATION REPRESENTATIVE REPORT

Hard to believe that conference is here again, as I look back and wonder where did all the time go?

In the time that I have been Education Rep, I have organized the Cadre Meeting in November which was very well attended and lots of discussion was done. Lots of information shared with instructors.

Currently working with the Pool stream on the updates to the programs.

Working still on the power point template with all courses.

Contacted a couple of Organizations to jump on board with the sponsoring of courses, and hope that all works out in the near future.

Will be contacting the other streams that needed revisions shortly, to see where the progress is with them.

The direction with course structure for the year seems to be working well and attendance is looking good even in this economic down turn we are in.

I hope to run for Education Rep at the 2016 conference, as I feel 1 year is just getting my feet wet and there is still so much that can be done.

Sonia Dodd, Education Rep



2015 Reports Continued ...

EXECUTIVE DIRECTOR REPORT

2015 was my first full year as your Executive Director and it has been a very eventful year. Here is a synopsis of what took place over the past year:

Collaborations

- Aquatics – We have worked with Alberta Recreation and Parks Association, Alberta Health, Life Saving Society, Red Cross, Alberta Assoc of Aquatic Professionals, Alberta Health, Alberta Health Services, Canadian Institute of Public Health Inspectors, Southern Alberta Pool group and Alberta Municipal Health and Safety Association (AMHSA) over the past year on a number of initiatives that provide training and support to Aquatic personnel in the province.
- Arenas – we have worked with Alberta Health on a project they are working on in regards to air quality in arenas, Alberta Recreation and Parks Association on their Rec Focus Arenas program and Natural Resources Canada on an arena energy related project.
- Building Maintenance – we have worked with the Southern Alberta Institute of Technology and representatives from Building Owners and Managers Assoc. (BOMA) and International Facility Management Assoc. (IFMA) on a new program for building maintenance operators.
- General Collaboration – we have shared information, worked with and discussed issues relevant to Facility Operation and Maintenance with Alberta Urban Municipalities Association (AUMA), Canadian Parks and Recreation Association (CPRA), Canadian Recreation Facilities Council (CRFC), Alberta Camping Assoc. (ACA), Recreation and Physical Activity Division (RPAD),
- AARFP and our training programs are now recognized and we are an official provider under the Canadian Parks and Recreation Associations Professional Development Certification program.

RFP Course updates – The association and the instructor's cadre are currently working on updating the Arena Level 2 course, Parks 1 course and both of the Pool Operators courses.

Instructor recruitment – In 2015 we welcomed a number of new instructors to the instructor cadre. We are still looking for a few more individuals in the areas of Parks and Building Maintenance. If this is your area of experience and you want to become an instructor with the Association please contact me at stuart@aarfp.com

Website improvements – In 2015 we initiated a number of changes to our website in an effort to make it easier for you to conduct your business with us. We hope the changes are an improvement but please let us know if there are issues that you might come upon. In the end we want your experience with RFP to be a great one.

2015 Reports Continued ...

Drumheller Conference – I want to thank all of the dedicated volunteers who have put together this year’s program in Drumheller. I know they have put in countless hours to make our time together in Drumheller the best ever. So when you come to conference and you see one of the volunteers (they are easy to spot with the vests on) give them a great big thanks for making this year’s event happen.

Auditors Report – I am pleased to say that this year’s auditors report is a very positive one indeed. Thanks go out to your board of directors and the staff for doing what they do every day to make our Association as great as it is.

Annual General Meeting- This year we are bringing forward a number of changes in the governance structure of the board of directors and a number of changes to the Associations Bylaws. This was introduced at last year’s AGM and will be voted upon at the AGM. We look forward to your participation.

Farewell to Shawntel Graybill – after 8 years with the Association we bid farewell to Shawntel who is pursuing new adventures out of the office environment. If you ever called the office you have probably chatted with Shawntel at one time or another. We will miss her professionalism and outstanding customer service she provided over the years. Best of Luck in all of your future endeavors and you will be missed.

I am looking forward to a number of new initiatives we have in store for the upcoming year. We are working finishing our marketing plan for the association that was started back in 2013. Conference 2017 planning is underway and we are also furthering the measurement project for the association that got started last year. The new 3 year strategic plan will be presented at the AGM this year and I am looking forward to working with the board in seeing this plan come to fruition.

Stuart Ray, Executive Director



2015 Reports Continued ...

NORTH EAST ZONE REPRESENTATIVE REPORT

- It has been a busy year in the north east zone for all communities whether it was with new projects or ongoing maintenance we have all had our hands full. Many communities large and small in our zone continue to add or renovate their facilities and grounds and that usually means more staff and training which is where RFP comes in and I am glad that our zone continues to utilize the best training practices in Canada.
- I try to send out quarterly emails to all the north east members to bring them up to speed on happenings within the RFP, courses, etc. so that we are all on the same page. I feel this has become the best way to keep our members informed. It has been a busy year for the board and I have tried to relay as much information as possible to the North East Members.
- One area that members still have questions on is the proposed new board format that is being put forward this year at the zone meeting and AGM. They are hoping rural Alberta will not take a back seat and I am confident that once they see this format in operation that will help clear up concerns and questions.
- I know myself and the rest of the zone look forward to a wonderful conference in Drumheller this year. I look forward to catching up with everyone not only from the north east but the entire province and meeting the ever growing number of newcomers to the conference.

Yours in Recreation

Scott Walker, North East Zone



2015 Reports Continued ...

NORTH WEST ZONE REPRESENTATIVE REPORT

Hello Everyone,

Another year has come to an end. I have represented our vast and diverse zone now for 6 years. It has been a great learning experience and I am sad that it is coming to an end. As per the RFP By-Laws a Zone Rep can only serve for 3 consecutive terms (or 6 years.) I was able to make all board meetings where I continue to voice our unique concerns. I stayed involved with working on the proposed new Board structure. I am confident that this stream representation will really help our members find assistance faster. I encourage you all to read up on this and ask questions so that come the AGM on Tuesday April 26 you can make an informed vote. Also our Zone still needs representation during this transition so please step forward and offer to sit on this Board that does so much for our field. We did not have zone meetings but numerous members have contacted me via email and phone calls and I encourage you to continue using these methods of communication. The office staff have also directed inquires my way.

What can I say about the office staff? Well our Executive Director, Stuart Ray, is very competent and dedicated even when his mobility was limited. Rhonda Phillips is a long time employee who ensures that our finances are current and accurate. Lastly there is or was Shawntel Graybill who tended to office matters, courses, and keeping the board members abreast of what is happening (at least for me). She has moved on from the Association office and will be truly missed, her replacement has big smiles to fill. If you are unable to contact myself I encourage you to take advantage of this knowledgeable and helpful team. They are the heart and soul of our organization and without them we would not be as successful as we are.

I wish you all a great year full of achievements and growth.

Mitch Carter, North West Zone



2015 Reports Continued ...

NORTH CENTRAL ZONE REPRESENTATIVE REPORT

I attended all of the RFP Board meetings this past year.

Highlights from the past year:

1. Participated in the updating of the AARFP Strategic Plan 2016 – 2018.
2. Reviewed and assisted in proposing changes to the existing bylaws. Updated bylaws will be presented at the 2016 AGM.
3. Prepared the PowerPoint regarding the AARFP proposed board structure to be presented at the 2016 conference.
4. Annual Audit Report presented at the March 17, 2016 Board meeting. The Auditor is satisfied with the financial reporting of AARFP.
5. Supported the initiative to contracting Event Planner services for the 2017 Conference/Tradeshaw, understanding that this position will also solicit more conference sponsorship to offset the cost of this contract.
6. Supported educational course upgrading and maintenance.
7. Great to see the Aquatic industry, ARPA and RFP working to build relationships and find common interests and goals.
8. Thank you to Shawntel for your tremendous contribution to AARFP. All the best in your future endeavors.
9. Welcome to Marilyn Clark the newest addition to the AARFP staff. Marilyn, your immense knowledge and experience in the Recreation Field will be an asset to AARFP. Looking forward to working with you!

Thank you,

Carol Dunnigan, North Central Zone



2015 Reports Continued ...

EDMONTON ZONE REPRESENTATIVE REPORT

It was with no small amount of trepidation that one year ago I agreed to run for the Edmonton Zone representative position. After all, I would be following in the footsteps of Colleen Sparrow, the energetic and wonderful Colleen Sparrow who served 18 years on the Board as Edmonton Zone Rep, Treasurer, and Secretary (not at the same time). Thanks to the support of the zone members, I now have the honour and privilege of being their representative.

Since joining the Board, I attended the fall retreat and other meetings where, among other topics, there were many involved discussions around the Association's vision, mission, values, strategic goals, marketing plan, and board structure. You will see the fruit of that labour presented at this year's AGM.

There are interesting times ahead for our Association and I encourage all of you to read the material on the proposed board structure and vote accordingly.

I will continue to represent the Edmonton Zone and look forward to meeting many of you at the Conference and throughout the coming year.

Ross Johnson, Edmonton Zone



2015 Reports Continued ...

CENTRAL ZONE REPRESENTATIVE REPORT

The Central Zone is very fortunate to have a very active recreation group, “Central Alberta Recreation Association”, which allow for the provision of information to many of our members.

We have met on the following days:

May 28, 2015
September 4, 2015
November 12, 2015
February 25, 2016

There has been a great deal of discussion on the new “board structure” and everyone seems to be in favour of this change.

Numerous emails have gone out to the membership to keep them informed on many different items.

Chris McKenna, Central Zone



2015 Reports Continued ...

SOUTH CENTRAL ZONE REPRESENTATIVE REPORT

The past year was a great one for the AARFP. The conference in Banff was well attended by many from the South Central Zone; it was a great opportunity to get reacquainted with colleagues, and get recharged for a busy summer in the recreation facility industry.

The South Central zone hosted a large number of courses which were well attended. Being close to Calgary and having a large number of instructors within the zone facilitated the efficient offering of a wide variety of courses: Arena level 1 & 2; Pool Operator 1 & 2; Building Maintenance 1 & 2; Arena Maintenance; Parks and Sport fields 1 & 2. We are truly blessed in this zone to be able to have so many courses available so close.

As your zone rep, I was kept busy teaching a number of courses in the zone (Okotoks, Cochrane, and Canmore -Building Maintenance 1& 2, and Arena level 2). I also enjoyed the incredible opportunity to travel to Inuvik, Northwest Territories, to teach an Arena level two class in September.

Instructing courses, and attending AARFP board meetings, has kept me very busy the past year but I have enjoyed every minute. The AARFP is a great organization that I am very much honored to be a part of: my fellow board members; students in RFP classes I instruct; and my recreation facility colleagues I meet each year at the conference- are all an incredible source of inspiration to me.

I am looking forward to seeing as many of you as possible at the Conference in Drumheller; it should be another great one!

Lloyd Smith, South Central Zone



2015 Reports Continued ...

SOUTH ZONE REPRESENTATIVE REPORT

I hope to see a great turnout for South Zone members to the Conference in Drumheller on 24-27 April 2016.

As was discussed at both the 2015 Conference in Banff, as well as in Leisure Lines and on the www.aarfp.com website, there is a proposed new board structure that will be voted upon at the 2016 AGM.

I strongly encourage each of you, as well as your coworkers, to attend the Conference and to ensure that you attend the Zone meetings (Supper included at 2016 Zones Meetings at Badlands Community Facility from 5 – 6:15 PM on Monday, 25 April 2016). The South Zone will be having an election this year—I hope that many of you consider throwing your name in the ring for the position. I will not be letting my name stand, as I know that there are many others in the South Zone who are a better fit for this position than I am.

I also strongly encourage those of you attending Conference to ensure that you are at the Annual General Meeting (AGM) on 26 April from 10:15 AM to 12:00 Noon, in the Badlands Community Facility. The proposed new board structure will be voted upon during this time. Lunch will be served immediately following the AGM.

The full Conference Guide is available on the website, and the Trade Show booths are all completely sold out!

Thank you to each of you who hosted RFP courses in your communities over the past year—and thank you as well to each of you who sent employees to (or attended yourself) RFP courses in other communities over the past year!!

I look forward to Rec N' The Badlands with you in a few weeks in Drumheller!

Renee Fenwick, South Zone



TREASURER'S REPORT

In my first year as Treasurer, I have spent a lot of time learning the financial side of the organization. I am constantly impressed with the knowledge and thoroughness of Rhonda. Documentation is always very organized, reports and budget is always very well explained. Rhonda makes my job, as Treasurer, much easier than that of other organizations that I have volunteered with.

The organization is in good condition financially, with a reserve fund of about one third of one year's operating budget. Memberships were up in 2015. Course revenues overall were up in 2015 and education expenses were down, with Stuart stepping in to teach several of the special courses. The 2015 Conference, in Banff, was very successful. We started out with a very tight budget, but with some negotiations and a strong turnout, we came out ahead financially. Overall, our income was over budget and our expenses were under budget, finishing 2015 with a surplus of \$48,439.

The board reviewed our fees and charges in 2016 and made some adjustments to continue to be fiscally responsible and maintain a balanced budget. We are presenting a balanced budget for 2016 with an increase of 4% over the 2015 budget.

We met with the Auditors via conference call in March and they continue to be happy with our financials. We are also very pleased with the Auditors report and feedback.

I'd like to thank the board and organization for their ongoing support and look forward to a second year as Treasurer with the organization.

Dawn Mercereau, Treasurer



INDEPENDENT AUDITOR'S STATEMENT



KPMG LLP

Telephone (306) 934-6200

Chartered Accountants

Fax (306) 934-6233

500 -475 Second Avenue South
Saskatoon Saskatchewan S7K 1P4
Canada

Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Members:

We have audited the accompanying financial statements of Alberta Association of Recreation Facility Personnel which comprise the statement of financial position as at December 31, 2015, the statements of operations, changes in net assets, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "KPMG LLP". The letters are bold and slanted. A horizontal line is drawn underneath the signature, extending from the left side of the "K" to the right side of the "P".

Chartered Professional Accountants

Saskatoon, Canada
March 17, 2016

FINANCIAL REPORTS

Alberta Association of Recreation Facility Personnel
Cochrane, Alberta
Statement of Financial Position as At December 31, 2015 And 2014

	2015	2014
Assets		
Current Assets		
Cash	\$ 171,999	\$ 147,976
Short-term investments	223,918	220,967
Trade receivables	70,716	28,515
Inventories	1,177	2,285
Prepaid Expenses	37,981	33,047
	\$ 505,791	\$ 432,790
Long-Term Investments	13,407	12,812
Capital Assets	7,170	9,524
	\$ 526,368	\$ 455,126
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable & Accrued Liabilities	\$ 56,812	\$ 46,571
Deferred Revenue	86,099	73,537
	142,911	120,108
Net Assets		
Invested in capital assets	7,170	9,524
Internally-restricted net assets:		
Business initiative reserve	140,286	140,286
Contingency reserve	150,000	150,000
Unrestricted net assets	86,001	35,208
	383,457	335,018
	\$ 526,368	\$ 455,126

Prepared by KPMG LLP

Alberta Association of Recreation Facility Personnel
Statement of Operations
For Year Ended December 31, 2015 And 2014

	2015	2014
Revenue		
Education	\$ 383,937	\$ 332,695
Conference	209,637	177,513
Memberships	109,930	99,743
Alberta Ministry of Tourism, Parks & Recreation grant	70,387	70,387
Sponsorship advertising	41,257	35,360
Investment income	3,851	3,373
Rental Income	--	500
	818,999	719,571
Expenses		
Wages and benefits	262,964	254,785
Education	157,377	178,530
Conference	195,894	160,849
Office and general administration	53,741	67,946
Newsletter	26,757	26,563
Board	22,186	24,333
Rent – building	25,800	24,900
Professional fees	9,250	8,747
Scholarship awards	8,250	8,945
Calendars	5,987	6,132
Amortization	2,354	2,873
Zone	--	76
	\$ 770,560	\$ 764,679
Excess (Deficiency) of Revenue over Expenses	\$ 48,439	\$ (45,108)

Prepared by KPMG LLP

Alberta Association of Recreation Facility Personnel
Statement of Cash Flows
For Year Ended December 31, 2015 And 2014

	2015	2014
Cash Flows from (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 48,439	\$ (45,108)
Items not involving cash:		
Amortization	2,354	2,873
Change in non-cash operating working capital:		
Trade receivables	(42,201)	969
Inventories	1,108	1,682
Prepaid Expenses	(4,934)	(11,955)
Accounts payable and accrued liabilities	10,241	(8,649)
Deferred revenue	12,562	35,633
	27,569	(24,555)
Investing:		
Purchase of capital assets	--	(1,451)
Purchase of short-term investments	(2,951)	(215,434)
Purchase of long-term investments	(595)	--
Proceeds on disposition on long-term investments	--	46,917
	(3,546)	(169,968)
Increase (decrease) in cash	24,023	(194,523)
Cash position, beginning of year	147,976	342,499
Cash position, End of Year	\$ 171,999	\$ 147,976

Prepared by KPMG LLP



Alberta Association of Recreation Facility Personnel

Proposed 2016 Operating Budget

	2015 Budget	2015 Actual	2016 Proposed	2017 Shadow
Revenue				
Administration	\$ 44,920	\$ 45,108	\$ 50,017	\$ 50,017
*Grant	70,400	70,387	70,400	70,400
Membership	106,900	109,930	124,000	124,000
Education	363,300	383,937	362,120	362,120
Conference	219,700	209,637	230,700	260,700
	\$ 805,220	\$ 818,999	\$ 837,237	\$ 867,237
Expenses				
Administration	\$ 360,925	\$ 354,109	\$ 405,445	\$ 405,445
Membership	51,800	54,930	60,850	60,850
Education	172,795	165,627	184,600	184,600
Conference	219,700	195,894	186,342	216,342
	\$ 805,220	\$ 770,560	\$ 837,237	\$ 867,237
* AB Ministry of Tourism, Parks & Recreation				
Final Deficiency of Revenue vs Expenses	\$ 0	\$ 48,439	\$ 0	\$ 0

* AB Ministry of Tourism, Parks & Recreation

Prepared by Rhonda Phillips, AARFP

2015 BOARD MEMBERS

2015 Board Members	
Sandi Stewart - President	Chris McKenna - Central Zone Rep
Aaron Singh – Past President	Ross Johnson - Edmonton Zone Rep
Russ Tanner – President Elect	Carol Dunnigan - North Central Zone Rep
Dawn Mercereau – Treasurer	Scott Walker - North East Zone Rep
Charlene Jackson – Secretary	Mitch Carter - North West Zone Rep
Sonia Dodd - Education Rep	Lloyd Smith - South Central Zone Rep
Ryan Jones - Associate Rep	Renee Fenwick - South Zone Rep
Elise Shelley - Calgary Zone Rep	Roger Kramers - Government Rep



Proposed New Board Structure

AARFP President, Sandi Stewart

Over the last year, your Board has been very hard at work on some large projects. At our upcoming Annual General Meeting in Drumheller on April 26th, the new proposed board structure (Summary found below) will be presented for your approval.

The Board has taken your feedback over the past year and adapted the structure as suggested to best represent the membership.

In a nut shell, the board structure is proposed to change from having eight Zone Representatives to having four Stream Representatives (One Arena Rep, One Pool Rep, One Parks & Sport Fields Rep, and One Building Maintenance/Operations Rep).

STRATEGIC INITIATIVE #5 – PROPOSED NEW BOARD STRUCTURE

Define and implement a board structure including roles and responsibilities.

President Elect	Education Representative
President	Pool Representative
Past President	Arena Representative
Secretary	Building Maintenance & Operations
Treasurer	Parks and Sport Fields Representative
Associate Representative	

The board will present the new structure, the roles and responsibilities for each position and a plan to implement changes to the membership for a vote at the Annual General Meeting in Drumheller on April, 26th

Bylaws of The Alberta Association of Recreation Facility Personnel

Article I – Name

Section 1

1) The name of the organization shall be "The Alberta Association of Recreation Facility Personnel".

Section 2

1) The Alberta Association of Recreation Facility Personnel shall hereinafter be referred to as the Association. It shall be known in the business as the "Recreation Facility Personnel".

Article II – Membership

Section 1 – Fees

- 1) Membership fees in the Association shall be determined from time to time by the Board of Directors and ratified by members at the Annual General Meeting.
- 2) Membership renewal date will be January 1 of each calendar year.

Section 2 – Membership Categories

- 1) There shall be five (5) categories of membership:
 - a. Individual Membership: Any individual employed or interested in the field of recreation facility management or operation shall be eligible for membership. Individual membership will carry one (1) vote.
 - b. Facility Membership: Any recreation facility may purchase a Facility Membership, allowing up to five (5) people employed at said facility to become members for one (1) year. Each person identified on the Facility Membership shall have the same rights and privileges as an Individual Member. (Article II, Section 2.1 a)
 - c. Associate Membership: Any agency or commercial organization having related objectives and goals to those of the Association or provide services and/or products to the members of the Association shall be eligible for membership. Associate membership will carry one (1) vote.
 - d. Life Membership: Life membership shall be granted only in exceptional cases to worthy individuals who have subscribed to and upheld the objectives and goals of the Association. Individuals worthy of Life Membership shall be recommended by the Past President's Committee and ratified by the Board of Directors by a vote of 75% majority. Life Membership shall not be subject to membership assessments. Life membership will carry one (1) vote.
 - e. Friends of R.F.P.: Any individual, agency or not-for-profit organization having related objectives and goals to those of the Association or who provide services to the membership shall be eligible for membership. Friends of R.F.P. will not carry a vote.

Section 3 – Rights and Privileges of Membership

- 1) A member in good standing:
 - a. Has met the requirement for membership as outlined in Article II, Section 2.
 - b. Has paid membership fees or other required fees to the Association and
 - c. Is not suspended as a member as provided for under Article II Section 5 or terminated as a member as described in Article II Section 6.
- 2) Any member in good standing is entitled to:
 - a. Receive notice of meetings of the Association,
 - b. Attend any meeting of the Association,
 - c. Speak at any meeting of the Association and
 - d. Exercise other rights and privileges given to members by these Bylaws.
- 3) Voting members must be members in good standing.
- 4) A voting member is entitled to one (1) vote at any general meeting of the Association.

Section 4 – Conduct

1) Conduct of members shall be such that all members in good standing agree to abide by the “Code of Ethics” as outlined below. Adherence to this code, objectives and goals will maintain mutual benefit to all concerned.

Code of Ethics - Members shall conduct themselves in a manner consistent with the following:

- Act ethically and morally.
- Maintain high ideals and integrity in all relationships.
- Promote the Mission, Vision, Values and Goals of the Association independently, in groups and with partners.
- Follow the Association's by-laws and laws of the land.
- Interact with fellow members and invite prospective members.
- Refrain from any activity that may disgrace or may be in conflict with the Association or their employer.

In all these ways transmit this Association, not lessen but lift it, to greater heights.

Section 5 – Suspension of Membership

- 1) Decision to Suspend
 - a. The Board of Directors, at a special meeting called for that purpose, may suspend a member's membership, for one or more of the following reasons:
 - b. If the member has failed to abide by the Bylaws.
 - c. If the member has been disloyal to the Association.
 - d. If the member has disrupted meetings or functions.
 - e. If the member has done or failed to do anything judged to be harmful to the Association.

- 2) Notice to the Member
 - a. The affected member will receive written notice of the Board of Directors' intention to deal with whether that member should be suspended or not.
 - b. The notice will be sent by single registered mail to the last known address of the member as shown in the records of the Association. An Officer of the Board of Directors may also deliver the notice.
 - c. The notice will state the reasons why suspension is being considered.
- 3) Decision of the Board of Directors
 - a. The member will have an opportunity to appear before the Board of Directors to address the matter. The Board of Directors may allow another person to accompany the member.
 - b. The Board of Directors will determine how the matter will be dealt with and may limit the time given the member to address the Board of Directors.
 - c. The Board of Directors may exclude the member from its discussion of the matter including the deciding vote.
 - d. The decision of the Board of Directors is final.

Section 6 – Termination of Membership

- 1) Resignation
 - a. Any member may resign from the Association by sending or delivering a written notice to the Office of the Association.
 - b. Once the notice is received, the member's name is removed from the register of members. The member is considered to have ceased being a member on the date their name is removed from the register of members.
- 2) Death
 - a. The membership of a member is ended upon their death.
- 3) Deemed Withdraw
 - a. If a member has not paid the annual membership fees within two (2) months following the date the fees are due, the member is considered to have submitted his/her resignation.
 - b. In this case, the name of the member is removed from the register of members. The member is considered to have ceased being a member on the date their name is removed from the register of members.
- 4) Expulsion
 - a. The Association may, by special resolution at a special meeting called for such a purpose, expel any member for any cause, which is deemed sufficient in the interests of the Association.
 - b. The Board of Directors must ratify the special resolution at the next regularly scheduled meeting of the Board of Directors.
 - c. On passage of the special resolution by the Board of Directors, the name of the member is removed from the register of members. The member is considered to have ceased being a member on the date their name is removed from the register of members.

- 5) Transmission of Membership
 - a. No right or privilege of any member is transferable to another person. All rights and privileges cease when the member resigns, dies or is expelled from the Association.
- 6) Continued Liability for Debts Due
 - a. Although a member ceases to be a member by death, resignation or otherwise, they are liable for any debts owing to the Association at the date of ceasing to be a member.
- 7) Limitation on the Liability of Members
 - a. No member is, in their individual capacity, liable for any debt or liability of the Association.

Section 7 – Discipline

- 1) A charge of a breach of the provisions of the Bylaws, Policies or of the resolutions adopted by a General Meeting, made by a member of the Association against another member, must be made in writing and signed by the complainant.
- 2) Such charge must be filed with the Secretary who shall immediately acquaint the President with the nature of the allegation, giving all relevant details.
- 3) The President must then convene the discipline committee within thirty (30) days of the date of the complaint.
- 4) The discipline committee shall consist of five (5) members, one (1) of whom will be the Chair, who will cast any tie-breaking vote. A Vice Chair and three (3) members at large shall compose the balance of the committee.
- 5) The discipline committee shall examine the written allegations and, if it is the opinion of the committee that a hearing is warranted, a copy of the charges and notice of the date, place and time fixed for a hearing shall be sent by registered mail ten (10) days in advance to the complainant and the accused member who, in attending the hearing, may be accompanied by an advisor.
- 6) Should the accused be unable to attend the hearing because of circumstances beyond their control, they must notify the discipline committee within the ten (10) days, whereupon a new date for the hearing will be fixed. Should the accused then fail to attend, the hearing will proceed in their absence.
- 7) Accused and complainant shall have the right to be heard and to call witnesses.
- 8) Within thirty (30) days of the hearing, the discipline committee shall make a written report to the Board of Directors containing such recommendations, as it deems advisable.
- 9) The Board of Directors will determine subsequent action. In the event of a decision to suspend or expel, Article II, Section 5 and Section 6 will be adhered to.

Article III – Officers and Directors

Section 1 – Officers

1) The Officers of this Association shall be the President, President-Elect, Secretary and Treasurer who shall be elected at the Annual General Meeting in accordance with these Bylaws. The Officers will comprise the Executive of the Association.

Section 2 – Directors

- 1) There shall be a Board of Directors which shall consist of:
 - a. President
 - b. President-Elect
 - c. Secretary
 - d. Treasurer
 - e. Immediate Past President
 - f. Education Representative
 - g. Associate Representative
 - h. Pool Representative
 - i. Arena Representative
 - j. Building Maintenance & Operations Representative
 - k. Park & Sports Field Representative

Section 3 – Election of Officers and Directors

1) The President-Elect, Secretary, Treasurer, Education Representative, Pool Representative, Arena Representative, Building Maintenance & Operations Representative and the Park & Sports Field Representative shall be elected at the Annual General Meeting by a simple majority of the membership present and they shall hold office for a period of two (2) years *(*initial exceptions in Article III, Section 4.1.f. and h.)* or until a successor is duly elected or appointed, as provided for in these Bylaws. They will each carry one (1) vote only on the Board of Directors.

2) The position of President is declared at the Annual General Meeting. When an individual is elected as President-Elect this means that they are being elected as the President-Elect for a 2 year term, President for a 2 year term and then the Past President's position for a 2 year term.

3) The Associate Representative shall be elected on an annual basis by a simple majority of the Associate members. This representative shall be ratified by the membership at the Annual General Meeting as provided for in these Bylaws and will carry one (1) vote only on the Board of Directors.

4) The Immediate Past President will carry one (1) vote only on the Board of Directors.

Section 4 – Officers and Directors Term of Office

1) Officers and Directors shall be elected at the Annual General Meeting in accordance with the Bylaws and the schedule below:

- | | |
|---|----------------------------------|
| a. President- Elect | -Even Years |
| b. Secretary | -Odd Years |
| c. Treasurer | -Odd Years |
| d. Education Representative | -Even Years |
| e. Pool Representative | -Odd Years |
| f. Arena Representative | -*In 2017 and then in Even Years |
| g. Building Maintenance & Operations Representative | -Odd Years |
| h. Park & Sports Field Representative | -*In 2017 and then in Even Years |

Section 5 – Consecutive Terms

1) All Officers and Directors of the Board of Directors must be members in good standing and are subject to Article II of these Bylaws. They can only serve in a specific office for three (3) consecutive terms, except the Associate Representative.

Section 6 – Personnel Committee

- 1) There shall be a Personnel Committee consisting of the President, President-Elect and a Stream Representative appointed through majority vote of the Board of Directors and will abide by the “Personnel Committee Terms of Reference”.
- 2) The Personnel Committee shall be responsible for the development and administration of policies of all paid staff of the Association.
- 3) The Personnel Committee shall report all decisions and actions it has taken to the Board of Directors, excluding confidential personal matters.
- 4) The Personnel Committee shall be responsible for the updating and implementation of the “Personnel Policies and Procedures”.

Section 7 – Control and Management

1) The Board of Directors of the Association shall, subject to the Bylaws or directions given it by a majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association.

Section 8 – Meetings of the Board of Directors

1) Meetings of the Board of Directors shall be held as often as may be required, but at least every three (3) months, and shall be called by the President. A special meeting may be called on the instructions of any two (2) members thereof provided they request the President in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board of Directors shall be called with no less than ten (10) days' notice to each member. Any six (6) members shall constitute a quorum, and meetings shall be held without notice if a quorum of the Board of Directors is present provided, however, that the business transactions at such meetings shall be ratified at the next regularly called meeting of the Board of Directors; otherwise they shall be null and void.

Article IV – Duties of Officers

Section 1 – President

1) The President shall preside at all Personnel, Board of Directors and General Meetings of the Association. He/she shall be an ex-officio member of all committees and represent the Association from time to time as required. He/she shall assume duties he/she feels will subscribe to the goals and objectives of the Association and shall perform other duties as usually pertain to the office of the President. He/she shall be responsible for the use of the Seal of the Association, which, whenever it is used be authenticated by the signature of the President.

Section 2 – President – Elect

1) The President-Elect shall, in the absence of the President, preside at all meetings of the Association and discharge related duties. He/she shall assume duties as assigned by the President and the Board of Directors.

Section 3 – Treasurer

1) The Treasurer shall be accountable for all monies paid to and by the Association. He/she shall ensure the proper accounting for all receipts and disbursements of the Association and shall present an audited financial report at every Annual General Meeting. The books and ledgers of the Association shall be open at all times to the Board of Directors. The Treasurer shall submit the books, ledgers and accounts of the Association to auditors at year end so an audit may be completed prior to the Annual General Meeting. He/she shall be responsible for the “Financial Policy and Procedures” and the strict adherence to them. He/she shall assume duties as assigned by the President and Board of Directors.

Section 4 – Secretary

1) The Secretary shall attend all meetings of the Board of Directors and shall keep accurate minutes of the business of the Association and be responsible for the correspondence of the Association and preparation and custody of other books and records as necessary. He/she shall assume duties as assigned by the President and Board of Directors.

Section 5 – Past President

1) The Past President shall preside over the Past Presidents Committee and discharge related duties as directed. He/she shall be responsible for the “Past President’s Terms of Reference” and the “Election Process” and the strict adherence to them. He/she shall be responsible for the Association awards and recognition program, the nomination committee and proceedings at elections at the Annual General Meeting and shall be responsible for the updating of the Association’s archives. He/she shall assume duties as assigned by the President and Board of Directors.

Section 6 – Education Representative

1) The Education Representative shall plan and develop training opportunities in facility operations for recreation facility personnel. He/she shall be responsible for the “Education Policies and Procedures” and the strict adherence to them. He/she shall assume duties as assigned by the President and the Board of Directors.

Section 7 – Stream Representatives

1) The Stream Representatives (Arena, Pool, Building Maintenance & Operations, Parks & Sport Fields) shall be responsible for bringing forth information and direction to the Board from their area of representation. They shall communicate with members on a regular basis and shall assume duties as assigned by the President and the Board of Directors.

Section 8 – Associate Representative

1) The Associate Representative shall plan and develop opportunities for the Associate Members and the Individual Members to maintain contact through various means of communication. He/she shall be responsible for the organization of the Trade Show held at the Association’s Annual Conference.

Section 9 – Vacancy of President Position

1) In the event of a vacancy in the office of the President between Annual General Meetings, the President-Elect shall become President for the unexpired term until the next Annual General Meeting at which time the office of the President shall be filled in accordance with these Bylaws.

Section 10 – Vacancy of Board of Directors Position

1) In the event of a vacancy in the office of an Executive or Board of Directors member between Annual General Meetings, the President, with approval from the Board of Directors, shall appoint a qualified member of the Association to fill such office for the unexpired term until the next Annual General Meeting at which time such office shall be filled in accordance to these Bylaws.

Section 11 – Suspension of a Director

1) All Officers and Directors of the Board of Directors shall be responsible for the adherence to these Bylaws, goals and objects, to their policies and procedures and the “Code of Ethics” as outlined in Article II Section 4. Failure to do so will allow a procedure to commence under Article II Section 5 which will determine the members’ ability to remain as an Officer or Director.

Article V – Meetings

Section 1 – Annual General Meeting

1) An Annual General Meeting and Conference of the Association shall be held in each calendar year prior to May 31, at such time and place as may be determined by the general membership. Thirty (30) days due notice shall be given to all members; via notices, newsletters, letters, announcements, etc. with written notices delivered to the members last known address. At the meeting, there shall be nominations and elections of the Board of Directors as outlined herein. The Officers and Directors so elected or appointed shall serve until their successors are elected and installed. Any member in good standing, other than Associate Members (Article III, Section 3.3 albeit), shall be eligible to hold office in the Association.

Section 2 – Special General Meeting

1) Special General Meetings may be called at the discretion of the Board of Directors or when ten (10) members submit a written request to the President at least six (6) weeks prior to the proposed meeting date; with notice to all members thirty (30) days prior to the date of such a meeting; via notices, newsletters, announcements, etc. with notices delivered to the members last known address.

Section 3 – Quorum at General and Special Meetings

1) Twenty-five (25) members in good standing shall constitute a quorum at General and Special Meetings. Six (6) members shall constitute a quorum at Board of Directors meetings.

Article VI – Voting

Section 1 – Voting

1) Any member in good standing shall have the right to vote at any General Meeting of the Association; said votes to be made in person and not by proxy or otherwise.

Article VII – Finance

Section 1 – Fiscal Year

- 1) The fiscal year of the Association shall begin on January 1st and end on December 31st of each calendar year.
- 2) The books and records must be audited annually. The auditor will be named and approved each year at the AGM. Refer to: Article IX - Audit.

Section 2 – Raising Funds

- 1) For the purpose of carrying out its objectives, the Association may raise or borrow or secure the payment of money in such manner as it thinks fit; and in particular by the issue of debentures; but this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without sanction of a special resolution of the Association.

Section 3 – Payments

- 1) No member, Director or Officer of the Association receives any payment for his/her service as a member, Director or Officer.
- 2) Reasonable expenses incurred while carrying out the duties of the Association may be reimbursed upon Board of Directors approval.

Article VIII – Indemnity and Liability

Section 1 – Protection and Indemnity

- 1) Each Director or Officer holds office with protection from the Association. The Association indemnifies each Director or Officer against all costs or charges that result from any act done in their role for the Association. The Association does not protect any Director or Officer for acts of fraud, dishonesty or bad faith.
- 2) No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to the bankruptcy, insolvency or wrongful act of any person, firm or corporation dealing with the Association. No Director or Officer is liable for any loss due to an oversight or error in judgement or by an act in their role for the Association, unless the act is fraud, dishonesty or bad faith.
- 3) Directors or Officers can rely on the accuracy of any statement or report prepared by the Association's auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on that statement or report.

Article IX – Audit

Section 1 – Assignment of the Auditor

1) At each Annual General Meeting an auditor being an Alberta Registered, Chartered Accountant and/or two (2) members of the Association, in good standing, shall be appointed for the ensuing year.

Article X – Books and Records

Section 1 – Inspection

1) The books and records of the Association shall be available for inspection by the membership at the Annual General Meeting, wherein thirty (30) days' notice of inspection has been given.

Article XI – Amendments

Section 1 – Amendments

1) These Bylaws may be rescinded, altered or added to by a Special Resolution passed by a 75% majority of such members entitled to vote as are present in person at a General Meeting of which one (1) month's written notice specifying the intention to propose the resolution as a special resolution has been duly given.

Section 2 – Conflict

1) At no time shall any amendment to the Constitution and Bylaws of the Association conflict with, nor place the Association in a position to violate, the terms provided under the Societies Act of the Province of Alberta. Where there appears to be a contradiction to the Societies Act, the terms under the Societies Act shall prevail.

Article XII Dissolution Clause

Section 1 - Dissolution Clause

1) In the event of the dissolution of the Association, all its remaining funds and assets after payment of its liabilities, shall be distributed to one or more organizations in Alberta with objects and goals similar to those of the Association. Members select this organization(s) by Special Resolution, in no event do any members receive any assets of the Association.

Updated, May 6, 2003

Updated April 19, 2011

Updated July 3, 2012

Proposed April 26, 2016