
ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL

2021

ANNUAL REPORT



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ABOUT AARFP

Providing education, consultation and advocacy in Recreation Facility Operations.

Established in 1978, the Alberta Association of Recreation Facility Personnel (RFP) is a not-for-profit association that trains over 1,000 recreation facility operators each year in Alberta, Saskatchewan, British Columbia, Nunavut, and the Northwest Territories. RFP is made up of a volunteer Board of Directors, three staff members, +60 Associate members, and +1,000 dedicated members.

Each year the Association provides arena, pool, parks and sport fields, custodial, building maintenance and leadership skills courses, conferences and seminars. RFP manages services and training programs through a balanced budget.

Mission

Providing education, consultation and advocacy in Recreation Facility Operations.

Vision

To be leaders in Recreation Facility Operations contributing to an active Alberta.

Values

- Leadership - Furthering our level of professionalism, integrity, and respect in the field of Recreation Facility Operations.
- Fellowship - Sharing knowledge, providing support and networking opportunities to our members and their communities.
- Passion - Passion for what we do and how it contributes to 'Active Living' in a healthier Alberta.
- Diversity & Inclusion - dedicated to creating a safe and inclusive environment that embraces diversity at all levels.



aarfp.com

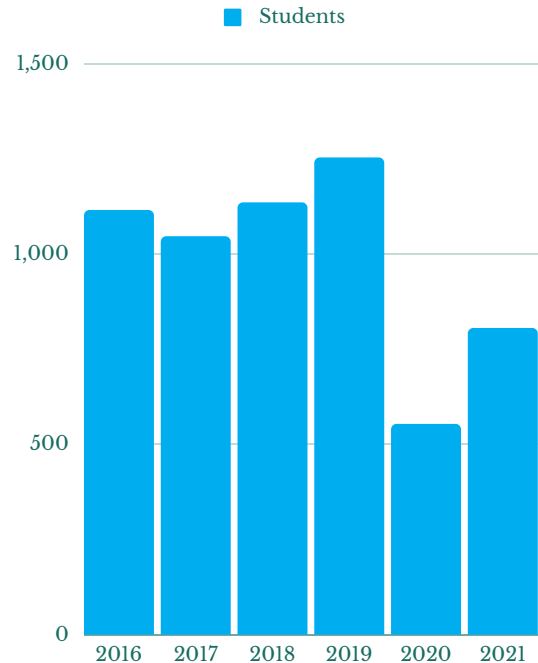
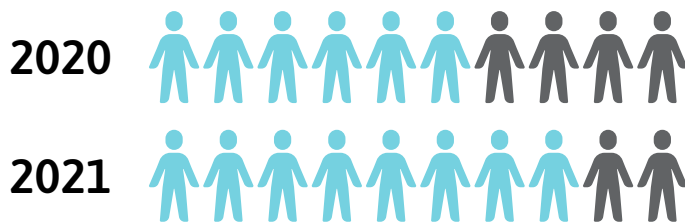
RFP Statistics

RFP, while greatly affected by the COVID-19 Pandemic in 2020, is excited to report an increase in course offerings and registrations in 2021.

46%

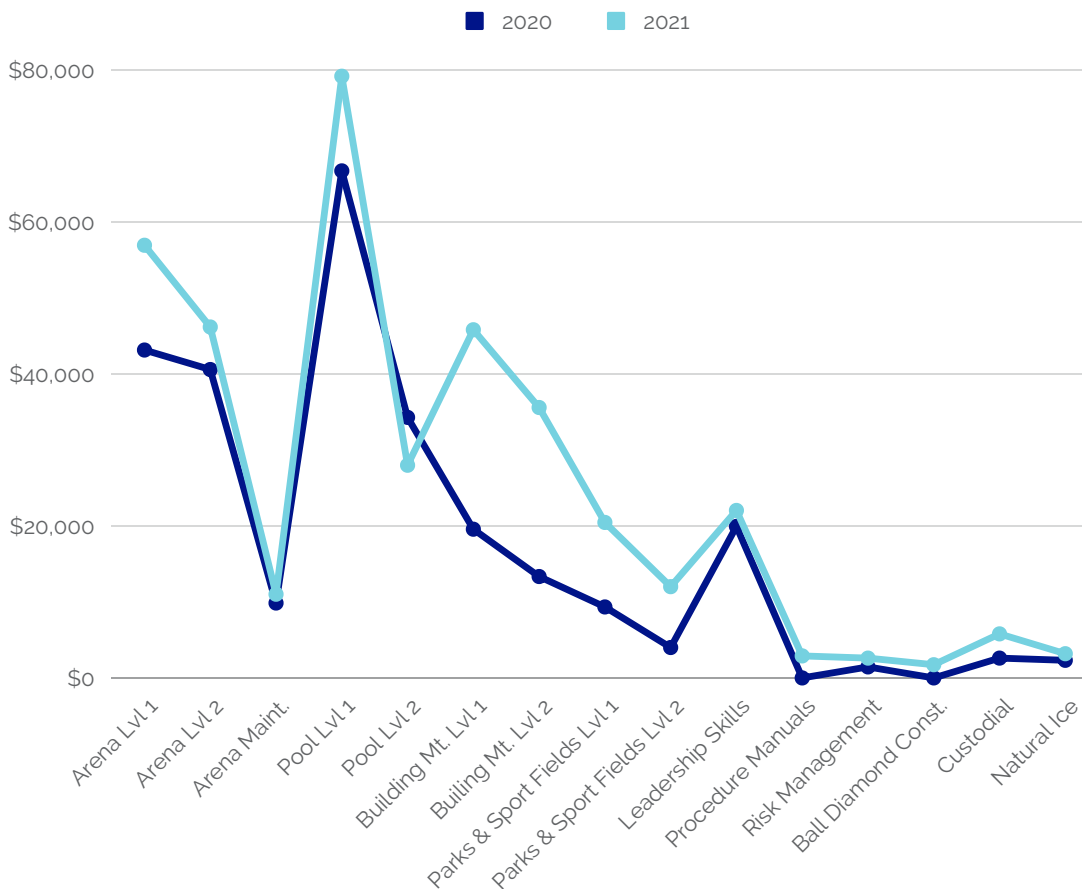
Increase in students

RFP taught 552 students in 2020 and increased to 804 in 2021



27%

Increase in course offerings



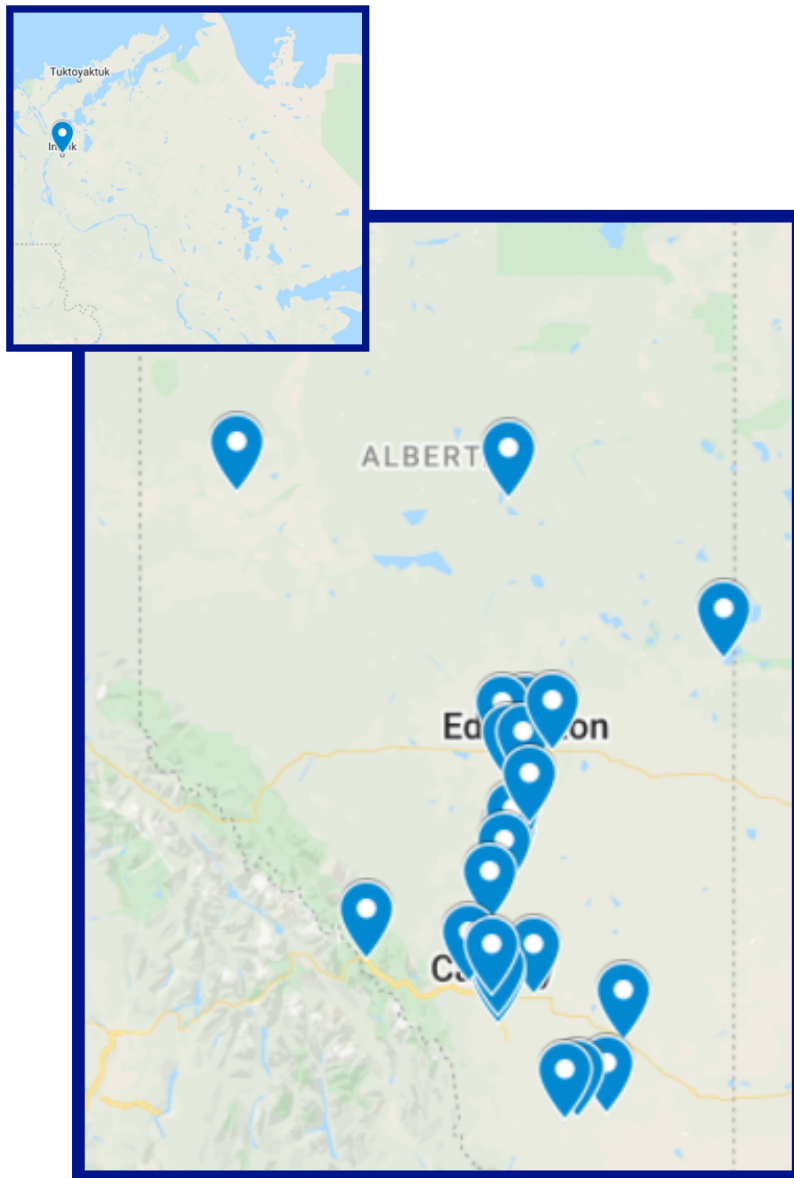
39%

Increase in revenue over 2020

*this total does not reflect the actual revenue for 2021. Each host facility is permitted 1 free course participant. Please refer to financial statements for accurate course revenue

THE RFP REACH

RFP travels all over Alberta, the Northwest Territories, Nunavut, and into parts of British Columbia. While 2021 saw us stay a little closer to home, we were able to reach 24 different locations, including, Inuvik, NT.



- Calgary
- Lake Louise
- Red Deer
- Edmonton
- Strathmore
- Okotoks
- Brooks
- Spruce Grove
- Calmar
- DeWinton
- Taber
- Fairview
- Lacombe
- Penhold
- Coaldale
- Cold Lake
- Leduc
- Lethbridge
- Olds
- Cochrane
- Strathcona County
- Maskwacis
- Wabasca
- Inuvik

OUR MEMBERSHIP

RFP is nothing without our members. We rely on your membership to allow us to continue to offer high quality education programs throughout the province.

↓ 19%

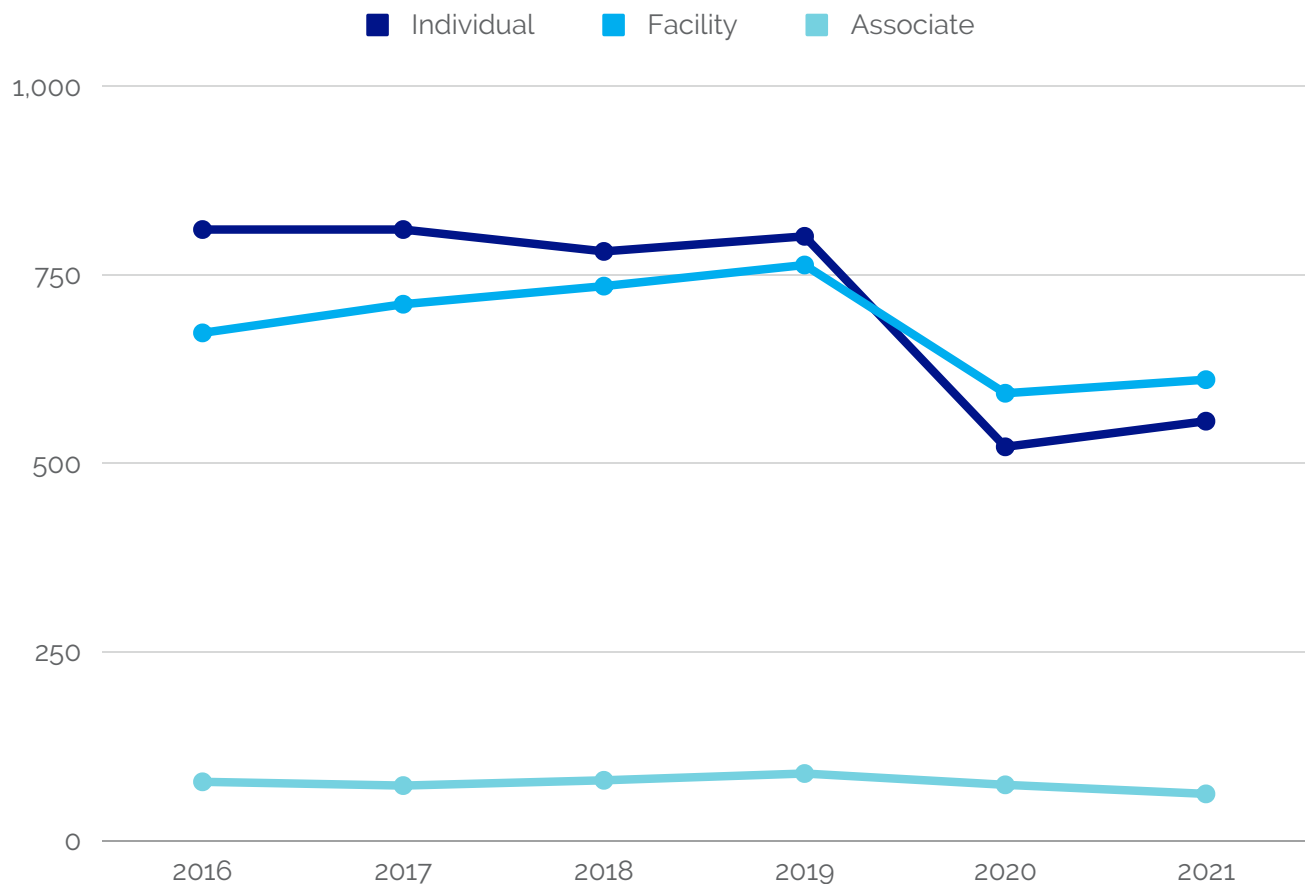
5 YEAR MEMBERSHIP AVERAGE ('16-'20)

This average includes the first year of COVID-19.

↑ 3%

MEMBERSHIP INCREASE

This is growth over the 2020 year.



RFP Board of Directors



Back Row: Craig Dilts (Arena Stream) Rob Pelletier (President) Umesh Chand (Parks & Sport Fields Stream), Chris Fish (Associate Rep.), Sonia Dodd (President Elect), Natasha Bozek (Education Rep - Stepped Down Dec. 2021), Chris McKenna (Former Past President - Interim Executive Director)

Front Row: JoAnna Jones (Aquatic Stream), Chris Thompson (Building Maintenance Stream), Michelle Delorme (Client Services Stream), Les Turner (Secretary/Treasurer).



Larry Golby
Interim Education Rep



Russ Tanner
Past President

Not Pictured: Shawntel Dickinson - Marketing & Communications Coordinator (Staff)
Maren Tryon - Programs & Administrative Coordinator (Staff)



President's Report

Hello everyone. How about that winter? I don't quite remember having such a turbulent winter but hey... it's Alberta. I do want to mention the stellar job that everyone in our industry has done over this winter whether you have been dealing with the pandemic, the inconsistent weather or the government restrictions, your effort is appreciated by all.

Over the last year, there have been many changes within our organization. We have recently said goodbye to a couple of staff members, Laurie and Rhonda, and have acquired the services of another very talented member, Maren. We also have put in place our interim Executive Director, Chris Mckenna. I personally cannot think of a better combination in the office than Chris, Shawntel and Maren. We do want to wish our past employees all the best in the future.

We have worked very hard all year long to identify strategic goals and work towards those goals all the while keeping in mind inclusivity and equality for all. You can keep up to date on this information through our website.

We are excited to be going ahead with our conference this year. I would like to remind you of the positions that are up for election this year which are Secretary/Treasurer, Aquatics Rep, Building Maintenance Rep, Associate Rep as well as a 1-year term as Education Rep. (to fill a vacancy). I would encourage everyone who is interested to please get involved and have your name put forward either before or at the conference.

We feel that it is important as a board that represents you the members to stay involved with our partners and associates. We have had multiple meetings with ARPA, RFABC, ORFA, and the government as well as with our associates. We have been able to acquire extra funding through sponsorship from our associates as well as new employee funding through the government which we couldn't be happier about. We were also sad to hear that the Red Cross has cut out their aquatics program which has been running for decades and will definitely leave a void, we will be looking at ways to adapt to this change. We need to thank the Red Cross for their contribution over the years.

We have also created a new stream in 2021, Client Services. Michelle Delorme is working hard at creating this stream for us so that we are able to provide the most up to date materials and training to help you in your workplace. Michelle has been collaborating with many other organizations and people in the industry to compile this information and make sure that you get the best AARFP has to offer. I expect big things to come from this in the future. Great work Michelle.

Finally, I would like to thank the Board of Directors for their contributions. I know that some of the board receive support through their employers to contribute and be able to attend meetings as well as the conference, but some do not, some are also self-employed. This shows dedication and passion to the organization. Again, thank you for all you do.

Take care and keep up the good work.

Rob Pelletier
President | Town of Millet



President Elect Report

RFP Members, fellow Board Members, and RFP Office Staff,

Since becoming President Elect, RFP has continued to go through many changes. The continued growth of the organization, even during a pandemic, is exciting and, sometimes, overwhelming. One of my duties as President Elect was to organize the development of our new 3-year Strategic Plan. This was established by a lot of hard work and support by the board members and one great Past President, Don Dombrosky, facilitating.

The focus areas for the 2022- 2025 years are:

1. Education: New courses, standardization of select current offerings, re-certification
2. Marketing Plan: Reach out to current and potential members through different platforms
3. Membership: Growth and Improvement on our membership program
4. Politically Active: Process to contact Municipal and Provincial Government Officials and communicate our programs and represent our membership.

Though 2021 had a slow start, with provincial restrictions affecting the recreation industry, RFP managed to educate a vast number of people. Thanks to all the hard work from the office, organizing courses, materials, and logistics, and to the Cadre, for delivering safe and effective courses. Other items that were addressed in late 2021 and the beginning of 2022, included the change in Executive Director and Education Representative. I would like to thank both Laurie Darvill and Natasha Bozek, for their input and support and wish them luck in their future endeavors.

Thank you, Chris McKenna, for stepping into interim Executive Director position, Larry Golby for taking on the Education Rep. position, and Russ Tanner for stepping back into the Past President position. Presidency really is 6 years to life on the RFP Board.

I am excited for the new year! It will be my second year as President Elect, we have an in-person conference, new board members, and the hope that some will remain as well, for consistency. Mostly, I am excited for you, the members, and hope that RFP continues to meet your educational and training needs.

I am looking forward to the next year with amazing office staff, board members, partners to RFP and our members.

Sonia Dodd
AARFP President Elect



Secretary/Treasurer Report

With a year of Covid-related mandates under our belt, we were able to move forward with a better understanding as to how a global pandemic can impact our operations. Rather than commiserate on how this pandemic impacted our 2020 operations, we chose to learn as much as we could and make the necessary changes for 2021.

Full details on our 2021 financials will be presented in detail at the AGM on April 26 but allow me to say at this time that we were pleased to see flexibility in our program offerings which resulted in a significant increase (\$101,532) in education revenues. \$87,140 in emergency grant funding arising from the Covid-19 pandemic was greatly appreciated and alleviated significant stress on our operations.

2021 was the first year of the combined Secretary Treasurer position on the Board. This change was made at the 2021 AGM so that the Board could take on the Client Services directorship with no additional costs to the Association. While there were time management challenges presented by having both positions combined, advanced planning and support from other directors and staff made these challenges manageable.

I am looking forward to another year taking on this challenging, but rewarding position, and continuing to work with our strong and committed team.

Respectfully submitted;

Les Turner,
Secretary Treasurer
AARFP



Past President Report

Wow, what a year we just endured. I have worn more masks this year than the Lone Ranger. I must commend all you Recreation Facility enthusiasts. We have not been declared an “Essential Service” (yet), but your dedication to the residents of Alberta is second to none. We have provided a refuge for people to exercise, feel good and hopefully deal with some of the mental health challenges that we all face as a society. Keep up the good work.

As usual, we have a great Conference in store for you. We have brought back the Skip Hayden Golf Tournament to be played on the Sunday morning of the Conference. President Rob has ensured we will have the Opening Bar-B-Que, and a great deal of learning and fun awaits us all.

I have taken on the role of Interim Executive Director and I am very much enjoying this challenge. It is a privilege to work with our office staff of Shawntel and Maren. I would like to acknowledge Rhonda’s 23 years and all the work and dedication she provided the Association. I wish her well and she will be missed.

We will have a very busy Award’s Ceremony at this year’s banquet. We will be honoring the 2019 awards as normal and the 2020/2021 awards in one group. It will be fun to hand out all the awards and get together with everyone after missing our conference for 2 previous years.

I would like to thank both the Board of Directors and the Staff for all the hard work they have provided our Association during these troubling times.

In December of 2021 the Board of Directors received the resignation of Laurie Darvill as the Executive Director for the Association. The Board has assigned me as the interim Executive Director until such a time as the Board can fill the position. I resigned my position as Immediate Past President and the Board subsequently re-assigned Russ Tanner temporarily as Immediate Past President.

Chris McKenna
Interim Executive Director



Arena Stream Report

“The only real mistake is the one from which we learn nothing” ~Henry Ford. This past year has forced our industry to adapt but, in doing so, a lot of learning has been produced. One of the greatest things being in the arena stream has been the usefulness of our Arena Connect sessions. This tool has allowed rinks across the province to meet, all be it not in person, but we were able to meet online. These sessions allowed for everyone to share how they were handling the ever-changing public health restrictions and real problems many of us were facing. Out of these sessions came a lot of collaboration and sharing of solutions to everyday problems.

In my travels over the province teaching and networking with various rinks, a recurring discussion is growing about a provincially recognized arena operator level of competency as many other provinces have established. RFP recognizes that safety is paramount, and we are excited to see this momentum coming from our membership. Currently we are pursuing discussions with the province and relevant stakeholders for this type of certification but also weighing the impacts it would have on our industry. All in all, this is a great sign of progress that will keep our industry innovating for the safety of everyone.

I was pleased to present at a recent Calgary & Area Arena Managers meeting where 20 facilities were represented. It was so nice to meet in person and rub shoulders (somewhat literally) with colleagues and friends once again. I look forward to continuing the Arena Connect sessions and producing more Rink Ready Moment videos and I am actively seeking out colleagues who would have an interest in helping produce or present content. As always, keep that stick on the ice and avoid those left turns.

Stream Highlights:

- Arena Operator Level 1 course content has been updated.
- Working on extending Arena Level 2 from 4 days to 5.
- Arena Facebook group has grown to 200 members.
- Continuing to produce a series of videos titled Rink Ready Moments.
- Working on producing a library of Industry Best Practices.

Craig Dilts
Arena Stream Rep



Parks & Sport Fields Stream Report

Hello, fellow RFP members!

I have had the pleasure of being your Parks Stream Rep. 2021 has been an unusual year due to COVID-19. There have been major upsets with courses and conferences being cancelled, but despite these challenges we have managed to connect as a team. Parks Connect Zoom meetings and one-on-one conversations via phone and email have allowed us to bridge the gaps.

Regarding Parks, we are now, slowly, reopening as dictated by individual municipalities. If you require any further information or assistance, contact me or any other stream reps in your department. We are happy to help in anyway to make navigating this period easier for all.

Looking back, I've spent the year attending meetings, have written many articles in Leisure Lines Magazine (about Winter, Spring and Summer Operations), conducted lots of networking and liaising about Parks concerns and information. I've been lucky enough to take part in brainstorming with other municipalities regarding Parks specific concerns, with an overall goal of improving parks and green spaces.

A few highlights for me included getting re-elected as your Parks Rep and doing a live Natural Rink Ice Making Connect Session. This was so much fun, despite the extreme cold weather, and so much feedback on how positive and educational it was, looking forward to doing more live networking!!

Going forward, as your Parks Stream Rep., I am looking forward to an amazing 2022 with all of your support as we move ahead. There will be challenges as we come out of the pandemic, and my sincere hope is to navigate these barriers as calmly as possible as an organization.

I'm wishing you all the best in 2022! Please be safe, healthy and positive. See you very soon!

Umesh Chand
Parks and Sport Fields Representative
City of St. Albert



Client Services Stream

I was very excited to join the Board of Directors in the new position of Client Services Stream Representative at the AGM in 2021. It has been a wonderful challenge to take on this new position and turn it into something that will benefit all of our members and the Association.

Much of the past year was spent focused on outreach to the industry through a series of virtual Connect Sessions, and building a platform for our membership to connect to discuss their challenges and successes. Some of these topics included the ever-changing COVID landscape, how to manage facility bookings and usage both during the pandemic and as we re-open, and how to deal with difficult customers.

We have also created a Fitness Network that will provide an opportunity for fitness professionals to connect across the province to share ideas regarding fitness centres in multi-use facilities. A Facebook page dedicated to Client Services has also been created and reaches just under 100 people at this time.

2021 also brought some great planning initiatives from the Association. In September, we met and created our next 3 year Strategic Plan. I am excited to work with the rest of the Board of Directors to start rolling out these initiatives.

Hoping you all have a great 2022, and I am looking forward to continuing to connect with you.

Michelle Delorme
Client Services Stream Rep.



Aquatics Stream

With the year 2021 being confusing, full of closures, and changing restrictions, pool operators faced many uncertainties. At AARFP, your stream representatives, instructors, board members and office staff have been dedicated to educating, training, and providing knowledge and support to those operating pools across the province throughout this challenging time.

With the choice to not run our annual conference in 2021, AARFP chose to continue to host Connect Sessions. In Aquatics, we covered many topics including pool shutdowns, programming, efficient operations with limited revenue and many others.

Our Pool stream has successfully hosted multiple Pool Operator Level 1 courses, including our new online Pool Operator Level 1 course, allowing our participation and expertise to expand across the province, even as far away as Hong Kong.

During our Connect Sessions, many people expressed the desire to get more involved. In response, we have created an aquatics working group that brings ideas and knowledge to our aquatics sessions at conference and expands our pool of experts on our social media page. This group is also available as a resource for our member to contact directly for support.

I appreciate the opportunity that the membership has given me by allowing me to be a part of this Board the past 3 years, and I look forward to seeing everyone in Red Deer at our 2022 Annual Conference.

Please feel free to give me or any other Stream Rep a call if you have any questions or concerns in your field. We are always happy to assist you.

We look forward for the opportunity to *take charge of the change* that has driven us through 2021 to shape the future of the recreation industry

JoAnna Jones
Aquatics Stream Rep.



Building Maintenance Stream

Greetings everyone,

A lot has changed for our recreation people and for our association. As we get into 2022, we are resuming a more normal schedule and with the relaxation of restrictions, this is a good time to check out our 2022 course calendar.

Our new building maintenance course upgrade has been a big success, and we will be teaching it at the symposium this year. Be sure to look for it in the course line ups and register for it. I had the privilege of teaching this course last year and believe that new people in our industry will benefit from it, and there are some great nuggets of information for our more seasoned members.

The AARFP board has become more involved with initiatives in the strategic plan this year. As we roll out the next three years, you can look forward to some new exciting changes and additions. We are excited to be able to support the AARFP office staff and our members around the province, with online options, connect sessions, networking, and continued social media growth. Come join us on our Facebook page, it's a great way to stay connected and to share some fantastic ideas and ask questions. Thanks to all the participants in the Facebook trivia posts, you guys are pretty sharp!

Stay safe and keep the wrenches turning!

Chris Thompson
Building Maintenance Representative AARFP



Education Representative

Since taking over the Education Representative position this past October, a lot has been going on and things have been very busy.

Working with Chris McKenna, our Interim Executive Director, Sonia Dodd, President Elect and the Office staff we held a “Train the Trainer” workshop for this past March here in Red Deer with 13 attendees.

The past year has also been exciting in the area of upgrading our course materials as we were able to launch the new materials in our Parks & Sport Fields Level I & II Courses as well as the Building Maintenance Level I & II. As always, we are looking for comments, ideas, etc. for new course development or how we can make our courses better.

At the present time, we are in the process of updating the Arena Maintenance, Developing A Policy & Procedure Manual and the Life Cycle/Risk Management Manuals. Our plan is to put these in place later this year or the beginning of 2023.

With all the restrictions everyone was dealing with earlier in the year, we still had the opportunity to meet virtually with all the Stream Reps and Instructors via Zoom to review course material, course updates and course expectations.

Chris McKenna, Sonia Dodd, and I have also been working together in developing an evaluation process with our Instructor Cadre. Realizing that the Education portion is a key component of the Association, we want to work closely with all our instructors to make sure we are able to provide them with the best opportunity in relaying the course content and in a positive way to all our members.

In closing, I would like to thank Natasha Bozek and Sonia Dodd for bringing me up to speed on what has been happening when I stepped in the Education Representative position for the rest of the year. A special thanks to Natasha for all she did in the Education Representative position prior to moving on to her new job. Also, a special thanks to our office staff, Maren, Shawntel and Chris along with rest of the Board for their support in my time filling in till the AGM. It is greatly appreciated and I have enjoyed working with all of you.

Larry Golby
Education Representative



AARFP Office Staff

2021 saw a lot of changes in the AARFP Office. Along with facing the challenges of the COVID-19 Pandemic, we said goodbye to our longstanding Finance Manager, Rhonda Phillips. Her contribution to the Association over the past 23 years has been invaluable and we wish her all the best in her future endeavours.

At the end of 2021 our Executive Director, Laurie Darvill, entered retirement and is now enjoying many hikes and adventures. We want to extend our thanks to her for what she was able to bring to the Association during her time here.

2021 wasn't all goodbyes! We welcomed Maren Tryon as our new Program & Administrative Coordinator. We are excited to have her passion and experience on our team and think that she is a great addition to our AARFP family.

Our office team continues to work diligently to ensure our members receive the best possible service and education opportunities. Without their creative problem solving, an incredible ability to think outside the box, and their willingness to go above and beyond of the membership and Association, AARFP wouldn't be where it is today.

The team has spent the last year exploring new ways to serve our membership and is working closely with the Board of Directors to develop and implement new strategies based on our brand new Strategic Plan.

All of us at the office wish our membership the best as we progress through 2022 and look forward to building new opportunities to serve you.

All the best,

Chris McKenna - Interim Executive Director

Shawntel Dickinson - Marketing & Communications Coordinator

Maren Tryon - Programs & Administrative Coordinator

Associate Representative

No Report Provided

2021 AGM Minutes

Alberta Association of Recreation Facility Personnel (AARFP)

Minutes for the 2021 Annual General Meeting

VIRTUAL (hosted at Cambridge Hotel, Red Deer)

Tuesday, April 27, 2021, 1:00 pm – AGM

46 Members Present Virtually

Present: [Head table]

Chris McKenna, President
 Russ Tanner, Past President
 Rob Pelletier, President Elect
 Scott Hepfner, Secretary
 Sonia Dodd, Education Rep
 JoAnna Dautel, Aquatics Stream Rep
 Chris Thompson, Bldg. Mtce. Stream Rep
 Les Turner, Treasurer
 Allan King, Arena Stream Rep
 Chris Fish, Associate Rep

Management/Staff:

Laurie Darvill, Executive Director

Virtual:

Umesh Chand, Parks Stream Rep

Management/Staff (Virtual):

Shawntel Dickinson, Administrative Coordinator
 Rhonda Phillips, Manager of Finance & Operations

1.0 Call to Order:

President Chris McKenna called the meeting to order at 1:08 pm.

The meeting was opened with a welcome message from the Alberta Minister of Culture, Multiculturalism & Status of Women, Leela Aheer. Minister Aheer shared a very special, specific message to our members on the many challenges and pivots in recreation facilities across the province in this past year and congratulated RFP members for striving to get their facilities open again, safely, so that people can enjoy physical activity to help relieve stress.

2.0 Approval of Agenda:

MOTION 1: Moved by: Willie Jurcevic [Calgary]
 That the agenda for the 2021 Annual General Meeting be adopted.
 Seconded: Allan King [Stettler]
 CARRIED (46 favour/unanimous)

3.0 Approval of previous AGM Minutes, December 1, 2020:

MOTION 2: Moved by: Rob Pelletier [Edmonton]
 That the 2020 AGM Minutes be adopted.
 Seconded: Craig Dilts [Strathmore]
 CARRIED (45 in favour/1 abstained)

4.0 Business Arising from the Minutes: None

5.0 Director Reports as Circulated in the 2021 Annual Report:

President	Chris McKenna	Sylvan Lake
Past President	Russ Tanner	Coaldale
President Elect	Rob Pelletier	Edmonton
Secretary	Scott Hepfner	Red Deer
Treasurer	Les Turner	Calgary
Education Rep	Sonia Dodd	Stettler
Associate Rep	Chris Fish	Devon
Aquatic Stream Rep	JoAnna Dautel	Lethbridge
Arena Stream Rep	Allan King	Stettler
Bldg. Mtce. Stream Rep	Chris Thompson	Okotoks
Parks Stream Rep	Umesh Chand	St Albert
Executive Director	Laurie Darvill	Cochrane

MOTION 3: Moved by: Chris Fish [Devon]

To accept the Director Reports as information.

CARRIED (Unanimous in favour)

6.0 New Business:

6.1 Proposed Bylaw Changes

1. Article II Section 7.2 – Discipline is repealed:

“Such charge must be filed with the Secretary who shall immediately acquaint the President with the nature of the allegation, giving all relevant details.”

Article II Section 7.2 – Discipline to be replaced by the following:

“Such charge must be filed with the Secretary/Treasurer who shall immediately acquaint the President with the nature of the allegation, giving all relevant details.”

Rationale: amalgamation of the positions of Secretary and Treasurer into one position benefits the Association as the current workload within each position is minimal and can be managed in one Board position. Thus, the result provides the opportunity to add an additional stream representative (Client Services Representative) to meet an existing gap in our service delivery.

2. Article III Section 1.1 – Officers is repealed:

“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.”

Article III Section 1.1 Officers to be replaced by the following:

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

Rationale: to reflect the change from Secretary and Treasurer to one position of Secretary/Treasurer.

3. Article III Section 2.1 – Directors is repealed:

“There shall be a Board of Directors which shall consist of:

- President
- President-Elect
- Secretary
- Treasurer
- Immediate Past President
- Education Representative
- Associate Representative
- Pool Representative
- Arena Representative
- Building Maintenance & Operations Representative
- Parks & Sports Fields Representative”

Article III Section 2.1 Directors to be replaced by the following:

“There shall be a Board of Directors which shall consist of:

- President
- President-Elect
- Secretary/Treasurer
- Immediate Past President
- Education Representative
- Associate Representative
- Aquatic Representative
- Arena Representative
- Building Maintenance & Operations Representative
- Parks & Sports Field Representative
- Client Services Representative”

Rationale: to align with previously proposed changes to Board positions:

- The Secretary and Treasurer positions are combined – as per Article III Section 1.1
- The change from Pool Representative to Aquatic is a more common term in the recreation industry and encompasses multiple aquatic environments.
- The addition of the Client Services Representative provides the opportunity to add an additional stream representative to meet an existing gap in our service delivery.

4. Article III Section 3.1 – Elections of Officers and Directors is repealed:

“The President-Elect, Secretary, Treasurer, Education Representative, Pool Representative, Arena Representative, Building Maintenance & Operations Representative and the Parks & 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.”

Article III Section 3.1 – Election of Officers and Directors is replaced by the following:

“The President-Elect, Secretary/Treasurer, Education Representative, Aquatic Representative, Arena Representative, Building Maintenance & Operations Representative, Parks & Sports Field Representative and the Client Services 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 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.”

Rationale: to align with the previously proposed changes to Board positions.

5. Article III Section 4.1 – Officers and Directors Term of Office is repealed:

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

- | | |
|--|----------------------------------|
| • President Elect | Even Years |
| • Secretary | Odd Years |
| • Treasurer | Odd Years |
| • Education Representative | Even Years |
| • Pool Representative | Odd Years |
| • Arena Representative | *In 2017 and then in Even Years |
| • Building Maintenance & Operations Representative | Odd Years |
| • Parks & Sport Fields Representative | *In 2017 and then in Even Years” |

Article III Section 4.1 – Officers and Directors Term of Office is replaced by:

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

- | | |
|--|------------|
| • President Elect | Odd Years |
| • Secretary/Treasurer | Even Years |
| • Education Representative | Odd Years |
| • Aquatic Representative | Even Years |
| • Arena Representative | Odd Years |
| • Building Maintenance & Operations Representative | Even Years |
| • Parks & Sport Fields Representative | Odd Years |
| • Associate Representative | Even Years |
| • Client Services Representative | Odd Years” |

Rationale: to reflect the change in Board position names and adjust years for each position due to elections not occurring in 2020 because of the Covid-19 pandemic. Associate Representative was amended in 2020 Bylaw changes to be a two-year term and now is listed with other Board positions for the purpose of bi-annual elections.

6. Article III Section 5.1 – Consecutive Terms is repealed:

“All Officers and Directors of the Board of Directors must be members in good standing and are subject to Article 11 of these Bylaws. They can only serve in a specific office for three (3) consecutive terms, except the Associate Representative.”

Article III Section 5.1 – Consecutive Terms is replaced by:

“All Officers and Directors of the Board of Directors must be members in good standing and are subject to Article 11 of these Bylaws. They can only serve in a specific office for three (3) consecutive terms.

Rationale: Align the Associate Representative position with the same limitation on consecutive terms as the rest of the Board of Directors.

7. Article III Section 6 – Personnel Committee is repealed:

“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.”

Article III Section 6 – Personnel Committee is replaced by:

“There shall be a Personnel Committee consisting of the President and two (2) other Board members appointed through majority vote of the Board of Directors and will abide by the “Personnel Committee Terms of Reference.”

Rationale: allows the Board to appoint the appropriate representation to the Committee who may bring expertise or have more capacity to contribute to the work of this Committee.

8. Article IV Section 3.1 – Treasurer to be repealed:

“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 always open 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.”

Article IV Section 4.1 – Secretary to be repealed:

“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.”

Article IV Section 3.1 Treasurer to be replaced by Secretary/Treasurer:

The Secretary/Treasurer 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.

The Secretary/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 always open 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.”

Rationale: to reflect the change from Secretary and Treasurer to one position of Secretary/Treasurer.

9. Article IV Section headings for Section 4, 5, 6, 7, 8, 9 and 10 to be repealed:

“Section 4 - Secretary

Section 5 - Past President

Section 6 – Education Representative

Section 7 – Stream Representatives

Section 8 – Associate Representative

Section 9 – Vacancy of President Position

Section 10 – Vacancy of Board of Directors Position

Section 11 – Suspension of a Director”

Article IV Sections headings for Section 4, 5, 6, 7, 8, 9, 10 to be replaced by the following:

Section 4 - Past President

Section 5 – Education Representative

Section 6 – Stream Representatives

Section 7 - Associate Representative

Section 8 – Vacancy of President Position

Section 9 – Vacancy of Board of Directors Position

Section 10 – Suspension of a Director”

Rationale: to adjust the numbering for the headings with the removal of Secretary and combining into Secretary/Treasurer.

10. Article IV Section 6 – Stream Representatives to be repealed:

“The Stream Representatives (Arena, Pool, Building Maintenance & Operations and 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.”

Article IV Section 6 – Stream Representatives to be replaced by:

“The Stream Representatives (Arena, Aquatic, Building Maintenance & Operations, Parks & Sport Fields and Client Services) 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.”

Rationale: to reflect changes to Board positions as previously updated within these proposed changes to the Bylaws.

11. Article IV Section 7 – Associate Representative to be repealed:

“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.”

Article IV Section 7 – Associate Representative to be replaced by:

“The Associate Representative shall plan and develop opportunities for the Associate Members and the Individual Members to maintain contact through various means of communication.”

Rationale: the organization of the Trade Show is no longer the responsibility for this individual; however, they can provide direction and contribute to the planning as they are able.

12. Article V Section 3 – Quorum at General and Special Meetings to be repealed:

“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 V Section 3 – Quorum at General and Special Meetings to be replaced by:

“Fifty (50) 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.”

Rationale: Will our membership base at an average of approximately 1500 each year, it is felt the quorum should be larger to represent a higher percentage of that membership.

MOTION 4: **Moved by:** Mike Szewczuk [Penhold]
 To accept ALL proposed bylaw changes as presented.
 Seconded: Jeff Heindel [Blackfalds]
 CARRIED (46 in favour)

8.0 Financial Report:**8.1 2020 Audited Financials:**

MOTION 5: **Moved by:** Les Turner [Calgary]
 To accept the 2020 Audited Financial Statements as presented.
 Seconded: Chris McKenna [Sylvan Lake]
 CARRIED (46 in favour)

8.2 2021 Budget Approval:

MOTION 6: **Moved by:** Les Turner [Calgary]
 To accept the 2021 Operating Budget as presented for information.
 Seconded: Mike Bryson [Nanaimo, BC]
 CARRIED (46 in favour)

8.3 Appointment of Auditor (3-year appointment approved at 2019 AGM):

The 3-year contract awarded to St Arnaud Pinsent Steman Accountants is still in effect until the 2021 Audit is complete. For information only.

9.0 Future Conference Host – Cambridge Hotel, Red Deer, October 3-5, 2021:

MOTION 7: Moved by: Aaron Singh [Spruce Grove]

Presented as information.

Seconded: Mike Bryson [Nanaimo, BC]

CARRIED (46 in favour)

10.0 Election of Officers:

Chris McKenna turned the chair over to Russ Tanner, Past President, who was identified as an Election Officer for the Annual General Meeting. Russ accepted the chair of this meeting. Russ reviewed the election process with the attendees.

a. **President:** Our Bylaws do not require an election for the position of President. The President Elect, who was nominated and elected to the position by the membership at the 2018 Annual General Meeting, ascends to the position of President when the position becomes vacant or at the end of the President's two-year term. The current President's term will expire at the end of this Annual General Meeting.

Therefore, as Chair of this Annual General Meeting I declare Robert Pelletier [Edmonton], President of the Alberta Association of Recreation Facility Personnel.

b. **President Elect:**

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

Sonia Dodd

MOTION 8: Moved by: Russ Tanner [Coaldale]

To affirm by proclamation, Sonia Dodd as President-Elect for the Alberta Association of Recreation Facility Personnel.

ACCLAIMED

Russ Tanner declared Sonia Dodd elected to the position of President Elect for the Alberta Association of Recreation Facility Personnel.

c. **Secretary/Treasurer:**

As a result of the voting on the bylaw changes in this meeting, the Board of Directors are in agreement that Les Turner [Calgary] will carry on in the role of Secretary/Treasurer.

MOTION 9: Moved by: Russ Tanner [Coaldale]

To appoint the previous Treasurer (Les Turner) to the position of Secretary/Treasurer for the remainder of the term.

APPOINTED

Russ Tanner declared Les Turner appointed to the position of Secretary/Treasurer for the Alberta Association of Recreation Facility Personnel.

d. Education Representative:

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

Natasha Bozek [Castor]

Chris Thompson [Okotoks]

The nominees had the opportunity to make a 5-minute presentation to the membership.

MOTION 10: Moved by: Russ Tanner [Coaldale]

To declare Natasha Bozek the new Education Representative for the Alberta Association of Recreation Facility Personnel.

CARRIED (30 in favour; 16 opposed)

Based on receiving the most votes in the election, Russ Tanner declared Natasha Bozek elected to the position of Education Representative for the Alberta Association of Recreation Facility Personnel.

e. Arena Representative:

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

Craig Dilts [Strathmore]

Allan King [Stettler]

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

MOTION 11: Moved by: Russ Tanner

To declare Craig Dilts the new Arena Representative for the Alberta Association of Recreation Facility Personnel.

CARRIED (25 in favour; 21 opposed)

Based on receiving the most votes in the election, Russ Tanner declared Craig Dilts elected to the position of Arena Representative for the Alberta Association of Recreation Facility Personnel.

f. Parks & Sport Fields Representative:

The Nominating Committee has received the following nominations for the position of Parks & Sport Fields Representative:

Umesh Chand [St Albert]
Mike Szewczuk [Penhold]

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

MOTION 12: Moved by: Russ Tanner [Coaldale]
To affirm Umesh Chand the new Parks & Sport Fields Representative for the Alberta Association of Recreation Facility Personnel.
CARRIED (29 in favour; 17 opposed)

Based on receiving the most votes in the election, Russ Tanner declared Umesh Chand [St Albert] re-elected to the position of Parks & Sport Fields Representative for the Alberta Association of Recreation Facility Personnel.

a. Client Services Representative:

The Nominating Committee has received the following nominations for the position of Client Services Representative, which is new to the RFP Board this year:

Michelle Richardson [Calgary]
Andrew Jones [Ponoka] Nominated from the floor by Chris Johnstone; seconded by Paul Clarke.

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

MOTION 13: Moved by: Russ Tanner [Coaldale]
To declare Michelle Richardson the new Parks & Sport Fields Representative for the Alberta Association of Recreation Facility Personnel.
CARRIED (38 in favour; 8 abstained)

Based on receiving the most votes in the election, Russ Tanner declared Michelle Richardson elected to the position of Client Services Representative for the Alberta Association of Recreation Facility Personnel.

Russ Tanner thanked all those who let their name stand for election and then welcomed the new Board members to the RFP Board. Russ turned the meeting back over to Chris McKenna.

11.0 Presentation:

Chris asked Russ to stay at the podium and he thanked Russ for his time on the Board, which ended up being a bit longer than usual with the untimely passing of Lloyd Smith, our president-elect. On behalf of the RFP Board & Members, Russ was presented with a farewell gift and card.

12.0 Appreciation:

Chris then called on Allan King, Russ Tanner and Scott Hepfner to join him at the podium. These outgoing Board members were thanked for their volunteer service to AARFP and presented with the RFP Executive Pin for their years on the Board.

13.0 2021 AGM Date and Location

MOTION 14: Moved by: Les Turner [Calgary]

That we hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on Tuesday, April 26, 2022 in Red Deer, Alberta.

Seconded by: Umesh Chand [St. Albert]

CARRIED (Unanimous)

14.0 Adjournment:

MOTION 15: Moved by: Chris Thompson [Okotoks]

That the 2021 Annual General Meeting is adjourned at 2:35 pm.

CARRIED (Unanimous)

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2021

	2021 \$	2020 \$
ASSETS		
CURRENT		
Cash	231,315	259,240
Short term investments (Note 4)	221,770	373,453
Accounts receivable	31,203	43,345
Inventory	632	936
Prepaid expenses	75,555	72,714
	560,475	749,688
EQUIPMENT (Note 5)	3,801	5,083
LONG TERM INVESTMENTS (Note 6)	155,477	-
	719,753	754,771
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 8)	23,247	78,540
Deferred income (Note 7)	51,462	19,647
	74,709	98,187
LONG TERM DEBT (Note 9)	40,000	30,000
	114,709	128,187
NET ASSETS		
Unrestricted net assets	310,957	331,215
Invested in capital assets	3,801	5,083
Contingency reserve	150,000	150,000
Business initiatives reserve	140,286	140,286
	605,044	626,584
	719,753	754,771

ON BEHALF OF THE BOARD

Director

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2021

	2020 Balance \$	Excess (deficit) of revenues over expenses \$	Amortization \$	Capital asset purchases \$	2021 Balance \$
Unrestricted net assets	331,215	(21,540)	1,282	-	310,957
Invested in capital assets	5,083	-	(1,282)	-	3,801
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	626,584	(21,540)	-	-	605,044

	2019 Balance \$	Excess (deficit) of revenues over expenses \$	Amortization \$	Capital asset purchases \$	2020 Balance \$
Unrestricted net assets	327,106	5,684	3,046	(4,621)	331,215
Invested in capital assets	3,508	-	(3,046)	4,621	5,083
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	620,900	5,684	-	-	626,584

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2021

	2021 \$	2020 \$
REVENUES		
Alberta Recreation and Physical Activity grant	64,364	64,364
Education	353,697	252,165
Investment Income	2,924	7,320
Memberships	107,030	109,773
Sponsorship Advertising	38,627	39,915
	<u>566,642</u>	<u>473,537</u>
EXPENSES		
Amortization	1,283	3,046
Board	33,568	29,666
Calendar	6,997	6,862
Conference	39,200	9,082
Donations	300	-
Education	143,415	109,700
Interest and bank charges	2,560	-
Newsletter	6,400	8,626
Office and general administration	78,962	59,833
Professional fees	8,500	8,500
Rental	31,800	29,150
Salaries and wages	321,474	301,876
Scholarship awards	863	2,746
	<u>675,322</u>	<u>569,087</u>
DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>(108,680)</u>	<u>(95,550)</u>
OTHER INCOME		
COVID Emergency Support Fund grant	17,500	-
Canada Emergency Business Account	10,000	10,000
Canada Emergency Rent Subsidy	9,115	-
Canada Emergency Wage Subsidy	50,525	91,234
	<u>87,140</u>	<u>101,234</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(21,540)</u>	<u>5,684</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2021

	2021 \$	2020 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	(21,540)	5,684
Item not affecting cash:		
Amortization of equipment	1,283	3,046
	<u>(20,257)</u>	<u>8,730</u>
Changes in non-cash working capital:		
Accounts receivable	12,142	70,975
Inventory	304	1,305
Accounts payable and accrued liabilities	(55,291)	9,368
Deferred income	31,815	(76,465)
Prepaid expenses	(2,843)	(19,025)
	<u>(13,873)</u>	<u>(13,842)</u>
CASH FLOWS FROM OPERATING ACTIVITIES	<u>(34,130)</u>	<u>(5,112)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment	-	(4,621)
Purchase of short term investments	(3,795)	(7,831)
	<u>(3,795)</u>	<u>(12,452)</u>
CASH FLOWS FROM FINANCING ACTIVITY		
Proceeds from long term debt	10,000	30,000
INCREASE (DECREASE) IN CASH	(27,925)	12,436
CASH - BEGINNING OF YEAR	<u>259,240</u>	<u>246,805</u>
CASH - END OF YEAR	<u>231,315</u>	<u>259,241</u>

**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
2022 PROPOSED BUDGET**

	2021 Budget	2021 Actual	2022 Budget
Revenue			
Administration	\$ 36,100	\$ 41,551	\$ 21,850
Grants	64,364	64,364	64,364
Membership	146,360	107,030	160,220
Education	263,700	353,697	377,000
Conference	232,270	-	144,351
	<u>\$ 742,794</u>	<u>\$ 566,642</u>	<u>\$ 767,785</u>
Expenses			
Administration	\$ 340,564	\$ 445,742	\$ 354,168
Membersihp	49,900	46,965	61,400
Education	108,650	143,415	174,150
Conference	232,270	39,200	144,351
	<u>\$ 731,384</u>	<u>\$ 675,322</u>	<u>\$ 734,069</u>
Covid Gov't Grants	0	87,140	0
Excess of Revenue Over Expenses	<u>\$ 11,410</u>	<u>-\$ 21,540</u>	<u>\$ 5,016</u>