



2025

ANNUAL REPORT

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL

 www.aarfp.com

 403-851-7626

 office@aarfp.com

TABLE OF CONTENTS

Introduction	pg. 03
2025 Highlights	pg. 04-06
2025 RFP Board of Directors	pg. 07
Presidents Report	pg. 08
President Elect Report	pg. 09
Secretary and Treasurer Report	pg. 10
Past Presidents Report	pg. 11
Arena Stream Report	pg. 12
Parks & Sport Fields Stream Report	pg. 13
Client Services Stream Report	pg. 14
Aquatics Stream Report	pg. 15
Building Maintenance Stream Report	pg. 16
Associate Representative Report	pg. 17
Education Representative Report	pg. 18
Executive Director Report	pg. 19
2025 AGM Minutes	pg. 20-29
2025 Audited Financial Statements	pg. 30-40
2026 Proposed Operating Budget Summary	pg. 41

ABOUT AARFP

Established in 1978, the Alberta Association of Recreation Facility Personnel (AARFP) mission is to provide education, consultation, and advocacy in recreation facility operations. This year has been an exciting year where we have been developing the future direction of the association. We have started updating and creating more resources for our members.

1110
MEMBERS



90
COURSES

348
CONFERENCE ATTENDEES



MISSION

Providing education, consultation and advocacy in Recreation and Facility Operations.



VISION

To be leaders in recreation and facility operations.



EDUCATION HIGHLIGHTS

As the recreation and facility operations industry continues to evolve, so must the training that supports it. In 2025 AARFP undertook a comprehensive review and started the update of its education programs to ensure they remain relevant, practical, and aligned with the real-world challenges faced by today's operators. This work marks the beginning of an ongoing commitment to continuous improvement and exciting changes for 2026.

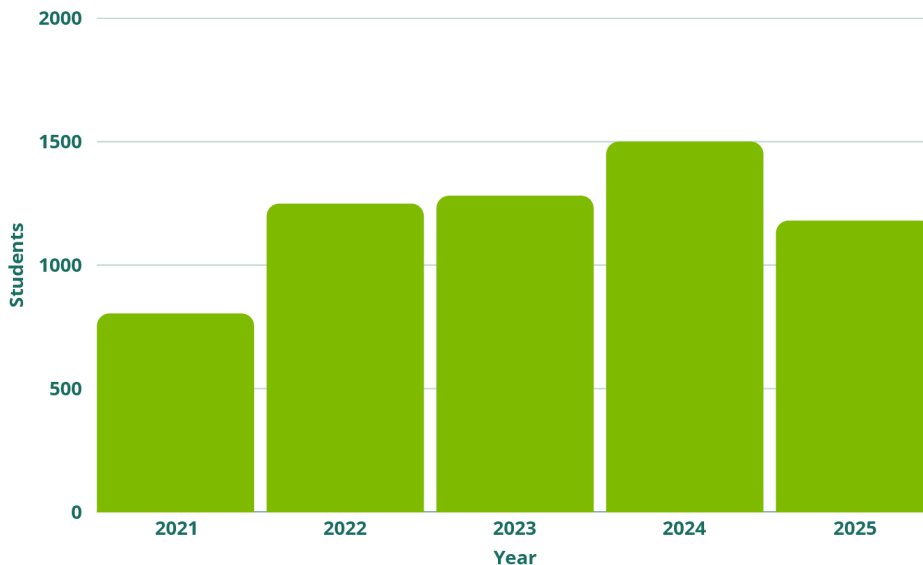
1138
Students

That's 1138 individuals investing in their skills, their facilities and their communities through RFP training in 2025.

90
Courses

Behind these numbers are operators improving ice quality, technicians strengthening systems, and leaders building stronger teams.

Number of Students Over the Years



THE AARFP REACH

AARFP delivers training with a strong and intentional geographic reach, ensuring recreation and facility operators across Alberta and beyond, which includes the Northwest Territories and Nunavut have access to high-quality, industry-relevant education.



COURSE LOCATIONS

- Strathmore
- Lac La Biche
- Lloydminster
- Vegreville
- Cochrane
- O'Chiese
- Strathcona County
- Camrose
- Spruce Grove
- Red Deer
- Brooks
- Lethbridge
- De Winton
- Lacombe
- Airdrie
- Jasper
- Edmonton
- Edson
- Zoom
- Beaumont
- Athabasca
- Calgary
- Taber
- Wainwright
- Sylvan Lake
- Medicine Hat
- Westlock
- Lac La Biche AB
- Grimshaw
- Three Hills
- Picture Butte
- Iqaluit, NU
- Fort Chipewyan
- Behchoko, NT
- Okotoks
- Penhold
- Olds
- Yellowknife, NT
- Lake Louise
- Leduc

OUR MEMBERSHIP

AARFP membership is more than access, it’s an investment in professional growth, industry knowledge, and long-term career success in recreation and facility operations.

Whether you are starting your career or leading a team, AARFP provides the training, resources, and connections needed to build confidence, strengthen skills, and take the next step forward. Through a combination of technical courses, leadership development, and ongoing education, members gain skills they can immediately apply in their roles.

In a rapidly evolving industry, staying current is essential. AARFP ensures members are prepared for change by continuously updating course content, sharing industry insights, and providing access to tools and connections that support modern facility operations.

1467

5 YEAR MEMBERSHIP AVERAGE ('21-'25)

This average reflects numbers during COVID years as well as the membership structure change.

1110

TOTAL MEMBERSHIP

This number includes associates, students, facility members, senior and individual members.

Change in Leadership

This year marked an important transition for AARFP as we welcomed a new chapter in our leadership. We are pleased to introduce Tim Doruch as Executive Director, bringing over than two decades of experience building and growing organizations across the public, private, and non-profit sectors.

At the same time, we extend our sincere gratitude to our outgoing Executive Director, Chris McKenna for his years of dedication and leadership. His commitment to strengthening the association and supporting members has left a lasting legacy that will continue to shape AARFP moving forward.

SOCIAL MEDIA

1083 Facebook Followers in 2025

174 Instagram Followers in 2025

397 LinkedIn Followers in 2025

BOARD OF DIRECTORS

The Alberta Association of Recreation Facility Personnel (AARFP) Board of Directors governs and directs the affairs of the Association. They oversee the financial business of the Association, ensure accountability to the membership in all AARFP matters and most importantly, provide strategic leadership, education and fellowship opportunities.



Craig Dilts
President



Derek Starnes
President Elect



Sonia Dodd
Past President



Aaron Singh
Secretary and Treasurer



Shawn O'Neill
Education
Representative



Kim Fraser
Client Services
Representative



Adrian Thibault
Arena
Representative



Sunni Bell
Aquatic
Representative



Ian Stephens
Associate
Representative



Murray Bretzer
Parks and Sport
Fields Representative



Kevin Olsen
Building Maintenance
Representative

President's Report

As we reflect on 2025, it is clear this has been a year defined by transition, progress, and renewed momentum for the Association.

One of the most significant undertakings this year was the extensive search for a new Executive Director. This was a thorough and thoughtful process, and I am pleased to share that we were successful in hiring Tim Doruch. Tim has been settling into his role exceptionally well, bringing strong leadership, fresh energy, and a clear commitment to advancing the priorities of our association.

This past year has also marked a period of transition within our Board of Directors. We said farewell to several long-serving board members whose dedication, experience, and countless contributions have helped shape AARFP into what it is today. On behalf of the association, I extend sincere gratitude for their service. At the same time, we have been fortunate to welcome new board members who have already demonstrated a strong passion for recreation, bringing fresh perspectives, innovative thinking, and valuable insights at the governance level.

We are also beginning to see the results of our strategic efforts in education and training. A major milestone this year was the official rollout of the fully updated and renewed Arena Fundamentals course. This work represents a significant investment in supporting our members and strengthening industry standards. Building on this success, we are looking forward to continuing the strategic review and enhancement of our course offerings in the years ahead.

Finally, it is important to acknowledge the broader environment in which we are operating. Recreation services across Alberta continue to face increasing pressures alongside reduced funding. In response, AARFP has been actively advocating to government, working to ensure that decision-makers recognize the essential role recreation plays in building healthy, connected, and resilient communities. This advocacy will remain a key priority as we move forward.

In closing, I would like to thank our members, board, staff, and partners for their continued commitment to the recreation sector. Despite the challenges, the work being done across Alberta is making a meaningful difference, and I am confident in the direction we are heading together.

Craig Dilts

President

Alberta Association of Recreation Facility Personnel

President Elect Report

2025 was a fantastic year for me in relation to AARFP. From being named President-Elect in Canmore, to learning the ropes of the organization, being very active in the running of the organization as part of the Executive committee, to hiring our new Executive Director, it was a challenging yet rewarding introduction to my President-Elect role. The guidance and tutelage from the more experienced executive committee members and Board, along with the amazing staff, cannot be overstated.

The obvious highlight of my year was being named President-Elect at the Conference last April. Meeting so many great industry leaders and learning from them over the last year has been humbling and enlightening. Seeing first-hand the amount of hard work and hours that go into Conference, Courses, information sharing, Budget is something to behold. A very close second was the hiring of new Executive Director Tim Dorcuh after an exhaustive, very competitive hiring process. Tim has been fantastic in taking over and I am extremely excited to see where the organization will go with Tim facilitating the charge.

Our education courses continue to make the needed improvements to keep current and relevant. These courses are what makes our people the 'first-in-class' employees in our industry on a national level. The experience and buy-in we have in our cadre, the industry leaders, partners, and stakeholders in Alberta is first rate and AARFP plays a vital role in bringing them altogether.

I look forward to keep learning and plan to attend various industry events and to keep spreading the word about all that AARFP is doing and plans to do in the future. I have got to meet and so many great people in the last year and look forward to new relationships and continuing to build on current ones to move the organization forward.

Derek Starnes

President Elect

Alberta Association of Recreation Facility Personnel

Secretary and Treasurer Report

This has been another busy and productive year for the Association. I am now completing my 16th year on the board, and have been able to be part some exciting growth and changes throughout. These roles have always been very rewarding and fulfilling for me and I would encourage anyone who has a passion for this industry to look at becoming a board member. I was very lucky to be able to support a field that has meant so much to me over my career.

For a few months, I was able to assist in a larger role with the association, working closer with the staff as we were hiring an Executive Director. This allowed me to see closer what gets done and provide me with even more appreciation for the work they do on a regular basis. I would also like to thank them for the expanded roles they took on as we were going through a hiring process. At the end of that process, we were able to move forward with a new Executive Director, Tim Doruch, who was able to start learning late last year and is already making his mark helping to lead this association.

Had a very busy year but it was tight financially, finishing with an overall deficit about \$7500. Again, a large part of this is due the Education program. Our revenue for this program were not as high as we received in the previous years coming out of the Covid period, but we still brought in \$584,000 in revenue related to education. As we went through the budget process last year, we tried to be conservative to keep AARFP in a strong financial position.

We are looking closer at our investments and our bank accounts and are creating a better balance between them. We reinvested some GIC money after it matured and invested more out of our saving increasing our investments to over \$870,000. This ensures that we have money set aside in case a need for it ever arises and to fund future initiatives.

I have also had a very active role in the Secretary Role of this position. Preparing for each meeting is quite the job as we work with other board members and staff to ensure all information is available and prepared for them to do their jobs.

I would like to end by saying, Thank You to the Staff, the Board and the Membership for making this another successful year!

Aaron Singh

Secretary/Treasurer

Alberta Association of Recreation Facility Personnel

Past President Report

First off, I would like to thank the numerous hours the board and office staff have put in throughout the Conferences. We are excited to have gained a new Executive Director, Tim Doruch in the late fall. As well as our new board members, Shawn O'Neill, Derek Starnes, Murray Bretzer, and Kim Fraser. Welcome to the organization and I'm so excited to see what great work you all will complete.

I would like to thank the board members that have finished their board service, Rob Pelletier, Larry Golby, Andrew Jones, and Umesh Chand. I am so grateful for the contributions that they have given during their time on the board and continued support.

AARFP has been working hard to improve and enhance our educational offerings and member benefits. We thank everyone involved in this time-consuming process as the final products will support the industry better.

I have continued to help with the following committees within the organization.

- Advocacy with ARPA
- Recertification Committee
- Pool Operator Level 1 Education Update Committee
- Past President Committee
- Conference Committee
- Nomination Committee

I would like to thank all board members in the 2025 to 2026 term for supporting the ongoing strategic plan. The support that each individual brought to the organization is greatly valued and needed to move this organization forward. Thank you.

Sonia Dodd

Past President

Alberta Association of Recreation Facility Personnel

Arena Stream Report

Over the past three years, I have remained committed to my mandate of engaging, educating, and advocating for our members while also being an active and positive contributor to the AARFP Board of Directors.

I've been working to keep our Arena Stream Facebook group active and valuable by sharing educational content, important AARFP updates, and the occasional post to make you smile. We have also run a "Show us your ice install" contest which had good engagement. Social media has been a great way to connect with members, answer questions, and keep the conversation going.

Writing articles for Leisure Lines has been enjoyable. Over the past year, I've covered topics such as Why Your Operation Needs an Integrity Management System – And How ABSA's AB-538 Sets the Standard to that Rink Spa Feeling.

I've been working on a checklist for facilities and rinks for daily, weekly, monthly and annual checks. It is in a table format for ease of use. It is currently in draft form, more information to come concerning that.

I do have plans for some connect sessions in the future. Ideas include: Discussing our Second Arena Survey, Board Maintenance Schedules and Planning, and Building Your Integrity Management System. Keep your eye out for the scheduled dates. We launched the arena survey to gather data from rinks around the province. This will be the 2nd iteration of the survey, so not only will we have current data, but past data to start track trends. As said above I plan on doing a Connect Session to discuss the findings.

Beyond events, I've enjoyed fielding member inquiries on topics such as:

- Second opinions concerning brine samples
- Arena Preventative Maintenance programs
- Operational budget planning

Always willing to help-out, answering questions or helping find resources. I want to keep delivering content that's meaningful and useful to you. Whether it's article topics, social media ideas, or industry concerns, I'd love your input! Reach out anytime at arena@AARFP.com.

Hope to see you all at the next conference!

Adrian Thibault

Arena Representative

Alberta Association of Recreation Facility Personnel

Parks & Sport Fields Stream

I was newly elected to the board at the last AGM and have been looking forward to contributing over the past year in my role as Parks and Sports Fields Stream Representative

As I continue learning the role of Stream Representative, I have been working to better understand the distinction between decisions made at the administrative level versus those requiring board-level input. Gaining clarity in this area has been an important part of my onboarding and ongoing development.

The strategic planning session was particularly valuable. It provided an excellent opportunity for open discussion, collaboration, and a deeper understanding of the organization's direction. I found this to be one of the most beneficial engagements so far.

Looking ahead, I would like to explore ways to increase member interaction and engagement. In particular:

- Encouraging more active participation through social media and email channels
- Creating opportunities for members to share advice and best practices
- Highlighting and celebrating member accomplishments
- Strengthening communication and engagement will help build a more connected and collaborative community within the stream.
- Continue developing a clear understanding of governance and decision-making processes
- Identify and implement strategies to improve member engagement
- Support ongoing strategic priorities of the board

Murray Bretzer

Parks and Sport Fields Representative

Alberta Association of Recreation Facility Personnel

Client Services Stream

I'm not sure where the year has gone already. Being new to the Client Services Representative position has been a learning curve. I am continually surprised by the breadth of knowledge AARFP members possess and by how far our organization reaches. All corners of our province and territories are benefiting from our courses and strengthening the skills of recreation and facility personnel, making our facilities stronger, safer, and more innovative.

Over the past year, I have had the opportunity to work alongside our instructors, ensuring that they have the support they need to deliver their programs and services to the best of their ability. With many courses being offered throughout the year, both in person and virtually, we strive to meet the learning styles and abilities of all participants. If you missed a course in 2025, don't worry, 2026 is set up to offer everything you need and more. You can check out the course offerings on the AARFP website and get yourself signed up for the courses that will strengthen your knowledge in your field. I was also able to assist in the organization of Symposium 2025 in Lacombe. It was amazing to see participants from across Alberta come to learn and network, and it was nice to catch up with familiar faces. The symposium is a great opportunity to complete multiple courses in one location and in a short amount of time. Watch for information about Symposium 2026 which is happening in Leduc .

As I continue in my role as Client Services Representative, I look forward to networking with industry professionals and other municipalities to get an understanding of the constant demands that our members are facing and how to best support them. We have strength in numbers, and if one member is having an issue, there are probably others who are experiencing the same thing. Being able to assist in opening up pathways to connection and communication will further foster that feeling of community and support.

I don't know what the next year will look like, however, I know that there will be advancements in technologies, new ideas, and new challenges. I remain committed to the members to be available as a resource and continue to collaborate with industry professionals to bring you the best AARFP has to offer.

I look forward to seeing you all at conference 2026 "You Belong Here" in Grande Prairie.

Kim Fraser

Client Services Representative

Alberta Association of Recreation Facility Personnel

Aquatics Stream

As I reflect on the past year as the Aquatics Stream Representative for AARFP, I am once again reminded of the strength and dedication within Alberta's aquatics and recreation industry. It is an honour to be part of an association that delivers on its mission of providing education, consultation, and advocacy in recreation and facility operations, while supporting professionals across the province.

My favourite event this year was the 2025 AARFP Conference and Trade Show, "At Its Peak," in Canmore, Alberta. The conference provided an excellent opportunity to connect with colleagues from across the province and to see many familiar faces we do not often get to see in person. AARFP's strength lies in the relationships it fosters, its commitment to advancing standards, supporting professional growth and strengthening operations through shared expertise and leadership, reinforcing its vision to be leaders in recreation and facility operations.

Throughout 2025, several key themes emerged within the aquatics stream, reflecting both the evolving industry expectations and the realities faced by aquatic facilities across Alberta:

Indoor Pool Air Quality Monitoring: Increased awareness and discussion around indoor air quality, ventilation, and monitoring practices.

Staff Recruitment, Retention, and Leadership: Continued challenges in attracting and retaining aquatic staff, along with the importance of developing future leaders and supporting succession planning within aquatic teams.

Universal Changerooms: An ongoing focus on clear signage and consistent communication to ensure universal changerooms remain safe, respectful, and inclusive spaces for all users.

Cell Phone and Camera Policies: Navigating privacy expectations, policy enforcement, and patron education related to the use of cell phones and cameras within aquatic facilities.

While these topics present ongoing challenges, it is encouraging to see them being actively discussed throughout the industry. AARFP continues to play an important role in facilitating these conversations and supporting aquatic professionals as we work collectively toward practical and consistent solutions. The AARFP course calendar remains a valuable asset, offering learning opportunities that extend beyond Pool Operator training and support leadership development, risk management, and operational excellence across aquatic and facility operations.

I am grateful for the opportunity that I have had as the Aquatics Stream Representative and look forward to continuing with collaboration, learning, and leadership.

Sunni Bell

Aquatic Representative

Alberta Association of Recreation Facility Personnel

Building Maintenance Stream

Well what a term it has been!

We have learned, grown, developed, evolved and continue to move forward. From Conference to meetings to the Retreat, it has been a great ride. Change, although difficult at times, is necessary for progression and we have experienced both through this year.

I have appreciated every opportunity offered by the Association, Board, Staff and members. We have enjoyed laughs and connections while working towards our goals and plans. The knowledge that I have personally walked away with from my meetings and peers is immeasurable. Our Board works so well together with the experience and knowledge around the table. Seeing the upgrades to courses, the planning for Conference and the representation at various conferences makes me feel proud to be a part of this organization. I have enjoyed every minute on the Board and would encourage any AARFP member to get involved at the Board level if the opportunity arises. Regardless of your experience with boards and committees, you will not regret getting involved.

With all that being said, I am regrettably taking a leave from the Recreation industry. Life threw me a curve ball which leads me to apologize to the Board, Staff and members for having to vacate my position early. Recreation has always been a passion and I hope to find my way back.

Thanks for the support through the years and have a fantastic time in Grande Prairie! Continue to do good things for our Association, our members, our patrons and ourselves!

Kevin Olsen

Building Maintenance Representative

Alberta Association of Recreation Facility Personnel

Associate Representative

Welcome to my final Board Report.

As we gather once again for the 2026 AARFP Conference & Trade Show, I do so with a mix of excitement and reflection. This year marks a period of change for AARFP and me. With a recent change in my employment and the completion of my second term on the board, I will be stepping down. While I am saddened that I will not be joining you in person this year, I take great pride in looking back on my time with AARFP the relationships built, the initiatives supported, and the progress we've made together. I leave this role confident that I was able to contribute in a meaningful way, and I am encouraged to see others stepping forward to continue this work.

Four years ago, I asked myself a question: "As Associate Representative, how do I better connect our many associates to the recreation industry through AARFP? How do we build lasting partnerships?" Today, I believe the answer is simple: communication.

It's about listening, truly listening to the needs of our members and vendors. Taking the time to meet, understand, and discuss the challenges they face, while identifying opportunities for collaboration and growth. This is about meaningful, ongoing, face-to-face engagement. During COVID, many of us became accustomed to connecting from behind screens. In doing so, we lost some of the value of personal interaction. Rebuilding that connection through conferences, site visits, and in-person conversations has been essential in strengthening our community. Through the strength and engagement of our membership, we have not only grown our annual conference but also enhanced AARFP as a whole. We now offer more courses than ever before, with improved quality and value. Our industry vendors have played a key role, contributing their expertise to ensure content remains relevant, practical, and forward-thinking.

AARFP's Leisure Lines continues to be an excellent platform for associates to share their insights, through articles, technical updates, and product and service reviews. The diversity and quality of contributions make it a valuable resource for anyone involved in the recreation industry.

Over the past four years, I've had the opportunity to visit many recreation facilities. It has been incredibly rewarding to see AARFP associate products and services in use across the industry. I am proud of the role AARFP has played in building and strengthening these connections. Thank you all for your support, collaboration, and commitment over the years. It has truly been an honour to serve.

Ian Stephens

Associate Representative

Alberta Association of Recreation Facility Personnel

Education Representative

Elected in April at the Canmore Conference, succeeding Larry Golby, I began onboarding in May and quickly immersed myself in the education portfolio.

This year focused on learning, engagement, and forward momentum. I attended our Symposium and completed the RDP Management Skills Course, gaining valuable insight into current course delivery models and instructional approaches. As well as engaging in discussions surrounding the renaming of courses and worked collaboratively on the highly anticipated rebranding of the Arena Fundamentals Course. I represented AARFP at trade shows, connecting with elected officials and raising awareness of our educational programs. Overall, this year has been about building relationships, understanding our education framework, and laying groundwork for thoughtful modernization.

Our office team continues to be instrumental in supporting the education portfolio:

- Maren – for ongoing coordination and patience with the many moving parts of education.
- Carla – for website support and technical assistance.
- John – for conference updates and operational guidance.
- Helena – for assistance with reports, articles, and web content.
- Tim – welcome to the team; we’re glad to have you onboard.

Their work ensures our initiatives move from discussion to execution.

Looking Ahead to 2026 I will be focused on modernization, collaboration, and strategic visibility. A couple of key priorities include rewriting and updating several core courses to ensure relevance and consistency. Collaborating with the Province (ALIS Alberta) to revise the Recreation Operator job description and aligning it with current industry standards. Supporting national initiatives with the Canadian Parks and Recreation Association in Ottawa in June.

Our focus remains clear: ensure AARFP’s education programming remains credible, current, and recognized across Alberta and beyond. Thank you for the opportunity to serve as your Education Representative. I look forward to continuing to support the Board, strengthening instructor engagement, and advancing education initiatives that reinforce AARFP’s leadership within the recreation and facilities industry.

Shawn O’Neill

Education Representative

Alberta Association of Recreation Facility Personnel

Executive Director

It is a privilege to contribute to the 2025 Annual Report of the Alberta Association of Recreation Facility Personnel during my first months as Executive Director. Since joining the organization, I've had the opportunity to learn deeply about AARFP's history, its strong reputation across Alberta, and the commitment of our members, volunteers, instructors, partners, and staff. This foundation provides both stability and inspiration as we look to the future.

In 2025, AARFP continued to deliver valuable education, conference programming, and professional support to the recreation sector across the province. The Association generated approximately \$1.1 million in total revenue, reflecting the continued relevance of our offerings and the dedication of those who contribute to their success. While the year included some financial pressure, we remain well-positioned with strong reserves and prudent financial management practices.

Looking ahead, our focus is on strengthening member value and building for long-term sustainability. This includes planning new education offerings, modernizing systems and processes, and ensuring that AARFP continues to evolve alongside the needs of recreation professionals and facility operators. We are also committed to strengthening operational and financial resilience through thoughtful planning, diversified revenue opportunities, and operational efficiencies.

Equally important is our ongoing effort to connect and engage with members across Alberta. Recreation plays a vital role in community wellbeing, and AARFP's role in supporting the professionals who deliver these services is more important than ever.

I am grateful for the guidance of our Board, the dedication of our staff team, and the continued trust of our members. Together, we are positioning AARFP for a future that honours its legacy while embracing innovation and growth.

Tim Doruch, MBA

Executive Director

Alberta Association of Recreation Facility Personnel

2025 AGM Minutes

Alberta Association of Recreation Facility Personnel Tuesday April 15, 2025 | 11:15AM | Canmore, Alberta

Attendees

Directors:

Sonia Dodd – President
 Craig Dilts – President Elect
 Aaron Singh – Secretary/Treasurer
 Rob Pelletier – Past President
 Adrian Thibault – Arena Stream Rep.
 Kevin Olsen – Building Maintenance Rep.
 Umesh Chand – Parks & Sport Fields Rep.
 Sunni Belle – Aquatics Stream Rep.
 Larry Golby – Education Rep.
 Ian Stephens – Associate Rep.
 Andrew Jones – Client Services Rep.

Staff (Non-Voting)

Maren Tryon – Education & Development Man.
 John Napier – Technical Director
 Helena Milovic – Marketing & Comm. Manager
 Carla Simpson – Admin. Coordinator

Members:

Andrew Allan	Jeremy Congo	Jody Jager	Janice McKinnon	Brooke Sabourin
Wes Amendt	Innes Cumming	Eric Jeanveau	Miranda McPhee	Randy Schenker
Lukas Antoniuk	Jonathan Curley	Jonathan Jensen	Trevor Millward	Tammy Schermund
Cora Appleby	Robyn De Wet	Kaylyn Jensen	Carley Moon	Channing Schneider
Steven Ashworth	Austin Denboer	Cris Jorvina	Daniel Mulek	Meaghan Sewell
Karen Bacon	Conan Donahue	Jamie Kaiser	Meghan Olsen	Sukhpreet Sidhu
Curtis Bailey	Lyndsey Duffy	Katie Keary	Sam Olsen	Scott Simms
Shena Bauer	KB Dumas	Dnaile Kuzmik	Shawn O'Neill	Rex Smith
Calvin Beauchamp	Jessica Duperron	Ashley Lamoureux	Reuben Oostenbrink	Brianne Spelt
Matthew Benn	Morgan Elliott	Darcie Lamson	Peter Paragas	Morgan Stanton
Reg Bennett	Sheldon Fandrey	Andrea Leavitt	Noelle Parisian	Derek Starnes
Shane Benz	Kim Fraser	Patsy Lindsay	Todd Pawsey	Brady Steele
Jordan Berube-Potvin	Jonathan German	Adam Ludwar	Desirae Perry	Sandi Stewart
Rhonda Blake	Robin Gilbert	Jennifer Maclean	Braeden Peters	Brody Stoddart
Trace Bozarth	Ben Gilchrist	Catherine Macmillan	Heather Polard	Alex Sura
Murray Bretzer	Chad Glasser	Nathan MacPherson	Dawson Potts	Taylor Sydorko
Gillian Campbell	Carter Graham	Jessica Maggrah	Joel Powlesland	Michael Szewczuk
Robert Campbell	Eric Hamilton	Phillip Maiani	Terry Prest	Russ Tanner
Tom Carney	Kameron Hampton	Dorothy Malbeuf	Wayne Quinton	Nicole Thomson
Kayla Carson	Rebecca Harker	Heather Mark	Rachel Rarick	Lee Tucker
Darcy Carter	Glenn Hernandez	Kurtis McBain	Robert Ringland	DJ Ulriksen
Michael Carter-Squire	Tracey Hicks	Jesse McCabe	Tim Rogers	Helena Vadnais
Trish Cerin	Dave Horner	Jarod McDonnell	Marty Rowles	Tracey Verhoeven
Theresa Chatelain	Jeremiah Huo	Dennis McEvoy	Nicholas Roy	Jason Waites
Paul Clarke	Jonathan Hynes	Connor McIntosh	Randy Russell	Barry Williams
Doug Cobb	Kevin Iverson	Chris McKenna	Carlito Sabado	Monty Willis
				Don Wolfe

Total Members: 131

Agenda:

1. Call to Order

Meeting called to order at 11:26AM on April 15, 2025

2. Explanation of AGM & Voting Procedures

3. Introduction of the Head Table

Sonia Dodd - President

Craig Dilts – President Elect

Rob Pelletier – Immediate Past President

Aaron Singh – Secretary Treasurer

4. Approval of the Agenda

MOTION: To approve the agenda as presented for the 2025 AARFP Annual General Meeting as presented.

Moved by: Umesh Chand – St. Albert

Seconded: Jeremy Congo – Benchmark Projects

Discussion: None

CARRIED

5. Approval of the Minutes of the Annual General Meeting, Tuesday, April 25, 2024.

MOTION: To accept the minutes of the 2024 Annual general meeting of the Alberta Association of Recreation Facility Personnel held in Lethbridge, Alberta, as presented in the 2024, Annual report.

Moved by: Lee Tucker – Town of Oyen

Seconded: Terry Prest – Sturgeon County

Discussion: None

CARRIED

6. Business Arising from the 2023 Minutes None – Moving Forward

7. Executive Reports as Circulated

President	Sonia Dodd	Stettler
Past President	Rob Pelletier	Millet
President Elect	Craig Dilts	Strathmore
Secretary Treasurer	Aaron Singh	Spruce Grove
Education Rep.	Larry Golby	Coronation
Associate Rep.	Ian Stephens	Forbo Flooring
Aquatic Rep.	Sunni Belle	Lethbridge
Arena Rep	Adrian Thibault	Foothills
Building Maintenance Rep	Kevin Olsen	Hanna
Parks Rep	Umesh Chand	St. Albert
AARFP Office		Calgary

MOTION: To accept as information, all Board of Directors reports as presented in the 2024 Annual Report.

Moved By: Barry Williams – Foothills County – Scott Seamans Sports Rink

Seconded: Reg Bennett – Town of Drumheller

Discussion: None

CARRIED

8. New Business

Year in Review:

1.Curling Course – Thank you to Andrew for connecting AARFP with Curling Alberta, and allowing us to add curling courses to our offerings. Welcome to instructors Joel and Nick.

2.Updated Mission, Vision and Values – add the word “and” to be more encompassing of the industry and our work.

3.Updated Strategic Plan – Updating 5 pillars

A. 2024 Financial Report

MOTION: That the members of the AARFP accepts as information, the 2024 audited financial statements found within the 2024 Annual Report.

Moved by: Shawn O’Neill – Town of Devon

Seconded: Murray Bretzer – Town of Wainwright

Discussion: None

CARRIED

MOTION: That the membership of the AARFP accepts the board of Director's recommendation to appoint St Arnaud Pinsent Steman Chartered Accountants as the Association's auditors for the year 2025.

Moved by: Sandi Stewart – City of Lacombe

Seconded: Sheldon Fandrey – City of Red Deer

Discussion: None

CARRIED

B. 2025 Budget Approval

MOTION: That the members of the AARFP accepts the 2025 operation budget as presented for information, at the 2025 AGM, and as found in the 2024 Annual Report.

Moved By: Kevin Iverson – Town of Toefield

Seconded: Brody Stoddart – Town of Morinville

Discussion: None

CARRIED

MOTION: That the members of the AARFP accepts the 2025 initiative budget as presented for information, at the 2025 AGM, and as found in the 2024 Annual Report.

Moved By: Joanne Kuzoff – Calgary Flames

Seconded: Rob Campbell - City of Edmonton

Discussion: None

CARRIED

C. Bylaw Amendments

MOTION: That the members of the AARFP accepts the recommendation from the board of directors, adding a Curling Stream representative.

Moved By: Braeden Peters – Fort Saskatchewan

Seconded: Matt Benn – Town of Coaldale

Discussion:

Murray Bretzer (Town of Wainwright) – Curious about how many courses we have run so far.

Maren Tryon (Staff Response) 3 courses in the late fall of 2024, 1 CIT and 2 ACIT, and 1 ACIT in 2025. Most courses will run the Fall due to ice installs. Already in the works for host 4 additional courses.

Murray Bretzer (Town of Wainwright) – with adding a stream rep, we want to make sure that there is enough work for them, and it justifies the addition.

Unknown – Is there any plans to add this as a requirement to the RDP courses?

Sonia Dodd (President) – We aren't there at this time.

Unknown: with the addition of Curling are we seeing an increase in membership, and has there been increased talks with vendors in the curling industry?

Sonia Dodd (President) – We have been to the Ag. Society show, and we are working with Curling Alberta to get the word out.

Lee Tucker – Running this in the Fall but the small town guys are swamped, is there an opportunity to take these courses later in the year.

Maren Tryon (Staff) - There is but our ability to run these courses is dependent on who is applying to host. We are running into a roadblock with curling clubs still going to Curling Alberta to organize and that's something that we are working to over come as we figure out the best pattern for the courses.

Russ Tanner (Town of Coaldale) – Has there been a look at the feasibility of adding an additional body to board? Does it make more sense to hold off a year to see what type of uptake there is before we add the additional cost.

Nick Roy (Crestwood Curling Club) – the ACIT is a single day course that runs usually in line with the start of the curling season, and the CIT course is 3 days that is more flexible and can run at anytime. We are looking for more support from Curling Alberta for these.

Sandi Stewart (City of Lacombe) – Ask to Andrew to explain in more detail the conversation that they had previously.

Andrew Jones (Town of Ponoka) – Trying to build up some representation and support Curling Alberta to create a future building/training zone and working with Curling Canada as well. This will help grow our membership and get increased our engagement.

CARRIED

Curling stream representatives will be accepted once the special resolution of bylaws is sent into the societies for the change.

MOTION: That the membership of the AARFP accepts the recommendation from the Board of Directors to the Bylaws Article III Sections 3.1 and 4 and Article IV Section 6 addition of the Curling Stream Representative.

Moved By: Trish Cerin – Town of Innisfail

Seconded: Michael Szewczuk – Town of Penhold

Discussion: None

CARRIED

MOTION: That the members of the AARFP accepts the recommendation from the Board of Directors, to removed the line “can only serve in a specific office for 3 consecutive terms” from the Bylaws.

Moved By: Sukhpreet Sidhu – Sturgeon County

Seconded: Desirae Perry – Town of Stettler

Discussion:

Sheldon Fandrey (City of Red Deer) – What’s the purpose of removing the term limit?

Rob Pelletier (Immediate Past President) – If you have a great employee you want them to stay on board, we risk losing experience and knowledge.

Murray Bretzer (Town of Wainwright) – What we’ve had in the past has worked really well, but they are still active members, still have input and come to meetings. Being able to have new people coming on and getting involved has kept the Association strong all these years. With change in personnel comes more growth.

Rob Pelletier (Immediate Past President) – This is a democratic process. Anyone that wants to run, should be able to run and then the membership decides. The Board isn’t telling you who should be in there.

Umesh Chand (City of St. Albert) – It’s allowing the individual to run again, but it’s not stopping anyone from running against them. It’s allowing the initial person to keep going.

Russ Tanner (Town of Coaldale) – Speaking out against this motion as a previous member of the board, there is also a dynamic that the people that are up there are visible, it’s very difficult to run against an incumbent because of this. This is a normal practice to guard against stagnation.

Jennifer McClean – What if you finish your term, take a break, and then return to that same position?

Sonia Dodd (President) – You can already do that, or jump to a different position for the next term to stay on the board.

Barry Williams (Foothills County)- speaking against it that if you have that 3 year limit, you’re forcing someone else to go into that job, and it encourages those who haven’t done it before to step forward.

Sandi Stewart (City of Lacombe) – just to clarify, that anyone in a position right now, if their term ends, can come into another position. Speaking with others, “limiting the board position offers several benefits including fostering a more diverse and engaged board, prevents stagnation and encourages new perspectives. It also prevents a concentration of power in the hands of a few. Makes it easier to adjust the board’s composition to meet the changing organizational needs. It helps avoid many pitfalls. Will be voting against it.

THE MOTION IS DEFEATED.

D. Election of Officers

Sonia Dodd turned the Chair over to Rob Pelletier, Past President, who was identified as the election officer for the Annual General Meeting. Rob accepted the Chair of this meeting and reviewed the election process with the attendees.

Nominating Committee – responsible for collecting nominations and conducting the elections.

Craig Dilts

Sunni Belle

Kevin Olsen

Rob Pelletier

Returning Officers – distribute and collect the ballots.

Aaron Singh

Sandi Stewart

Russ Tanner

Sunni Belle

Larry Golby

Kevin Olsen

Order of Elections:

1. Declare the President
2. Elections of Education, Arena, Parks & Sport Fields, and Client Services positions as officers of the Association

Nominations were closed at 9:01AM on April 15, 2025.

i) President

The President Elect, as nominated at the 2023 AGM ascends to the position of President. The current presidents term expires at the end of this Annual General Meeting and moves to the Immediate Past President position.

It is declared that Craig Dilts becomes President of the Alberta Association of Recreation Facility Personnel.

ii) President Elect

The nominating committee has received the following nominations for the position of President Elect.

Chad Glasser

Nomination: Chris Biensch – City of Edmonton

Seconded: Gillian Campbell - BGIS

Derek Starnes

Nomination: Murray Bretzer – Town of Wainwright

Seconded: Sonia Dodd – Town of Stettler

Returning officers to distribute the voting ballots.

Speech by Chad Glasser

Speech by Derek Starnes

Motion: To affirm by proclamation, and by receiving the majority of votes, Derek Starnes, as the President Elect for the Alberta Association of Recreation Facility Personnel

iii) Education Representative

The nominating committee has received the following nominations for the position of Education Representative:

Shawn O’Neill – Town of Devon

Nomination: Sean Clarkson – Town of Devon

Seconded: Aaron Singh – City of Spruce Grove

Nominations are closed.

MOTION: To affirm by proclamation, Shawn O’Neill, as the Education Representative for the Alberta Association of Recreation Facility Personnel.

iv) Arena Stream Representative

The nominating committee has received the following nominations for the position of Arena Representative:

Adrian Thibault – Foothills County

Nomination: Craig Dilts – Town of Strathmore

Seconded: Sonia Dodd – Town of Stettler

MOTION: To affirm by proclamation, Adrian Thibault, as the Arena Representative for the Alberta Association of Recreation Facility Personnel.

v) Parks & Sport Fields Stream Representative

The nominating committee has received the following nominations for the position of Education Representative:

Murray Bretzer – Town of Wainwright

Nomination: Derek Starnes – Yellowhead County

Seconded: Sonia Dodd – Town of Stettler

MOTION: To affirm by proclamation, Murray Bretzer, as the Parks & Sport Fields Representative for the Alberta Association of Recreation Facility Personnel.

vi) Client Services Stream Representative

The nominating committee has received the following nominations for the position of Education Representative:

Kim Fraser – City of Lacombe

Nomination: Dave Horner – City of Lacombe

Seconded: Sherri Mitchell – City of Lacombe

Morgan Elliott – Trico Centre (Calgary)

Nominated by: Craig Dilts – Town of Strathmore

Seconded by: Sean Murphy – Foothills County

Returning officers to distribute the voting ballots.

Speech by Morgan Elliott

Speech by Kim Fraser

MOTION: To affirm by proclamation, and by receiving the majority of votes, Kim Fraser, as the Client Services Stream Representative for the Alberta Association of Recreation Facility Personnel.

Rob Pelletier returns Chair over to Sonia Dodd, President to conduct the remainder of the Annual General Meeting. Sonia accepts the Chair.

E. Announcement of the Board for 2024-2025

Craig Dilts – President
Derek Starnes – President Elect
Sonia Dodd – Past President
Aaron Singh – Secretary Treasurer
Adrian Thibault - Arena Stream Rep
Kevin Olsen – Building Maintenance Rep
Murray Bretzer – Parks & Sport Fields Rep.
Sunni Belle – Aquatics Stream Rep
Shawn O’Neill - Education Rep
Kim Fraser - Client Services Stream Rep
Ian Stephens – Associate Rep

F. Executive Pins

Presented to Larry Golby, stepping down from the Education Representative, Rob Pelletier, completing his term as Past President, Andrew Jones, stepping down as Client Services Stream Rep, & Umesh Chand, stepping down as Parks & Sport Fields Stream Rep.

G. MOTION: The next AGM will be April 21, 2026 in Grande Prairie, Alberta

Moved By: Sunni Belle

Seconded: Umesh Chand

Discussion: None

CARRIED

H. Adjournment

MOTION: To adjourn the 2025 Annual General Meeting at 12:41PM.

Moved By: Trish Cerin

CARRIED



ST. ARNAUD PINSENT STEMAN

CHARTERED PROFESSIONAL ACCOUNTANTS
AN ASSOCIATION TO PRACTISE CHARTERED PROFESSIONAL ACCOUNTANCY

Daniel J. St. Arnaud, CPA, CA ▪
John H.C. Pinsent, FCPA, FCA, ICD.D ▪
Bernardus C. Steman, CPA, CA, CFA ▪
JAM Accounting Group LLP ◻

INDEPENDENT AUDITOR'S REPORT

To the Members of Alberta Association of Recreation Facility Personnel

Opinion We have audited the financial statements of Alberta Association of Recreation Facility Personnel

(the Association), which comprise the statement of financial position as at December 31, 2025, and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2025, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Basis for Opinion We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **Auditor's Responsibilities for the Audit of the Financial Statements** section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)

◻ Operating as a Professional Corporation ◻ Operating as a Limited Liability Partnership

1653 – 91 Street SW | Edmonton, AB T6X 0W8
Phone: (780) 448-0399 | Fax: (780) 468-6400 | www.sps-ca.ca

Auditor's Responsibilities for the Audit of the Financial Statements Our objectives are to obtain

reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with

Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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 Association's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Daniel J. St. Arnaud Professional Corporation

Edmonton, Alberta
March 31, 2026

Daniel J. St. Arnaud Professional Corporation
Chartered Professional Accountant



ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2025

	2025 \$	2024 \$
ASSETS		
CURRENT		
Cash (Note 4)	146,517	565,926
Short term investments (Note 5)	471,664	406,765
Accounts receivable	33,389	53,520
Inventory	989	4,696
Interest receivable	618	4,377
Goods and services tax recoverable	-	3,287
Prepaid expenses	24,124	50,237
	677,301	1,088,808
EQUIPMENT (Note 6)	1,241	1,632
LONG TERM INVESTMENTS (Note 5)	400,000	-
	1,078,542	1,090,440
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 7)	29,081	46,609
Goods and services tax payable	4,142	-
Deferred income (Note 9)	68,444	59,436
	101,667	106,045
NET ASSETS		
Unrestricted net assets	975,634	982,763
Invested in capital assets	1,241	1,632
	976,875	984,395
	1,078,542	1,090,440

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2025

	2024 Balance	Excess of revenue over expenses	Amortization	Transfers	2025 Balance
	\$	\$	\$	\$	\$
Unrestricted net assets	982,763	(7,520)	391	-	975,634
Invested in capital assets	1,632	-	(391)	-	1,241
	<u>984,395</u>	<u>(7,520)</u>	<u>-</u>	<u>-</u>	<u>976,875</u>
	2023 Balance	Excess of revenue over expenses	Amortization	Transfers	2024 Balance
	\$	\$	\$	\$	\$
Unrestricted net assets	609,384	82,571	522	290,286	982,763
Invested in capital assets	2,154	-	(522)	-	1,632
Contingency reserve	150,000	-	-	(150,000)	-
Business initiatives reserve	140,286	-	-	(140,286)	-
	<u>901,824</u>	<u>82,571</u>	<u>-</u>	<u>-</u>	<u>984,395</u>

**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2025**

	2025 \$	2024 \$
REVENUES		
Alberta Recreation and Physical Activity Grant	64,400	64,400
Conference	227,665	202,178
Education	584,414	700,322
Investment Income	10,289	14,444
Memberships	155,336	184,063
Sponsorship Advertising	22,547	36,207
	<u>1,064,651</u>	<u>1,201,614</u>
EXPENSES		
Ammortization	391	522
Board	31,153	43,306
Calendar	109	10,263
Conference	217,312	186,884
Education	205,362	265,071
Newsletter	4,000	8,632
Office and administrative expenses	164,223	140,943
Professional fees	19,675	11,500
Rental Salaries and wages	42,778	42,889
Scholarship awards	381,514	407,021
	<u>5,956</u>	<u>1,864</u>
	<u>1,072,473</u>	<u>1,118,895</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>(7,822)</u>	<u>82,719</u>
OTHER INCOME		
Loss on foreign exchange	(8)	-
CRA interest and penalties refund (paid)	310	(148)
	<u>302</u>	<u>(148)</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(7,520)</u>	<u>82,571</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2025

	2025 \$	2024 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	(7,520)	82,571
Item not affecting cash:		
Amortization of equipment	390	522
	<u>(7,130)</u>	<u>83,093</u>
Changes in non-cash working capital:		
Accounts receivable	20,131	(6,031)
Interest receivable	3,759	(3,049)
Prepaid expenses	26,113	(46,400)
Inventory	3,707	(4,090)
Accounts payable and accrued liabilities	(17,527)	16,079
Goods and services tax payable	7,429	(7,246)
Deferred income	9,008	(1,790)
	<u>52,620</u>	<u>(52,527)</u>
CASH FLOWS FROM OPERATING ACTIVITIES	<u>45,490</u>	<u>30,566</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of short term investments	(224,899)	(12,867)
Purchase of long term investments	(400,000)	-
Proceeds from short term investments	160,000	-
CASH FLOWS FROM INVESTING ACTIVITIES	<u>(464,899)</u>	<u>(12,867)</u>
INCREASE (DECREASE) IN CASH FLOW	(419,409)	17,699
CASH - BEGINNING OF YEAR	<u>565,926</u>	<u>548,227</u>
CASH - END OF YEAR	<u>146,517</u>	<u>565,926</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

1. NATURE OF OPERATIONS Alberta Association of Recreation Facility Personnel ("the Association") was incorporated on July 14, 1980 under the Non-Profit Corporations Act. The Association is dedicated to providing excellence in training and professional development for individuals involved in the operation of recreation facilities.

The Association is registered as a not-for-profit organization under the Income Tax Act (the "Act") and as such is exempt from income taxes. In order to maintain its status as a registered not-for-profit organization under the Act, the Association must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). These financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

Cash and cash equivalents

Cash includes cash less cheques issued and outstanding.

Short term investments

Short term investments purchased with a maturity of one year or less are to be classified as short-term investments. Short term investments consist primarily of GICs purchased in the year.

Long term investments

Long term investments purchased with a maturity of over one year are to be classified as long term investments.

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Equipment

Equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates:

Computer equipment	30%
Computer software	100%
Equipment	20%
Furniture and fixtures	20%
Leasehold improvements	5 years

Amortization is calculated at one-half of the annual rate in the year the asset is acquired. Capital assets in excess of \$1,000 are capitalized. Any capital contributions used for asset additions are amortized into revenue over the same period as the amortization expense.

(continues)

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES(continued)

Fund accounting

Alberta Association of Recreation Facility Personnel follows the restricted fund method of accounting for contributions.

The General Fund accounts for the Association's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Associations capital assets.

Revenue recognition Membership revenue is recognized in the period to which the membership relates.

Amounts received

in advance for memberships applicable to future periods are recorded as deferred revenue and recognized as revenue in the appropriate period. Membership terms vary by member. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Seminar fees are recognized as revenue when the seminars are held.

Contributed services Donated materials are recognized in the financial statements when a fair value can be reasonably estimated when materials are used in the normal course of operations and would otherwise have been purchased. A number of people donate time and expertise to the Association. As no objective basis exists to record and assign fair values to such contributions the value of this time has not been reflected in these financial statements.

Income taxes

The Association is a non-for-profit organization and as such is exempt from income taxes.

Measurement uncertainty In preparing the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, management must make estimates such as the useful life and amortization of capital assets. The precise determination of many assets and liabilities presented in these financial statements are dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations that have been made using careful judgment. Actual results could differ from those estimates and approximations. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies.

- 3. FINANCIAL INSTRUMENTS** The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets subsequently measured at amortized cost are cash, trade and other receivables. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

(continues)

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

3. FINANCIAL INSTRUMENTS(continued)

Credit risk

The Association is exposed to credit risk primarily through accounts receivable and investments. The Association assesses, on a regular basis, accounts receivable and provides for any amounts that are not collectible. Credit risk related to investments is minimized by dealing with institutions that have strong credit ratings.

Interest rate risk The Association is exposed to interest rate risk arising from fluctuations in interest rate earned on

funds invested in interest bearing accounts and investments. Cash, when received is deposited into an interest bearing account with interest earned based on prime rates on the balance in the account.

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant other price risks arising from these financial instruments. The fair value of the financial instruments approximate their carrying values due to the short maturity or capacity for prompt liquidation.

4. CASH

	2025 \$	2024 \$
Chequing - Servus Credit Union	145,950	538,012
Stripe	-	27,597
Stripe - iMIS	567	317
	\$ 146,517	\$ 565,926

5. INVESTMENTS

	2025 \$	2024 \$
<u>Short term investments</u>		
Investors Group - Cash account	182,279	179,085
Investors Group - High interest savings account	69,385	67,680
Servus Credit Union - GIC #1	-	160,000
Servus Credit Union - GIC #5	60,000	-
Servus Credit Union - GIC #6	60,000	-
Servus Credit Union - GIC #8	100,000	-
	471,664	406,765
<u>Long term investments</u>		
Servus Credit Union - GIC #7	100,000	-
Servus Credit Union - GIC #9	300,000	-
	400,000	-

Investments are comprised of GICs bearing interest rates from 2.4% to 4.8%. Maturity dates range from June 2026 to December 2027. GICs are measured at cost, with interest receivable reported separately.

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025

6. EQUIPMENT

	Cost \$	Accumulated am ortization \$	2025 Net book value \$	2024 Net book value \$
Computer equipment	21,906	21,459	447	639
Computer software	31,838	31,838	-	-
Equipm ent	7,201	7,074	127	159
Furniture and fixtures	15,562	14,895	667	834
Leasehold improvements	21,133	21,133	-	-
	<u>97,640</u>	<u>96,399</u>	<u>1,241</u>	<u>1,632</u>

7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consists of:

	2025 \$	2024 \$
Trades Payable	13,551	27,700
Servus MasterCard	1,356	10,909
Accrued Liabilities	14,174	8,000
	<u>29,081</u>	<u>46,609</u>

8. COMMITMENTS

The Association leases its premises for \$21,714 per annum base rent. The lease expires August 31, 2027.

The Association also leases its photocopier. The lease is renewed annually. The current lease is for \$9,048 per annum and the lease expires September 2026.

9. DEFERRED REVENUE

	2025 \$	2024 \$
Balance, beginning of year	59,436	61,226
Recognized as revenue during the year	(59,436)	(61,226)
Deferred revenue during the year	68,444	59,436
	<u>68,444</u>	<u>59,436</u>

Deferred revenue consists of memberships and calendar advertising for 2026 that was received in 2025.

10. GUARANTEES

The Association guarantees the balances of its credit cards to the maximum of \$40,000 (2024 - \$40,000).

**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2025**

11.COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

AARFP 2026 Budget

Revenue

Education	\$	621,059
Conference	\$	243,425
Membership	\$	191,700
Grants & Other	\$	83,300
	\$	<u>1,139,484</u>

Expenses

General & Administrative	\$	652,803
Conference	\$	204,631
Education	\$	218,300
Membership & Board	\$	63,750
	\$	<u>1,139,484</u>

Profit / Loss

0