



**DUNBOW RECREATION BOARD**  
**REGULAR MEETING AGENDA - Rescheduled**  
**Monday June 5, 2023 at 6:30 pm via Zoom**

1. Call to order – Chairperson – A.B.  
Chairperson’s statement: this meeting is being livestreamed and will be available on the County’s website to view.
  2. Approve June 5, 2023 agenda – All  
Additions or Deletions:
  3. Minute Approval –All  
3.1 March 6, 2023 – regular meeting
  4. Business -  
4.1 Pathway Update – JP/jka  
4.2 Community Recreation Funding - jka  
4.3 Acknowledgement of the past board members – jka  
4.4 Special Meeting Request - jka
  5. Round Table - submissions
  6. Action Items  
6.1 From Previous meeting(s) -all  
6.2 From this meeting - all
  7. Next Meeting
- 2023 Meetings - 1<sup>st</sup> Monday – odd months (generally) at 6:30pm**  
January 9, March 6 - AGM (6pm), March 6 – Application Intake (7:00 pm following AGM), ~~March 20 (tentative Application Review)~~ ~~May 4~~ , June 5, **Sept 11** (Regular and Application Review), September 18 (*tentative Application Review*), November 6
8. Adjourn meeting

**DUNBOW RECREATION BOARD**  
**REGULAR MEETING – Minutes**

A Regular Meeting of the Dunbow Recreation Board was held on March 6, 2023 at 6:30 pm via Zoom.

**Attendees**

**Board Members:**

Andrew Bennett – (Heritage Pointe), Chairperson, Director  
Alan Alger – Division 5 Councillor (A) active  
Don Waldorf – Division 6 Councillor  
RD McHugh – Division 7 Councillor  
Principal Glenn Gibson, Heritage Heights School  
John Evans– (Norris Coulee), Vice Chairperson, Director  
Yvonne Jonk – (Davisburg), Director

**Foothills County Staff:**

Felicia Fairweather  
(Legislative Services Assistant)– Zoom host  
Jeff Porter  
(Manager Agricultural Services, Parks and Recreation)  
Johanna Kortenschyl-Allan  
(Public Lands, Community and Recreation Coordinator)

**Regrets:** nil

**Guests:** nil

**1. Call to Order**

A. Bennett called the meeting to order at 6:30 pm. Quorum was met with 7 members.

A. Bennett reminded the Board that the meeting is being live streamed and a recording of the meeting will be available on the County’s website.

**2. Introduction of Guests**

JR Williams, Recreation Director from the Davisburg Community Association will be introduced and welcomed to the meeting during item 5.2.c.

**3. Agenda Approval**

**MOVED** by D. Waldorf to approve the March 6, 2023 agenda as presented.

-CARRIED UNANIMOUSLY-

**4. Minute Approval**

**4.1 November 7, 2022 - regular meeting minutes**

**MOVED** by A. Alger to approve the November 7, 2022 Dunbow Recreation Board regular meeting minutes as presented.

- CARRIED UNANIMOUSLY –

**4.2 January 9, 2023 minutes - regular meeting minutes**

**MOVED** by J. Evans to approve the January 9, 2023 Dunbow Recreation Board regular meeting minutes as presented.

- CARRIED UNANIMOUSLY--

**5. Business**

**5.1 Pathway Update**

The board was provided with a Pathways Update dated May 1, 2023. J. Porter added that there will be weekly meetings going forward with Bearisto & Associates Engineering & Survey. The anticipated end date is March 31, but may extend into April. Bearisto is conducting onsite assessments. The projection is to have a better update for the May meeting.

**MOVED** by D. Waldorf to accept the update and place on file for information purposes.

- CARRIED UNANIMOUSLY –

**5.2 Community Project Reports**

**a. 2022DRB001 – Outdoor Learning Area- Heritage Heights School Foundation**

G. Gibson provided a brief update on the project which included that the school/parent council has completed the outdoor covering of the outdoor classroom space. The classroom is being used during breaks and recesses with the full construction to be completed this spring.

**MOVED** by J. Evans to accept the 2022DRB001 – Outdoor Learning Area update report and place on file for information purposes.

- CARRIED UNANIMOUSLY –

**b. 2022DRB004 – Playground Replacement – Lake at Heritage Pointe Owners Association**

J. Kortenschyl-Allan provided that LAHPOA did not receive CFEP funding for the grant application that was submitted in 2022 because the intake was oversubscribed. The grant providers encouraged LAHPOA to resubmit for the January 2023 intake with response before the end of June. The board had committed \$25,000 as seed money in 2022 for the project subject to receiving CFEP grant funding.

**MOVED** by D. Waldorf to accept the 2022DRB004 – Playground Replacement update report and place on file for information purposes.

- CARRIED UNANIMOUSLY –

There was a question regarding the expiry of funds. Staff provided that in the past funding has been held for project completions.

**c. 7pm presentation 2023DRB001 – Baseball Diamond Shale and Sports Equipment – Davisburg Community Association – JR Williams, Recreation Director.**

The Davisburg Community Association Recreation Director provided the board with the funding request presentation and answered project questions.

**5.3 CONFIDENTIAL – Closed Session of Dunbow Recreation Board– Community Funding Applications; FOIP Section 16(1)(a)(ii)**

**MOVED** by A. Alger that, in accordance with FOIP Section 16(1)(a)(ii), DRB move into a Closed Meeting at 7:05pm to discuss the 2023 Spring Community Funding Applications.

- CARRIED UNANIMOUSLY –

**MOVED** by D. Waldorf that the DRB return to an open session of the Dunbow Recreation Board meeting at 7:14 pm.

- CARRIED UNANIMOUSLY –

**MOVED** by J. Evans that the 2023DRB001 – Baseball Diamond Shale and Sports Equipment Community Recreation Funding Application submitted by the Davisburg Community be fully funded in the amount of \$3,279.91.

- CARRIED UNANIMOUSLY –

**5.5 Financial**

**a. 2023 Allocation and Budget discussion**

J. Porter reported that the 2023 Budget Deliberations included a focus on recreation on a regional basis. There is a different funding model for 2023 to provide equitable funding to the

recreation boards. DRB will be receiving a \$40,000 allocation for 2023. DRB is the only board that is carrying a healthy reserve, which is not the case in other boards that allocate all funds annually. If there are worthy programs requiring more funding, there is contingency funding that Council may consider.

**MOVED** by A. Alger to accept the 2023 budget update for information purposes.

- CARRIED UNANIMOUSLY -

#### **5.4 Acknowledgement of the past members**

J. Kortenschyl-Allan led the discussion regarding the request from the last meeting surrounding the acknowledgement of past board members and the many hours over their years of service to support recreation in the community. There were some edits provided to the sample certificate. The board felt that there needs to be more acknowledgement or the presentation of the certificates during a public event such as a ceremonial puck drop, or in Council during committee reports. There was further discussion that perhaps all of the DRB members be recognized who were involved in the building of SSSR.

J. Evans excused himself from the meeting at 7:27pm. Quorum was maintained with 6 members.

#### **5.5 Promotional Event discussion**

Discussed in item 5.4. and for further discussion during the May 1, 2023 meeting.

#### **5.6 Request for Special Meeting** – out of order, discussed after 5.2b

J. Kortenschyl-Allan requested a special meeting to address the DRB Bylaw.

**MOVED** by A. Alger to hold a special meeting on May 1st 6:15pm for the sole purpose of providing a special resolution(s) to Rescind Bylaw 65/2015 and 9/2017 and replace with 71/2021.

- CARRIED UNANIMOUSLY -

### **6. Round Table**

**Council** – nil

**Division 7** – RD McHugh

Attended a function in the DeWinton Hall and commented that the hall is still a very nice venue. The Blackie Hall Association is being revived and may be looking to reach out to Davisburg Community Association for information.

**Davisburg**- Y. Jonk

As per item 5.2c.

**DeWinton Community Association**- A. Alger

The association is still struggling to attract new volunteers and board members.

**Heritage Heights School** – G. Gibson

Heritage Heights Parent Association (HHPA) reports that the external metal cladding was completed recently for a total cost of \$3,726.36 for materials and labour.

Outstanding work is obtaining a quote for materials and labour for composite material on the benches. Plan to do this sometime this week and have been waiting a bit simply because no one can

probably access the work area with all the snow that we have received as of late. At this point, the HHPA agreed that timing is to complete by spring.

**Heritage Ponte - A. Bennett**

Artesia has been encouraged to complete their final reporting in preparation for any further funding intakes.

**Norris Coulee – J. Evans**

**MOVED** by D. Waldorf to accept the representative report updates as amended and place on file for information purposes.

- CARRIED UNANIMOUSLY -

**7. Action Items**

- Promotional Event – A. Bennett to reach out to J. Evans

**Note:** Next application intake deadline is August 25, 2023. Solicitation of application to organizations in June or late May and in early August.

**8. Next Meeting**

**2023 Meetings - 1<sup>st</sup> Monday – odd months (generally) at 6:30pm**

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**9. Adjournment**

A. Bennett adjourned the meeting at 7:37 pm.

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Secretary

## Pathways Update

June 1, 2023

### Purpose:

To provide the Dunbow Recreation Board with general updates on the status of the Pathways Engineering Study.

#### Update June 1, 2023

March 6, 2023	March 1, 2023 update report was presented to DRB
June 1, 2023	- Spring delay due to snow cover. - Preliminary Routings 1a, 1b, 2 and 3 sent to board members for discussion during June 5, 2023 meeting. - Ongoing discussions with AB transportation regarding other routing options.

#### Update March 1, 2023

January 9, 2023	DRB provided recommendation to Foothills County Council
February 1, 2023	Foothills County considered the DRB recommendation and awarded the Engineering Study to proponent #2 Beirsto & Associates Engineering & Survey
February 8, 2023	DRB was emailed an update regarding Council's decision to award the Engineering Study to proponent #2 Beirsto & Associates Engineering & Survey
February 8, 2023	The award letter and agreement were prepared

Compiled by  
Johanna Kortenschyl-Allan

## Special Meeting Request

June 1, 2023

### PURPOSE:

During the March 6, 2023 approved a Special Meeting for May 1, 2023 to address the approval of bylaw 71/2021. Due to a number of circumstances the May 1, 2023 meetings were rescheduled to June 5, 2023.

The Bylaw provides:

*“The Board shall hold no less than four (4) regular meetings each year and it may hold special meetings at the call of the Chairman, or any five (5) members upon 24 hours notice”*

### REQUEST:

Option 1:

To hold a Special Meeting on September 11, 2023 at 6:15pm for the sole purpose of providing a special resolution(s) to Rescind Bylaw 65/2015 and 9/2017 and replace with 71/2021.

Option 2:

To hold a Special Meeting on \_\_\_\_\_ at \_\_\_\_\_ for the sole purpose of providing a special resolution(s) to Rescind Bylaw 65/2015 and 9/2017 and replace with 71/2021.

Prepared by  
Johanna Kortenschyl-Allan,  
Foothills County Community and Recreation Coordinator,  
DRB Secretary