



**DUNBOW RECREATION BOARD  
REGULAR MEETING AGENDA  
Monday September 9, 2024 at 6:30 pm via Zoom**

**1. Call to order – Chairperson**

Chairperson's statement: this meeting is being livestreamed and will be available on the County's website to view.

**2. Agenda Approval**

Additions or Deletions:

**Proposed Motion:** To accept the September 9, 2024 Agenda as presented or with additions/deletions.

**3. Minute Approval**

3.1 May 6, 2024 – Regular meeting

**Proposed Motion:** To adopt May 6, 2024 meeting minutes as presented or amended/corrected.

**4. Business**

4.1 Community Recreation Funding

a) Update – jka

b) **2024DRB006 – Sport Court Resurfacing – Funding Application**

The Lake at Heritage Pointe Homeowner's Association (LAHPOA)

**6:40pm** - Presentation: Rick Gallant, President of LAHPOA

4.2 Community Recreation Funding Application Review

CONFIDENTIAL – Closed Session of Dunbow Recreation Board– Community Funding Applications  
FOIP Section 16,17

**Motion** that, in accordance with FOIP Section 16 and 17 the DRB move into a Closed Session at \_\_\_pm to discuss the 2024 Fall Community Funding Application.

**Motion** that the DRB return to an Open Session of the Dunbow Recreation Board Community Recreation Application Review Meeting at \_\_\_ pm.

4.3 Motions Arising from Closed Session

Fall 2024 Dunbow Recreation Board Community Recreation Funding Award:

2024DRB006 – Sport Court Resurfacing - Funding Application

4.4 Project Site Tour - jka

**Proposed Motion(s):** To cancel the September 23, 2024 Tentative Application Review meeting and replace it with guided tours of 3 project sites beginning at 6pm.

4.5 Committees of Council - jka

**Proposed Motion(s):** located in staff report.

4.6 2024 Council Report - jka

**Proposed Motion(s):** located in staff report.



**5. Round Table – submissions**

**Proposed Motion:** To accept the Round Table discussions and member submission; and place on file for information purposes.

**6. Action Items - jka**

6.1 From previous meetings

6.2 New from this meeting

**Proposed Motion:** To accept the Action Items as discussed for information purposes.

**7. Next Meeting**

**October 28, 2024 @ 6pm**

**2024 Meetings - 1<sup>st</sup> Monday – odd months (generally) at 6:30pm**

January 8, March 4 - AGM (6pm), March 4 – Regular meeting (6:30 pm following AGM) March 25 (~~Tentative Application Review, RMA Mar 18-20~~), May 6, September 9 (Regular and Application Review), September 23 (~~Tentative Application Review~~ Proposed Site Tours @ 6pm), October 28 (RMA Nov 4-7)

**8. Adjournment**

Meeting adjourned at \_\_\_\_\_pm

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

A Regular Meeting of the Dunbow Recreation Board was held on May 6, 2024 at 6:30 pm via Zoom.

**Attendees**

**Board Members:**

Andrew Bennett – (Heritage Pointe), Chairperson, Director  
Alan Alger – Division 5 Councillor (A)  
Don Waldorf – Division 6 Councillor  
RD McHugh – Division 7 Councillor  
Scott Ashton – (Division 6 MAL), Director  
Donna Perry – (Davisburg Community Association), Director  
Susan Killam – (Division 6 MAL), Director

**Foothills County Staff:**

Garity Stanley (Legislative Services Assistant) – Zoom host  
Jeff Porter (Manager Parks and Recreation)  
Johanna Kortenschyl-Allan  
(Community and Recreation Coordinator)

**Regrets:**

Jonathan Cassetta – (Heritage Pointe), Director

**Guests:**

S. Donnelly-Davisburg Pony Club

**1. Call to Order**

A. Bennett called the meeting to order at 6:32pm. Quorum was met with 6 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. Agenda Approval**

**MOVED** by D. Waldorf to approve the May 6, 2024 agenda as amend as follows:

**4.1 Community Recreation Funding Application Review to be out of order** to permit a presentation by S. Donnelly from the Davisburg Pony Club for 2024DRB005 DPC Fall 2024 Jump Clinic & Mini Rally application; and to include a Closed Session to review the 2024DRB005 DPC Fall 2024 Jump Clinic & Mini Rally application.

-CARRIED UNANIMOUSLY-

**Item 4.1 Out of Order**

**3. Minute Approvals**

3.1 **MOVED** by D. Waldorf to approve the March 4, 2024 meeting minutes as presented.

-CARRIED UNANIMOUSLY-

3.2 **MOVED** by D. Waldorf to approve the March 25, 2024 meeting minutes as presented.

-CARRIED UNANIMOUSLY-

**4. Business**

4.1 Community Recreation Funding Application Review – *Out of Order*  
2024DRB005 - DPC Fall 2024 Jump Clinic & Mini Rally - Funding Application Davisburg Pony Club (DVPC) – was presented by S. Donnelly at 6:35 pm.

**CONFIDENTIAL – Closed Session of Dunbow Recreation Board– Community Funding Applications FOIP Section 16,17.**

**MOVED** by S. Killam that in accordance with FOIP Section 16 and 17, the board move into a Closed Session at 6:47pm to discuss the 2024DRB005 DPC Fall 2024 Jump Clinic & Mini Rally application Johanna Kortenschyl-Allan, Community and Recreation Coordinator, Jeff Porter Manager of Parks and Recreation; and Garity Stanley – Legislative Services Assistant – Zoom moderator attended the closed session of the Board Meeting for the purpose of providing information to the Board.

-CARRIED UNANIMOUSLY-

**MOVED** by RD McHugh that the board return to an Open Session of the Dunbow Recreation Board Community Recreation Application Review Meeting at 6:58pm.

-CARRIED UNANIMOUSLY-

**MOVED** by D. Waldorf that the Dunbow Recreation Board donate \$1550 to the Davisburg Pony Club (DVPC) for the 2024DRB005 – DPC Fall 2024 Jump Clinic & Mini Rally with the provision of invoices and receipts.

-CARRIED UNANIMOUSLY-

#### 4.2 Pathways Update

D. Waldorf provided an update from Foothills County Council regarding the Pathways:

The Pathways project has been a labour of love by so many including former Dunbow Recreation Board members and volunteers, local community associations, homeowner associations, condominium boards and local residents. The amount of staff time and their dedication to the project is also really appreciated. The project and the municipality have evolved significantly since the original discussions more than 10 years ago.

Foothills County Council reviewed and discussed the Dunbow Recreation Pathway Engineering Report, costs, and recommendation by the Dunbow Recreation Board in great depth, with the following difficult decision being made:

*“That Council acknowledged the Dunbow Recreation Pathway Engineering Report and associated cost estimates and directs that the project will not proceed given current Council priorities and available resources.”*

**MOVED** by S. Killam to accept the Pathways Update Report and place on file for information purposes; and to acknowledge the May 1, 2024 resolution by Foothills County Council.

-CARRIED UNANIMOUSLY-

#### 4.3 Project Site Tour

J. Kortenschyl-Allan provided that the DRB’s Community Recreation Funding program has received 44 applications since 2013 with 36 organization receiving full or partial funding for recreation purposes. There have been many discussions about visiting the sites for the board members to see the how DRB funding has enhanced their accessibility to recreation through equipment, upgrades, and programming.

**MOVED** by D. Waldorf that staff reach out to one or two community associations that have received funding for a tour of their site.

#### 6. Round Table Submissions – submissions

##### J. Porter – SSSR

- Donor wall is nearing completion.
- New condenser had been approved by Council and ordered (grant program)
- New Olympia ice surfer has arrived.
- NRC energy upgrades – solar panels, changing to more efficient air handling units.

##### D. Perry- Davisburg Community Association

- 5 Baseball teams – U7 to U22
- 3 soccer teams

- Work Bee on May 4<sup>th</sup> and BBQ
- Community Engagement Session May 7<sup>th</sup>
- Mother's Day event and Father's Day pancake breakfast
- Kick Boxing and Yoga ongoing with Tai Chi retuning in the fall
- Patio Nights

**MOVED** by D. Waldorf to accept the Round Table discussion and member submission, and place on file representative reports and place on file for information purposes.

-CARRIED UNANIMOUSLY-

**7. Action Items**

7.1 From Previous meetings

- Finalize Sponsorship Wall – initial production proof for the glass panels.
- 2023 Annual Report – complete and report to Council.
- Funding Eligibility Criteria/Model - hold existing model for 2024.
- Principals has not been contacted, there will be 2 new Principals (Heritage Heights and Saint Francis of Assisi).
- Engineering report was reviewed by Council and a report back to DRB (Item 4.2)
- Code of conducts were completed

7.2 From this meeting

- Project Tour June or Fall to be scheduled 1 or 2 sites.
- Possibility of an in-person Fall meeting.

**MOVED** by RD. McHugh to accept the Action Items as discussed for information purposes.

-CARRIED UNANIMOUSLY-

**8. Next Meeting**

**September 9, 2024 Application Review**

**2024 Meetings - 1st Monday – odd months (generally) at 6:30pm**


January 8, March 4 - AGM (6pm), March 4 – Regular meeting (6:30 pm following AGM), March 25 (~~Tentative~~ Application Review, RMA Mar 18-20), May 6, **September 9**, September 23 (Tentative Application Review), October 28 (RMA Nov 4-7)

**9. Adjournment**

A. Bennett to adjourned the meeting at 7:44 pm.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

Committees of Council	
	<b>TOPIC: Annual Dunbow Recreation Board Member Appointments</b>
<b>REPORT PREPARED and PRESENTED BY:</b> Johanna Kortenschyl-Allan	

### PURPOSE OF REQUEST

To provide the Dunbow Recreation Board members with information regarding the annual appointments of community members to Committees for Council for the upcoming year.

### BACKGROUND

#### January 13, 2011

The Dunbow Recreation Board was formed in 2009 by bylaw 106/2009 with the current bylaw being 71/2021.

1. *The Board shall consist of a maximum of nine (9) members appointed by Council.*
2. *The Board shall consist of a Chair and eight (8) Directors comprised of seven (7) community representatives and two (2) representatives from Council. Efforts will be made to seek representation from the Artesia Home Owners Association, Davisburg Community Association, Foothills County Members at Large, Heritage Heights School, The Lake at Heritage Pointe Owners Association, Norris Coulee, and St. Francis of Assisi Academy.*
3. *The Term of Office of the persons appointed to the Board shall be as follows:*
  - a) *The two (2) members of Council shall be appointed for a term commencing on the day of their appointment and ending on the day on which the first Organizational Meeting of Council following their appointment is held.*
  - b) *Initial term for Board members shall be for one (1) year. Subsequent terms may be for a period of two (2) years with all terms expiring on December 31<sup>st</sup>.*

As a note, quorum of the Board shall be the majority of the Council appointed voting members.

#### December 13, 2023

Council appointed Andrew Bennett to the Dunbow Recreation Board with a term to expire on December 31, 2025.


#### February 28, 2024

Council appointed the following community members to the Dunbow Recreation Board with terms expiring on December 31, 2025 Scott Ashton and Susan Killam; and Donna Perry and Jonathan Cassetta with terms expiring on December 31, 2026.

This year's advertising for Committees of Council will be in October or November with the annual acknowledgments and appointments being in late November or early December. J. Kortenschyl-Allan requests that board members provide their intent by email for 2025 by October 1, 2025.

### REQUESTED MOTION

**MOVED** by \_\_\_\_\_ that the Board acknowledges the Annual Committees of Council Review for information purposes.

<b>2024 Annual Report</b>	
	<b>TOPIC: 2024 Annual Report Request</b>
<b>REPORT PREPARED and PRESENTED BY: Johanna Kortenschyl-Allan</b>	

**PURPOSE OF REQUEST**

To request the 2024 Annual Report be prepared for presentation to Council.

**BACKGROUND**

Staff is requesting the Dunbow Recreation Board to prepare the 2024 Annual Report as per the bylaw that includes expenditures, projects, and events the board participated in.

The 2023 Annual Report prepared by Chairman A. Bennett is attached for your reference.

**REQUESTED MOTION**

**MOVED** by \_\_\_\_\_ that the Dunbow Recreation Board prepare the 2024 Annual Report for the October 28, 2024 meeting to review before being presented to Foothills County Council.

## **Dunbow Recreation Board (DRB)**

### **2023 Annual Report**

In 2023, the DRB approved funding for five community associations in the amount of **\$32,219**. These funds support the recreation activities and infrastructure within Foothills County and are listed below. The community groups cited appreciate our support and have expressed interest in larger-scale DRB initiatives such as the potential regional pathways project.

Before the first application intake of 2024, the DRB plans to discuss whether it should refine the eligibility criteria and establish guidelines for funding eligible projects. Foothills County administrative staff are supporting these discussions. Historically, the DRB has used significant discretion in terms of which projects qualify and the appropriate level of funding. The DRB is considering reviewing its policies to ensure fairness to all applicants in any given year.

### **Davisburg Community Association**

2023DRB001 – Baseball Diamond Shale and Sports Equipment **\$3,280**

### **The Artesia Home Owners Association**

2023DRB003 - Walking Pathways Enhancement **\$8,400**

### **The Lake at Heritage Pointe Home Owners Association**

2023DRB002 - Rowboat Application **\$2,300**

### **DeWinton Community Association**

2023DRB004 - DeWinton Community Hall Facility Upgrade **\$15,239**

### **Davisburg Community Association**

2023DRB005 - Outdoor Event Seating **\$3,000**



Community Services – Parks and Recreation



**Topic: Action Items – September 2024**

**Report Prepared By:** Johanna Kortenschyl-Allan, Community and Recreation Coordinator, DRB Secretary

**PURPOSE OF REQUEST**

To provide the Dunbow Recreation Board with an updated Action List

**BACKGROUND**

**From previous meetings**

- Finalize Sponsorship Wall – completed
- Funding Eligibility Criteria/Model - hold existing model for 2024
- Principals - hold
- Engineering report to Council for Review – completed
- Project Tour - scheduled
- Possibility of an in-person Fall Application Review meeting - Tour

**New from this meeting**

**REQUEST OF THE BOARD**

To accept the Action Items as discussed for information purposes.