



**DUNBOW RECREATION BOARD
REGULAR MEETING AGENDA
Monday September 8, 2025 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 - all

Additions or Deletions:

Proposed Motion: To accept the September 8, 2025 Agenda as presented or amended with additions/deletions.

3. Minute Approval - all

3.1 March 3, 2025 - Regular Meeting Minutes

Proposed Motion: To adopt the May 5, 2025 Regular Meeting minutes as presented or amended/corrected and place on file for information purposes.

3.2 June 23, 2025 - Special Meeting Minutes

Proposed Motion: To adopt the June 23, 2025 Special Meeting minutes as presented or amended/corrected and place on file for information purposes.

4. Business

4.1 Community Recreation Funding – J. Kortenschyl-Allan

Project Reports:

a. Interim Project Report: 2025DRB002 – De Winton Community Communication Enhancement Project - De Winton Community Association (DWCA)

Proposed Motion: To accept the 2022DRB002 – De Winton Community Communication Enhancement Project Interim Project Report as distributed and place on file for information purposes.

Funding Presentations:

b. 6:45pm 2025DRB003 – Storage Shed Update - Okotoks Agricultural Society (OAS)
Presentation by Kathy McAteer (Vice President)

c. b. 7:00pm 2025DRB004 – 2025 De Winton Hall Roof Replacement - De Winton Community Association (DWCA) – Presentation by Mike Kosinec (President)

d. c. 7:20pm 2025DRB005 – Davisburg Hall Renovations, Sporting Equipment, Grills – Davisburg Community Association (DCA) – Presentation by Kristen Adema (Operations Administrator)

4.2 CLOSED SESSION – Application Review - all

CONFIDENTIAL – Closed Session of Dunbow Recreation Board – 2025 Fall Community Funding Applications ATIA Sections 19 and 20.

Motion that, in accordance with ATIA Sections 19 and 20 the Dunbow Recreation Board move into a Closed Session at ___pm to discuss the 2025 Fall Community Funding Applications.



Motion that the Dunbow Recreation Board return to an Open Session of the September 8, 2025 Dunbow Recreation Board Meeting at ____ pm.

4.2 Motions Arising from Closed Session - all

Fall 2025 Dunbow Recreation Board Community Recreation Funding Awards:

2025DRB003 – Storage Shed Update - Okotoks Agricultural Society

2025DRB004 – 2025 De Winton Hall Roof Replacement - De Winton Community Association

2025DRB005 – Davisburg Hall Renovations, Sporting Equipment, Grills – Davisburg Community Association

4.3 Reschedule Proposed Site Tour for Fall 2026 – all

Proposed Motion: to Schedule a Site Tour in September 2026.

5. **Round Table** – submissions

Proposed Motion: To accept the Round Table discussions and member submissions to be placed on file for information purposes.

6. **Action Items** – J. Kortenschyl-Allan

6.1 From Previous meetings

- Funding Eligibility Criteria/Model - hold
- Principals (Heritage Heights and Saint Francis of Assisi) – hold
- Tour

6.2 From this meeting

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

7. **Next Meeting**

7.1 Request to cancel September 22 (*Tentative Application Review*)

Proposed Motion: To cancel September 22, 2025 (*Tentative Application Review*) meeting.

November 3, 2025 Regular meeting at 6:30pm

2025 Meetings - 1st Monday – odd months (generally) at 6:30pm

January 6, March 3 - AGM (6pm), March 3 – Regular meeting (6:30 pm following AGM), ~~March 24~~
(~~Tentative Application Review, RMA Mar 17-19~~), May 5, September 8 (Regular and Application Review), September 22 (*Tentative Application Review*), November 3 (*RMA Nov 17-20*)

8. **Adjournment**

Meeting adjourned at _____pm

DUNBOW RECREATION BOARD
REGULAR MEETING – Minutes

A Regular Meeting of the Dunbow Recreation Board was held on May 5, 2025 at 6:30 pm via Zoom.

Attendees

Board Members (Directors):

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

Foothills County Staff:

Krista Conrad (Legislative Services Assistant) /
Zoom host
Jeff Porter (Manager Parks and Recreation)
Johanna Kortenschyl-Allan
(Community and Recreation Coordinator)

Regrets:

1. Call to Order

- A. Bennett, acting Chairman called the meeting to order at 6:30pm. Quorum was met with 8 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 A. Alger to approve the May 5, 2025 agenda as amended with additions 4.1b Mini Creek Pony Club and Item 4.4 Special Meeting request - 2024 YE Financials.

-CARRIED UNANIMOUSLY-

3. Minute Approval - all

March 3, 2025 - Regular Meeting Minutes

MOVED D. Perry to adopt the March 3, 2025 Regular Meeting minutes as presented and place on file for information purposes.

-CARRIED UNANIMOUSLY-

4. Business

4.1 Community Recreation Funding

a. Next Application Intake Deadline is August 13, 2025 notices will be sent to DRB Area organizations.

b. Mini Creek Pony Club

J. Kortenschyl-Allan received notice that Mini Creek Pony Club will not be proceeding with 2024DRB003 – Update/Purchase Jumps and Equipment project.

MOVED by A. Alger to acknowledge that the Mini Creek Pony club will not be proceeding with 2024DRB003 – Update/Purchase Jumps and Equipment project.

-CARRIED UNANIMOUSLY-

4.2 Proposed Site Tour for June

There was a brief discussion regarding a spring 2025 site tour in June to include Heritage Heights Learning Gazebo and playground and the Davisburg Hall and grounds.

MOVED by K. Giesbrecht to proceed with arranging proceed with a spring site tour in late June.

-CARRIED UNANIMOUSLY-

4.3 Grantee Dispersal of Capital Assets

There was further discussion regarding the dispersal of assets funded through the DRB Community Recreation Funding Program, in response to a lack of dispersal conditions at the time of previous awarding of funding. To help accommodate the Lake at Heritage Pointe Owners Association move forward with the dispersal the board provide the following resolution:

MOVED by D. Perry that the board recommends the Lake at Heritage Pointe Owners Association may proceed with the sale or transfer of the Snowmobile and Cross-County Skiing Track Setter, with consideration of the following:

- If sold, the item(s) be sold for market-value.
- If sold, the item(s) for sale must be made available to the general public to purchase, with demonstrable advertising efforts, e.g. online market selling tools, HOA communication vehicles, Western Wheel newspaper, etc.
- Items may be transferred to another rural community association or recreation board within Foothills County
- Lake at Heritage Pointe Owners Association to provide a report to DRB with evidence of the steps taken in the final dispersal of the assets and use of funds for recreation purposes; or provide the rural community association that is the recipient of the item(s).

-CARRIED UNANIMOUSLY-

4.4 Special Meeting

Administration requested that a Special meeting be held on June 9, 2025 to review the 2024 Year End Financial Statements.

MOVED by D. Perry to hold a Special Meeting of the Dunbow Recreation Board on June 9, 2025 at 6:00pm to review the 2024 Year End Financials for approval.

-CARRIED UNANIMOUSLY-

5. Round Table Submissions - nil

County Recreation Facilities – J. Porter

Scott Seaman Sports Rink

- Energy efficiency projects that are projected to be finished in August. These include a BAS upgrade, CHP and solar projects.
- 2024 - 2025 public skating season has concluded; 2025 – 2026 sessions will resume in mid September (*sessions are free and helmets are mandatory for all*)
- The Walking Track is open Monday to Friday 7am to 9pm; weekends 9am to 5pm.
- The walkers have commented on the cleanliness of the facility which is a testament to the hard work and dedication of the SSSR team.
- Limited availability of spring ice rental for April, May and June.
- Elections Canada utilized Room B for the Spring Federal Election.
- The Publics Works Seasonal Staff orientation was held in Room B in April.
- There is a 6-week Yoga program scheduled for May 9 to June 13th in Room B.
- Heritage Heights School used the rink on Tuesdays and Thursdays for the hockey and learn-to-skate programs.
- St Francis of Assisi used the rink on Mondays and Wednesdays for the hockey, broomball and learn-to-skate-programs as well as fun skates for all grades.
- Requests for Proposals for different options to use empty room will be posted.
- Last day for ice rental is June 15 with the ice being removed on June 16th.
- Ice is anticipated to be reinstalled September 2.

Davisburg Community Association – D. Perry

- Father's Day Breakfast on June 15, 2025
- Patio Nights
- Turkey Supper - October 5
- Bingo and Potluck - November 1
- Stargazing – December 28

MOVED by A. Alger to accept the Round Table discussions and to be placed on file for information purposes.

6. Action Items

6.1 From Previous meetings

- Funding Eligibility Criteria/Model - hold
- Principals (Heritage Heights and Saint Francis of Assisi) – hold
- Reach out to Principals regarding recreation information

6.2 From this meeting

- Spring Tour

MOVED by S. Killam to accept the Action Items as discussed for information purposes.

-CARRIED UNANIMOUSLY-

7. Meeting Schedule

2025 Meetings - 1st Monday – odd months (generally) at 6:30pm

January 6, March 3 - AGM (6pm), March 3 – Regular meeting (6:30 pm following AGM), ~~March 24~~
(~~Tentative Application Review, RMA Mar 17-19~~), May 5, June 9, 2025 – Special Meeting,
September 8 (Regular and Application Review), September 22 (Tentative Application Review),
November 3 (RMA Nov 17-20)

8. Next Meeting

June 9, 2025 Special Meeting 6:00pm

9. Adjournment

A. Bennett adjourned the meeting at 7:00 pm.

Chairperson

Secretary

DUNBOW RECREATION BOARD
SPECIAL MEETING – Minutes

A Special Meeting of the Dunbow Recreation Board was scheduled for June 9, 2025 to discuss the 2024 Year End Financials was cancelled due to lack of quorum. A new Special Meeting was held on June 23, 2025 at 6:00 pm via Zoom. The Special Meeting was called by the Chairperson as a result of quorum not being met for the June 9, 2025 Special Meeting that included the 2024 Year End Financials with an additional items regarding the Dunbow Recreation Board; and Asset dispersal by the Artesia Home Owners Association.

Attendees

Board Members (Directors):

Andrew Bennett – (Heritage Pointe), Chairperson
Kirk Giesbrecht – (Division 6 MAL), Vice Chairman
Alan Alger – Division 5 Councillor
Don Waldorf – Division 6 Councillor (A)
RD McHugh – Division 7 Councillor
Susan Killam – (Division 6 MAL)

Foothills County Staff:

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

Guests:

nil

Regrets:

Donna Perry – (Davisburg Community Association)
Jonathan Cassetta – (Heritage Pointe)
Scott Ashton – (Division 6 MAL), Director

1. Call to Order

A. Bennett called the meeting to order at 6:00pm. Quorum was met with 5 members.

A. Bennett reminded the Board that the meeting was being live-streamed, and a recording of the meeting will be available on the County's website.

2. Agenda Approval - all

MOVED by S. Killam to accept the June 23, 2025 Special Meeting Agenda as presented.

- CARRIED UNANIMOUSLY

3. Business

3.1 Dunbow Recreation Board discussion

J. Porter provided that there are a few meeting protocols to adhere to including the need during zoom calls to keep cameras on especially during Closed Sessions. Band width can be a problem, but dropping off and re-entering the meeting can solve the problem at time. The meetings are livestreamed, and it is important to see the meeting attendees. Part of the community engagement includes the board members participating in the meeting proceedings.

MOVED by K. Giesbrecht to acknowledge the Dunbow Recreation Board discussion.

3.2 2024 Financial Report

J. Kortenschyl-Allan presented the 2024 Year End Financial Report for review and discussion.

MOVED by A. Alger to acknowledge the past years support to the Davisburg Community Association for the baseball diamond resurfacing and maintenance.

- CARRIED UNANIMOUSLY

MOVED by S. Killam to approve the Dunbow Recreation Board Financial Statements December 31, 2024 as presented; and that the Dunbow Recreation Board Chairman and one other Director sign the Dunbow Recreation Board Financial Statements December 31, 2024 and Annual Return for submission to the Alberta Registries Office.

- CARRIED UNANIMOUSLY

3.3 Asset Dispersal Request – Artesia Home Owners Association – all
J. Kortenschyl-Allan provided the 2025 history regarding the request by two grantees of DRB funding are no longer using the equipment or capital asset as a result of low interest; persistent weather conditions; or continued costs associated with equipment that is not being used as was intended. The Artesia Home Owners Association requested the same consideration as the Lake at Heritage Pointe Owners Association. The board discussed the matter.

MOVED by K. Giesbrecht that the board recommends the Artesia Home Owners Association may proceed with the sale or transfer of the portable Ice Rink, with consideration of the following:

- If sold, the item(s) be sold for market-value.
- If sold, the item(s) for sale must be made available to the general public to purchase, with demonstrable advertising efforts, e.g. online market selling tools, HOA communication vehicles, Western Wheel newspaper, etc.
- Items may be transferred to another rural community association or recreation board within Foothills County
- Artesia Home Owners Association to provide a report to DRB with evidence of the steps taken in the final dispersal of the assets and use of funds for recreation purposes; or provide the rural community association that is the recipient of the item(s).

- CARRIED UNANIMOUSLY

4. Next Meeting

September 8, 2025 (Regular and Application) at 6:30pm

2025 Meetings - 1st Monday – odd months (generally) at 6:30pm

January 6, March 3 - AGM (6pm), March 3 – Regular meeting (6:30 pm following AGM), ~~March 24 (Tentative Application Review, RMA Mar 17-19)~~, May 5, ~~June 9 (Special Meeting 1, Special Meeting 2)~~, June 23, 2023 (Special Meeting), **September 8** (Regular and Application Review), September 22 (*Tentative Application Review*), November 3 (*RMA Nov 17-20*)

5. Adjournment

A. Bennett adjourned the meeting at 6:24 pm.

Chairperson

Secretary