DUNBOW RECREATION BOARD
REGULAR MEETING AGENDA- UPDATED
Monday November 9, 2026 at 6:30 pm via Zoom

1. **Call to order**

2. **Introductions**

3. **Agenda Approval**
   3.1 Additions or Deletions:

4. **Minute Approval**
   4.1 September 14, 2026 - Regular Meeting Minutes

5. **Business**
   5.1 Recreation in Dunbow Recreation Board Area Schools
      a. Heritage Heights School – Recreation and Athletics Overview 2026

   5.2 2026 Annual Report

   5.3 Community Recreation Project Reports
      a. Final Project Report: 2026DRB005 - Davisburg Community Association – Facility Upgrade (CFEP)

   5.4 Closed Session - Community Recreation Funding Model

   5.5 2027 Application Intake Dates

   5.6 DRB Board Member Acknowledgements

6. **Round Table**

7. **Action Items**
   7.1 From this Meeting

8. **Meetings**
   8.1 2027 Meetings
   8.2 Next meeting

9. **Adjournment**
   Meeting adjourned at _____pm

DUNBOW RECREATION BOARD
REGULAR MEETING MINUTES
Monday 14 September, 2026 at 6:30 pm via Zoom

Attendees

Board Members (Directors):
Andrew Bennett – (Heritage Pointe), Chairperson
Donna Perry –
(Davisburg Community Association), Vice Chairperson
John Callister – Division 6 Councillor
RD McHugh – Division 7 Councillor
Jonathan Cassetta – (Heritage Pointe), Director
Paul Howarth - (Division 6 MAL), Director
Scott Ashton – (Division 6 MAL), Director
Susan Killam – (Division 6 MAL), Director

Foothills County Staff:
Garity Stanley (Legislative Services Assistant)/ Zoom host
Johanna Kortenschyl-Allan
(Community and Recreation Coordinator), Secretary

Regrets:
Alan Alger – Division 5 Councillor (Alternate)
Kirk Giesbrecht – (Division 6 MAL)
Jeff Porter – Manager of Parks and Recreation

1. **Call to order** – Chairperson –
   A. Bennett of the Dunbow Recreation Board called the meeting order at 6:30pm. Quorum was met with eight (8) voting members present.

   A. Bennett provided that the meeting is being livestreamed and will be available on the County's website to view.

2. **Agenda Approval**
   *2.1*Additions or Deletions:
   Moved by S. Killam to accept the September 14, 2026 Agenda with as amended with corrected report numbers in item 4.1

   -CARRIED UNANIMOUSLY-

3. **Minute Approval**
   3.1 March 2, 2026 - Regular Meeting Minutes
   Moved by P. Howarth to adopt the March 2, 2026 Regular Meeting minutes as presented and place on file for information purposes.

   -CARRIED UNANIMOUSLY-

   3.2 May 4, 2026 – Regular Meeting Minutes
   Moved by J. Cassetta to adopt the May 4, 2026 Meeting minutes as corrected, and place on file for information purposes.
   Correction in numbering 4.1 to 2.1 and spelling error in 4.2.

   -CARRIED UNANIMOUSLY-

4. **Business**
   4.1 Community Recreation Project Reports

   a. Final Project Report: 2026DRB003 Davisburg Community Association – Retractable Deck Screen Project

   b. Final Project Report: 2023DRB001 Davisburg Community Association – Shale and Sports Equipment

   c. Final Project Report: 2023DRB005 Davisburg Community Association - Outdoor Event Equipment (seating)

d. Final Project Report: 2026DRB002 De Winton Community Association- HVAC Project

e. Final Project Report: 2025DRB004 De Winton Community Association- Roof Replacement Project

f. Final Project Report: 2025DRB002 De Winton Community Association - Community Communication Enhancement Project

Moved by J. Callister to accept the 2026DRB003 Davisburg Community Association – Retractable Deck Screen Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

Moved by S. Killam to accept the 2023DRB001 Davisburg Community Association – Shale and Sports Equipment Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

Moved by J. Cassetta To accept the 2023DRB005 Davisburg Community Association - Outdoor Event Equipment (seating) Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

Moved by J. Callister to accept the 2026DRB002 De Winton Community Association - HVAC Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

Moved by S. Killam to accept the 2025DRB004 De Winton Community Association - Roof Replacement Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

Moved by D. Perry to accept the 2025DRB002 De Winton Community Association - Community Communication Enhancement Final Project Report as distributed and place on file for information purposes.

-CARRIED UNANIMOUSLY-

4.2 Community Outreach Update

a. DRB Board member Community Outreach attendee update

Davisburg Community Association – Patio Night: J. Callister, RD McHugh, S. Killum and J. Cassetta attended with the banner, providing chips non-alcoholic beverages and cards to the attendees to promote the DRB. People were able to understand how community organizations were/are able to secure funding for community projects and programming. An opportunity for community outreach during the beginning of the summer could in crease the number of fall applications. DRB's presence was well received. Huge thank you to everyone that was involved in the preparations and on site.

b. Community Outreach Expenditures

Moved by J. Callister to acknowledge and approve the July 23, 2026 request and results for Community Outreach Funding as presented and place on file for information purposes:

"Nine voting members of the Dunbow Recreation Board, one alternate, and Foothills County Administrative staff were contacted by email on July 23, 2026; five voting

members responded "yes" to support the DRB's purchase of $306 on non- alcoholic beverages, chips, ice, and decals for community outreach during the August 19 Patio Night at the Davisburg Community Hall; and $325 for a retractable banner."

-CARRIED UNANIMOUSLY-

4.3 Community Recreation Funding Model

J. Kortenschyl-Allan commented that the polished version of the funding model, short application form and regular form will be available for next meeting.

4.4 Board appointments

J. Kortenschyl-Allan provided that the annual Committees of Council appointments process will begin with advertising in the Western Wheel and online. Current members are asked to provide their intents to the DRB Secretary by September 25th.

5. Round Table

There were no member submissions. Comments during round table included:

- Canasta groups are quite large 20 to 40 people that need 5-10 tables.
- Only formalized groups, clubs, community associations can receive funding.
- Recreation builds a stronger sense of community.

Moved by J. Cassetta to accept the Round Table discussions and member submissions and place on file for information purposes.

-CARRIED UNANIMOUSLY-

6. Action Items – J. Kortenschyl-Allan

6.1 From this Meeting

- Next meeting – invitation to Principal
- Funding Model

7. Meetings

7.1 September 28 meeting cancellation request

Moved by RD McHugh to cancel the September 28, 2026 meeting as no Fall 2026 Applications for Community Recreation Funding were submitted.

-CARRIED UNANIMOUSLY-

7.2 Next meeting

November 9, 2026 @ 6:30pm via Zoom

2026 Meetings - 1st Monday – odd months (generally) at 6:30pm

January 5, March 2 - AGM (6pm), March 2 – Regular meeting (6:30 pm following AGM), March 23 **(***Tentative Application Review, RMA Mar 16-18*), May 4(Hybrid), September 14 (Regular and Application Review**)**, September 28 (*Tentative Application Review*), November 9 (*RMA Nov 2-5*)

8. Adjournment

A. Bennett adjourned the meeting at 7:13pm

Chairperson

Secretary