



BOW VALLEY PICKLEBALL ASSOCIATION

2025 ANNUAL GENERAL MEETING

FEBRUARY 25, 2026 at 7:00 PM

ELEVATION PLACE, ROOM 212

AGM DOCUMENTS PACKAGE

NOTICE OF 2025 ANNUAL GENERAL MEETING (AGM)

February 25, 2026 @ 7:00 pm
Elevation Place, Room 212
700 Railway Ave, Canmore, AB T1W 1P4

Dear Bow Valley Pickleball Association Members,

As required by Alberta Societies Act, please accept this as formal notification to the membership of Bow Valley Pickleball Association for the association's 2025 Annual General Meeting.

The Bow Valley Pickleball Association Annual General Meeting shall be held on February 25, 2026 @ 7:00 pm

All Bow Valley Pickleball Association members in good standing are invited to attend in person. Our current bylaws do not permit online participation in our AGM; however, if requested, special accommodation can be made.

Please note that a Special Resolution to amend the Association's bylaws will be considered at the AGM. Approval of this Special Resolution requires not less than 75% of the votes cast by members in good standing. The proposed bylaw amendments to be considered under this Special Resolution are included with this notice (links inserted).

A complete AGM materials package will be emailed to all BVPA members in good standing and also posted to the public on the BVPA website on February 14, 2026.

Preregistration for the AGM will be made available to members in good standing on February 2, 2026.

Kind regards,
Bow Valley Pickleball Association
Dated and sent: February 4, 2026

2025 ANNUAL GENERAL MEETING
of the **BOW VALLEY PICKLEBALL ASSOCIATION (BVPA)**
February 25, 2026 at 7:00 PM
Elevation Place, 700 Railway Ave, Rm 212, Canmore AB T1W 1P4

AGENDA

1. Call the Meeting to Order
 - Welcome
 - Introduction of Meeting Recorder
 - Introduction of Directors
 - Confirmation of a Quorum
2. Approval of the Agenda
3. Approval of Minutes of 2024 BVPA AGM
4. Bylaw Amendments
 - a. Presentation of suggested amendments
 - b. Approval of Amended Bylaws by Special Resolution
5. 2025 Annual Financial Statements
 - a. Presentation of 2025 Annual Financial Statements
 - b. Approval of 2025 Annual Financial Statements
6. President's Report for 2025
7. Looking Ahead
 - a. Strategic Plan to 2035
8. Budget
 - a. Presentation of 2026 Budget
 - b. Approval of 2026 Budget
9. Election of 2026 Board of Directors
 - a. Presentation of Slate of Candidates
 - b. Nominations from the Floor
 - c. Approval of 2026 Board of Directors
10. Adjournment



Bow Valley Pickleball Association 2024 Annual General Meeting Minutes

February 20, 2025

Rm 212, Elevation Place, Canmore

DRAFT, for Approval at 2025 AGM

Attendees

Charlene Butler	Sheila Churchill	Norman Cooper	Jim Cowitz
Sue Cowitz	Doris Foden	Leanne French	Yajaira Herrera-Cooper
Kim Janse	David Kirk	Mike Layton	Mary Lessing-Turner
Steven Locke	Sharon MacLeod	Donni Marano	Jim Mireau
Rosie Neil	Rana Pudifin	Joan Quade	Doug Reese
Therese Rogers	Corrina Rokosh	Marci Segal	Darryl Stann
Doug Thomson	Helen Thomson	David Van Den Beld	

1. Call to Meeting

The meeting was called to order at 7:00 pm by Rosie Neil, 2024 BVPA President.

2024 BVPA Secretary, Sheila Churchill, confirmed from the attendance sign-in sheet that quorum had been reached with 27 attendees.

2. Agenda

MOTION: Moved by Mary Lessing-Turner, seconded by David Kirk to approve the 2024 AGM Agenda. Motion carried.

3. 2023 AGM Minutes

MOTION: Moved by Rana Pudifin, seconded by Jim Mireau to approve the 2023 AGM minutes. Motion carried.

4. Bylaw Changes - Special Resolution

As included in the AGM package, Helen Thomson reviewed the changes proposed to the existing BVPA bylaws.

MOTION: Moved by Sue Cowitz, seconded by Charlene Butler to approve the Bylaws as amended. Motion carried.

5. President's Report

- BVPA membership continues to grow. There were 313 members as of December 31, 2024, a 23% increase from 2023.
- Our success is driven by our amazing volunteers – on the court, in our committees and on the Board.

Highlights from the Courts:

- The Play Committee (Mike Layton, Sue Cowitz, Helen Thomson, Sheri Layton, Rosie Neil) excelled in planning and delivering a variety of play opportunities to our members.
- Sue Cowitz/Play Committee introduced Ladder Play (inputting results to DUPR) and Intermediate Box Play, both highly successful. Same Partner Doubles also remains very popular.
- The outdoor season lasted 23 weeks. 227 members logged a total of 8,612 hours of play. Individual participation ranged from 1 to 126 sessions, with an average of 24 sessions per member.
- 156 members (75% of the membership) played indoors for a total of 1,430 sessions. “Sticker-less” tickets were successfully introduced. Single drop-in tickets and registration was very well received.
- Clinics: Leslie Stroger conducted 10 small group sessions over 4 days (28 Int & 12 Adv). Excellent feedback from members.
- Mentoring: Our Novice and Intermediates were very appreciative of the excellent mentoring from some key advanced players.
- Player Assessment/Challenges: 18 Novices moved to Intermediate, 12 Intermediates moved to Advanced.
- Coach Education: Ten BVPA members participated in the International Pickleball Teaching Professional Association's (IPTPA) Train the Trainer Workshop, becoming trained Level 1 instructors.
- Spring Indoor Tournament at Canmore Collegiate and the Canmore Rec Centre (18 Nov, 18 Int, 8 Adv) followed by a social at the Legion.

- July Mixer with 96 participants. Teams of six players (2 Nov, 2 Int, 2 Adv). Popular format, to be repeated.
- Try It sessions were very successful with 72 participants, resulting in over 50% conversion rate.

BVPA Palooza and Silent Auction:

- The Social Committee (Doris Foden, Charlene Butler, Leanne French, Ani Haubner, Adriana Storms & Sharon Reid) organized and delivered a highly successful second annual July 1st Palooza and Silent Auction at Centennial Field. 1,000 attendees. Music by the Treble Makers, beverage tent and silent auction.
- Over \$16,441 was raised to help with the club's goal to establish permanent courts in the Bow Valley.
- We extend gratitude to ATB Wealth, the Treble Makers, Grizzly Paw Brewery, Wild Life Distillery, Moose Shed BBQ and the Town of Canmore for their support, plus the many club members who volunteered.

Development Committee (Rosie Neil, Doug Thomson, Helen Thomson):

- The Development Committee secured a \$5,000 sponsorship from ATB Wealth.
- They also met regularly with the Town of Canmore to discuss court availability, usage and expansion.

Governance Committee (Michelle Vincent, Helen Thomson, Bill Foden):

- Continued work on drafting new or amending policies (presently 18 Policies).
- Developed Guidelines and Policy for Youth membership.

Member Service Committee (Sheila Churchill, Helen Thomson, Doug Thomson, Mike Layton):

- Ongoing management of Trackie and communication through e-newsletters, emails, website, Facebook.

Treasurer/Secretary:

- Ongoing organization of all financials in QuickBooks (Bill Foden) and preparation of minutes, storage of documents in Google Docs (Sheila Churchill)

MOTION: Moved by Sharon MacLeod, seconded by Yajaira Herrera-Cooper to approve the President's Report. Motion carried.

6. 2024 Financial Statements

The 2024 Financial Statements were prepared by the Treasurer and reviewed by members Jim Mireau and Charles Dean in accordance with the Bylaws. Provided in the AGM Package, the 2024 Audited Financial Statements were presented and reviewed by Doug Thomson.

MOTION: Moved by Jim Mireau, seconded by Jim Cowitz to approve the 2024 Financial Statements. Motion carried.

7. Looking Ahead to 2025

Rosie Neil reviewed BVPA's 2025 Plans for the association and its members. Highlights below.

Outdoor Season:

- Start off the outdoor season with a Season Opener/Fun Mixer.
- Outdoor play at both Veterans and Larch, with emphasis on more time at Veterans.
- Levelled play, box league, same partner doubles, skill sessions, women's and men's play.
- More clinics in June and throughout the summer.

Ratings and Player Development:

- Continue to collect data from box league and tournaments and enter into DUPR.
- Prioritize our process for level progression, exploring strategies from other clubs to find the best fit for the BVPA.

Membership Growth:

- Resume Try-it sessions indoor (March) as well as outdoor (June) to attract new members.

Tournaments and Social Events:

- June Outdoor Mixer, Fall Outdoor Classic, Spring Indoor Tournament, with expanded formats. Socials to follow.
- Looking for new names for these events.

Court Development:

- Active engagement with the Town of Canmore with their 2025/2026 Recreation Master Plan. Be prepared to participate in focus groups, surveys etc.
- Create a new sub-committee to explore possibilities for pickleball courts in the proposed TSMV Phase 1 development.
- Continue to explore opportunities in our neighbouring communities, especially indoor facilities.

MOTION: Moved by Norman Cooper, seconded by Marci Segal to approve the Looking Ahead to 2025 Report as presented. Motion carried.

8. 2025 Budget

The 2025 Budget, approved by the BVPA Board of Directors, was presented and reviewed by Doug Thomson.

MOTION: Moved by Jim Cowitz, seconded by Sharon MacLeod to approve the 2025 Budget as presented. Motion Carried.

9. Election of 2025 Board of Directors

As presented in the AGM package, Helen Thomson presented the proposed slate of nominees.

Sheila Churchill
Bill Foden
Doris Foden
Leanne French
Mike Layton
Rosie Neil
Therese Rogers
Darryl Stann

Nominations from the floor were called three times by Helen Thomson. No nominations were brought forward.

MOTION: Moved by Charlene Butler, seconded by Marci Segal to approve the slate for 2025 BVPA Board of Directors as presented. Motion carried.

10. Adjournment.

MOTION: Moved by Rosie Neil, seconded by Sheila Churchill to adjourn the AGM at 8:15 pm. Motion carried.

Suggested Amendments to the February 20, 2025 Bylaws (with approval at the AGM on February 25, 2026)			
SECTION	ORIGINAL WORDING	Rationale for Amendment	SUGGESTED AMENDMENT
Title page (header)		To identify the latest version	February 25, 2026
Title page (footer)		To identify the latest version	Approved by Special Resolution February 25, 2026
Title page (2.4)	... andSuspension ...	Fix typo	... and Suspension ...
Title page (6.4)	Auditing	Aligns with suggested amendments to Financial Controls Policy #7	Auditing of Accounts
1.3.8.		New definition. Aligns with suggested amendments to Financial Controls Policy #7	A Family Member includes anyone related by blood, marriage, adoption, or common-law partnership, specifically: <ul style="list-style-type: none"> • spouse or common-law partner • parents, step-parents, and in-laws • children (minor or adult), step-children, and children-in-law • siblings and siblings-in-law • anyone living in the same household
1.3.9.		New definition. Aligns with suggested amendments to Financial Controls Policy #7	A Close Associate is any non-family individual whose relationship could reasonably create a conflict, including: <ul style="list-style-type: none"> • shared significant financial interests • shared authority over financial decisions • a close personal relationship that could impair, or appear to impair, objective judgment

2.3.1.c)	c) As outlined in Sections 2.4, 2.5 and 2.5.2.	Redundant line, as it is already covered in 2.3.1. b), so phrase deleted.	
2.3.2. f)	Exercise rights and privileges given to Members as defined by these Bylaws.	Expands rights	Exercise other rights and privileges given to Members as defined by these Bylaws or Association Policies from time to time.
2.3.3.		New addition. Clarifies rights and privileges of Youth Members	Any Youth Member in good standing is entitled to: a) Participate in regular and special Association activities and events, such as league play, tournaments and social activities, in accordance with the terms and conditions governing such participation.
3.1.6.	Members of the Board shall not be directly related to each other without board approval.	Re-worded and expanded to include Close Associate. Aligns with suggested amendments to Financial Controls Policy #7	Family Members or Close Associates shall not be permitted to serve as Directors of the Board without prior board approval.

<p>3.2.4</p>	<p>It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, their duties shall be discharged by any other Board member as may be appointed by the Board.</p> <p>The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board. The Secretary shall also keep a record of all the Members of the Association and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Association. Such monies shall be promptly turned over to the Treasurer for deposit in an approved account in a financial institution.</p>	<p>Align duties with current BVPA Board & Officers Roles & Responsibilities Policy #3</p>	<p>It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, their duties shall be discharged by any other Board member as may be appointed by the Board.</p> <p>The Secretary shall prepare meeting agendas in consultation with the Board; consolidate and distribute Board meeting materials; record, maintain, and circulate accurate minutes of Board meetings; act as custodian of all records and official documents of the Association; prepare and submit the Annual Society Return; update the Bylaws as required and submit amendments to the Government of Alberta for approval; and maintain accurate and current lists of Officers, Directors, and Members.</p>
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<p>3.2.5.</p>	<p>The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of the same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. They shall properly account for the funds for the Association and keep such books as may be directed. They shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited of the financial position of the Association and submit a copy of same to the Secretary for the records of the Association. The Office of the Secretary and Treasurer may be filled by one person if any Board meeting for the election of Officers shall so decide.</p>	<p>To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.</p>	<p>The Treasurer shall receive all monies paid to the Association and ensure they are deposited in the financial institution designated by the Board. The Treasurer shall properly account for all funds, maintain financial records as directed by the Board, and provide statements of receipts and disbursements to the Board when requested.</p> <p>The Treasurer shall prepare the year-end financial statements for presentation to the membership at the Annual General Meeting. The audit required under the Societies Act shall be carried out by the internal or external auditor appointed in accordance with Section 6.4.</p> <p>The offices of Secretary and Treasurer may be held by the same person if the Board so determines.</p>
<p>3.2.6.</p>	<p>Some or all of the duties found in 3.2.4 and 3.2.5 may be delegated as approved by the Board.</p>	<p>Increase clarity</p>	<p>Some or all of the duties found in 3.2.4 and 3.2.5 may be delegated as approved by the Board, so long as the delegation of authority is recorded in writing with clear details of the scope of authority and oversight.</p>

3.6.4.	The Board shall appoint an accountant or two members of the Association to examine the financial records of the Association on an annual basis (see article 6.4).	To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	The Board shall appoint the internal auditor(s) or external auditor for each fiscal year in accordance with Section 6.4, unless the members at an Annual General Meeting resolve otherwise.
3.9.3. e)		Expand the reasons for expulsion of a Director	Violated the Board or Member Code of Conduct Policies.
4.2.4.	An annual reviewed financial statement for the past year shall be submitted to the membership for approval.	To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	The annual financial statements for the past fiscal year shall be presented to the membership for approval.
4.2.5.	The annual projected budget for the next fiscal year shall be submitted to the membership for approval.	To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	A summary of the approved budget for the next fiscal year shall be presented to the membership for approval.
4.3.3.	... channelssuch ...	fix typo	... channels such ...
5.2.1.	... themeeting	fix type	... the meeting ...
6.3.1.	The Treasurer shall submit a yearly projected budget to be approved by the Board and the Members of the Association at the Annual General Meeting.	Slight re-wording. To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	The Treasurer shall prepare a draft budget for Board review and approval. A summary of the approved budget will be presented for approval by the membership at the Annual General Meeting.
6.3.2. but shall not be immediate family members.	Aligns with suggested amendments to Financial Controls Policy #7	... but shall not be immediate Family Members or Close Associates.

6.4	Audit	With the exception of 6.4.1 this entire section has been totally re-written to align with the suggested amendments to the Financial Control Policy #7, align with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice fo small nonprofit organizations.	Auditing of Accounts
6.4.2.	The books, accounts, and records of the Treasurer shall be audited at least once each year by the duly qualified accountant or by two Members of the Association appointed by the Board. Such duly appointed Members shall conduct an audit in accordance with auditing standards deemed appropriate in the circumstances. They shall do sufficient work to obtain reasonable assurance about whether the financial statements are free from material misstatement. Their audit shall involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected will depend on their judgement.	To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	Unless the members at an Annual General Meeting resolve otherwise, the Board of Directors shall appoint one or more internal auditors for each fiscal year. Internal auditors must be independent of the Treasurer and day-to-day financial operations.

6.4.3.	The audited annual financial statements for the previous fiscal year should be presented to the membership at the Annual General Meeting.	To align BVPA's Bylaws with the Societies Act, reduce risk to volunteer auditors, and reflect modern governance practice for small nonprofit organizations.	An internal audit may consist of a limited volunteer review carried out using procedures approved by the Board. It is not an external audit performed by a licensed CPA firm, is not conducted in accordance with Canadian Auditing Standards, the Canadian Standard on Review Engagements, or any other assurance standards, and does not provide assurance. The form of acknowledgment shall be determined by the Board.
6.4.4.		New	The members at an Annual General Meeting may instead resolve to appoint a qualified external auditor for that fiscal year, or to appoint specific individuals as internal auditors in place of Board appointment.
6.4.5.		New	The internal or external auditor, as applicable, shall complete their work and provide an acknowledgment to the Board. The Board will determine what information is appropriate to share with the membership at the Annual General Meeting.

BYLAWS OF THE BOW VALLEY PICKLEBALL ASSOCIATION (BVPA)

February 25, 2026

1. PREAMBLE

- 1.1. Association Name
- 1.2. Service Area
- 1.3. Definitions

2. MEMBERSHIP

- 2.1. Classification of Membership
- 2.2. Terms of Membership and Fees
- 2.3. Rights and Privileges of Members
- 2.4. Disciplinary Measures and Suspension of Membership
- 2.5. Termination of Membership
- 2.6. Liability of Members

3. BOARD OF DIRECTORS

- 3.1. Composition of the Board
- 3.2. Officers
- 3.3. Terms of Office
- 3.4. Length of Service
- 3.5. Vacancies
- 3.6. Power and Duties
- 3.7. Board Meetings
- 3.8. Committees
- 3.9. Withdrawal and Expulsion
- 3.10. Books and Records
- 3.11. Limitation of Liability of Directors

4. MEETINGS

- 4.1. Types of Meetings
- 4.2. Annual General Meeting
- 4.3. Special General Meeting

5. VOTING

- 5.1. Procedures at Annual General Meetings
- 5.2. Procedures at Special General Meetings and Board Meetings

6. FINANCIAL MANAGEMENT

- 6.1. Membership Fees
- 6.2. Fiscal Year
- 6.3. Financial Controls
- 6.4. Auditing of Accounts
- 6.5. Borrowing Power
- 6.6. Remuneration
- 6.7. Review of Financial Records by Members

7. AMENDMENT TO BYLAWS

8. SEAL OF THE ASSOCIATION

9. DISSOLUTION

1. PREAMBLE

1.1. Association Name

1.1.1. The name of this Association is the Bow Valley Pickleball Association (also known as BVPA).

1.2. Service area

1.2.1. The core service area is the Town of Canmore and surrounding areas in the Bow Valley.

1.3. Definitions

In these Bylaws, key terms have been defined as follows:

1.3.1. Association refers to the Bow Valley Pickleball Association (BVPA).

1.3.2. BVPA refers to the Bow Valley Pickleball Association.

1.3.3. Director refers to any person elected or appointed to the Board of Directors.

1.3.4. Annual General Meeting (AGM) refers to the annual meeting of the Association as outlined in sections 4.2 and 5.1 and shall be the only scheduled general meeting of the membership.

1.3.5. Member refers to Members of the Association as outlined in section 2.

1.3.6. Special Resolution of the Members refers to a resolution of the Association passed by not fewer than seventy-five percent (75%) of those Members in good standing present who are eligible to vote.

1.3.7. Special Resolution of the Board refers to a resolution of the board passed by not fewer than 75% of the board members present at the board meeting.

1.3.8. A Family Member includes anyone related by blood, marriage, adoption, or common-law partnership, specifically:

- spouse or common-law partner
- parents, step-parents, and in-laws
- children (minor or adult), step-children, and children-in-law
- siblings and siblings-in-law
- anyone living in the same household

1.3.9. Close Associate is any non-family individual whose relationship could reasonably create a conflict, including:

- shared significant financial interest
- shared authority over financial decisions
- a close personal relationship that could impair, or appear to impair, objective judgement

2. MEMBERSHIP

2.1. Classification of Membership

There are three (3) classes of membership.

- 2.1.1. Regular Members, Super Senior Members (80+ years) and Youth Members (-18 years).

To become a Member of any class of the Association an individual must:

- a) Have paid the annual membership fees (see section 2.2); and
- b) Support the mission of the organization.
- c) Commit to abiding by the Member Code of Conduct Policy.

2.2. Terms of Membership and Fee

- 2.2.1. The term of membership is the calendar year.
- 2.2.2. Membership is not transferable.
- 2.2.3. Membership fees are set by the Board and confirmed by a vote of the Members at the next Annual General Meeting or a Special General Meeting of the Association (see section 6.1).

2.3. Rights and Privileges of Members

2.3.1. A Member in good standing is one who has:

- a) Paid the required membership fee; and
- b) Has not had membership suspended or terminated or been expelled, as outlined in Sections 2.4 and 2.5.

2.3.2. Any Regular or Super Senior Member in good standing is entitled to:

- a) Participate in regular and special Association activities and events, such as league play, tournaments and social activities, in accordance with the terms and conditions governing such participation;
- b) Be notified of Annual General Meetings and Special General Meeting of the Association;
- c) Attend any meeting of the Association;
- d) Speak at any General Meeting of the Association;
- e) Hold one vote at General Meetings of the Association; and
- f) Exercise other rights and privileges given to Members as defined by these Bylaws or Association Policies from time to time.

2.3.3. Any Youth Member in good standing is entitled to:

- a) Participate in regular and special Association activities and events, such as league play, tournaments and social activities, in accordance with the terms and conditions governing such participation.

2.4. Disciplinary Measures and Suspension of Membership

2.4.1. At its sole discretion, the Board may warn or sanction any Member for any violation of Association Bylaws or Policies, and apply appropriate measures in accordance with Association Policies and this Bylaw;

2.4.2. The Board may, by Special Resolution, suspend the membership of a Member for a specified time period for any of the following reasons:

- a) The Member has failed to abide with the Bylaws;
- b) The Member has, in the opinion of the Directors, disrupted meetings or functions of the Association; or
- c) The Member has willfully done anything deemed by the Board to be harmful to the Association.
- d) The Member has, in the opinion of the Board, failed to adhere to Association Policies, including but not limited to the Member Code of Conduct Policy;
- e) The Member has willfully undertaken any actions or caused anything to occur that is deemed by the Board to be harmful to the Association or its members.

2.4.3. Membership fees are not refunded to Members who are suspended.

2.4.4. At least 2 weeks prior to the meeting at which the matter is scheduled to be discussed, the Member shall be sent a notice of the intention of the Board to consider suspension of the membership, including the reasons for doing so. Depending on the circumstances, such as the seriousness of the alleged misconduct, this notice period may be abridged or eliminated at the sole discretion of the Board.

2.4.5. The Member shall be given the opportunity to appear before the Board at such meeting. The Board may limit the time given the Member to address the Board.

2.4.6. The Member shall be allowed to have one other person present if prior notice has been given to the Board.

2.4.7. The Board may exclude the Member from its discussion of the matter, including the vote on the issue of suspension.

2.4.8. The duration of the suspension, if any, shall be determined by the Board, in their absolute discretion.

2.4.9. The decision by the Board is final and there shall be no right of appeal, nor application for judicial review.

2.5. Termination of Membership

2.5.1. Termination of membership can occur as follows:

- a) A Member may resign from membership by signed written notice. An email from the Member containing his or her name shall be considered a signature. The effective date of the resignation shall be as stated in the written notice. If no such date is included in the written notice, the effective date shall be the date of the next meeting of the Board. No membership fees will be refunded upon resignation and any unpaid fees and indebtedness to the Association shall be paid by the Member; or
- b) Expulsion (see section 2.5.2).

2.5.2. Expulsion

At its sole discretion, the Board may pursue expulsion rather than suspension of a Member. This will depend on the seriousness of the alleged misconduct (e.g. criminal acts, repeated conduct violations or other inappropriate behaviour).

- a) Any Member may be expelled from the Membership for any cause the Board deems harmful to the interests of the Association;
- b) The decision must be approved by Special Resolution of the Board;
- c) A special meeting may be called to deal with the matter (see section 3.7.3);
- d) The decision of the Board to expel is final;
- e) No membership fees are returned or transferred to another member;
- f) Any outstanding fees or indebtedness owing to the Association must be paid by the Member;
- g) The Member may not be reinstated without board approval.

2.6. Liability of Member

2.6.1. Each member is liable for personal debts owed to the Association. For a Member whose membership has been suspended or terminated these amounts are due on the effective date of the suspension or termination of the membership.

2.6.2. No Member in their individual capacity is liable for any debt or liability of the Association.

3. BOARD OF DIRECTORS

3.1. Composition of the Board

- 3.1.1. The BVPA Board of Directors shall control the business affairs of BVPA. The Board is controlled by the Bylaws, any Board-generated policies and procedures and any rules for committees. The Board is fiscally accountable to the membership.
- 3.1.2. The membership elects Members to serve on the Board at Annual General Meetings or at Special General Meetings.
- 3.1.3. The Board shall consist of no less than five (5) Directors and no more than twelve (12) Directors. The Board may, at their discretion, appoint a Member or Members in good standing to the Board, up to but not exceeding the maximum permissible number, on an interim basis.
- 3.1.4. All Directors must be Regular or Super Senior Members in good standing (see section 2.3) with the Association.
- 3.1.5. All Members elected as Directors shall assume their duties immediately following the Annual General Meeting or Special General Meeting at which they are elected.
- 3.1.6. Family Members or Close Associates shall not be permitted to serve as Directors of the Board without prior board approval.

3.2. Officers

- 3.2.1. The Board shall have four Officers from its Directors: President, Vice-President, Secretary, and Treasurer.
- 3.2.2. Officers of the Board shall be appointed by the Board from among its Members at the first Board meeting following the Annual General Meeting.
- 3.2.3. The President shall be an ex-officio member of all Committees, without voting rights. They shall, when present, preside at all meetings of the Association and of the Board. In their absence, the Vice-President shall, when present, preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
- 3.2.4. It shall be the duty of the Secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. In case of the absence of the Secretary, their duties shall be discharged by any other Board member as may be appointed by the Board.

The Secretary shall prepare meeting agendas in consultation with the Board; consolidate and distribute Board meeting materials; record, maintain, and circulate accurate minutes of Board meetings; act as custodian of all records and official documents of the Association; prepare and submit the Annual Society Return; update the Bylaws as required and submit amendments to the

Government of Alberta for approval; and maintain accurate and current lists of Officers, Directors, and Members.

- 3.2.5. The Treasurer shall receive all monies paid to the Association and ensure they are deposited in the financial institution designated by the Board. The Treasurer shall properly account for all funds, maintain financial records as directed by the Board, and provide statements of receipts and disbursements to the Board when requested.

The Treasurer shall prepare the year-end financial statements for presentation to the membership at the Annual General Meeting. The audit required under the Societies Act shall be carried out by the internal or external auditor appointed in accordance with Section 6.4.

The offices of Secretary and Treasurer may be held by the same person if the Board so determines.

- 3.2.6. Some or all the duties found in 3.2.4 and 3.2.5 may be delegated as approved by the Board, so long as the delegation of authority is recorded in writing with clear details of the scope of authority and oversight.

3.3. Terms of Office

- 3.3.1. The term of service for Directors of the Board shall be one (1) year. The Board may either propose a slate of all Directors for election by the members at the annual General Meeting or may recommend Directors be elected individually at such meeting.
- 3.3.2. Notwithstanding article 3.3.1, in order to ensure continuity of knowledge and experience on the Board, it is the objective of the Association to retain at least fifty (50%) percent of Board members from year to year.

3.4. Length of Service

- 3.4.1. Subject to article 3.4.2 below, service as a Director on the board is limited to a maximum of six (6) years.
- 3.4.2. A Director, after serving for six (6) years, shall not be eligible for re-election unless at the end of such period, the Board makes a request of the membership to re-elect such Director to complete specific Board work.

3.5. Vacancies

- 3.5.1. A Director's position shall be considered vacant when:
- a) A written resignation is received;
 - b) The Director has been absent from three (3) consecutive Board meetings without

notifying the Board;

- c) Incapacitating illness or death of the Director occurs; or
- d) The term of service has expired.

3.5.2. The Board may fill any vacancy on the Board by appointing a Member in good standing of the Association. To continue in office beyond the term of the Director role being filled, the appointed Director must be elected at the next Annual General Meeting or at a Special General Meeting.

3.6. Powers and Duties

- 3.6.1. The Board shall, subject to the Bylaws, have control and management of the affairs of the Association.
- 3.6.2. The Board shall define policy.
- 3.6.3. The Board shall implement decisions and actions with support from staff (as applicable) and committees.
- 3.6.4. The Board shall appoint the internal auditor(s) or external auditor for each fiscal year in accordance with Section 6.4, unless the members at an Annual General Meeting resolve otherwise.
- 3.6.5. No individual Director has the authority to make a decision on behalf of the Board, a Committee, membership, staff or volunteers.

3.7. Board Meetings

- 3.7.1. The Board shall hold meetings as often as necessary but at least once every three (3) months. Meetings may be attended in person, via teleconference or other electronic means as long as all parties attending can hear each other.
- 3.7.2. Notice of meetings shall be sent by the Secretary at least ten (10) days in advance, including time and location.
- 3.7.3. A special meeting of the Board may be called by any two (2) Directors provided they request the President in writing to call such a meeting and state the business to be brought before the Board. At least ten (10) days' notice must be given for special meetings.
- 3.7.4. Meetings may be held without notice if a quorum of the Board is present; however, any business transacted at such a meeting shall be ratified at the next regularly scheduled meeting of the Board.
- 3.7.5. Meetings of the Board are open to Members of the Association. Members may request of the President, in writing at least one week in advance of the meeting, to speak to the Board on a specific issue. Only Directors may vote on the issue.
- 3.7.6. Quorum for a Board Meeting is the majority of filled Director roles.

3.8. Committees

- 3.8.1. Committees may be struck by the Board to undertake the work of the Association. The Board will outline the committees' duties, delegate powers, and other aspects of the Committees' work.
- 3.8.2. The Board may dissolve the Committee with appropriate reasoning.
- 3.8.3. Committees will be chaired by a Director of the Board. Committee members may include Regular and Super Senior Members of the Association as well as individuals outside the Association with special knowledge or skill that will enhance and support the work of the Committee.

3.9. Withdrawal and Expulsion

- 3.9.1. A Director may withdraw from the Board upon submission of a written resignation.
- 3.9.2. Any Director who is unwilling or unable to fulfill their duties and who does not submit an acceptable written explanation upon request of the Board may be expelled from the Board by a two-thirds (2/3) majority vote of the Directors at a Board meeting.
- 3.9.3. A Director may be removed if he/she has:
 - a) Failed to abide by the rules and regulations of the Association;
 - b) Disrupted meetings or functions of the Association;
 - c) Verbally, physically, or emotionally abused another Member of the Association, a volunteer, or a staff person;
 - d) Willfully done anything deemed by the Board to be harmful to the Association;
 - e) Violated the Board or Member Code of Conduct Policies.

3.10. Books and Records

The Secretary and Treasurer are responsible for ensuring appropriate corporate record keeping.

3.11. Limitation of Liability of Directors

A Director is not liable for the acts of any other Director, Member, employee or volunteer. Directors are not responsible for any loss or damage due to bankruptcy, insolvency or wrongful act of any person, firm, group or corporation dealing with the Association. A Director is not liable for any loss or damage due to an oversight or error in judgement or by an act in their role for the Association, unless the act is fraudulent, dishonest or in bad faith.

The Association shall maintain such liability, directors and officers and other insurance coverage as is determined by the Board from time to time.

4. MEETINGS

4.1. Types of Meetings

There are two types of meetings of the Association:

- a) Annual General Meetings; and
- b) Special General Meetings.

4.2. Annual General Meeting

- 4.2.1. The Annual General Meeting (AGM) shall be called by the President and shall occur no later than three months after the fiscal year end of BVPA.
- 4.2.2. At least twenty-one (21) days' notice shall be given to the membership regarding the date, time and location of the meeting as well as the resolutions requiring review, direction and/or decisions by the membership through regular outlets such as email lists.
- 4.2.3. The Board shall report on the past year's activities and deal with any business specified in the meeting notice.
- 4.2.4. The annual financial statements for the past fiscal year shall be presented to the membership for approval.
- 4.2.5. A summary of the approved budget for the next fiscal year shall be presented to the membership for approval.
- 4.2.6. Election of the Board Directors shall take place as required.
- 4.2.7. Quorum shall be a minimum of ten (10) Regular or Super Senior Members in good standing in attendance at the meeting. Decisions shall be made by majority vote of Members at the meeting, unless otherwise provided in this Bylaw.
- 4.2.8. The President can cancel the AGM if a quorum is not present within one half (1/2) hour after the notified start time of the meeting. If cancelled, the meeting will be rescheduled for one month later at the same time and place. Membership will be notified of the rescheduled meeting. If quorum is not present within one half (1/2) hour after the notified start time of the subsequent meeting, the meeting will proceed with Members in attendance.
- 4.2.9. To comply with any government restrictions or regulations, the AGM may be postponed or held virtually at the discretion of the Board.

4.3. Special General Meeting

- 4.3.1. The Board may call a Special General Meeting for the purpose of providing

reports, seeking advice and direction from the membership, or discussing matters that concern the membership.

- 4.3.2. The Board shall call a Special General Meeting upon receipt of a petition signed by a least one quarter (1/4) of the Regular and Super Senior Members in good standing that states the reason for requesting the meeting and proposed motion(s) intended to be submitted at the meeting.
- 4.3.3. Fourteen (14) days' notice of any special meeting shall be given to Members of the Association through regular communication channels such as an email list or by regular mail. The notice shall state the reason for calling the meeting and include a draft of any proposed resolutions.
- 4.3.4. Quorum shall be a minimum of ten (10) Regular or Super Senior Members in good standing in attendance at the meeting. Decisions shall be made by majority vote of Members at the meeting, unless otherwise provided in this Bylaw.
- 4.3.5. To comply with any government restrictions or regulations, a Special General Meeting may be postponed or held virtually at the discretion of the Board.

5. VOTING

5.1. Procedures at Annual General Meetings

- 5.1.1. Only Regular and Super Senior Members in good standing are allowed to vote; each voting Member has only one (1) vote.
- 5.1.2. Voting for all Board Directors and for general business shall be done by a show of hands unless a majority of Members request a secret ballot. Voting by proxy is not allowed.
- 5.1.3. A simple majority of voting Members present at the meeting will be required to pass any motion.
- 5.1.4. If there are more nominees for the Board of Directors than positions available, voting shall be done by secret ballot; otherwise, voting shall be done by show of hands.

5.2. Procedures at Special General Meetings and Board Meetings

- 5.2.1. Voting shall be done by a show of hands unless a majority of Members present request a secret ballot (or a technically appropriate method if the meeting is virtual).
- 5.2.2. Voting by proxy is not allowed.
- 5.2.3. A simple majority of voting Members present at the meeting will be required to pass any motion.

6. FINANCIAL MANAGEMENT

6.1. Membership Fees

- 6.1.1. The annual membership fee is paid to cover the fiscal year and will not be prorated unless otherwise decided by the Board.
- 6.1.2. Any change to the annual membership fee shall be confirmed by a vote at an Annual General Meeting or a Special General Meeting.

6.2. Fiscal Year

The fiscal year shall end on December 31 each year.

6.3. Financial Controls

- 6.3.1. The Treasurer shall prepare a draft budget for Board review and approval. A summary of the approved budget will be presented to the membership for approval at the Annual General Meeting.
- 6.3.2. The Association shall always have a minimum of four approved signatories with the financial institution. The signatories on the Association's bank account shall be Members of the Board but shall not be Family Members or Close Associates.
- 6.3.3. All cheques and electronic payments of the Association must be signed by two (2) of the designated signatories.
- 6.3.4. All unscheduled expenditures over an amount specified by the Board are to be approved by the Board.
- 6.3.5. All contracts and legal documents of the Association must be signed by two (2) of the directors or other person(s) authorized to do so by resolution of the Board.

6.4. Auditing of Accounts

- 6.4.1. The fiscal year of the Association shall end on December 31 of each year.
- 6.4.2. Unless the members at an Annual General Meeting resolve otherwise, the Board of Directors shall appoint one or more internal auditors for each fiscal year. Internal auditors must be independent of the Treasurer and day-to-day financial operations.
- 6.4.3. An internal audit may consist of a limited volunteer review carried out using procedures approved by the Board. It is not an external audit performed by a licensed CPA firm, is not conducted in accordance with Canadian Auditing Standards, the Canadian Standard on Review Engagements, or any other assurance standards, and does not provide assurance. The form of acknowledgment shall be determined by the Board.
- 6.4.4. The members at an Annual General Meeting may instead resolve to appoint a qualified external auditor for that fiscal year, or to appoint specific individuals as internal auditors in place of Board appointment.

- 6.4.5. The internal or external auditor, as applicable, shall complete their work and provide an acknowledgment to the Board. The Board will determine what information is appropriate to share with the membership at the Annual General Meeting.

6.5. Borrowing Powers

- 6.5.1. Borrowing shall be exercised only under the authority of the Association. In no case shall debentures be raised without the approval, by Special Resolution, of the Association.
- 6.5.2. The Association may borrow or raise funds to meet its objectives and operations. The Board decides the amounts and ways to raise funds.

6.6. Remuneration

- 6.6.1. Unless authorized at any meeting and after notice of same has been given, no Director or Member of the Association shall receive remuneration for their services.
- 6.6.2. Reasonable expenses incurred while carrying out the duties of the Association and supported by receipts and/or appropriate explanation may be reimbursed upon Board approval.

6.7. Review of Financial Records by Members

- 6.7.1. The financial records of the Association shall be made available for review by Members in good standing upon receipt of a written request to the Board.
- 6.7.2. If queries arise, the Board will arrange a specific time and place for review.

7. AMENDMENT TO BYLAWS

- 7.1. Under the leadership of the Vice-President of the Association, proposed changes to Bylaws, having been approved by the Board, shall be presented to the membership at a Special General Meeting or an Annual General Meeting for final approval before submission to the Province.
- 7.2. The Membership may approve proposed Bylaw revisions by means of a Special Resolution.
- 7.3. The Board must give notice of the meeting at which proposed Bylaw changes will be presented at least twenty-one (21) days in advance of the meeting. Notice will be given through regular communication channels (email or regular mail). The notice must include the proposed bylaws changes.
- 7.4. The proposed resolution will include a list of every section of the Bylaws to which revisions are being proposed.
- 7.5. The Special Resolution will pass with a vote in favour by seventy-five percent (75%) or

more of the voting Members in good standing who are present at the meeting.

8. SEAL OF THE ASSOCIATION

The Association shall not have a seal.

9. DISSOLUTION

The affairs of the Association may be terminated, and the chattels and assets or funds shall thereupon be dispersed to non-profit groups in the Bow Valley, as determined by the Board.

The original of this document is signed by not fewer than two of the officers of the Association.

Position	Printed Name	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

INTERNAL AUDITOR CERTIFICATE

Bow Valley Pickleball Association

I was appointed as internal auditor to Bow Valley Pickleball Association in accordance with the Association's bylaws and Section 25 of the Societies Act (Alberta).

I confirm that I met the independence requirements set out in the Association's bylaws and internal audit procedures.

I carried out a limited volunteer review of the Association's financial records for the year ended December 31, 2025 using the BVPA Internal Audit Checklist approved by its Board. The purpose of this work was solely to assist the Board in fulfilling its annual financial oversight responsibilities.

This work is not a professional audit or review engagement and was not conducted in accordance with Canadian Auditing Standards, the Canadian Standard on Review Engagements, or any other assurance standards. Accordingly, no assurance is provided.

This certificate documents completion of the internal review performed for the purposes of Section 25 of the Societies Act and accompanies the Association's annual financial statements presented to the membership.

This work was performed in a volunteer capacity and does not constitute a professional engagement. This certificate is intended solely for the use of the Association and its members and should not be relied upon by any third party.

Signed: 

Name: Lynda Taylor

Date: January 22, 2026

Bow Valley Pickleball Association
Statement of Financial Position
As at December 31

	2025	2024
Assets		
Current		
Cash	\$ 19,857	\$ 73,997
Due from Trackie	-	825
Investments (Note 3)	49,733	-
Accrued interest receivable	599	-
Prepaid expenses	3,789	-
Total current assets	\$ 73,978	\$ 74,822
Security deposit	100	100
Total assets	\$ 74,078	\$ 74,922
Liabilities and Net Assets		
Current		
Accounts payable	\$ 5,659	\$ 6,149
Due to Trackie	366	-
Accrued liabilities	370	-
Deferred revenue (Note 4)	13,310	29,371
Total current liabilities	\$ 19,705	\$ 35,520
Total liabilities	\$ 19,705	\$ 35,520
Net assets (Note 5)		
Unrestricted	\$ 19,154	\$ 28,981
Board-designated	35,219	10,421
Total net assets	\$ 54,373	\$ 39,402
Total liabilities and net assets	\$ 74,078	\$ 74,922

See accompanying notes to financial statements.

Bow Valley Pickleball Association
Statement of Operations
For the Year Ended December 31

	2025	2024
Revenue		
Indoor play	\$ 38,830	\$ 34,956
Membership	29,100	20,550
Fundraisers	-	16,442
Clinics	8,580	2,050
Sponsorship (Note 6)	8,541	5,000
Tournaments and socials	7,745	4,035
Interest	611	72
Drop-in	194	250
Total revenue	\$ 93,601	\$ 83,355
Expenses		
Program expenses		
Indoor play	\$ 39,975	31,117
Outdoor play	13,981	9,923
Clinics	8,335	1,661
Tournaments and socials	7,516	2,790
Fundraisers	-	3,986
Ratings	754	875
	70,561	50,352
Support costs		
Insurance	3,684	2,297
Balls	1,144	432
Trackie and other service fees	1,111	79
Equipment repairs and maintenance	507	-
Supplies	460	694
Other	435	32
Training	395	2,020
Room rentals	333	205
	8,069	5,759
Total expenses	78,630	56,111
Excess of revenue over expenses for the year	\$ 14,971	\$ 27,244

See accompanying notes to financial statements.

Bow Valley Pickleball Association
Statement of Changes in Net Assets
For the Year Ended December 31

	2025			
	Unrestricted	Board- designated	Externally restricted	Total
Net assets, beginning of year	\$ 28,981	\$ 10,421	\$ -	\$ 39,402
Excess of revenue over expenses for the year	14,971	-	-	14,971
Transfer to board-designated from unrestricted (Note 5)	(24,798)	24,798	-	-
Net assets, end of year	\$ 19,154	\$ 35,219	\$ -	\$ 54,373

	2024			
	Unrestricted	Board- designated	Externally restricted	Total
Net assets, beginning of year	\$ 4,275	\$ 3,027	\$ 4,856	\$ 12,158
Excess of revenue over expenses for the year	27,244	-	-	27,244
Transfer to board-designated from unrestricted (Note 5)	(7,394)	7,394	-	-
Transfer to externally restricted from unrestricted	(12,456)	-	12,456	-
Reclassification of externally restricted net assets (Note 5)	17,312	-	(17,312)	-
Net assets, end of year	\$ 28,981	\$ 10,421	\$ -	\$ 39,402

See accompanying notes to financial statements.

Bow Valley Pickleball Association
Statement of Cash Flows
For the Year Ended December 31

	2025	2024
Operating activities		
Excess of revenue over expenses for the year	\$ 14,971	\$ 27,244
Changes in non-cash working capital balances related to operations		
Due to / from Trackie	1,191	(82)
Accrued interest receivable	(599)	-
Prepaid expenses	(3,789)	2,297
Accounts payable	(490)	2,716
Accrued liabilities	370	-
Deferred revenue	(16,061)	8,692
Cash (used in) provided by operating activities	(4,407)	40,867
Investing activities		
Purchase of investments	(49,733)	-
Net change in other assets	-	25
Cash (used in) provided by investing activities	(49,733)	25
Net (decrease) increase in cash during the year	(54,140)	40,892
Cash, beginning of year	73,997	33,105
Cash, end of year	\$ 19,857	\$ 73,997

See accompanying notes to financial statements.

Bow Valley Pickleball Association
Notes to Financial Statements
For the Year Ended December 31, 2025

1. Purpose of the organization

Bow Valley Pickleball Association (the “Association”) is a registered society incorporated on April 25, 2022 under The Alberta Societies Act as a not-for-profit organization. The Association is volunteer-based, and its mission is to develop pickleball as a sport for all in the Bow Valley of Alberta by promoting the health, physical, and social well-being of its members through organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

The Association is exempt from income taxes, provided requirements under the Income Tax Act (Canada) continue to be met.

2. Summary of significant accounting policies

Basis of presentation

These financial statements have been prepared in accordance with Part III of the CPA Canada Handbook – Accounting, “Accounting Standards for Not-for-Profit Organizations”, which sets out generally accepted accounting principles for not-for-profit organizations in Canada. The significant accounting policies are summarized below.

Financial instruments

Investments in fixed income securities (such as guaranteed investment certificates) not designated to be measured at fair value are initially recorded at fair value net of transaction costs and are subsequently measured at amortized cost using the straight-line method, less any provision for impairment.

Other financial instruments, including receivables, accounts payable, and accrued liabilities are initially recorded at their fair value and are subsequently measured at cost, net of any provisions for impairment.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Capital assets are amortized on a straight-line basis over their estimated useful lives.

When a capital asset no longer has any long-term service potential to the Association, the excess of its net carrying amount over any residual value is recognized as an expense in the Statement of Operations. Any write-downs recognized are not reversed.

Bow Valley Pickleball Association
Notes to Financial Statements
For the Year Ended December 31, 2025

Net assets

Unrestricted net assets represent the accumulated excess of revenue over expenses that is available for the general operations of the Association.

Board-designated reserves are amounts that have been internally restricted by the Board of Directors to provide for specific strategic initiatives or future financial stability. These resources are not available for general operating purposes without explicit approval by the Board and do not constitute externally imposed restrictions. When related expenses are incurred, they are charged to operations and the balance of internally restricted net assets is reduced accordingly.

Revenue recognition

The Association follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when initially recorded in the accounts. Externally restricted contributions are deferred when initially recorded in the accounts and recognized as revenue in the year in which the related expenses are recognized.

Membership fees and player registration fees are recognized as revenue in the period for which the membership or program relates.

Sponsorship revenue is recognized in the year in which the service is provided and when the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from hosting tournaments or clinics is recognized when the specific event occurs.

Interest revenue is recognized in the year it is earned.

Amounts received in advance are recorded as deferred revenue and recognized as revenue when the applicable program or membership period commences.

Contributed materials and services

Contributed materials and services are recognized as revenue and an expense at their fair value in the financial statements when the amount can be reasonably estimated and when the materials and services are used in the normal course of the Association's operations and would otherwise have been purchased.

Volunteers contribute a substantial number of hours each year to assist the Association in carrying out its mission; however, those services cannot be readily valued and are therefore not recognized in the financial statements.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

Bow Valley Pickleball Association
Notes to Financial Statements
For the Year Ended December 31, 2025

3. Investments

Investments comprise the following:

	2025	2024
Guaranteed investment certificate, cashable, 2.0% interest, maturing 02/10/26	\$27,733	\$ -
Guaranteed investment certificate, cashable, 2.1% interest, maturing 10/08/26	22,000	-
	\$49,733	\$ -

4. Deferred revenue

Deferred revenue consists of membership dues and player registrations collected during the current fiscal year which relate to a future fiscal year.

	2025	2024
Deferred membership dues	\$12,980	\$18,400
Deferred player registration fees – indoor play	330	10,971
	\$13,310	\$29,371

5. Net assets

Board-designated (internally restricted)

Board-designated net assets are amounts that have been internally restricted by the Board of Directors (Board). They are designated for the purposes of club growth and development initiatives (including but not limited to court access and infrastructure, programming, membership experience, and other related strategic priorities).

During the year ended December 31, 2025, the Board approved a transfer of \$24,798 (2024 - \$7,394) from unrestricted net assets to Board-designated reserves. This amount includes the internal designation of a portion of current-year excess of revenue over expenses in accordance with Board policy, as well as the reclassification of amounts previously presented as externally restricted (further described below).

Externally restricted net assets

During the year, the Association reviewed its classification of net assets and determined that \$17,312 previously presented as externally restricted net assets was not subject to externally imposed restrictions under Accounting Standards for Not-for-Profit Organizations.

Accordingly, externally restricted net assets were reduced by \$17,312 and unrestricted net assets were increased by the same amount to reflect the appropriate classification.

This reclassification relates solely to balance sheet presentation and had no impact on revenues, expenses, cash flows, or total net assets.

Bow Valley Pickleball Association
Notes to Financial Statements
For the Year Ended December 31, 2025

6. Sponsorships

	2025	2024
Cash	\$ 5,000	\$ 5,000
In-kind	3,541	-
	<u>\$ 8,541</u>	<u>\$ 5,000</u>

7. Financial instruments and risk management

The Association is exposed to various financial risks through transactions in financial instruments. It is not expected to be significantly impacted by these financial risks.

Credit risk

The Association is subject to credit risk regarding its short-term fixed-income investments, as there is a possibility that one party involved in the financial instrument may incur a financial loss for the other by not fulfilling an obligation. The Association holds guaranteed investment certificates considered to be low risk, with a large reputable financial institution in Alberta.

Liquidity risk

The Association manages liquidity risk by investing in high-quality assets and closely monitoring cash flows. It has no significant liabilities payable on demand or major capital expenditure commitments.

Interest rate risk

The Association faces interest rate risk from its fixed income investments, as their fair value changes with market rates; however, these fluctuations do not significantly affect the Association's operations.

8. Comparative figures

Certain of the prior year's figures have been reclassified to conform with the current year's presentation.

President's Report for 2025

As President of the Bow Valley Pickleball Association (BVPA), I am pleased to reflect on 2025 — a year of continued growth, strong participation, and important groundwork for our future.

BVPA membership continues to grow. Since the association was established in 2022, membership has increased by 74%, including 8% growth this past year, bringing total membership to 291 for the 2025 season. Seasonal and annual membership totals may differ slightly depending on the timing of membership purchases. Growth is important but understanding how our members participate is equally important. This year's participation data gave us a clearer picture of who is playing, how often, and where demand is strongest.

Highlights from the Courts – Outdoor Season 2025

The 2025 outdoor season spanned 21 weeks and revealed a clear participation trend. We have a large group of casual players attending one to four sessions, a smaller middle group, and a strong core of high-frequency players participating in 20 or more sessions.

This U-shaped pattern tells us something meaningful. Our regular players drive a significant portion of overall demand, while occasional players represent an opportunity for deeper engagement. As a Board, this insight helps guide decisions about scheduling, programming, and how we allocate court time responsibly as participation continues to grow.

Programming continues to evolve alongside these trends. Same Partner Doubles (SPD) and Women's Open sessions were particularly well attended and remain strong components of our schedule. The MLP-style format was well received and has the potential to become a regular event. The Box League began with strong participation, though engagement tapered as the season progressed.

Sustaining structured programming will continue to depend on strong volunteer capacity and member engagement.

Indoor Play

Indoor sessions remain an important part of our club. They provide year-round access and keep members connected through the winter months. Approximately 160 members participated in indoor play in Fall 2025 — representing about 54% of our total annual membership.

Our indoor model operates on a cost-recovery basis. This year, we piloted a pay-as-you-go approach with varying success. Predicting participation months in advance remains challenging, and balancing flexibility with financial responsibility requires ongoing adjustment.

Tournaments and Events

The Spring Indoor Tournament, held at both Canmore Collegiate High School and the Canmore Recreation Centre, brought strong participation with 53 members competing. The event concluded with a well-attended social at the Legion — complete with some very tricky trivia questions.

Our outdoor season kicked off with a Mixer tournament, where 96 members participated. The competition was followed by a successful social at Canmore Brewing Co., generously supported by ATB.

The ATB Fall Classic welcomed 83 participants and recorded 140 total event entries across mixed and gender divisions. We are grateful to ATB for their continued title sponsorship and support of this event. The social at CAN Golf was a huge success. These events reflect what makes BVPA special — competitive play balanced with connection and community.

Try-It Sessions

Try-It sessions continue to introduce new players to pickleball and to BVPA. In 2025, 43 individuals participated, and 10 joined the club — a 23.3% conversion rate. These sessions remain an important entry point into our community, and I would like to thank the Play Committee members and volunteers who make them possible.

Committee Work

BVPA's strength continues to lie in its volunteer leadership. Thank you to all who have given their time so generously to serve on these committees.

The **Play Committee** (Mike Layton, Sue Cowitz, Therese Rogers, Kevin Browning, and Rosie Neil) and the **Social Committee** (Doris Foden, Sharon MacLeod, and Maureen Magill) delivered programming and events that keep our courts active and our community engaged.

The **Governance Committee** (Therese Rogers, Sheila Churchill, Leah Lechelt, and Rosie Neil) continued important behind-the-scenes work — reviewing bylaws, strengthening financial controls, developing non-member and investment policies, and ensuring updated policies are accessible on our website.

The **Member Services Committee** (Leanne French, Sheila Churchill, and Mike Layton) plays a vital role in communication and member support. This year included the introduction of *Net News*, along with ongoing email communications, website updates, Trackie administration, and support for new members.

The **Development Committee** (Bill Foden, Lisa DeSoto, Brian Frank, Charlene Butler, and Rosie Neil) advanced several important initiatives in 2025. We secured a \$5,000 Title Sponsorship from ATB Wealth and secured access to court time at the Banff Centre's Sally Borden Gym. The committee also undertook groundwork related to court expansion in the Bow Valley, including meetings with the Town of Canmore, TSMV, the Canmore Golf & Curling Club, and other developers in the Bow Valley.

Board

I would like to acknowledge the Board of Directors — Therese Rogers (Vice President), Sheila Churchill (Secretary), Darryl Stann (Treasurer), and Bill Foden, Mike Layton, Leanne French, and Doris Foden (Members at Large) — for their thoughtful leadership, governance, and commitment to the long-term success of BVPA.

BVPA remains financially stable and continues to manage member funds responsibly under Darryl's oversight as Treasurer. Sheila ensures the strength of our governance framework through meticulous record-keeping, policy oversight, and required provincial reporting.

In 2025, the Board advanced the development of a 10-year Strategic Plan to guide BVPA's long-term direction. This plan provides a clear framework for growth, facility development, governance, and member experience, ensuring that future decisions are aligned with a shared vision for pickleball in the Bow Valley. A special thank you to Darryl for his leadership in shaping this document.

Parting Reflections

As this is my final President's Report, I would like to take a moment to say thank you. Serving as President of BVPA has been an honour. Over the past few years, we have built structure, created opportunity, and strengthened our foundation as an organization. I am proud not only of our growth, but of the community we have built together.

Leadership transitions are healthy and important. I step away from this role confident in the strength of our Board, committees, and volunteers. BVPA is well positioned for the next chapter.

Thank you for the trust you placed in me. I look forward to continuing to support the club — just from a different seat.

Paddles Up!!

Rosie Neil

**Bow Valley Pickleball Association
2026 Operating Budget**

**TO BE SUBMITTED FOR MEMBERSHIP APPROVAL AT AGM
Reflects Board Updates 01.14.26**

	2024 Actual	2025 Actual	2026 Budget
REVENUES			
Sponsorships			
Cash	\$ 5,000	\$ 5,000	\$ 5,000
In-kind	-	3,541	3,000
Membership dues	20,550	29,100	30,250
Play fees			
Indoor play fees	34,956	38,830	39,829
Drop-in fees	250	193	-
Clinic fees	2,050	8,580	8,250
Tournaments			
Tournament fees	4,035	7,570	8,000
Socials	-	175	-
Fundraiser	16,442	-	-
Ratings	-	-	2,000
Interest	73	611	800
Total revenues	83,355	93,601	97,129
EXPENSES			
Programs			
Indoor play (rentals)	31,117	39,975	39,829
Outdoor play (rentals)	9,923	13,981	19,116
Clinic			
Instruction and rentals	1,661	8,335	7,500
Tournaments			
Direct costs and cash socials	2,790	2,137	8,000
Socials (in-kind)	-	5,378	3,000
Fundraiser	3,986	-	-
Ratings	875	754	4,000
Operating			
Balls - outdoor	433	935	600
Balls - indoor	-	209	300
Equipment R&M/accessories	-	507	450
Training	2,020	395	1,750
General and Admin			
Summer student	-	-	840
Communications	-	-	500
Meeting room rental	205	275	210
Postage and stationery	-	17	20
Printing and copying	-	14	120
Supplies	694	460	600
Insurance	2,297	3,684	3,694
AGM	-	58	100
Trackie and other service fees	79	1,111	-
Other	32	404	50
Total expenses	56,112	78,630	90,680
Net income	\$ 27,244	\$ 14,971	\$ 6,450

Bow Valley Pickleball Association (BVPA)
Proposed Slate of Directors 2026

Bill Foden (incumbent)
Doris Foden (incumbent)
Leanne French (incumbent)
Annette Kopec
Lorna Kuhn
Jane Kuzik
Brent Poohkay
Darryl Stann (incumbent)
Therese Rogers (incumbent)
Corrina Rokosh

William (Bill) Foden Bill was born in Toronto in 1958, raised in Toronto and Mississauga. Undergraduate study at UWO and U of T. Graduated Osgoode Hall Law School 1982. Called to the Bar of the Province of Ontario in 1984. Notary Public for the Province of Ontario. Member of the Law Society of Ontario. Avid sports enthusiast including hockey, squash, skiing, golf, biking, hiking and pickleball. Former coach of ringette, hockey, basketball. Former board member of the Pickering Ringette Association. Former member of the Durham Business Contact Exchange. Director of Durham Support Services (supporting those with physical or mental disabilities to live in their own homes). President of Rougemount Investment Corp., President and Director of Dunbarton Investment Corporation. Member of the Assessment Review Board for the Town of Canmore 2021 to 2024. Moved to Canmore full-time in December of 2020. Returning Board member.

Doris Foden With a BA in Psychology from Carleton University and a 30 year career as a Sales Specialist for a large food broker, Doris brings a proven ability to skillfully and professionally organize and run hugely successful special events for the BVPA including the 2023 and 2024 Canada Day Silent Auction and Social. Moving to Canmore in December 2020, she loves both the mountain lifestyle and of course, pickleball. Returning Board member.

Leanne French With practical experience in team dynamics, and expertise with leadership development, communication strategies, governance and financial management, Leanne brings a wealth of experience to the BVPA Board. Leanne has an extensive corporate background as a market researcher, account manager and Real Estate investor as well as a professional coach, entrepreneur, sports and outdoor enthusiast. She has extensive experience with prior boards, athletic associations and charities. With her company PragMagic and role as a Leader Development Coach, she helps clients unlock their professional and personal potential. Her areas of interest with the BVPA Board are to enhance our team dynamics, build an effective communication framework, promote growth and sustainability within our pickleball community and help develop internal and external partnerships. Returning Board member.

Annette Kopec Annette and her husband recently moved to Canmore, and through the BVPA were introduced to both pickleball and many wonderful new friends in the community. She is President of Surrey House Communications, a bilingual marketing and public relations firm specializing in communications for non-profit organizations. She is very familiar with the non-profit sector and has served as a board member for a few organizations over the years. Examples of her recent fundraising work can be found at thegivingfund.info. In addition, her firm manages the marketing, communications, and public relations for the Grace Dart Foundation, with a particular focus on their social media presence. Annette is delighted to join the BVPA board and contribute her vast experience to the Development and/or Communications committees to support the organization's ongoing growth and success.

Lorna Kuhn Lorna graduated from U of M in 1982 with a Bachelor of Physical Education and is a certified Cross Country Coach, a CANSI ski instructor and Level 2 Firefighter. From 1982 to 2005, Lorna competed, worked and volunteered with multiple Nordic associations. She moved to Canmore in 1991, and for the next 9 years competed as a member of the Canadian National Cross Country team. She has worked with Cross Country Ski Association of Manitoba, Cross Country Alberta, Cross Country Canada, and the Calgary Olympic Development Center (Bill Warren Training Center) where she has taken on a variety of roles from administrative, to technical, to race support. She organized and managed the Bow Corridor Cross Country Regional Race series working with many volunteers to put on weekend ski races for local athletes. She finished her career with 11 years at the Town of Canmore as the Parks/Cemetery Coordinator before retiring in 2016. She is equally adept working alone or collaborating with a team. She brings prior board experience, is trained in health & safety, is experienced with budgets, grant applications and reports and working with sponsors.

"I have always strived to support sporting groups and organizations, especially ones that have been instrumental in assisting me to excel and enjoy a sport. I would like to get involved in the BVPA as a thank you to those that have supported me and others while learning the sport of pickleball and to continue to help others find enjoyment in it."

Jane Kuzik Jane has called Canmore home since 1993 and started playing pickleball just a couple of years ago. With a background in Human Services management, Jane is also a trained mediator and facilitator who enjoys bringing people together and helps keep everything running smoothly. Over the years, she's volunteered with many local community and sports organizations and is keen to support the continued growth of pickleball in the Bow Valley. She's excited to give back to the local pickleball community by serving on the club's board, lending her hand to keep the association seamlessly moving forward with her strong organizational and human relationship skills.

Brent Poohkay Brent was born and raised in Alberta and has lived in Canmore for a number of years. He is a retired senior executive having served at several Canadian public companies throughout his career. He holds an undergraduate and two graduate degrees from the University of Alberta. He has also been actively involved in a variety of community organizations, including having served as Chair of the Board and Co-Chair of the capital

campaign that was used to build TELUS Spark Science Centre in Calgary, Alberta in 2011. He also raised funds for and successfully completed the Ride to Conquer Cancer seven times. Brent brings to the board multiple skills and expertise in leadership and strategy, corporate governance, risk management, mergers and acquisitions, community engagement, cybersecurity, advanced technology, human resources, and Strategy Development, Execution, and Organizational Growth.

Darryl Stann Darryl is a Canadian Chartered Professional Accountant (CPA, CA) with senior executive and board experience in large public companies and privately held enterprises. His background includes enterprise leadership across finance, strategy, and the full commercial and operating value chain. A returning Board member, he brings a disciplined governance lens and a longstanding connection to sport.

Therese Rogers Recently retired from a 16-year career as General Manager of Corporate Services with the Town of Canmore, Therese has extensive experience to help advise, guide and direct the BVPA as we move forward into the future. Her deep understanding of the Town combined with her volunteer background with various sports organizations such as the Canmore Nordic Ski Club, she will provide valuable insight balancing our vision with practical realities. Plus, she is an avid pickleball player, IPTPA Level 1 trained, volunteering with our Novice mentoring sessions and challenges. Returning Board member.

Corrina Rokosh After a 35-year career in the investment field, Corrina has recently retired. She is an avid pickleball player, along with her husband Ken. Corrina and Ken have 2 sons, Garrett and Connor. They've always been an active family, and Corrina has enjoyed volunteering for her son's various sports teams. Working mainly with private wealth clients, she helped her clients develop a plan to build, preserve and transfer their wealth. Corrina has a proven record of being able to adapt plans to accommodate the life changes of her clients and the variable markets, all the while managing risk, both short and long term. With her athletic skill and ability to focus on both short-term and long-term goals, Corrina is an excellent candidate to join the Board to help the BVPA navigate the next phase of our strategic plan, both on the court and in the board room.