



**THE TOWN OF OKOTOKS
REGULAR COUNCIL MEETING
AGENDA
MUNICIPAL CENTRE, COUNCIL CHAMBER**

Monday, May 27, 2019

2:00 PM - In Camera Session (Closed to Public)

2:30 PM - Public Welcome

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. IN CAMERA ITEMS

(At Council's discretion, this portion of the meeting may be closed to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act*.)

3.1 Lease Agreement (FOIP s. 23(1)(a) and 24(1)(c))

3.2 Land Negotiations (FOIP s. 25(1)(c))

3.3 Citizen Member Appointments (FOIP s. 17(4)(d) and 17(5)(f)(i))

3.4 Government Relations (FOIP s. 24) (verbal update)

4. MOTION(S) ARISING FROM IN CAMERA

5. MINUTES OF PREVIOUS MEETING

5.1 Regular Council Meeting - May 13, 2019

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6. CHIEF ADMINISTRATIVE OFFICER'S REPORT

16

7. BUSINESS

7.1 New Day Use Area Naming

21

A proposed name for the new day use park under construction at 100 Riverside Drive West is provided to Council for approval.

7.2 Request for Extension - Waste Services Update

24

Administration is requesting that Motion 18.C.496 regarding a three-stream waste diversion program for the industrial, commercial, and institutional sector be amended.

		2
7.3	Request for Extension - Sponsorship Grant Policy	26
	Administration is requesting that Motion 19.C.093 regarding the Sponsorship Grant Policy Notice of Motion be amended.	
7.4	Alberta Urban Municipalities Association 2019 Resolutions	27
	During the May 21, 2019 Governance and Priorities Committee Meeting a resolution was passed to recommend three proposed resolutions for approval at the 2019 Alberta Urban Municipalities Association conference.	
7.5	Arts and Learning Campus	34
	A preliminary financial impact assessment of the proposed Arts and Learning Campus is provided to Council for consideration.	
7.6	Homestead Project Phasing Costs	40
	An overview of the Homestead Project, the proposed partnership with Realize Communities for the development and operation of the ecovillage sub-component, and the high level development costs for the proposed project phasing of the full 10-acre Municipal Dedication parcel, are provided to Council for consideration.	
7.7	2022 Alberta Summer Games Bid	60
	Council authorization to submit a bid to host the 2022 Alberta Summer Games is requested.	
8.	BYLAWS	
8.1	Bylaw 20-19 - LUB Amendments for Secondary Suites	87
	The purpose of Bylaw 20-19 is to amend Land Use Bylaw 40-98 by correcting textual omissions under Bylaw 16-19.	
	This Bylaw is ready for three readings.	
9.	DELEGATIONS / QUESTION PERIOD BY THE PUBLIC - 3:00 P.M.	
10.	NOTICES OF MOTION	
11.	MOTIONS RE NOTICES	
12.	CORRESPONDENCE FOR ACTION	
12.1	Karen Podolski, Communications & Program Coordinator, Built Green Canada, Re: Built Green Proclamation Request - May 21, 2019	91
13.	COUNCILLOR INQUIRIES AND SUGGESTIONS	
14.	COUNCIL REPRESENTATIVE REPORTS	

15. STATUTORY / NON-STATUTORY HEARING(S) - 7:00 P.M.**15.1 Municipal Reserve Disposal and Consolidation 95**

A public hearing and Council resolution is required to remove the municipal reserve designation from Lot RB, Plan 741 0113 in accordance with sections 674 and 675 of the *Municipal Government Act (MGA)*. The intent of the disposal is to allow for a portion Lot RB to be consolidated with the Town operations and wastewater treatment site.

15.2 Development Permit 109-19 - 256 Don Seaman Way 101

A Development Permit Application has been received for the addition of a Visitors Clubhouse, concession, washrooms and berm extension at the existing Community Baseball Diamond at 256 Don Seaman Way (Seaman Stadium). The site is zoned Direct Control and Council is the Development Authority.

16. BYLAWS / BUSINESS RELATING TO HEARING(S)**16.1 Municipal Reserve Disposal and Consolidation**

Lot RB, Plan 741 0113

16.2 Development Permit 109-19 - 256 Don Seaman Way

Visitors Clubhouse and Berm Extension

17. RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS

None

18. CORRESPONDENCE FOR INFORMATION**18.1 Michelle Toombs, CEO, Marigold Library System, Re: 2018 Annual Report - May 13, 2019 119****19. BOARD AND COMMITTEE MINUTES****19.1 Municipal Planning Commission Minutes - May 16, 2019 155****20. ADJOURNMENT**



**TOWN OF OKOTOKS
UNADOPTED MINUTES
FOR THE REGULAR COUNCIL MEETING
HELD MONDAY, MAY 13, 2019
AT THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

COUNCIL PRESENT

Mayor Robertson
Councillor Christophers
Councillor Heemeryck
Councillor Rockley
Councillor Sands
Councillor Thorn

COUNCIL ABSENT

Councillor Watrin

STAFF PRESENT

Elaine Vincent, Chief Administrative Officer
Patty Huber, Legislative Services Administrator

1. CALL TO ORDER

Mayor Robertson called the meeting to order at 2:18 p.m.

2. ADOPTION OF AGENDA

MOTION 19.C.204

By Councillor Sands

That the May 13, 2019 agenda for the Regular Meeting of Council be adopted as presented.

Carried Unanimously

3. IN CAMERA ITEMS

MOTION 19.C.205

By Councillor Thorn

That the meeting go In Camera as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 2:21 p.m.

Carried Unanimously

- 3.1 Homestead Project Eco Village (*FOIP* s. 23(1)(a) and 24(1)(c))
- 3.2 Councillor Reappointments (*FOIP* s. 24(1)(a) and 29(1)(b))
- 3.3 Citizen Member Appointment (*FOIP* s. 17(4)(d) and 17(5)(f)(i))
- 3.4 Municipal Compliance (*FOIP* s. 25(1)(c))
- 3.5 Land Purchase (*FOIP* s. 24(1)(c) and 25(1)(c))

In Attendance

Mayor Robertson

Councillors Christophers, Heemeryck, Rockley, Sands, and Thorn

Chief Administrative Officer Elaine Vincent

Finance & Systems Director Ralph Ettenauer

Community & Protective Services Director Susan Laurin

Development Services Director Michael MacIntyre

Infrastructure & Operations Director Chris Radford

Corporate Strategist Jamie Dugdale

Legislative & Policy Services Manager Cathy Duplessis

Legislative Services Administrator Patty Huber

MOTION 19.C.206

By Councillor Sands

That the meeting come out of In Camera at 3:23 p.m.

Carried Unanimously

Break at 3:24 p.m. Reconvene at 3:35 p.m.

9. DELEGATIONS / QUESTION PERIOD BY THE PUBLIC

9.1 Lions Club of Okotoks

Okotoks Lions Campground Manager Pauline Krause was in attendance to present the 2018 Okotoks Lions Club Campground Report to Council.

9.2 Okotoks Public Library Board

Members of the Okotoks Public Library Board were in attendance to provide information to Council on the 'Book-It' Family Fun Walk/Run Fundraiser.

5. MINUTES OF PREVIOUS MEETING

5.1 Regular Council Meeting - April 22, 2019

MOTION 19.C.207

By Councillor Heemeryck

That the minutes of the Regular Council Meeting held April 22, 2019 be adopted by amending the third point in agenda item #13, Councillor Inquiries and Suggestions, to read: Councillor Christophers provided a suggestion that the Town of Okotoks take a leadership role in the community by raising awareness regarding the hazards of vaping.

Carried Unanimously

6. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Elaine Vincent, Chief Administrative Officer, reviewed the report containing information from Corporate Support and Development Services.

MOTION 19.C.208

By Councillor Christophers

That the Chief Administrative Officer's Report for May 13, 2019 be received as information.

Carried Unanimously

7. BUSINESS

7.1 Okotoks Municipal Detachment Quarterly Update

Sukh Randhawa, RCMP Detachment Sergeant, was in attendance to provide the Okotoks Municipal Detachment Quarterly Update report.

MOTION 19.C.209

By Councillor Christophers

That the Okotoks Municipal Detachment Quarterly Update for January to March 2014 - 2019 be received as information.

Carried Unanimously

7.2 RCMP Annual Performance Plan

Sukh Randhawa, RCMP Detachment Sergeant, reviewed the report containing the issue that the Okotoks RCMP Detachment Annual Performance Plan is presented yearly to Council for information.

MOTION 19.C.210

By Councillor Rockley

That the RCMP Detachment Annual Performance Plan be received as information.

Carried Unanimously

Break at 4:27 p.m. Reconvene at 4:37 p.m.

7.3 2019 First Quarter Variance Report

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the 2019 First Quarter Variance Report is provided to Council for information.

MOTION 19.C.211

By Councillor Sands

That the 2019 First Quarter Variance Report be received as information, as recommended by the Finance and Audit Committee.

Carried Unanimously

4. MOTION(S) ARISING FROM IN CAMERA

MOTION 19.C.212

By Councillor Heemeryck

That Councillor Thorn be appointed as the alternate Council representative on the Calgary Metropolitan Region Board for the remainder of the 2018 - 2019 term.

Carried Unanimously

MOTION 19.C.213

By Councillor Rockley

That Councillor Sands be appointed as the alternate Council representative on the Calgary Metropolitan Region Board Advocacy Committee for the remainder of the 2018 - 2019 term.

Carried Unanimously

MOTION 19.C.214

By Councillor Sands

That Mayor Robertson be appointed as the Council representative on the Calgary Metropolitan Region Board Servicing Committee for the remainder of the 2018 - 2019 term.

Carried Unanimously

MOTION 19.C.215

By Councillor Thorn

That Brandon Bailey be appointed to the Family and Community Support Services Committee for a three (3) year term ending October 31, 2022.

Carried Unanimously

MOTION 19.C.216

By Councillor Christophers

That Council endorse option #2 from In Camera item 3.5.

Carried Unanimously

7. BUSINESS (RESUMED)**7.4 2019 Budget Amendment for Requisitions**

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the 2019 Budget requires amendment to reflect estimated requisitions.

MOTION 19.C.217

By Councillor Sands

That the 2019 Budget be amended, as recommended by the Finance and Audit Committee, to reflect estimated requisitions (in Millions), as follows:

Okotoks Public Library (includes Marigold)	\$0.018
Westwinds Communities reduction	(\$0.011)
Alberta Education Requisition	\$0.613
General Tax Revenue	\$0.620

Carried Unanimously

7.5 Seaman Stadium Capital Plan

Chris Radford, Infrastructure & Operations Director, and Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that a new capital and operational plan for the Seaman Stadium Complex is provided to Council for approval.

MOTION 19.C.218

By Councillor Sands

That Capital Project #31, Year 2019 be downwardly amended from \$0.315M to \$0.157M, as recommended by the Finance and Audit Committee.

Carried Unanimously

MOTION 19.C.219

By Councillor Thorn

That a new capital project be approved for Seaman Stadium entitled "Visitors Clubhouse and Berm Extension" with a total cost of \$0.500M. Source of Funds: Public Donations (\$0.262M) and Recap Reserves (\$0.238M), as recommended by the Finance and Audit Committee.

Carried Unanimously

MOTION 19.C.220

By Councillor Heemeryck

That Administration be directed to update the Operating and Capital Budgets for inclusion in the 2020 budget process, as contained in this report, as recommended by the Finance and Audit Committee.

Carried Unanimously

8. BYLAWS

8.1 Bylaw 18-19 - Loan Repayment Amendment

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 18-19 is to amend repayment clause 2) of Bylaw 25-09 authorizing the lending of money to the Foothills Dawgs Baseball Club Ltd.

MOTION 19.C.221

By Councillor Christophers

That Bylaw 18-19 be read a first time.

Carried Unanimously

MOTION 19.C.222

By Councillor Heemeryck

That Bylaw 18-19 be read a second time.

Carried Unanimously

MOTION 19.C.223

Councillor Christophers

That authorization be given to read Bylaw 18-19 a third time.

Carried Unanimously

MOTION 19.C.224

By Councillor Sands

That Bylaw 18-19 be read a third time and passed.

Carried Unanimously

8.2 Bylaw 19-19 - Borrowing Bylaw

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 19-19 is to authorize the incurring of indebtedness to finance upgrades to the Wastewater Treatment Plant within the Town of Okotoks.

Councillor Sands left the meeting at 5:24 pm.

MOTION 19.C.225

By Councillor Christophers

That Bylaw 19-19 be read a first time.

Carried Unanimously

Councillor Sands absent for the vote

8.3 Bylaw 05-19 - Property and Supplemental Tax Rates

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 05-19 is to authorize the rates of taxation to be levied against assessable property, including properties with supplementary assessments, for the 2019 taxation year.

Councillor Sands returned to the meeting at 5:34 pm.

MOTION 19.C.226

By Councillor Thorn

That Bylaw 05-19 be read a first time.

Carried Unanimously

MOTION 19.C.227

By Councillor Christophers

That Bylaw 05-19 be read a second time.

Carried Unanimously

MOTION 19.C.228

By Councillor Sands

That authorization be given to read Bylaw 05-19 a third time.

Carried Unanimously

MOTION 19.C.229

By Councillor Rockley

That Bylaw 05-19 be read a third time and passed.

Carried Unanimously

8.4 Bylaw 07-19 - Annexation Lands Property Tax Rate

Ralph Ettenauer, Finance & Systems Director, reviewed the report containing the issue that the purpose of Bylaw 07-19 is to establish the same rates of taxation as Foothills County for subject properties as ordered by the annexation Orders in Council number 169/2000, 519/2003, 401/2008, and 199/2017.

MOTION 19.C.230

By Councillor Thorn

That Bylaw 07-19 be read a first time.

Carried Unanimously

MOTION 19.C.231

By Councillor Rockley

That Bylaw 07-19 be read a second time.

Carried Unanimously

MOTION 19.C.232

By Councillor Christophers

That authorization be given to read Bylaw 07-19 a third time.

Carried Unanimously

MOTION 19.C.233

By Councillor Sands

That Bylaw 07-19 be read a third time and passed.

Carried Unanimously

Break at 5:43 p.m. Reconvene at 6:35 p.m.

10. NOTICES OF MOTION

Mayor Robertson provided a Notice of Motion regarding 'Reviving Okotoks Real Estate and Construction Industries' on behalf of Councillor Watrin.

11. MOTIONS RE NOTICES

None

12. CORRESPONDENCE FOR ACTION

12.1 Jay McFarlane, Rotary Club of Okotoks, Re: Foothills Golf Classic Charity Tournament - May 8, 2019

MOTION 19.C.234

By Councillor Christophers

That the decision regarding the Rotary Club of Okotoks request for support be postponed until the next meeting of Council.

Councillor Christophers requested that the motion be withdrawn.

Mayor Robertson inquired if there were any objections and the motion was withdrawn with the unanimous consent of Council.

MOTION 19.C.235

By Councillor Heemeryck

That the Town of Okotoks support the Rotary Club of Okotoks Foothills Golf Classic as a gold level sponsor in the amount of \$1,000.00; as well as donation of a silent auction item to a maximum expenditure of \$200.00. Source of Funds: Council Emergent/Public Relations

Mayor Robertson requested a recorded vote.

In Favour: Mayor Robertson, Councillors Christophers, Heemeryck, and Sands
Opposed: Councillors Rockley and Thorn

Carried

13. COUNCILLOR INQUIRIES AND SUGGESTIONS

None

14. COUNCIL REPRESENTATIVE REPORTS

Mayor Robertson, Councillors Sands and Thorn reported on their activities since the last Council meeting.

15. STATUTORY / NON-STATUTORY HEARING(S)**15.1 Bylaw 17-19 - Land Use Bylaw Amendment**

Mayor Robertson opened the Public Hearing for Bylaw 17-19 at 7:06 p.m.

Michelle Grenwich, Planner, reviewed the report containing the issue that the purpose of Bylaw 17-19 is to amend the Land Use Bylaw by redesignating ± 1.34 hectares (± 3.31 ac) of Lot 3, Block 9, Plan 181 0640 from Urban Holdings District to Residential-Medium Density Multi-Unit District.

Mayor Robertson called three times for presentations in favour of the proposed bylaw and there were none.

Mayor Robertson called three times for presentations in objection to the proposed bylaw and there were none.

Mayor Robertson called for questions from Council of Administration regarding the proposed bylaw and the questions were answered.

MOTION 19.C.236

By Councillor Rockley

That the Public Hearing for Bylaw 17-19 close at 7:13 p.m.

Carried Unanimously

16. BYLAWS / BUSINESS RELATING TO HEARING(S)**16.1 Bylaw 17-19 - Land Use Bylaw Amendment**

MOTION 19.C.237

By Councillor Christophers

That Bylaw 17-19 be read a second time.

Carried Unanimously

MOTION 19.C.238

By Councillor Heemeryck

That Bylaw 17-19 be read a third time and passed.

Carried Unanimously

17. RESPONSES TO COUNCILLOR INQUIRIES AND SUGGESTIONS**17.1 Councillor Christophers - Vaping****MOTION 19.C.239**

By Councillor Christophers

That the response to the Councillor Inquiries and Suggestions be received as information.

Carried Unanimously

MOTION 19.C.240

By Councillor Christophers

That the issue of vaping be referred to the Family and Community Support Services Committee with a request that available grants be researched; and that the Committee provide suggestions to allow the Town to raise awareness and take a leadership role within the community regarding the hazards of vaping.

Carried Unanimously

18. CORRESPONDENCE FOR INFORMATION

None

19. BOARD AND COMMITTEE MINUTES

19.1 Affordable Housing Task Force - May 1, 2019

19.2 Finance and Audit Committee - May 8, 2019

19.3 Municipal Planning Commission - April 18, 2019

19.4 Okotoks Public Library Board - March 14, 2019

19.5 United Way/Okotoks Partnership Committee - April 9, 2019

MOTION 19.C.241

By Councillor Thorn

That the minutes of the Affordable Housing Task Force dated May 1, 2019; the Finance and Audit Committee dated May 8, 2019; the Municipal Planning Commission dated April 18, 2019; the Okotoks Public Library Board dated March 14, 2019; and the United Way/Okotoks Partnership Committee dated April 9, 2019 be received as information.

Carried Unanimously

3. IN CAMERA ITEMS (RESUMED)

MOTION 19.C.242

By Councillor Heemeryck

That the meeting go In Camera as the matters to be discussed during this portion of the meeting are within one of the exceptions to disclosure in Division 2 of Part I of the *Freedom of Information and Protection of Privacy (FOIP) Act* at 7:28 p.m.

Carried Unanimously

3.6 Human Resources Policy Development (*FOIP* s. 24(1)(a))

In Attendance

Mayor Robertson

Councillors Christophers, Heemeryck, Rockley, Sands, and Thorn

Chief Administrative Officer Elaine Vincent

Legislative Services Administrator Patty Huber

MOTION 19.C.243

Councillor Christophers

That the meeting come out of In Camera at 8:27 p.m.

Carried Unanimously

4. MOTION(S) ARISING FROM IN CAMERA (RESUMED)

MOTION 19.C.244

By Councillor Sands

That Councillor Rockley be appointed as a onetime, alternate member on the Municipal Planning Commission in order to participate in the May 16, 2019 meeting.

Carried Unanimously

20. ADJOURNMENT

MOTION 19.C.245

By Councillor Sands

That the May 13, 2019 Regular Council Meeting adjourn at 8:29 p.m.

Carried Unanimously



Council
May 27, 2019

CHIEF ADMINISTRATIVE OFFICER'S REPORT

CAO – CORPORATE SUPPORT

Public Participation Events

<i>Event</i>	<i>Date</i>
MDP draft plan is completed and will be shared with the public for input through two public workshops, a booth at the Seniors' Tea and an online engagement activity	Workshops: June 6, 5 – 8 pm June 8, 11 am – 2 pm Okotoks Recreation Centre Lobby June 7 – Seniors Tea Online engagement – June 6 – July 5
Land Use Bylaw proposed amendments for Central Commercial Business District (CCB) and Industrial 1 Southbank (I1S) district	Open House: June 13 - 5:30 pm Council Chambers Survey: Will open the first week of June
Additional details can be found at www.okotoks.ca in the Municipal Government / Public Participation Section	

COMMUNITY & PROTECTIVE SERVICES

National Health and Fitness Day 2019 - June 1

Attach.

Senator Nancy Greene Raine, supported by former MP John Weston, introduced legislation to create a National Health and Fitness Day. The bill called on municipal governments, NGOs, and all Canadians to celebrate the Day on the first Saturday of June each year. Bill S-211 became law in December 2014 and aims to increase the health of Canadians by increasing our physical participation rates.

The goal is to create the “fittest nation on earth” — a tall order given the Organization of Economic Cooperation and Development (OECD) says Canada has one of the highest obesity rates in the western world. Statistics Canada reports that 31.5 per cent of Canadians between ages five and seventeen are overweight or obese. This excess weight among children leads to increased risk of diabetes, high blood pressure, and thickening of the arteries in adulthood. “This is the first generation of Canadians who could die at a younger age than their parents,” according to some experts.

Administration has coordinated a day of free activities as well as sending out reminders of the options that residents have across the community that they can participate in as part of the June 1 National Health and Fitness day. A complete list of the activities is available at www.okotoks.ca/healthfitnessday

Free activities are available at Pason Centennial Arena, Okotoks Recreation Centre – including Natural High Fitness and Crescent Point Fieldhouse. A reminder to utilize the outdoor gym at Riverside Park and the over 70 km of pathways to enjoy walking, biking, skating, etc. is also included.

Sheep River Valley Clean Up

The 18th Annual Sheep River Valley Clean Up and Tree Planting took place Saturday, May 4 and was another successful event. Two hundred and forty volunteers came out to clean up the River Valley, as well as neighborhoods, parks and pathways throughout the Town. A total of 525 kilograms (1157 pounds) of garbage was collected and 1500 seedlings were planted in the River Valley. This is a well-attended event that continues to grow each year and helps keep our town clean and beautiful.

In addition to the River Valley Clean Up on May 4, Grade 5 classes from Westmount School and Percy Pegler School coordinated a clean up and tree planting of 500 seedlings with Parks staff Friday, May 3.

Spray Park

The Spray Park is open for the season as of May 17 and will operate until September 3. The park will be open every day from 10am-7pm when the weather is forecasted to be over 20°C. The spray features will be turned off for raining or storming days for the safety of the public. The large yellow “SuperSplash Bucket” was removed for servicing and had the Towns logo added.

CORPORATE & STRATEGIC SERVICES

Let's Talk Budget Phase 1 – Findings

Phase 1 of the Let's Talk Budget 2020 public participation is complete. The survey for Phase 1 focused on the operating portion of the annual budget and was available online for residents until May 17. A draw will take place during the week of May 20 to award two (2) survey participants with a \$100 credit towards their Town of Okotoks utility bill. A total of 286 participants participated in the survey and a total of 310 comments were collected. Administration and the contractor are currently compiling the survey results. A final report will be available in the next few weeks and posted online at Okotoks.ca and emailed to Town Council.

Let's Talk Budget Phase 2 – Next Steps

A second phase of public participation will begin in June that will focus on the capital portion of the budget. The budget committee will be meeting over the next few weeks to develop this portion of the consultation process.

Emergency Preparedness – Email Scan Portal

A new **Employee Portal** has been added to the Safe Communities Alert Network (SCAN emergency alert system) that is separate from the public alert system and allows the Town to contact employees during an emergency (crisis) event in Okotoks, especially in situations where they may need to respond. This system enables Administration to instantly provide Town employees with **critical information and instructions** in a variety of situations, such as severe weather (tornadoes), flood watches or warnings, missing persons, chemical spills and evacuations of buildings or neighbourhoods.

In the next few weeks, Communications will be working with Everbridge, who is the SCAN developer, to register **all Town of Okotoks employees (including Town Council) into the employee portal**. The information will include an employee's name, email address and work phone numbers as applicable. Once this initial information has been added into the portal, employees will still need to complete the registration by adding any additional contact information including personal/home phone numbers, emails etc. They will also need to prioritize how they want to be contacted i.e. home phone vs work phone, text message versus email etc. The information collected for the SCAN account is confidential and will only be used to contact staff during emergency events.

Alerts that could be sent through this system include:

- Warning employees of imminent danger e.g. a tornado warning could be sent to employees working in a field or day camp workers with children out in a park etc.
- Activating an Emergency Command Centre alerting staff who fill assigned roles.
- Activating a Reception Centre and alerting those employees who have an assigned role.
- Calling in additional emergency personnel (fire, EMS, RCMP, Bylaw) during an event.

In the situation where a crisis event which impacts the whole community, administration will be able to send out a quick poll to employees through the SCAN system so they can quickly respond with a status update:

- 1 - I am okay and will be available to come into work for my regular scheduled work shift or as needed.
- 2 - I am okay but will not be able to come into work.
- 3 – I am not okay and cannot come into work.
- 4 – I am not okay and need help.

DEVELOPMENT SERVICES

West Okotoks Area Structure Plan

Planning Services has been continuing to work with the consultant on the developer funded West Okotoks Area Structure Plan project. A developer hosted public open house is being held Wednesday, June 19 from 5:30 to 8:00pm at Foothills Centennial Centre (#4-204 Community Way) to present the revised draft plan and solicit further feedback from the community before the plan moves forward to the approval process. A new FAQ sheet and project information has also been posted to the developer's project website at www.westokotoksasp.com.

Prepared by:
Elaine Vincent
Chief Administrative Officer
May 23, 2019



National Health and Fitness Day

WHEREAS the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;

WHEREAS it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system. Many local governments in Canada have public facilities to promote the health and fitness of their citizens;

WHEREAS the Government of Canada wishes to encourage the country's local governments, nongovernment organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;

WHEREAS Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;


WHEREAS Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;

WHEREAS declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being; and

WHEREAS the Town of Okotoks has proclaimed that "Town of Okotoks National Health and Fitness Day" will be celebrated on an annual basis on the first Saturday in June.

THEREFORE I, Bill Robertson, Mayor of the Town of Okotoks, do hereby proclaim June 1, 2019 as National Health and Fitness Day in the Town of Okotoks.

Dated this 22nd day of May, 2019.


 Wm. (Bill) B. Robertson
 Mayor



PROPOSED NAME FOR NEW DAY USE AREA

Issue

A proposed name for the new day use park under construction at 100 Riverside Drive West is provided to Council for approval.

Motion Proposed by Administration

That the new day use area at 100 Riverside Drive West (Block A, Plan 51GM and Block 6, Plan 921 1386) be named “Waller Park”, as recommended by the Governance and Priorities Committee.

Report, Analysis and Financial Implications

The subject lands were purchased as part of larger land holdings by Robert and Pauline Waller who farmed the lands up until their passing in 1999 and 1987, respectively. In 2008, the lands were annexed by the Town of Okotoks, along with the lands to the north to facilitate the development of Mountainview at Sandstone.

The lands remained with the Waller family until 2013, when the Town of Okotoks acquired the lands as part of the Municipal Development Plan policy to purchase lands within the river valley. A condition of that agreement was to recognize Robert and Pauline Waller by naming a portion of the lands, such as a pathway, playing field or other suitable undertaking after them for a period of at least 50 years.

As part of 2018 capital budget, funding was approved by Council for the creation of a day use area on the subject lands consistent with the Recreation, Parks, and Leisure Master Plan. The day use area is expected to be completed and opened to the public later this year. Part of the remaining work to complete is park identification and interpretative signage, which requires Council approval of the park name to complete.

Administration recently contacted the signatory to the agreement, Bryan Waller, to discuss the terms of the agreement and his perspective on naming of the area. Through these discussions, it was agreed that the best approach would be to name the area “Waller Park” and that a sign, similar to the one in place at Dr. Grant Hill Park, would be installed explaining that the park is named for Robert and Pauline Waller.

The Governance and Priorities Committee reviewed this item at their May 21, 2019 Meeting.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

The proposed name is consistent with the Town of Okotoks Roadway, Parks, Neighbourhoods, and Facilities Naming Policy, which states that: "Town-level open space, which includes open space within industrial subdivisions and the downtown area (and serves the entire population of the Town and its region), shall be named after a geographic designation, an historical name, an honoured citizen, or a sponsor".

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the proposed naming which is in alignment with our contractual obligations.

Attachment(s)

1. Location Map

Prepared by:
Colin Gainer
Senior Planner
May 21, 2019

Location Map





REQUEST FOR EXTENSION - WASTE SERVICES UPDATE

Issue

Administration is requesting that Motion 18.C.496 regarding a three-stream waste diversion program for the industrial, commercial, and institutional sector be amended.

Motion Proposed by Administration

That Motion 18.C.496 regarding a three-stream waste diversion program for the industrial, commercial, and institutional sector, be amended from “within six months” to “September 23, 2019”.

Report, Analysis and Financial Implications

At the November 26, 2018 Council Meeting the following motion was made:

That Administration be directed to phase-in the three-stream waste diversion program throughout 2019 and 2020 for full implementation by December 2020; inform the industrial, commercial, and institutional (ICI) sector of the new proposed timeline; determine if the Town should add the ICI sector as customers; and provide an update to Council on the ICI program within six months.

Staff have been working with both the business community and regional haulers to better understand the challenges/barriers to implement a three waste stream program. Administration coordinated and hosted a meeting among the hauling contractors in April to gather information. Through conversation and feedback it is evident that continued dialogue and information gathering is required to provide a comprehensive update to Council. At this time Administration is requesting that the ICI Waste Services Update be granted a time extension to the September 23, 2019 Regular Council Meeting.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

Alternatives for Consideration

n/a

CAO Comments

I support the request for an additional three months to develop an Okotoks solution to a very complex problem.

Attachment(s)

n/a

Prepared by:
Chris Radford
Infrastructure & Operations Director
May 22, 2019



REQUEST FOR EXTENSION - SPONSORSHIP GRANT POLICY

Issue

Administration is requesting that Motion 19.C.093 regarding the Sponsorship Grant Policy Notice of Motion be amended.

Motion Proposed by Administration

That Motion 19.C.093 regarding the Sponsorship Grant Policy Notice of Motion be amended from “by the end of May 2019” to “by the end of November 2019”.

Report, Analysis and Financial Implications

At the February 25, 2019 Council meeting a Notice of Motion was brought forward to draft a policy designed to help Council make decisions regarding non-profit requests for Town support (financial and in kind) and for public events (and other such non-profit requests) and have it brought back to Council for review and revision by the end of May 2019.

Council has not had the opportunity to discuss and provide Administration with direction regarding the desired outcomes the proposed policy would endeavour to address and/or what would be the desired grant program objectives.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the request for time extension.

Attachment(s)

n/a



Council
May 27, 2019

ALBERTA URBAN MUNICIPALITIES ASSOCIATION 2019 RESOLUTIONS

Issue

During the May 21, 2019 Governance and Priorities Committee Meeting a resolution was passed to recommend three proposed resolutions for approval at the 2019 Alberta Urban Municipalities Association conference.

Motion Proposed by Administration

That the draft resolutions regarding; Reviving the Town of Okotoks Real Estate and Construction Industries; the Royal Canadian Mounted Police Day; and the Mobile Home Sites Tenancy Act be approved and submitted to the Alberta Urban Municipalities Association for consideration at the 2019 convention.

Report, Analysis and Financial Implications

Many issues confronting Alberta municipalities can be shared and require action by other levels of government. Resolutions supported by Alberta Urban Municipalities Association (AUMA) membership can be a tool in united lobbying for change. Any submitted resolutions should address a topic of concern affecting municipalities on a regional or provincial level and be approved by Council.

As discussed at the May 21, 2019 Governance and Priorities Committee, these three resolutions are important to Okotoks to be brought forward for AUMA membership support.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration

n/a

CAO Comments

I support the resolutions recommended by the Governance and Priorities Committee.

Attachment(s)**1. 2019 AUMA Draft Resolutions**

Prepared by:
Cathy Duplessis
Legislative & Policy Services Manager
May 27, 2019



Town of Okotoks

Reviving the Town of Okotoks Real Estate and Construction Industries

WHEREAS the Office of the Superintendent of Financial Institutions (OSFI) is an independent federal government agency that regulates and supervises more than 400 federally regulated financial institutions, including all banks in Canada and reports directly to Parliament through the Minister of Finance;

AND WHEREAS Canada Mortgage and Housing Corporation (CMHC) identifies numerous regional real estate markets across the country that have unique market characteristics;

AND WHEREAS OSFI's *B20 - Residential Mortgage Underwriting Practices and Procedures* (B20) came into effect on January 1, 2018 in a one-size fits all policy that applies to all federally regulated institutions across the country;

AND WHEREAS credit unions and ATB Financial do not fall under the OSFI mandate, however they have chosen to follow B20 to-date;

AND WHEREAS the main objectives of B20 were to: 1) create a minimum qualifying rate, or a "stress test" for mortgages; 2) require lenders to enhance their loan-to-value (LTV) measurement and limits so they will be dynamic and responsive to risk, and 3) place restrictions on certain lending arrangements that are designed to circumvent LTV limits;

AND WHEREAS B20 was created to deal with the unstable real estate markets in Vancouver and Toronto where red flags have been raised in recent years regarding the combination of unsustainable price appreciation and high-debt ratios;

AND WHEREAS municipal and provincial governments in British Columbia and Ontario implemented their own strategies to increase affordable housing in the Vancouver and Toronto markets such as the foreign buyers' tax, empty house tax, and restrictions on short-term rentals which started to cool these markets down before the implementation of B20;

AND WHEREAS B20 had many unintended consequences in markets outside of Vancouver and Toronto such as: 1) slowing down stable real estate markets in cities such as Calgary where annual growth in real estate price from 2014-2017 was around 0%, 2) a reduction in construction and development creating less jobs in these industries, 3) an overall net decrease in Calgary homeowners' property valuations, and 4) a reduction in economic activity (GDP);

AND WHEREAS the Calgary Real Estate Board (CREB) recently released a report with alarming statistics for the Calgary real estate market showing residential sales shrunk by 15% in 2018 relative to 2017 and were down 20% compared to the ten-year average and benchmark prices were also down by several percentage points during the same period of time with economists suggesting the main reason being B20;

AND WHEREAS resale activity in the Alberta real estate market showed signs of improvement in 2016-2017, but B20 has caused further setbacks with sales-to-new-listings ratio (SNLR) being far below the balanced market threshold (56%) and house prices are projected to erode at 2-3% per year moving forward;

AND WHEREAS housing starts are following similar trends from the resale market and recent data suggests that a further downturn might be developing;





AND WHEREAS the building industry in the region employs more than 12% of residents making it the second largest industry in the region and more than 120,000 Albertans are employed in this industry making it the third largest employer in the region;

AND WHEREAS in Canada in 2015, housing construction, renovation, repairs, and maintenance activities contributed \$133 billion to the economy (7% of GDP) and the real estate, rental, and leasing sector contributed \$278 billion to the economy (14% of GDP);

AND WHEREAS The Canadian Home Builders' Association stated that 1 million employees in Canada's residential construction sector earn more than \$58 billion in wages annually;

AND WHEREAS housing is the most important investment that many Canadians will ever make and is associated with a perceived lifestyle that results in a type of retirement savings plan since home values generally increase over time;

AND WHEREAS a robust housing market provides significant, social, and economic benefits to our communities and neighbourhoods from Calgary to Okotoks and needs a transparent, consistent, and fair system that facilitates the borrowing and lending of capital;

AND WHEREAS potential first-time homebuyers that have lower incomes and who fit the customer profile for organizations such as Attainable Homes have been adversely effected by B20 as Gross Debt Service Ratio (GDSR) and Total Debt Service Ratio (TDSR) have gone up by 5% and 8% respectively and has reduced the number of new home buyers substantially;

AND WHEREAS B20 has caused many borrowers to seek capital in the private markets where interest rates and terms are heavily in favour of the lender;

AND WHEREAS Okotokians have been hit hard financially in recent years due to many factors including volatile oil prices, a lack of market accessibility for our oil and gas sectors, high unemployment rates and subpar job growth, high downtown office vacancy, and increased taxes including the new Carbon tax, and the unintended consequences of B20 which is negatively affecting our jobs, economic activity, and the ability for first-time homebuyers to enter the market;

AND WHEREAS Okotoks Town Council approved a new growth strategy in 2016 that anticipated Okotoks population growth to be 70,000 by 2060;

THEREFORE, BE IT RESOLVED that Council request the Mayor write a letter to the Prime Minister and Minister of Finance advocating that the Government of Canada:

- a. Review the effects of the *B20 - Residential Mortgage Underwriting Practices and Procedures* stress test on regional markets;
- b. Eliminate or tailor regional-based policies, including but not limited to, stress tests to reflect the needs of local economic and market conditions;

AND FURTHER BE IT RESOLVED that Council requests the Mayor write a letter to the Premier and the President of Treasury Board and Minister of Finance advocating that Alberta Credit Unions and ATB Financial consider the adoption of Alberta-based mortgage approval requirements and make any necessary changes (policy or otherwise) to implement this request.

Town of Okotoks



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The Royal Canadian Mounted Police Day

WHEREAS in 1873 the Parliament of Canada established a police force named the North-West Mounted Police to enforce law in Canada's newly acquired territory in Western Canada;

AND WHEREAS in 1919 the Parliament of Canada voted to form a national police force by merging the North-West Mounted Police and the Dominion Police of Eastern Canada, and on February 1, 1920, the newly formed police force was named the Royal Canadian Mounted Police;

AND WHEREAS the Royal Canadian Mounted Police has continued to grow as a police force having jurisdiction in eight provinces and three territories and, through its national police services, offers resources to other Canadian law enforcement agencies;

AND WHEREAS today the scope of services and operations of the Royal Canadian Mounted Police in Canada has expanded and includes enforcement against organized crime, terrorism, illicit drugs, economic crimes and offences that threaten the integrity of Canada's national borders;

AND WHEREAS the men and women of the Royal Canadian Mounted Police have given much to our communities in terms of service and sacrifice;

AND WHEREAS there is a need to recognize and promote awareness of the important history and role of the Royal Canadian Mounted Police in Alberta;

IT IS THEREFORE RESOLVED THAT the Alberta Urban Municipalities Association urge the Government of Alberta to declare, in each year, February 1, as "Royal Canadian Mounted Police Day".

BACKGROUND:

The RCMP was founded in 1873 and was originally known as the Royal Northwest Mounted Police. It later merged in 1920 with the Dominion Police in eastern Canada to be the Royal Canadian Mounted Police. The service originally was started to bring law to western Canada in the 1870s.

The members of the RCMP should have a day that recognizes the work they do to provide security in our communities and acknowledge the dangerous situations the men and women of the RCMP deal with every day on our behalves.

Manitoba was the first province in 2017 to declare February 1 as Royal Canadian Mounted Police Day.



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Town of Okotoks Mobile Home Sites Tenancy Act

WHEREAS the *Mobile Home Sites Tenancy Act* sets out the rights and responsibilities that apply to people who own a mobile home and rent the mobile home site (pad) from a landlord;

WHEREAS Service Alberta is responsible for the enforcement of the *Mobile Homes Sites Tenancy Act* and Regulations;

WHEREAS mobile home tenants have limited options for obtaining solutions to ongoing issues regarding targeted rent increases, safety and accessibility within the mobile home parks;

WHEREAS mobile home tenants' quality of life, including economic and social impacts, may be at risk through a municipality enforcing mandatory improvements to the property owned by mobile home landlords; and

WHEREAS a municipality has limited authority or tools to effectively manage quality of life and safety issues arising between mobile home park landlords and tenants; and

WHEREAS Service Alberta offers binding mediated resolution services only to regular landlord and tenant disputes under the Residential Tenancies Dispute Resolution Service;

IT IS THEREFORE RESOLVED THAT the Alberta Urban Municipalities Association urge the Government of Alberta to amend the *Mobile Home Sites Tenancy Act* to offer Residential Tenancies Disputes Resolution Services to mobile home site residents, to prohibit the potential practice of "economic eviction" of residents by defining such targeted rental increases as an offence and address the quality of life and safety of mobile home park tenants.

BACKGROUND:

In 2016, the Town of Okotoks submitted an AUMA resolution regarding an amendment to the *Mobile Home Sites Tenancy Act* to offer Residential Tenancies Disputes Resolution Services (RTDRS) to mobile home park residents. This resolution was passed, but saw a limited response from the Government of Alberta over the last three years.

Residents of mobile home park sites across Alberta should be afforded the same binding mediation services as offered to other landlord/tenant situations to bring effective and efficient resolution to tenancy issues. The Residential Tenancies Dispute Resolution Services is a free service offered under regular tenancy/landlord disputes where a tribunal can make decisions and issue a binding order that is filed at court. This service should be offered under the MHSTA also.

The *Mobile Home Sites Tenancy Act* is in dire need of a substantial review or revision to provide for more protections and address safety concerns for tenants. Through the Act, municipalities have the authority to create Advisory Boards to educate and advise landlords and tenants on rental practices, rights and remedies; and to mediate disputes. The Act does not provide municipalities authority to enforce reasonable solutions to disputes that support the safety and quality of life of the mobile home site tenants, who may have limited income or alternate housing options.



Municipalities therefore have no levers to create remedies to issues that are sometimes decades old, and are unable to effectively support tax paying citizens living within municipal jurisdiction. This is a problem that affects numerous municipalities across Alberta—and is a problem in need of immediate provincial attention through dialogue with the AUMA.



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PRELIMINARY FINANCIAL IMPACT OF THE ARTS AND LEARNING CAMPUS

Issue

A preliminary financial impact assessment of the proposed Arts and Learning Campus is provided to Council for consideration.

Motion Proposed by Administration

That Phase 1 of the Arts and Learning Campus Project be approved through a budget amendment for a multiyear approval in the 2019 Capital Budget as below for 2019-2022 as follows:

2019-2022 Multiyear Capital Project (Arts and Learning Campus Phase 1)

Budget Year	Budget (\$Millions)
2019	1.0
2020	5.9
2021	10.1
2022	6.3
Total	23.3

Placeholder for Capital Forecast

2026-2029 Multiyear Capital Project (Arts and Learning Campus Phase 2)

Budget Year	Budget (\$Millions)
2026	0.25
2027	6.8
2028	24.7
2029	19.25
Total	51.0

Source of Funds: General Recap Reserve, Grants, Donations (Phase 1 only)

Report, Analysis and Financial Implications

On February 25, 2019, Administration brought forward a report to Council presenting preliminary concepts for an Arts and Learning Campus. Council supported the general massing and scale of the concepts presented, and directed Administration to proceed with public participation and continue discussions with potential stakeholders on the site. Since then, Administration has held a number of meetings with key stakeholders to discuss their needs for the site as well as the different options for project delivery and lease and ownership models. In addition, the preliminary concepts that were presented to Council in February were shared with the public at the Chamber of Commerce Trade Show on April 12 and 13, 2019.

As Administration moved forward in discussion with key stakeholders, the following core principles for the development of the Arts and Learning Campus were reinforced as it pertained to conceptual design:

- realizing the core function of arts and learning on the site,
- enhancing pedestrian connections to and from the river valley,
- realizing the benefits and synergies of locating these key stakeholders in the downtown, and
- recognizing the need for stakeholders to move into the new space quickly...time is of the essence.

The following key limitations were also considered through these meetings:

- the need to maintain existing park space,
- acknowledging the flood way and flood fringe, and
- ensuring that adequate parking is provided for the key stakeholders and the downtown as a whole.

It is important to move the project forward now in order to accommodate critical timelines for key stakeholders, as well as advancing important community facilities such as the library expansion. In addition, by locating a number of non-taxable properties together on the campus, more taxable square footage will be made available in the downtown.

Administration has engaged Mathan Consulting to work with external stakeholders and investigate the various lease and ownership options in order to determine the financial impacts to the Town. To date, several meetings have been held with the stakeholder groups as a whole and individually. After this investigation and considering the limitations of the site, Administration has determined that the project could move forward in a phased manner, allowing the site to accommodate an expanded Library, Bow Valley College, Christ the Redeemer, Community Futures, and Foothills School Division and a commercial options in Phase 1. Due to the uncertainty of the timing of acquiring the remaining privately held parcel, the Performing Arts Centre and the Parkade will be considered with Phase 2 of the project.

P3 Options

After meetings with the stakeholders and investigations of development costing, Administration determined that given the amount of borrowing required, that it would be more cost effective for the Town to pursue funding on its own rather than partnering with a third party. The financing options that were available were not as attractive as the Town pursuing financing, and the scale of the project would not likely result in a great deal of competition and interest from third party financiers as the land ownership limitations impact the ability to build all of the elements of the Arts and Learning Campus at once.

Budget Impacts

The components of the Arts and Learning Campus will benefit the community for the long term, and be financed over a number of years. Funding sources will be provided by the partnering stakeholders and grants, while the remainder will need be financed by the Town of Okotoks. Many elements of the project have had funds allocated to them in the 10 year Capital Forecast. The effect of this project will be increasing some costs, while also advancing projects earlier than was anticipated. The capital budget impacts to the Town are shown in the tables below:

Proposed Revisions for 2020 Capital Budget Submission-Impact on 10 year capital plan (what is being removed)

Projects	Budget Years 2019-2029	Total Change
Downtown Plaza Project # 24 (Moved outside the 10 year window)		-8.356
Downtown Parking Lot #117 (no longer required- incorporated into Arts and Learning Campus Project)		-1.25
Library Expansion #34 (no longer required- incorporated into Arts and Learning Campus Project)		-2.036
Performing Arts Centre #37 (no longer required- incorporated into Arts and Learning Campus Project)		-37.718
Total		-49.360

Current 2019 Ten (10) Year Capital Budget Submission (\$Millions)

Projects	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Down Plaza Project # 24					4.072	0.20	4.084					8.356
Downtown Parking Lot #117					1.25							1.25
Library Expansion #34						2.036						2.036
PFC #37						2.0	11.718	12.0	12.0			37.718
Total					5.322	4.236	15.802	12.0	12.0			49.360

Projected Impact on 10 Year Capital Budget (\$Millions)

Projects	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total
Currently for the project in the above table					5.322	4.236	15.802	12.0	12.0			49.360
Arts and Learning Campus	1.0	5.9	10.1	6.3	0	0	0	0.25	6.8	24.7	19.25	74.3
Delta	+1.0	+5.9	+10.1	+6.3	-5.322	-4.236	-15.802	-11.75	-5.2	24.7	19.25	24.94

Governance

The Arts and Learning Campus project will bring together a number of key stakeholders. Each of the stakeholders have different levels of financial risk, ongoing financial contributions and operational commitments. Input, opinions and involvement across the community will be a key component to the projects' success. The Town will ensure that there is extensive public consultation. However, different players will bring different levels of financial investment and ongoing financial commitment to the project. (see table below).

Owners	Characterized as "Owners of the facility /land" <ul style="list-style-type: none"> • Key financial contributors to the project a facility - " funders" • assume financial risk for long term building envelope and infrastructure • assume financial risk for operating the facility 	Includes: <ul style="list-style-type: none"> • Town of Okotoks • Christ the Redeemer
Single Leaseholder	Characterized as "long-term" 25 years+ commitment <ul style="list-style-type: none"> • assume financial risk for interior fixtures furnishings and equipment • assume financial risk for operating expenses • little assumption of financial risk for construction • little assumption of financial risk for building envelope 	Includes: <ul style="list-style-type: none"> • Library • Bow Valley College • Foothills School Division • Community Futures • Okotoks United Church
Interested Stakeholders	Characterized as key users of a facility <ul style="list-style-type: none"> • do not own the land/building • little assumption of financial risk for construction • little assumption of risk for the long term operating of the facility • little assumption of risk for the building operator • characterized by short-term rental 	Includes: Users of Performing Arts Centre <ul style="list-style-type: none"> • Okotoks Arts Council • Theater Groups • Dance Groups/Schools • Performance Groups • Community members at large

This table will form a framework to assist in clarifying roles, responsibilities and input in final decision making.

Next Steps

Should Council choose to proceed with the project, the next step would be project validation. For the next 5 months, the stakeholders, along with the Town and key technical experts will meet regularly to develop the details of the project through the validation process. It is through this process that the stakeholders will need to make key decisions regarding wants, needs and their costs. Additional meetings will be organized in order to scope components of the project, such as working with the many groups who would use and support the Performing Arts Centre. Trade-offs in design and efficiencies will be discussed, as well as all other aspects of building design and site development. It should be noted that this validation process would encompass the entire project including the elements requested by all stakeholders. At the culmination of the validation process, timing can be examined in more detail; however, target costs and scope of the project will be known. For the purpose of this report, Administration has assumed that the phasing is fixed; however, phasing is fluid and could change through the validation process.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

- Municipal Development Plan
- Downtown Urban Design Master Plan
- Sheep River Valley Management Plan
- Roger Brooks Branding, Development and Marketing Action Plan
- Growing Together: A Culture, Heritage and Arts Master Plan II
- Flood Policy

Public Participation Strategy

Pending approval by Council to proceed with the Arts and Learning Campus project, a fulsome Public Participation program will be developed by Administration to receive input from the community moving forward.

Alternatives for Consideration

n/a

CAO Comments

Sometimes when opportunity knocks, you have to determine if the timing is appropriate. It is rare to have an opportunity to achieve so many elements of your long-term vision with the Arts and Learning Campus. Anchoring the downtown, securing post-secondary education and enhancing the economic development potential of the Downtown are the results of this project. While approximately \$40 Million dollars for this was already set aside in the 10 year capital plan for this purpose, making this happen now requires advancing those financial expenditures. Council will need to weigh the pros and cons to determine how best to proceed. Due to the needs of key stakeholders, it is important that a timely decision is made. While we were hoping to explore alternate service delivery models and potential P3 partnerships for this, the inability to develop the site at once prevented this from being a viable option for this phase of development.

Attachment(s)

n/a

Prepared by:
Jamie Dugdale
Corporate Strategist
May 09, 2019



HOMESTEAD PROJECT: VISION, PARTNERSHIPS AND PHASING

Issue

An overview of the Homestead Project, the proposed partnership with Realize Communities for the development and operation of the ecovillage sub-component, and the high level development costs for the proposed project phasing of the full 10-acre Municipal Dedication parcel, are provided to Council for consideration.

Motion Proposed by Administration

That the draft land lease presented In Camera be approved in principle through the signing of an "Intent to Lease" document and that Administration be directed to finalize the formal lease agreement with Realize Communities.

That Phase 1 of the Homestead Project be approved in advance of the 2020 Capital Budget submission and that the 2019-2021 Capital Project be approved as follows:

2019-2021 Multiyear Capital Project

<u>Budget Year</u>	<u>Description</u>	<u>Budget (\$Millions)</u>
2019 Approved & Remaining	Project 112 (Affordable Housing)	(0.57)
2019	Design, planning, and legal work for full 10 acre Homestead Project	0.30
2019 Remaining Capital Budget		(0.27)
2019 Carry Forward	Project 112 (Affordable Housing)	(0.27)
2020 Approved	Project 112 (Affordable Housing)	(1.35)
2020 Forecast	Phase 1 Cost: Site development	2.57
2020 Incremental Budget Request		0.95
2021 Forecast	Phase 1: Landscaping and renewable energy structures	
2021 Budget Request		1.39
Total Approval Request		2.34

In summary, \$4.26 Million is the initial cost to the Town of Okotoks for Phase 1 of the Homestead Project. Source of Funds: General Recap Reserve.

Report, Analysis and Financial Implications

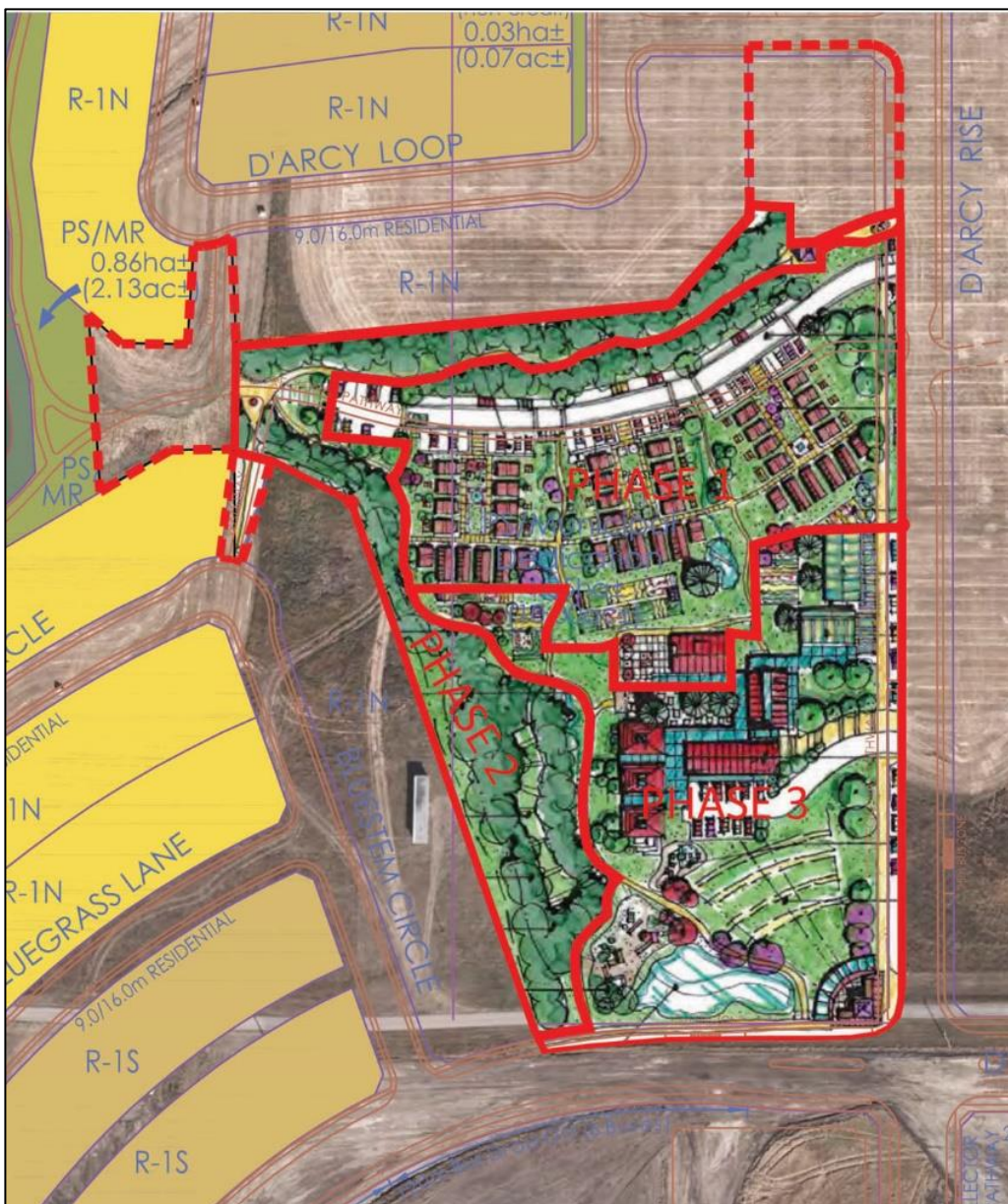
Background

At the February 11, 2019 Regular Council Meeting, Administration presented the Homestead Project vision, conceptual design and high-level cost for the development of the 10-acre Municipal Dedication Site (land donated to the Town at no cost with conditions requiring the land be used for municipal purposes) in the D'Arcy neighbourhood. Council approved several motions that connected and further embedded the Homestead Project's vision with the Town's guiding community sustainability principles and Okotoks 2018-2021 Strategic Directions. Further, Council endorsed the conceptual design of the Homestead Project (Attachment 2) including the vision for the creation of the 2.8-acre ecovillage component and directed Administration to act as the land developer for the Homestead Project and enter into land lease negotiations with Realize Communities as the builder and administrator of the ecovillage component of the Project. Arising from the motions, Administration was directed to present for Council consideration by April 30, 2019 (amended to May 27, 2019 at the April 8, 2019 Regular Council Meeting). An In Camera report to Council May 27, 2019 presented a final draft land lease agreement with the following principal controls:

- a) That the Town maintain ownership of the land in perpetuity;
 - b) That Okotoks tax payers will not be responsible for any financial obligations not met by the ecovillage lease;
 - c) That all profits made by the lease be reinvested into the ecovillage and/or Okotoks community; and
 - d) That the lease continue to provide affordable housing options throughout the term of the land lease.
- Provide a financial impact plan and high-level phasing proposal for the development of the entire parcel

Proposed Project Phasing

To assist in identifying the potential uses of the central community buildings and park space within the Homestead conceptual design, based on Okotoks' existing strategic direction and approved master plans, an internal cross-functional team developed a set a values and principles specific to the project (Attachment 1). In addition, important features and attributes that would align with the core principles were proposed. While this scoping exercise assisted with the development of the proposed project phasing and high-level development cost estimates, a robust public participation strategy, in combination with a completed Corporate Land Strategy, are required to fully outline the best utilization and potential for the remaining 6.52 acres of the Homestead Project. Further, potential additional partnerships with the private sector, post-secondary institutions, and other levels of government that could further enhance the Town's goals and targets in economic development, innovation, urban design, and environmental stewardship should be explored. The proposed phasing and their associated implementation timelines reflect these recommended exploration stages.



Phase	Approximate Area	Proposed Development Time Frames	Notes
Phase 1	3.48 acres	2019-2021	
Phase 2	2.18 acres	2022-2023	Split over 2 years
Phase 3	3.26 acres	2026-2030	Phase 3A & 3B
Regional pathway extension	0.52 acres	TBD	In alignment with D'Arcy Phase 7 (estimated at 10+ years (2030))
Northern parcel	0.56 acres	TBD	Parcel ideal for higher density residential/mixed-use development (proposed for potential land swap with Anthem United)

If the Homestead Project is approved, more comprehensive planning and design work must first be completed for the entire 10-acre parcel, which would enable the development of any of the project's phases. This includes the following steps:

- Subdivision of the site
- Land-use Bylaw Amendment
- Subdivision Servicing Agreement
- Development Concept Plan (to support a the detailed Development Permit required for Phase 1)

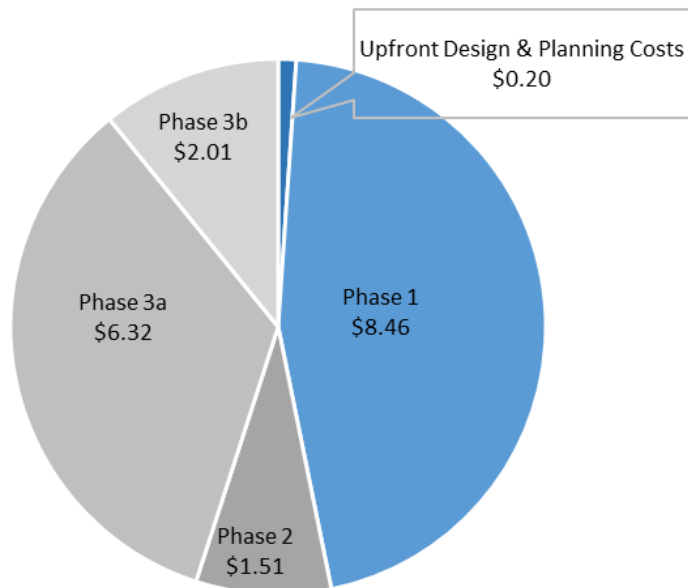
Financial Forecast and Capital Budget

While a high-level financial forecast for the development of the 10-acre Homestead Project and ecovillage sub-component were provided within the February 11, 2019 Council report, to complete high-level financial forecasting based on development phasing, a more detailed high-level development analysis of the conceptual design was completed by CIMA+ and Mathan Consulting. The proposed project phasing and their associated high-level development costs are provided below. A comparison between the current project's financial forecast and what was presented at the February 11, 2019 Regular Council Meeting are provided below in Table 2.

Table 1. Associated High-Level Capital Costs

Total Project Development Cost (full 10 acres)	\$18.50 Million											
Cost to Project Partners	\$4.40 Million			TBD								
Town's Development Costs (10 acres phased)	Annual Budget (in Millions)			Forecast (in Millions) (annual budget splits will be completed for the 2020 Capital Budget process)								
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Entire Homestead Site: Initial Planning, Design, & Legal Work	\$0.20											
Phase 1	\$0.10	\$2.57	\$1.39									
Phase 2				\$1.51								
Phase 3A								\$6.32				
Phase 3B											\$2.01	
Total	\$14.10 Million											

Cost of Overall Homestead Project by Phase
Total: \$18.50 (millions)



Phase 1 Cost of Homestead Project
Total: \$8.46 (millions)
(Excludes upfront design & planning costs (\$0.2))

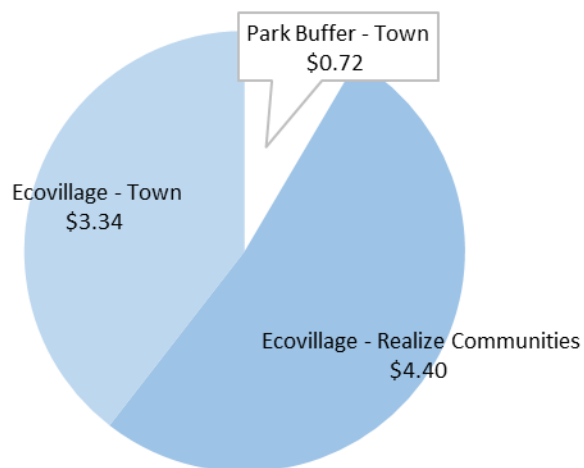


Table 2. High Level Estimations for the Ecovillage Development

Development Context	February 11, 2019 Council Report	May 27, 2019 Council Report	Explanation
Development of entire Homestead Project Site (10 acres) <i>*not including the western regional pathway connection and northern acre development parcel (total 1.1 acres)</i>	\$17.92 Million	\$18.50 Million	<ul style="list-style-type: none"> • Additional \$300,000 budget for overall detailed design, marketing and legal fees for site, not included in February calculation • Addition of Development Levies, Developer Contributions and Water Licence Cost Recovery • Increased size of Community Building • Increased servicing costs due to phased land development and inflation related to phasing timelines
Development of Phase 1 (3.48 acres)	N/A	\$8.46 Million	<ul style="list-style-type: none"> • Phase 1 includes 0.68 acres of Town owned land outside of ecovillage lease area
Development of ecovillage within Phase 1 (2.8 acres)	\$7.02 Million	\$7.74 Million	<ul style="list-style-type: none"> • Initially one development number was provided for the full 10-acre land development cost. To define the cost for the 2.8 ecovillage, the cost was estimated per acre and multiplied by 2.8 • The CIMA+ report provided a more refined analysis of land development costs per phase of development (costs per each phase of development based of the logistics of phased engineering)
Town's share of ecovillage costs	\$2.62 Million	\$3.34 Million	<ul style="list-style-type: none"> • Land lease (from an economic perspective the land has been estimated to be valued at approximately \$2.8 Million) • Land development, landscaping and renewable energy systems
Realize Communities share of ecovillage costs <i>(including third party affordable and innovative housing grants/lenders)</i>	\$4.4 Million + operational costs for 50 years on entire 2.8 acre site	\$4.4 Million + operational costs for 50 years on entire 2.8 acre site	<ul style="list-style-type: none"> • 42 homes and central community building

Table 3. Development Phase Cost Breakdowns

Phase 1 Breakdown	
Total Estimated Phase Area	3.48 acres
Estimated Ecovillage Area within Phase 1	2.80 acres
Estimated Town Park Space within Phase 1	0.68 acres
Site Development Costs (consulting, construction, development levies & contributions, water license)	\$3.67 Million
Renewable Energy Systems	\$0.39 Million
Buildings	\$4.40 Million
Total	\$8.46 Million
Town's Share of Cost Overall (*includes park buffer not within ecovillage)	\$4.06 Million
Realize Communities Share of Cost	\$4.40 Million

Phase 2 Breakdown	
Total Estimated Phase Area	2.18 acres
Site Development Costs (consulting, construction, development levies & contributions, water license)	\$1.51 Million
Total	\$1.51 Million
Phase 3 Breakdown	
Total Estimated Phase Area	3.26 acres
Phase 3A: Includes land development, main community buildings, landscape, winter garden & greenhouse	
Site Development Costs (consulting, construction, development levies & contributions, water license)	\$1.84 Million
Renewable Energy Systems	\$0.30 Million
Buildings	\$4.18 Million
3A Sub-Total	\$6.32 Million
Phase 3B: Includes park space and studio buildings	
Landscaping & Parks	\$1.2 Million
Buildings	\$0.81 Million
3B Sub-Total	\$2.01 Million
Total	\$8.33 Million

**Administration will research and pursue any available applicable grants and private and public sector partnerships to assist in the funding for this project.*

As part of the Development Concept Plan work, in alignment with Okotoks' Municipal Heritage Designation Program, a full historical and structural analysis of the existing McIntyre Farm buildings will need to be completed. While the barn and house have been identified to be of cultural and historical value by a Heritage Conservationist consultant, the financial cost to rehabilitate or repurpose the buildings will need to be completed and potentially integrated in to the site design and project phasing.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input checked="" type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

At the February 11, 2019 Regular Council Meeting, Administration informed Council that the endorsed conceptual design would be provided to the community for information as part of the inform stage of the Public Participation Strategy. As a result, a set of information boards were shared with the public at the Chamber of Commerce Trade Show on April 12 and 13, 2019 and were rotated through several Town facilities between May 3, 2019 and May 21, 2019.

Pending approval by Council to proceed, a comprehensive Public Participation program will be developed by Administration to involve the community in the project planning of the full 10-acre site. Further, specific to more robust engagement on Phase 1 of the project, Administration in collaboration with Realize Communities, intends to host initial design charrettes with the regional sustainable design community, utilities, ecovillage design experts, and post-secondary institutions to explore the various opportunities for innovation in environmental design excellence and the fostering of social and cultural connectivity.

Additionally, in alignment with the design phase of the Project, the Town in consultation with key stakeholders, will explore a formal name for the Homestead Project that recognizes the long cultural and natural history of the site.

Alternatives for Consideration

n/a

CAO Comments

The Ecovillage at the Homestead has gone through many evolutions to reach this point. An important evolution has been the recognition that the balance of the site must be planned and developed weighing the interests of many different stakeholders. Potential additional partnerships with the private sector, post-secondary institutions, and other levels of government that could further enhance the Town's goals and targets in economic development, innovation, urban design, and environmental stewardship should be explored to advance the remaining site development. The proposed phasing and their associated implementation timelines reflect these recommended exploration stages. It is important to note that the land donation requires that the land continue to be used for municipal purposes.

Council has given clear direction that they support the project pending a review of the terms and conditions of the lease and weighing the overall financial contributions required from The Town of Okotoks. Council is not only weighing the financial cost of the development but the costs associated with Council's priorities to provide innovative alternative delivery models and enhanced social connectivity. Leveraging alternative funding models is an important consideration. The remaining 7 acres of the Homestead site can be used to further model innovation and advance Council's strategic objectives. The lease presented In Camera is compliant with the executive limitations requested by Council.

Attachment(s)

1. The Homestead Project: Values & Principles
2. The Homestead Project: Conceptual Design of "The Homestead Project": February 11, 2019 Council Report

Prepared by:
Dawn Smith
Environment & Sustainability Manager
May 17, 2019

THE HOMESTEAD PROJECT

Values & Principles

49

Core Values



Strong

Sense of Place

(history, culture, nature)



Strong

Sense of Community



Innovation

Principles



Diversity

(cultural, environmental)



Holistic



Flexible



Inclusive

(multi-cultural, multi-generational, mixed incomes, universal accessibility)



Connected

(connecting people to nature and to each other)

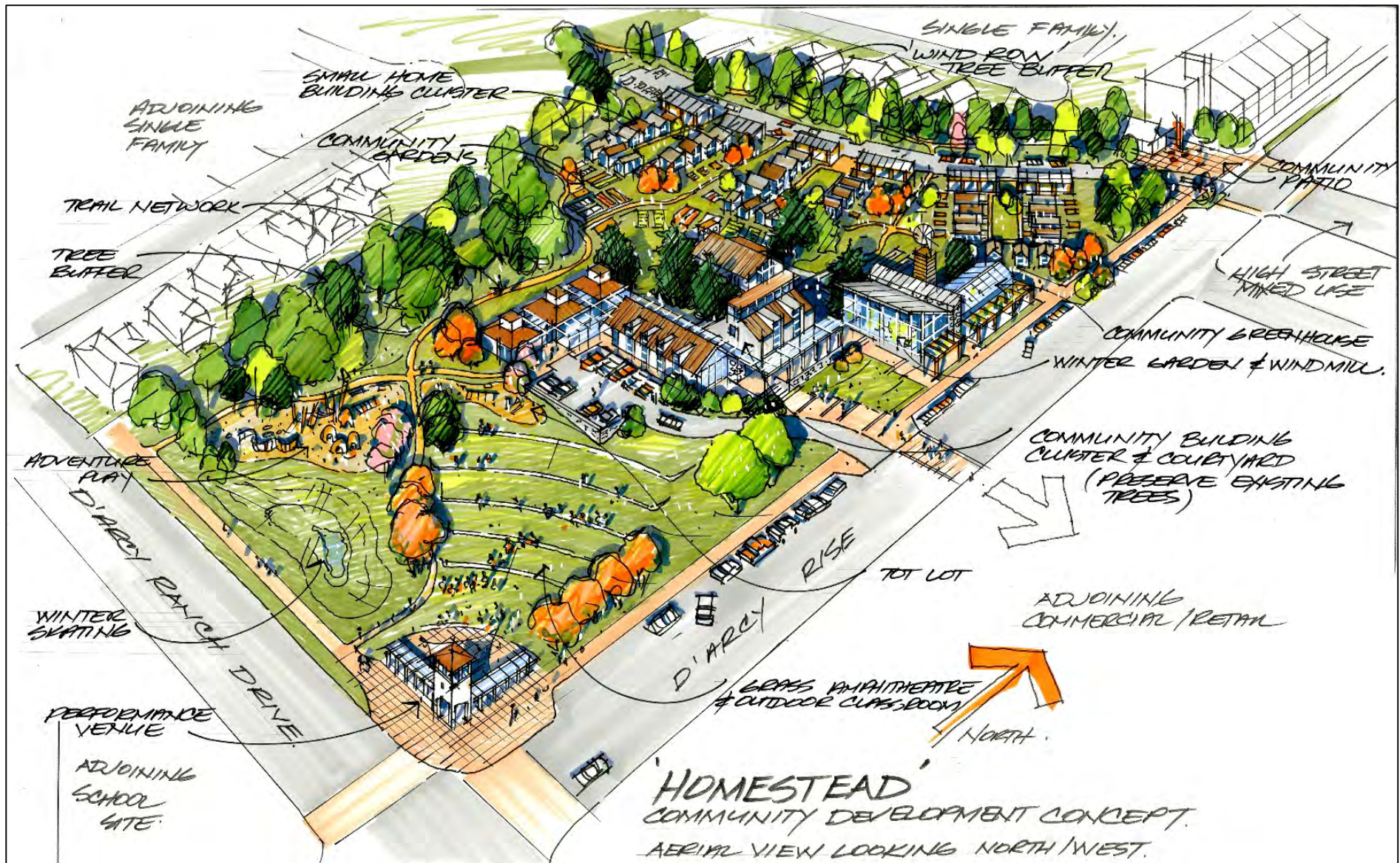


Important features and attributes:

- History of the site (including strong emphasis on indigenous history and culture)
- Spaces to provide some level of equity for the Town (rentable space for local not-for-profit organizations and for profit small programme based businesses, i.e. yoga, dance, etc.)
- Neighbourhood/village scale structures & infrastructure: community buildings to have similar scale and space to precedents such as:
 - D'Arcy Ranch Golf Clubhouse
 - Crystal Shores Lake House
 - Auburn Bay Lake House
- Holistic diversity (use, users, forms, etc.)
- Holistic sustainability and wellbeing (environment, social and economic)
- Repeat programming / high and frequent use
- Small, brighter, more attractive and flexible multi-use spaces
- Support arts, culture, sculptures, and exhibits
- Multi-cultural (inclusive)
- Focus on active transportation
- All season indoor and outdoor uses (with physical connections – i.e. buildings open)
- Leisure space / passive recreation / nature play
- Open space
- Peaceful
- Urban agricultural focus / sustenance/ culinary connections / farmers markets / community kitchen / bookable garden spaces
- Aesthetics and scale are important (mountain views, light etc.)
- Connecting people to the landscape and nature (environmentally and culturally)
- A space for education, learning and collaboration
- Gathering space (inside and outside)
- Social incubation space / sharing community
- Multi-generational
- Indoor and outdoor storage for programming

--- Based on these values and principles, the following activities should not be located at the site: ---

- Large meeting spaces (i.e. at the scale of FCC)
- Sports fields or courts
- Formal recreation based infrastructure (i.e. skate-park, ball diamonds, tennis etc.)
- Business or commercial operations
- Performing arts activities (as these would compete with the identified Arts and Learning Campus Project) – this includes an amphitheatre



CONCEPTUAL DESIGN OF "THE HOMESTEAD PROJECT"

February 11, 2019

The Project Vision

Site Context

The 10-acre municipal dedication site is located within the greater D'Arcy neighbourhood and on the historic D'Arcy family homestead site. The site's eastern boundary runs adjacent to the proposed commercial gateway district, which will be the mixed-use hub of high-density residential and service-oriented commercial development with a strong focus on the pedestrian environment. (Figure. 1).

The Town of Okotoks acknowledges these lands are situated within the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), the Tsuut'ina First Nation, the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The Town of Okotoks is also home to the Métis Nation of Alberta, Region III.

The existing farm site was settled in 1889 by the Bain family and was home to the Okotoks area's first school, which opened in 1890. The existing barn and farmhouse were built around 1917 and the farmstead once included a water-pumping windmill. The D'Arcy neighbourhood as a whole was crossed by the Old Macleod Trail, which was part of the Old North Trail used by First Nations, and later utilized by the Royal North West Mounted Police (RNWMP) as the wagon and stagecoach trail between Fort Macleod and Fort Calgary.

The site's rich and long history can still be felt on the land and will be a driving force for the community design, architectural aesthetic, and naming.



Figure 1: 10-acre Municipal Dedication site proposed as the "Homestead Project" site

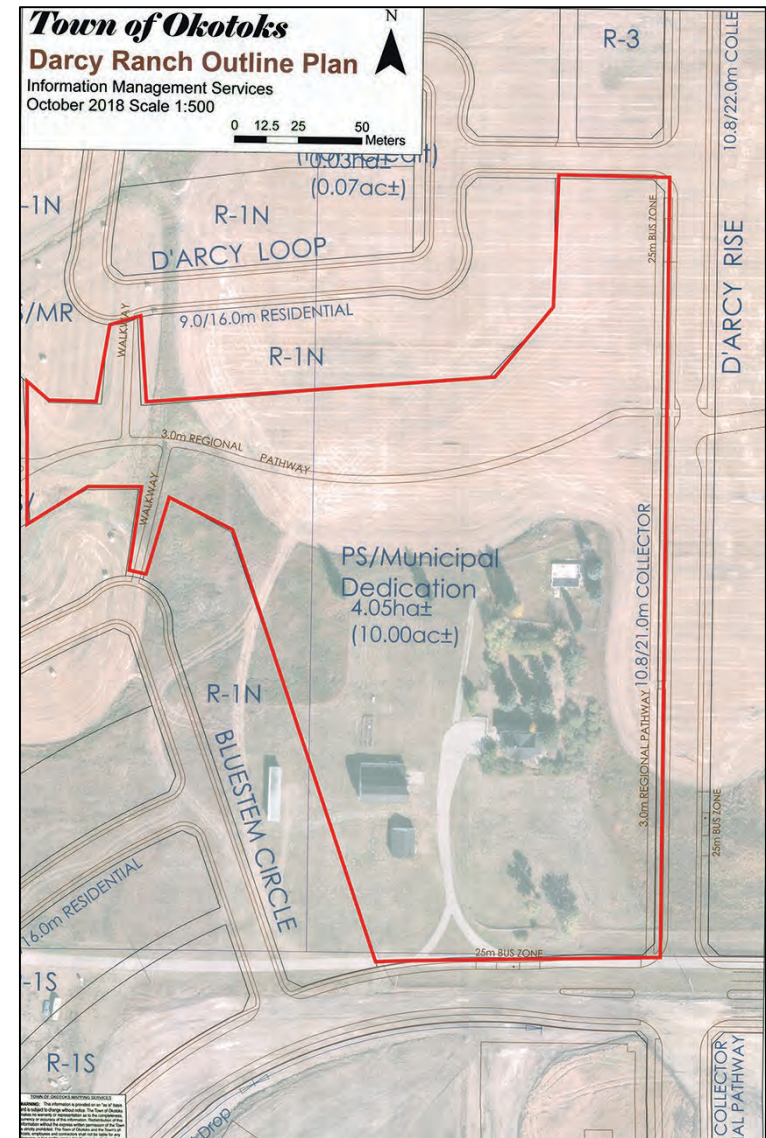


Figure 2: Aerial view of 10-acre Municipal Dedication site in D'Arcy

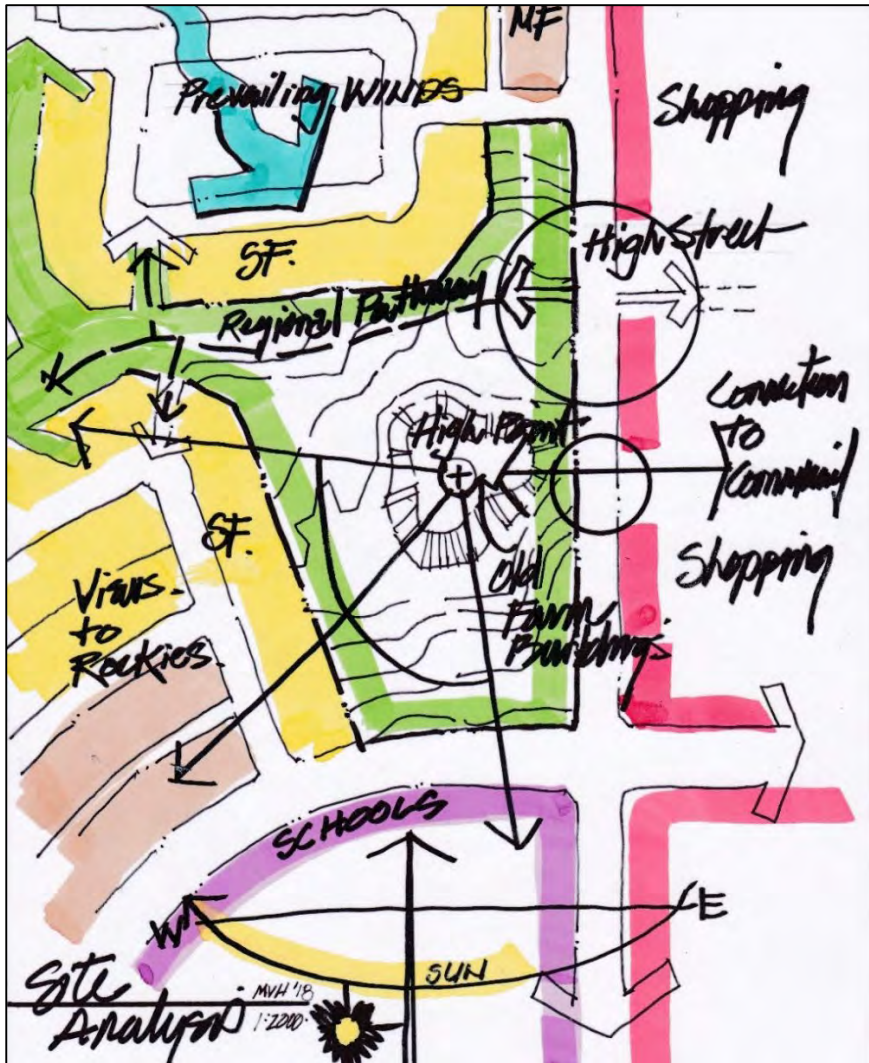


Figure 3: site analysis for the "Homestead Project" concept

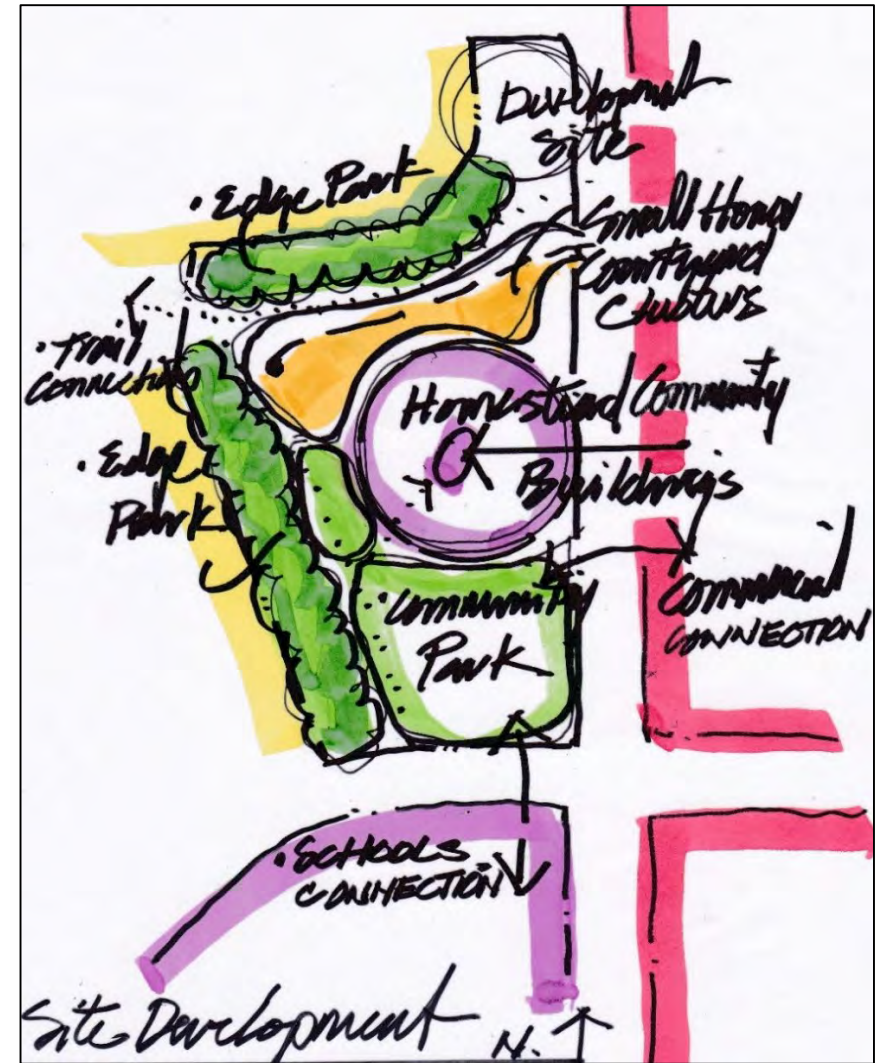


Figure 4: conceptual approach

Site Development Concept

The initial design process created three key zones that take into consideration the programming requirements of the Town, Vagabond, and Anthem United. These zones include:

- Central Homestead Project Community Buildings (7 buildings)
- Ecovillage: tiny home courtyard clusters (42 homes) and central amenity building (2.7 acres)
- Okotoks Community Park Space: including edge park space and trail systems

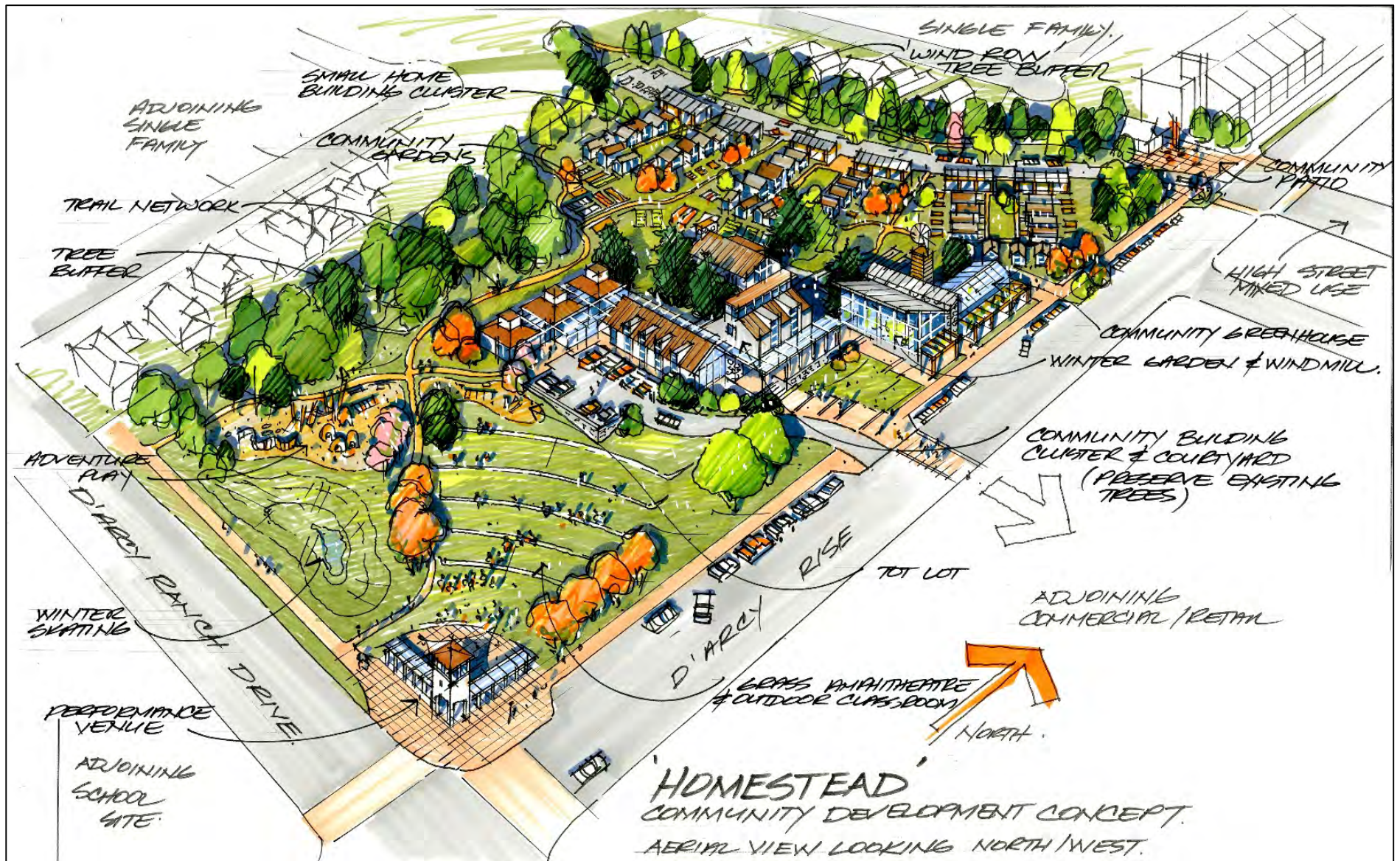


Figure 5: conceptual sketch of the "Homestead Project"



Figure 6: conceptual plan of the "Homestead Project"

Okotoks Community Park Space

With the exception of the ecovillage village area (2.8 acres, excluding the pathways between the tiny home clusters) the entire 10 acre-site's park space is open to the community at large. Within the park space, the following programmed spaces are proposed:

- Community Gardens / Urban Food Forest
 - community orchard and rentable garden plots
 - owned and managed by the Town
 - fenced for deer protection
- Adventure Play Area & Tot lot
 - a 'nature play' based community amenity
- Amphitheatre & Outdoor Classroom
 - formal and informal community performance events
 - classroom for use by adjacent schools
- Winter Skating Pond
 - pond to function as a stormwater bioretention site outside of winter months
 - pond to be utilized as a winter skating amenity
- Edge Park
 - provides a visual and audio landscape buffer between the Homestead site and adjacent single family homes
- Trail Network
 - smaller public pathways to run throughout the site, connecting various community amenities
 - a large regional trail network that connects through to the high street, the D'Arcy neighbourhood and the rest of the town's active transportation network

Environmental Sustainability / Ecovillage Aspects

The entire Homestead site would encompass the following proposed holistic ecological and social principles in alignment with BioRegional's One Planet Living:

Zero carbon / Energy

- passive heating and cooling of the greenhouse and winter garden complex
- advanced energy efficiency standard for the tiny homes and community buildings (certified LEED Gold or Passive House)
- solar PV systems on the ecovillage village carports and on the central community buildings

Sustainable water

- advanced low-flow water fixtures
- rainwater capture systems off of tiny home roofs and larger facilities for reuse on private and community garden plots open space to utilize drought tolerant vegetation

Land & wildlife

- robust edge parks create a carbon sink and wildlife habitat
- bioretention conveyance swales and main bioretention storage system
- permeable pavement on ecovillage laneway

Local & sustainable food

- urban food forest & year round greenhouse

Sustainable transport

- access to future local transit
- electric vehicle (EV) car-share for ecovillage & EV charging station(s) for site
- trail network supports and promotes active transportation to local amenities and the greater Okotoks community

Sustainable materials & zero waste

- sustainable building materials and advanced C&D waste diversion program

10 Principles

Society, economy and environment



BioRegional

Equity & local economy

- affordable alternative form of housing
- diversity of residents
- local job employment
- ecovillages foster a sharing economy

Health & happiness

- enhanced sense of community and wellbeing
- due to the scale of the homes, residents will have a much smaller consumptive footprint than the average Okotokian, translating into lower utility costs and increased affordability

Culture & heritage

- enhanced community connection
- reconnection with the history of the land
- collaborative project that works towards the Welcoming and Inclusive Communities Initiative
- creation of a culture the views the environment, local economy and social wellbeing and from a whole systems perspective

Project's Community Buildings

The community cluster includes a collection of six separate structures, connected by connected glazed corridors. The concept of 'out-buildings' is reminiscent of the traditional homestead and allows for enhanced operational flexibility over time and incremental construction timelines, reducing initial capital development costs. The six proposed structures are:

Ecovillage Communal Building (approx. 3,500 ft²)

- owned by the not-for-profit society managing the ecovillage for the exclusive use of village residents
- Fully accessible 1 - 1.5 storey structure
- a commercial kitchen
- communal dining room and lounge
- workstations & flex studio space
- outdoor patio, cooking and eating space

Town Community Facilities

- all buildings to be utilized by both village residents and the Okotoks community at large
- full accessibility
- main central community building (approx. 5,000 ft²)
- secondary community wellness building (approx. 2,000 ft²)
- 3 supporting multi-purpose flex studio buildings (1,500ft each) – to be incrementally added over time as expansion space is required

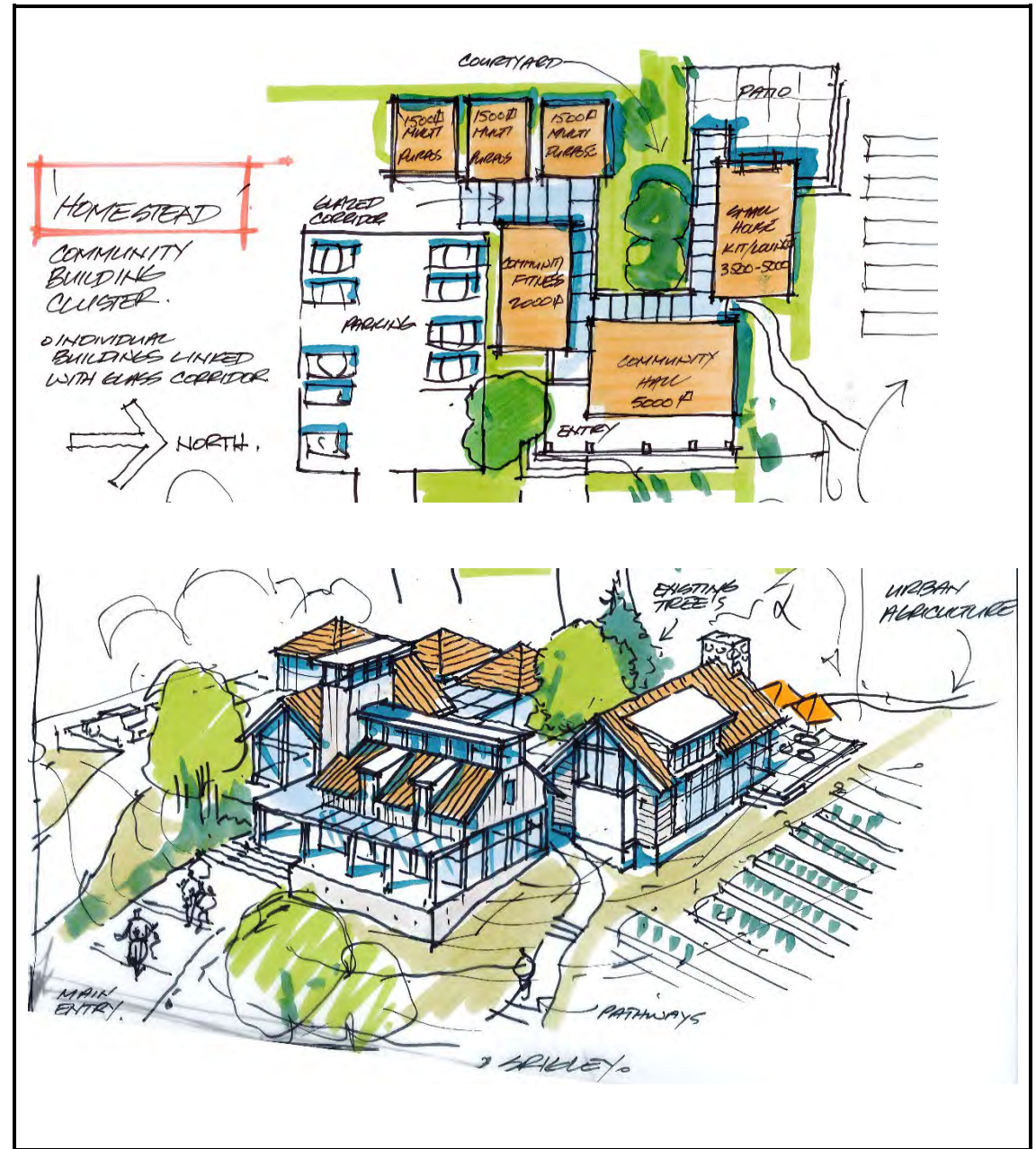


Figure 7: community building cluster

Community Greenhouse & Winter Garden Building

Greenhouse (approx. 10,000 ft²)

- proposed to be an aquaponic growing operation managed by a commercial grower
- partnership agreement between the commercial grower, ecovillage, and local community organizations such as the food bank will be a requirement of the commercial operation

Winter Garden Building (5,000 ft²)

- Adjoined to greenhouse functioning as a high efficiency, passive solar heat sink for heating the greenhouse
- year-round amenity building providing space for community and school-based education on local agriculture and other sustainable living practices
- Windmill to produce electricity for the facility and as a historical reference to the site's original water-pumping windmill
- Integrated with exterior community gardens and urban food forest

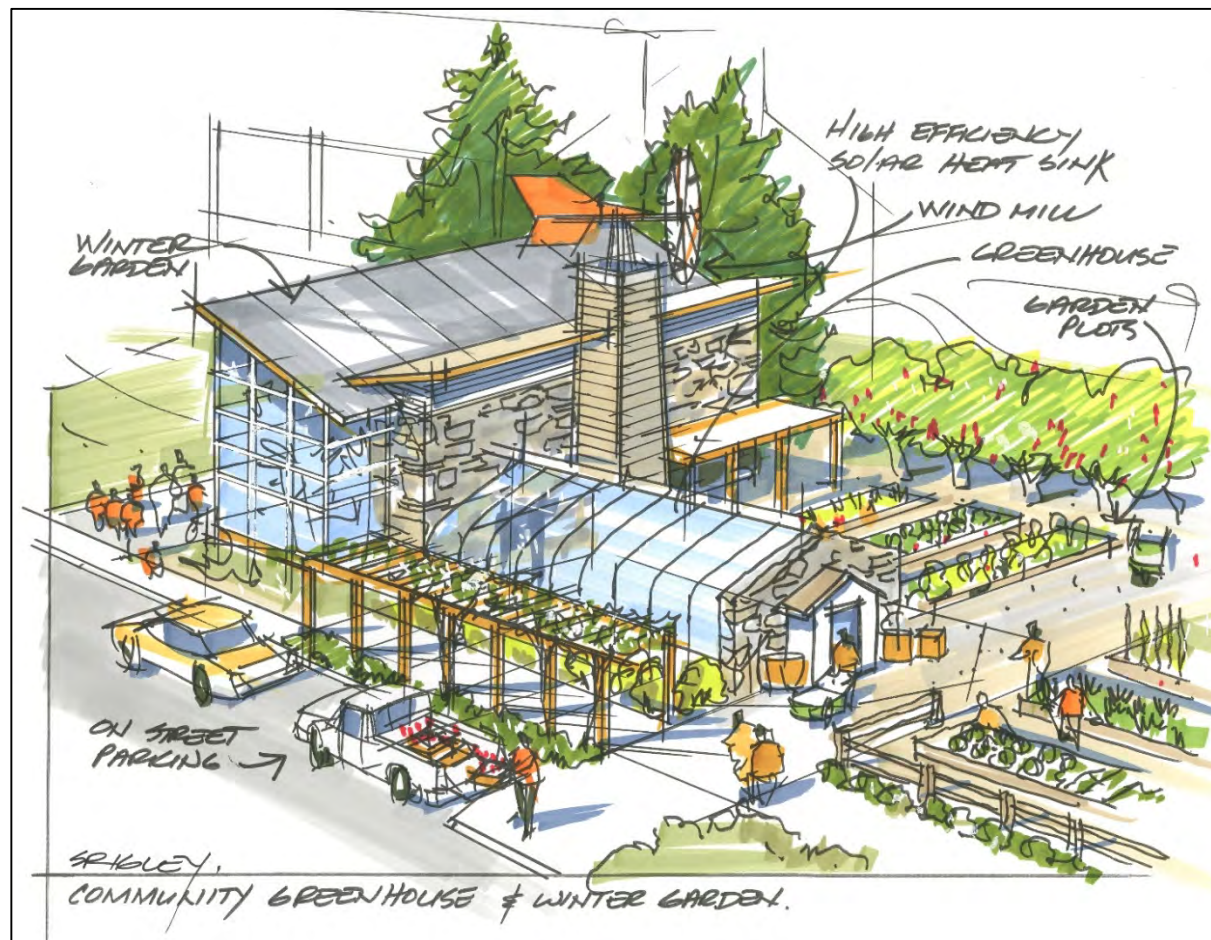
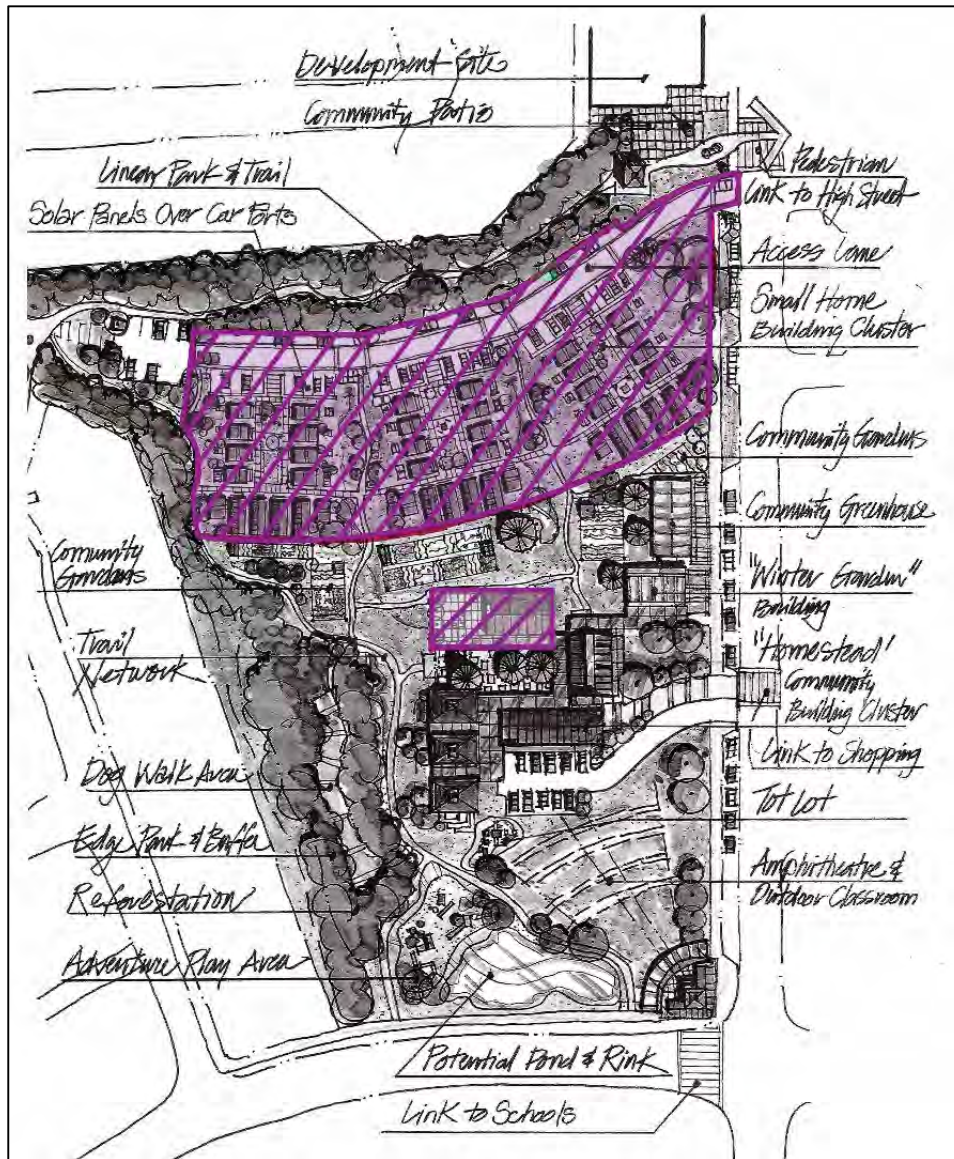


Figure 8: community greenhouse, winter garden, gardens and orchards

Ecovillage component of the “Homestead Project”

Total estimated area: 2.8 acres (includes central ecovillage building)



Current Proposed Mix of Homes (42 homes total)

Unit Type	# Units	Rent (monthly)
380 ft ² Affordable Base Home (1 bedroom)	9	\$760
550 ft ² Affordable Base Home (2 bedroom)	5	\$920
380 ft ² Affordable Plus Home (1 bedroom)	9	\$950
550 ft ² Affordable Plus Home (2 bedroom)	4	\$1,150
Affordable homes for purchase (\$85,000 - \$120,000 dependant on model and customization)	12	\$500 (pad rental)
Vacation Rental Home (to be rented by guests of the village residents and for ecovillage education/experience packages)	3	TBD

Additional notes:

1. All prices include utilities, individual garden plots, and ecovillage programs
2. Affordable Base and Affordable Plus (market) reflect the needs of the renters not the services and quality of housing provided
3. Within the Realize Communities proposal, 5 of the units would be customized for accessible renters and 15% of the total rental units would be dedicated to indigenous residents

Figure 9: Ecovillage (2.8 acres) within the “Homestead Project”

Courtyard Clusters

To reduce land coverage and resulting land lease rates, as well as minimizing hard infrastructure development costs, the tiny homes were designed in 3 village clusters of 14 homes (mixed market and mixed size) each. A mixed market approach creates a more inclusive community. This form of courtyard cluster development has many precedents in North America through the successful development of cottage communities. Resident parking to be provided under a connected solar PV carport with additional visitor parking along laneway.

Tiny Homes

While the concept of tiny home living is an integral component of the village, the team identified the need to create a design that reflects more of a cottage quality than a traditional mobile home. If the ecovillage project is approved, as part of a long-term land lease agreement, the Town would require a collaboratively designed set of architectural standards for all of the village buildings that is in alignment with the entire "Homestead Project".

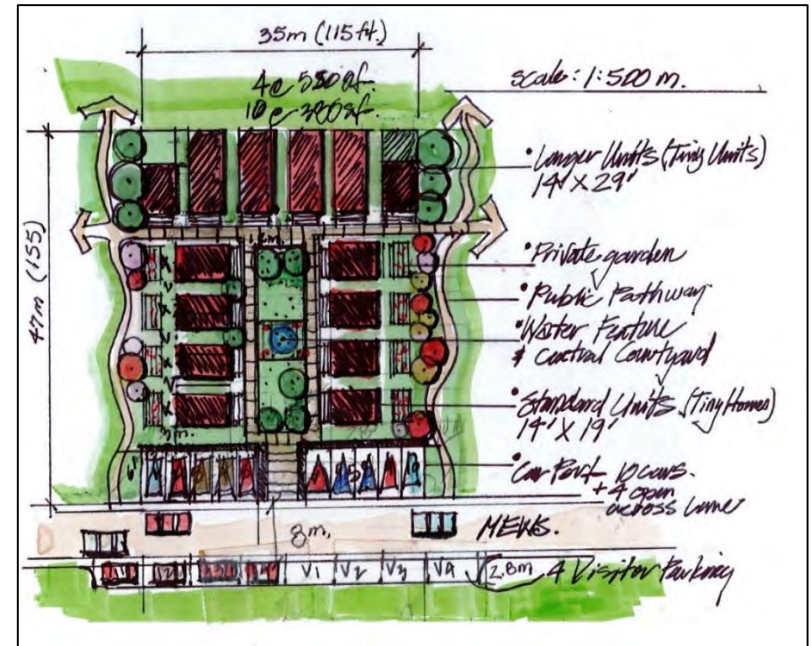


Figure 10: ecovillage courtyard cluster

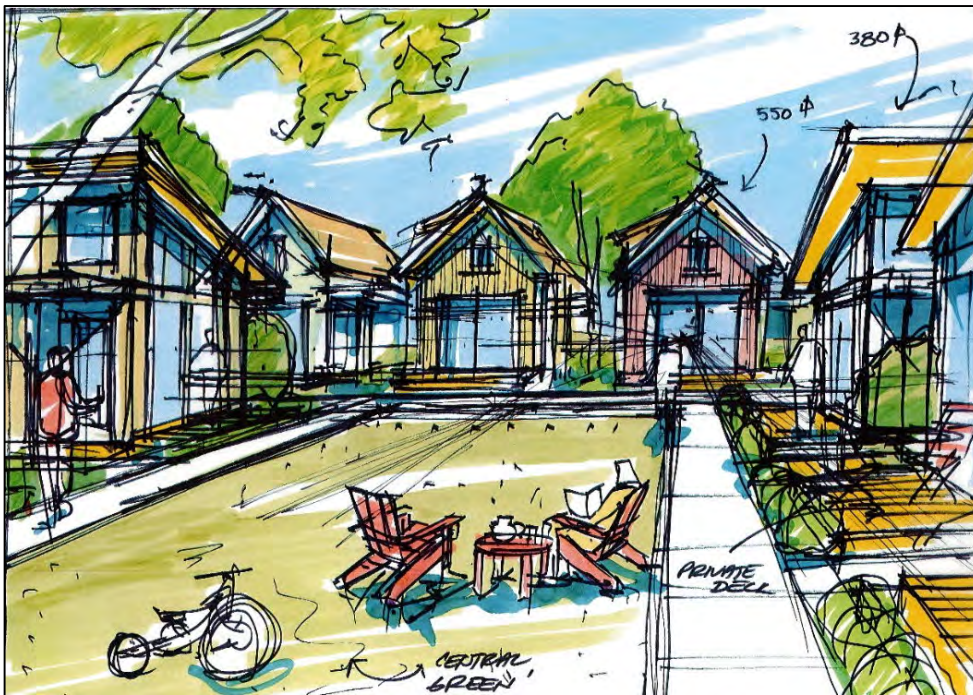


Figure 11: ecovillage courtyard cluster



Figure 12: tiny home conceptual design



2022 ALBERTA SUMMER GAMES BID UPDATE

Issue

Council authorization to submit a bid to host the 2022 Alberta Summer Games is requested.

Motion Proposed by Administration

That authorization be given to Administration to submit a bid to host the 2022 Alberta Summer Games; and

That should the Okotoks/Black Diamond bid to host the 2022 Alberta Summer Games be successful:

- That the Capital Budget be amended to include an expenditure of \$100,000 for the construction of beach volleyball courts
- That the 2019-2022 Operating Budgets be amended to include, \$200,000 in 2020, \$250,000 in 2021, \$300,000 in 2022 as financial contributions to the Okotoks/Black Diamond 2022 Alberta Summer Games Project.
- Council direct Administration to complete a detailed analysis and include any additional required costs associated with facility enhancements and additional staffing requirements into the 2020, 2021 and 2022 Operating Budgets.
- Council direct Administration to monitor the ongoing overall financial position of the games.
- Council amends the budget guideline for the 2020 Operating Budget to move from a 3% tax increase to a 4% tax increase to accommodate the 2022 summer games.

Report, Analysis and Financial Implications

At the April 8, 2019 Regular Council Meeting, Administration was directed to submit a Letter of Intent to Bid from the Town of Okotoks and the Town of Black Diamond to host the 2022 Alberta Summer Games. Bid submissions are due no later June 3, 2019.

During the past month, Administration has been:

- 1) working with the Town of Black Diamond to clarify roles for the partnership;
- 2) preparing a bid submission; and
- 3) Identifying community members that may be interested in sitting on the Host Organizing Committee.

Clarifying Roles:

In discussion with the Town of Black Diamond Administration, the Town of Black Diamond has identified that although they cannot contribute financial resources or be able to finance any games operating deficit; Black Diamond has indicated that they could:

- be the host and provide the facility (at their cost) for the mountain bike event;
- assist in the recruitment of games volunteers (approximately 2500 volunteers will be required); and
- assist with some administrative staff time from their recreation department.

Should the bid be successful a formal agreement with the Town of Black Diamond, identifying roles and responsibilities, will need to be signed.

Draft Bid Submission

The 2022 Alberta Summer Games presents an exciting opportunity for the towns of Okotoks and Black Diamond. While Administration was preparing the bid, the theme “Rock the Games” emerged. This represents a prominent landmark (the Okotoks erratic aka the “Big Rock”) located between Okotoks and Black Diamond. As well as the catch phrase, “we will rock it” that Administration has been using while preparing the bid package.

Highlights from the bid package include:

- Okotoks/Black Diamond could host 15 sports in the 2022 Alberta Summer Games, including:
Athletics, Baseball, Basketball, BMX, Canoe Slalom, Field Hockey, Football, Lacrosse (Box), Mountain Bike, Rugby, Soccer, Softball, Swimming, Triathlon, Beach Volleyball.
- The overall budget is estimated to require an expenditure budget of \$2,450,000.
- The estimated revenues is estimated to require a revenue budget of \$2,450,000.
- Thirteen of the fifteen sports can be hosted within existing facilities.
- A mountain bike track would need to be constructed in Black Diamond around existing pathways.
- New sand volleyball courts would need to be constructed in Okotoks.

It is important to note that the bid package is dependent on:

- Facility support from both school divisions, which has been approved by both school divisions.
- Facility support from Foothills County for the use of Crescent Point Fieldhouse.

Host Organizing Committee

Administration has had preliminary discussions with a number of Okotoks/ Black Diamond area residents. To date 8 names have indicated interest in sitting on the Host Organizing Committee. Required in the bid submission to the Alberta Sport Council is the identification of the Host Organizing Committee. Sandi Kennedy has agreed to chair the 2022 Okotoks/Black Diamond Host Committee.

Hosting the 2022 Alberta Summer Games is an exciting opportunity for the Towns of Okotoks and Black Diamond. Hosting the games will:

- Bring up to 3,000 athletes aged 11-17 years to the community,
- Bring the parents, family members, friends and other spectators for up to 3,000+ athletes to the community,
- Leave legacy infrastructure such as sand volleyball courts in Okotoks and a mountain bike trail in Black Diamond,
- Leave a legacy art project,
- Showcase our community and promote future tourism, place to invest/do business, and to live,
- Promote the health benefits of sport,
- Provide a valuable opportunity to network and nurture friendships between volunteers, athletes and participants enhancing community social resiliency,
- Create employment through the construction and upgrading of local sports facilities and the hiring of a games manager,
- Promote regional collaboration between municipalities,
- Enhance community pride, and
- Promote cooperation between the local sports communities and local arts community, especially around the cultural components

Considerations for Council:

Financial:

A high-level projected games budget is provided below:

Projected Expenditures	Amount
Administration	\$500,000
Facilities and Equipment	\$325,000
Food/Accommodations And Transportation	\$1,525,000
Legacy Project	\$100,000
Total Expenditure Budget	\$2,450,000

Projected Revenues	Amount
Grants – Operating/Culture/CIP/CFEP etc.	\$620,000
Fundraising/Sales	\$630,000
Donations/Gifts in kind	\$450,000
***Municipal Funding	\$750,000
Total Revenue Budget	\$2,450,000

Budget shortfalls will be the responsibility of the Town of Okotoks.

In addition to the games operating budget, the following financial commitments would be required from the Town of Okotoks:

- 1) Cost of construction for sand volleyball courts. Total estimated is \$100,000
- 2) Cost of minor upgrades will be required to existing facilities and would be incorporated into the 2020, 2021 and 2022 operating budgets.
- 3) Hiring of a contract games staff person commencing November 2019. Position would be part time in 2019-2021 (approximately 20-25 hours per week) and full time in 2022 (up to 40 hours per week).
- 4) Cost of construction for upgrades/modifications in Black Diamond to complete a mountain bike trail. The cost and operation of the mountain bike trail would be the responsibility of Black Diamond.

Staffing:

If the 2022 Okotoks/Black Diamond bid were successful, hosting the games would be a significant priority for the Town and would require significant time dedication from existing staff in the areas of recreation, culture, parks, and communications. Part-time hours, specifically related to facility operations and support, would need to be increased immediately preceding, during and after the games. Precedent from other municipalities is that the host community donates/absorbs these additional costs. Administration is unable to provide a detailed estimate at this time.

Dependent on the competencies and skill set of the Host Organizing Committee members, the Town's Finance business unit may have to fulfill the financial oversight role for the games, which may require the hiring of a third party. It is Administration's hope that a community member/organization with this skill set will volunteer for the host committee and perform this function.

Impact on existing facilities:

- Loss of revenue for approximately 4-8 days. Total estimate is \$30,000
- Minor upgrades will be required to existing facilities and would be incorporated into the 2020, 2021 and 2022 operating budgets. Total estimate for minor upgrades is unknown at this time.

Should Council endorse the bid submission for the 2022 Alberta Summer Games the next steps would include:

- 1) Submit the bid proposal by June 3, 2019
- 2) Wait for the announcement by the province if the Okotoks/Black Diamond bid is successful to host the 2022 Summer Games (September/October 2019)
- 3) If the Okotoks/Black Diamond bid is successful:
 - a. Request a 2019 budget amendment to hire a summer games manager commencing November 2019 and ending October 31, 2022,
 - b. Prepare a business case and detailed cost estimates for the construction of beach volleyball courts for inclusion into the 2020 or 2021 Capital Budget,
 - c. Incorporate into the 5-year operating forecast for the years 2020, 2021 and 2022 direct financial contribution for the organization preparation and implementation of the games. Estimate cost is \$750,000 (\$200,000 in 2020, \$250,000 in 2021, \$300,000 in 2022)
 - d. Prepare a more detailed list of any minor facility upgrades required and incorporate into the 2020, 2021 and 2022 Operating and Capital Budgets,
 - e. Prepare a detailed estimate of additional staffing resources that would be required during the games and incorporate into the 5-year operating forecast for the year 2022,
 - f. Provide Administrative support and guidance to the Host Organizing Committee,
 - g. Formalize partnership agreements with the Town of Black Diamond,
 - h. Formalize facility use agreements with Foothills School Division, Christ the Redeemer School Division and Foothills County,
 - i. Formalize a facility use agreement with Crystal Shores for use of the lake, and
 - j. Assist the Games Chairperson in identifying additional volunteers to sit on the volunteer Host Organizing Committee and volunteer roles.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Governing Policies/Bylaws/Legislation or Agreements

n/a

Public Participation Strategy

n/a

Alternatives for Consideration**CAO Comments**

Council direction is requested.

Attachment(s)

1. Draft 2022 Alberta Summer Games Bid Proposal
2. Letters of support from six (6) sports organizations

Prepared by:
 Susan Laurin
 Community & Protective Services Director
 May 16, 2019

2022 Alberta Summer Games Bid Proposal

*A joint bid between the Town of Okotoks and
the Town of Black Diamond*

Introduction

The Town of Okotoks and the Town of Black Diamond are pleased to submit a joint bid to host the 2022 Alberta Summer Games. Together the municipalities have a rich sports history, extensive hosting experience and an unmatched enthusiasm and spirit for delivering exceptional sporting events.

We believe that the high quality sporting venues, paired with support from both Councils, administration, businesses and volunteers, makes Okotoks and Black Diamond an exceptional choice to host the Games. Throughout the bid, we intend to share more about who we are, our communities and our commitment to hosting an extraordinary event for developing athletes.

Why Choose Okotoks and Black Diamond?

The towns of Okotoks and Black Diamond aim to foster a safe and welcoming environment where a culture of resiliency thrives. We believe in respect for each other, the natural environment and in supporting people to pursue the fulfilment of their values in harmony with the community. This vision strongly aligns with our vision for the Games.

Vision

Our vision for the Games focuses on three Core principles:

Care

Demonstrate respect for athletes, families, coaches and officials in order to foster a positive, inclusive environment and sense of community spirit.

Environmental stewardship practices that place importance on caring for the natural environment, sporting venues and accommodations.

Commitment

Promises that are made are kept. Community and partner relationships are fostered and seen as mutually beneficial. Promote a sense of responsibility and contribute to a common goal or purpose. Sharing of culture and heritage to deepen the experience of participation and celebrate our unique region.

Capability

Provide the information and support needed for all to participate in the experience. Ensure administration, committees and volunteers have knowledge and information to contribute to a positive and successful experience. Provide exceptional facilities to highlight and celebrate developing athletes and sport to the best of our ability.

We believe all three principles must be present in order to deliver an exceptional experience for athletes, the community and our province.

In reflecting on the vision for the games and the commitment to developing athletes, a theme began to emerge. This theme blends the prominent “Big Rock” landmark and an enthusiastic, motivational anthem for the athletes:

Accessibility

Okotoks and Black Diamond are easily accessible by all major highways in the region. The Calgary International Airport is conveniently located about 65 kilometers from Okotoks and 77 kilometers from Black Diamond. Whether you are visiting from Northern or Southern Alberta, there are comfortable and convenient transportation options to get you to the Games.

Demographics

At present, Okotoks has a population of just over 29,000 people and Black Diamond has 2,700. The median age in Okotoks is 36.3 and in Black Diamond, it is 46.

Climate

The best time to visit the area for general outdoor activities is early July to mid August (source: weatherspark.com). The mean temperature in July is 16.3°C (high) and 8.3°C (low). The mean precipitation or rainfall in the month of July is 58 mm. In July, our area enjoys about 15 hours of daylight a day.

Arts and Culture

Okotoks focuses on connecting and engaging citizens of all ages and backgrounds to nurture grassroots cultural development. Culture, arts and heritage vibrancy connects people and enriches social tapestries. Collective creativity makes communities grow. The Town of Okotoks is committed to connecting and empowering the shared potential of all innovators with the goal of developing an accountable and authentic cultural identity.

Games Cultural Component

The Towns of Okotoks and Black Diamond, like all small communities, roll out the red carpet when visitors come to stay. These two small towns with big hearts will ensure that the cultural component of the games are memorable and fun with plenty of opportunities for athletes to meet other athletes from any one of the fifteen sports included in the competition.

With age appropriate music and entertainment at all times we will “Rock the Games” opening and closing ceremonies. They will honour the past and embrace the future of the athletes competing at the 2022 Alberta Summer Games.

Other opportunities will include the annual Taste of Okotoks community event and Champion Park Open House, to name just a few.

Legacy Art Project

In partnership with the Okotoks Art Council and to celebrate the games a Legacy Art Project will be implemented that will leave a lasting reminder of the games in the region. The Deer Legacy project will feature the deer that make small towns home. Decorated by artists that acknowledge the traditional territories of the Treaty 7 region or sports loving and jersey wearing deer that will continue to make southern Alberta home.

Our History

Okotoks is a beautiful community situated along the Sheep River and located 15 minutes from south Calgary. Home to over 29,000 residents, Okotoks has experienced an impressive level of growth in recent years, boasting a population increase of nearly 30% since 2008. Recognized for its entrepreneurial spirit and the ease of operating a business there, Okotoks was awarded the #6 spot on the list of Canada's Most Entrepreneurial Cities in 2015 by the Canadian Federation of Independent Business.

The Town of Okotoks benefits from having a thriving arts and music scene, along with an impressive line-up of recreation facilities. Okotoks is known for its sustainability efforts. An innovator in its establishment of growth targets linked to infrastructure development and environmental carrying capacity, it is now pursuing a plan of continued managed growth for the near future.

Situated on the Cowboy Trail, Black Diamond is located just 35 minutes southwest of Calgary on the bank of the Sheep River and on the doorstep to Kananaskis Country. Named after the high-grade coal once mined there, Black Diamond is surrounded by a wealth of agriculture, natural playgrounds and Rocky

Mountain adventures. The town maintains the traditional values of a small town community, where people care about their neighbours and work together to maintain a sense of pride and respect for one another, the town's history and its beautiful surroundings.

The pace in Black Diamond is several notches calmer than the near-by big city. Yet it is at a busy crossroads for a daily average of 5,000 to 10,000 vehicles. You can park and walk the downtown with ease and will be pleasantly surprised at the friendly faces and the selection of treasures and goods you will find behind each storefront threshold of our "Boomtown" downtown business district. Behold, everything from artwork and handcrafted home decor, gifts, specialty clothing and jewellery, local food producers and variety of restaurants to sample and services in automotive, health and beauty, pet and equine, home and garden and grocery.

Black Diamond offers the best of western lifestyle and recreation. Horseback riding, fishing, camping, tubing, kayaking, hiking and wildlife... all at your fingertips.

Municipal Support

The Towns of Okotoks and Black Diamond, with support of both Councils, agree to partner and co-host the 2022 Alberta Summer Games.

Games Partners

Without the support of our local administrations, sports, community and business organizations it would not be possible to host the 2022 Alberta Summer Games.

The Town of Okotoks/Town of Black Diamond

The Town Councils of both municipalities have committed to preparing a bid proposal to host the 2022 Alberta Summer Games

Local Sports Associations and Organizations

Our local sports community is vibrant and strong. We have support letters from many of the sports associations that we have proposed for the Games.

Christ the Redeemer Catholic Schools

Christ the Redeemer Catholic Schools is supporting the Games bid by providing the use of their schools for athletes and coaches accommodations in addition to sports facilities.

Foothills School Division

Foothills School Division is supporting the Games bid by providing the use of their schools for athletes and coaches accommodations in addition to sports facilities.

Okotoks & District Chamber of Commerce

The Okotoks & District Chamber of Commerce backs our thriving local businesses. The Chamber is supportive of the Games bid and will help facilitate planning and communications to local businesses.

Okotoks Arts Council

In celebration of the games, the Okotoks Arts Council will collaborate with the Board of Directors and create a legacy art project.

Facility Partnerships

Crystal Shores Lake - Triathlon

On-Deck – Softball

Foothills County – access to Crescent Point Field House - Lacrosse

Support Letters

Letters of support have been requested from the many sports organizations that operate in the region and utilize local facilities.

Previous Event Experience

Okotoks and Black Diamond have become a premiere destination for hosting zone, provincial and national events. We consider ourselves a “sports excellence centre.” In fact, Okotoks had the privilege of hosting the 2004 Alberta Summer Games in partnership with High River and the Municipal District of Foothills. The success of this event, combined with the numerous other major events we have hosted, makes Okotoks and Black Diamond the ideal candidate for the 2022 Games.

The listing below is not exhaustive, but instead a sample of recent events hosted in the region. It is also worth noting that upcoming events include the 2019 Baseball Canada National Women’s Championship and the 2020 Scotties Women’s Provincial Curling Championship.

2019

- Atom AA Major Provincial Championships
- Bantam Female B Provincial Championships
- Girls/Boys U13 U15 U17 Alberta Soccer Indoor Provincial Championships
- Curling Alberta Men’s and Women’s Provincial Championship
- Volleyball Alberta Provincials 13U-18U

2018

- Girls Tier II 2019 Indoor Soccer Provincials
- Bantam AAA Tier 1 Baseball Provincials
- Midget AAA Tier 1 Baseball Provincials
- Alberta BMX *Okotoks* Grands & *Provincial* Championship
- AMMHL (Alberta Major Midget Hockey League) Sutter South Cup
- U15 Tier II Boys Outdoor Soccer Provincials
- Alberta Soccer Indoor Provincial Championships
- Volleyball Alberta Provincials 13U-18U

2017

- Midget Female AAA Hockey Alberta Provincial Championships
- Midget AA Hockey Alberta Provincial Championships
- Midget AAA Tier 1 Baseball Provincials
- South Central Alberta Hockey League (SCAHL) Bantam AA Tournament
- Alberta Champions Cup (Hockey)
- Ball Hockey Provincials
- Enbridge Ride to Conquer Cancer

2016

- Bantam AAA Tier 1 Baseball Provincials
- Western Canadian Bantam Hockey Championships
- The Pinty's Grand Slam of Curling – WFG Masters

2015

- Alberta Soccer Indoor Provincial Championships
- Western Canadian Gymnastics Competition
- Enbridge Ride to Conquer Cancer
- Okotoks Pro Rodeo

2014

- Enbridge Ride to Conquer Cancer
- Okotoks Pro Rodeo
- The Scott Fire Fit Championships

2013

- Tour of Alberta (Cycling) – Black Diamond

Okotoks has also recently hosted other successful large-scale events. In February 2019, Rogers Hometown Hockey made its way to Okotoks and it was an amazing weekend of free hockey-related activities, NHL Alumni appearances, music and fun for the whole family. In 2016, led by an incredible team of volunteers, Okotoks was a Kraft Hockeyville Top 10 Finalist. It is also worth noting that this summer a locally owned business, Natural High Fitness, celebrates their 10th year of the Natural High Charity Triathlon hosted at Crystal Shores Lake (proposed site of the Games triathlon and canoeing events).

Proposed Games Dates and Format

In keeping with the practice of scheduling Alberta Summer Games for the third week in July, the Board of Directors are proposing to host the games July 21 through July 24, 2022.

One-Shift Games Format

Day 1 Thursday July 21, 2022	Noon – 4 pm	Athletes arrive and register
	7 pm	Opening ceremonies
	9 pm	Athlete dance
Day 2 Friday July 22, 2022	8 am – 6 pm	Competition
Day 3 Saturday July 23, 2022	8 am – 6 pm	Competition
Day 4 Sunday July 24, 2022	8 am – 11 am	Competition
	2 pm	Closing ceremonies
	3 pm	Athletes depart

Host Organizing Committee

Games Chairperson

The Town of Okotoks and Black Diamond are happy to announce that the Games Chairperson will be Sandi Kennedy. Sandi is a former Mayor of Okotoks, three times Okotoks Chamber of Commerce President, six years an AUMA Vice President representing all Towns, a former Chair for Alberta Seniors Homes Board of Directors for the Province, many times chair of Okotoks Economic Development, a current board member of the Okotoks Art Council, an Okotoks Rotarian and Real Estate Agent. Born and raised in the area, with Sandi's vast experience and knowledge within our community and district, we are pleased to have her on board as Chair of the 2022 Alberta Summer Games. Sandi is excited to be a part of a very positive event for our communities, an event that brings economic vitality to the region. 2022 Alberta Summer Games provides a wonderful inclusive community event for all citizens.

If this a successful bid to host the 2022 Alberta Summer Games, the Bid Committee will support the Games Chairperson in forming the local Host Organizing Committee. There are several community members identified to serve; they have the great skills that will be required to be a part of the leadership group that will move this project forward to 2022.

As well, the current Bid Committee will remain engaged in the planning of the games, either as part of the committee or in an advisory capacity.

Proposed Budget

BUDGET - REVENUE			
Budget	Revenue Source	Amount	Notes
Alberta Sports Connection	Operating Grant	\$300,000	Funding from ASC
Alberta Sports Connection	Cultural Grant	\$70,000	Funding from ASC
Grant Funding - Other	Communities Initiatives Program	\$150,000	Funding not guaranteed - based on two grant applications
Grant Funding - Other	Community Facilities Enhancement Program	\$100,000	Funding not guaranteed - based on one grant application
Municipal Funding	Town of Okotoks Operating Grant	\$750,000	2020 - \$200K/2021 - \$250K/2022 - \$300K From annual operating budget
Donations	Cash/Sponsorship	\$250,000	Funding not guaranteed
	Gifts-in-Kind	\$200,000	Donations of sports equipment, bleachers, porta-pots, etc
Fundraising	Friends of the Games Fundraising Projects	\$250,000	Funding not guaranteed
	Casino's	\$170,000	Based on 1 casino/year for 3 years
Sales Initiatives	Souvenirs	\$30,000	
	Admissions (Games and Ceremonies)	\$150,000	
Other	Employment Grants	\$30,000	Employment grants 2020-2022
Total		\$2,450,000	

BUDGET - EXPENSES			
Budget	Expense	Amount	Notes
	Administration	\$500,000	Staffing/Office/Administration
	Sport	\$75,000	Grounds/Venue supplies/Timing and Scoring/Sports Equipment
	Facilities	\$250,000	Use of non-town owned facilities ie, On-Deck, Crystal Shores/
	Culture	\$90,000	Includes legacy art project, Opening and Closing Ceremonies - performers/entertainment/Indigenous component
	Food	\$375,000	Plus/Minus 3000 athletes and officials
	Accommodation	\$65,000	Officials and special guests
	Registration and Results	\$70,000	Registration procedures/tabulating results
	Protocol	\$275,000	Opening/closing Ceremonies/Apparel
	Safety and telecommunications	\$30,000	Security/first Aid support/Communications
	Transportation	\$150,000	Southland Transportation - busing athletes to venues/meals. Courtesy Transportation as required
	Promotion	\$150,000	Publicity/Media/Souvenirs
	Volunteers	\$70,000	Recruitment/Food/Recognition
	Sustainability	\$50,000	Sustainable waste management processes on site for all events
	Friends of the Games	\$200,000	Fundraising expenses/Opening Ceremonies/Recognition
	Legacy Project	\$100,000	Beach Volleyball Courts - capital project
Total		\$2,450,000	

Proposed Sports

Our core principle of *capability* was key to guiding the conversations that led us to the proposed sports that we have outlined in the table below. We are proposing these sports for a number of reasons including:

- Exceptional facilities to enhance the Games experience for developing athletes, officials and spectators
- Development of legacy projects to enhance and grow sport and culture in our communities so that we continue to provide outstanding opportunities for athletes in the future
- Support of local sports associations, school divisions and privately owned amenities added to municipal owned sporting venues which results in an outstanding inventory of facilities as well as volunteer networks to contribute to a successful Games event

The sports proposed for the 2022 Alberta Summer Games by the Okotoks/Black Diamond partnership are listed below. The partnership with the two local school divisions as well as privately owned amenities added to municipal owned sporting venues result in an outstanding inventory of facilities.

Number of Participants

The number of athletes, coaches and officials participating in the 2022 Alberta Summer Games will be approximately 3000.

Food Services

We are able to provide one central location for food services. The Okotoks Curling Rink is attached to the Okotoks Recreation Centre and has the capacity to seat over 1000 participants at one time with adequate space for the required food service lines. The Okotoks Recreation Centre has two commercial kitchens for food production and storage. Nutritious bagged lunches will be prepared in the commercial kitchen at the Foothills Centennial Centre. This facility will be the central location for bagged lunches that will be delivered to the athletes at the sports venues. It will be important for the Host Organizing Committee to have a board member who is experienced in food services.

Transportation

We anticipate using an extensive network to provide transportation for athletes, coaches and dignitaries. The main form of transportation we propose for the Games is bussing provided by a private transportation company. SOUTHLAND Transportation Ltd. is committed to safety and service in the people transportation business. SOUTHLAND operates school, charter, commuter, and specialized transportation buses throughout Alberta. Athletes and coaches will have transportation to and from opening ceremonies, accommodations, sporting events, food services, social events and closing ceremonies. Local hotel shuttle busses, private car companies and local taxi operators will provide additional transportation support where available. The capacity of local service providers ensures that all transportation needs will be met promptly and professionally.

Parking

Parking options and logistics are currently being developed and will be included in the bid submission.

Other Forms of Transportation

Options currently for consideration:

- Okotoks transit
- Bike rentals, bike parks, rickshaw

Proposed Facilities

We are committed to showcasing our very best facilities to enhance the development of athletes and the experience for all. At this time, all of the proposed sports will be hosted in Okotoks with the exception of mountain biking which will be hosted in Black Diamond.

Sport	Facility	Description	Logistics Seating/Parking/Change Rooms/Washrooms
Athletics	Holy Trinity Academy High School	Full-service outdoor track and field also doubles as a premier football field.	Rubberized 8-lane, 400m track. Designated high jump, long jump and triple-jump pits, discus, shot put and javelin areas. Premier amenities include lights and scoreboard. Seating available and on-site parking.
Baseball	Seaman Stadium Tourmaline Ball Diamond Conrad Field	Home of the Dawgs, Seaman Stadium is a full service, state of the art, minor league level, baseball facility. Tourmaline Field is one of the premier amateur baseball stadiums in the country with a capacity of 2,500. Conrad Field is the premier Bantam facility in Alberta complete with seating	Seating 5,200 with on-site parking, change rooms and washrooms Capacity for 2,500 with on-site parking, change rooms and washrooms 240 possible seats. on-site parking, change rooms and washrooms
Basketball	Holy Trinity High School Meadow Ridge K-9 School	Full court High School basketball gym Opening in September of 2020 this school boasts 3 gymnasiums.	Score clock, seating capacity for approximately 600 on pullout bleachers. Standard school amenities available; seating capacity unknown at time of submission.
BMX	BMX Track	Home of the Okotoks BMX Club and following UCI guidelines the track is just over 300m long and is set-up for 8 riders in the gate. It boasts a 5 ½ m start hill, 3 paved corners, 4 straights that include a rhythm section, a pro-set and a paved finish line.	On-site bleachers to accommodate up to 160 people, with the potential to add 240 additional seats. On-site moto-shed that can accommodate a concession, 1 washroom. Parking available at the adjacent Town of Okotoks Operations building parking lot.
Canoe	Crystal Shores Lake	Details not yet available	Details not yet available

Field Hockey	Howard Park	1 full size, and 2 smaller practice fields. Baseball diamond on site. Close proximity to hotels and conference centre.	Parking for 300+; handicap access to fields. Washrooms and changing available at Pason and FCC
Football	Foothills Composite High School	Premier full size football field located in close proximity to hotels, restaurants and conference centre.	Parking for 300+. Field amenities include scoreboard, lights. Bleachers on –site with the option of adding more seating. Washrooms and change rooms available in the school and at Pason Centennial Arenas.
Lacrosse	Crescent Point Field House	Home of several Community Sports Clubs, the fieldhouse boasts 152,000 square feet of Fields, Hardcourt flooring, Indoor Track and meeting rooms.	3 Box Lacrosse fields-2 concrete and 1 turf- available during the summer months that are 200' x 85'. Plenty of change rooms, washrooms, on-site concession and parking available.
Rugby	Wylie Park Field	Wylie Athletic Park, which encompasses 2 FSD Schools, the Okotoks Recreation Centre and adjoining recreational space includes a playing field, asphalt running track, three ball diamonds, and outdoor water spray park.	Outdoor washrooms available near the running track and at the water spray park. Parking available at Okotoks Recreation Centre. Parking capacity is 814 (8 handicapped).
	St. John Paul II Collegiate	Full size rugby field with scoreboard. Baseball field on site. Onsite recreational space.	Washroom and change room facilities in school. Parking for up to 160. Seating for up to 120.
Soccer	Riverside Soccer Fields	3 full size fields	Washroom/Parking for 80. Parking for 60/Portapots on site. Washroom, parking for 60.
	Drake Landing Soccer Fields	2 full size fields	
Softball	Kinsmen Soccer Fields	1 full size field	Full service restaurant, showers, washroom facilities, camping near-by; parking on site.
	On Deck Okotoks Sports Venue	7 full size softball diamonds	
Swimming	Okotoks Recreation Centre Riley Minue Pool	6 lane x 25m lap pool, 1 m diving board and tarzan/swing rope. 40-person wheelchair accessible hot tub.	Capacity 300 persons. Average pool temperature is 28 degrees.

Triathlon	Town of Okotoks Roads, pathways and Crystal Shores Lake	Town of Okotoks Roads, pathway system in close proximity to Crystal Shores Lake; 2019 marks the 10 th Anniversary of the Natural High Charity Triathlon utilizing these same pathways, roadways and lake.	Washrooms available on site as required; Parking available at Crystal Shores Lake; within walking distance to Okotoks Recreation Centre and schools.
Beach Volleyball	Legacy Project to be located at Riverside Park	3 soccer fields and 2 baseball fields on site. Close proximity to hotel and shopping centre. Close to walking/biking pathway system.	Parking for 80, additional parking in close proximity. Washrooms onsite and capacity for more. Spectator seating on-site available as required.
Tennis	Okotoks Tennis Courts (Total of Five)	3 courts at Tower Hill 2 courts at Wilson	Washroom o/s seating 80 Washroom o/s seating 40

Legacy Projects

Mountain Biking – Black Diamond Legacy Project

We would utilize some of our existing pathways as well expand our system for the mountain bike course.

Beach Volleyball – Town of Okotoks Legacy Project

The Recreation Leisure and Parks Master Plan (2017) for the Town of Okotoks identified beach volleyball as the top five outdoor recreational priority for the short term (by year 2025). Feedback for this prioritization was sought through a vast public participation strategy including the general public and organized sport groups. As the Town does not currently offer beach volleyball, the development of this amenity would provide a new activity for citizens and increase the diversity of sport options within the broader community.

Other Venues

Venue options and logistics for the Poly Clinic, Games/Mission Office and Media Centre are currently being developed and will be included in the bid submission.

Accommodation

The two local school divisions have agreed to provide accommodations for 3000 athletes and coaches. The schools are located in Okotoks and were chosen specifically for their amenities and proximity to sporting venues.

Officials and Dignitary Accommodations

Currently there are three hotels in Okotoks offering a total of 186 rooms and suites. These hotels offer amenities and price points to suit a variety of travelers' needs – pet friendly, complimentary breakfast, exercise facilities, wifi and within walking distance to grocery stores and restaurants.

To the north and south of Okotoks there are an abundance of suitable hotel accommodations. Located just 20 minutes southeast of Okotoks, High River offers three hotels with an additional 215 hotel rooms and suites. A 20-minute drive north of Okotoks to South Calgary where there are close to 1000 hotels rooms and suites for visitors to choose from.

HOTELS IN OKOTOKS	
Best Western Plus Okotoks Inn & Suites	100 Southbank Road
Lakeview Inns & Suites	22 Southridge Drive
Okotoks Country Inn	59 Riverside Gate
HOTELS IN HIGH RIVER	
Heritage Inn Hotel & Convention Centre	1104 11th Avenue SE
Ramada by Wyndham	1512 13th Avenue SE
Super 8 by Wyndham	1601 13th Avenue SE
HOTELS IN SOUTH CALGARY	
Courtyard by Marriott Calgary South	3750 Market Street SE
Deerfoot Inn & Casino	11500 35 Street SE #1000
Delta Hotels by Marriott Calgary South	135 Southland Drive SE
Residence Inn by Marriott Calgary South	3710 Market Street SE
Service Plus Inns	3503 114 Avenue SE
Super 8 by Wyndham Calgary Shawnessy Area	60 Shawville Road SE
Wingate by Wyndham Calgary South	400 Midpark Way SE

Spectator Accommodations

In addition to the hotels listed above, our region boasts numerous campgrounds to offer spectators and visitors a cost effective, family friendly accommodations alternative. There are 8 campgrounds within 30 kilometres from Okotoks that offer a wide variety of amenities from full hook ups to tenting. In fact, there are two campgrounds within the Town of Okotoks limits. Black Diamond's Bob Lochhead Lions Memorial Park, located in the west end of town, is nestled on the banks of the Sheep River and offers full amenities.

CAMPGROUNDS IN OKOTOKS	
Okotoks Lions Campground	99 Woodhaven Drive
Riverbend Campground	48033 370 Avenue E
CAMPGROUNDS IN BLACK DIAMOND	
Bob Lochhead Lions Memorial Park	5th Street SW
Ramada by Wyndham	1512 13th Avenue SE
Super 8 by Wyndham	1601 13th Avenue SE
CAMPGROUNDS IN THE REGION	
Natures Hideaway Family Campground	144192 2253 Drive E, De Winton
George Lane Memorial Park and Campground	343 Macleod Trail SW, High River
Turner Valley Municipal Campground	207 Main St NW, Turner Valley

Medical Staff and Facilities

Each sporting venue will be staffed with first aiders who have a minimum Standard First Aid/CPR C and AED certification. Volunteer lifeguards, EMS, paramedics, and other off duty medical personnel will be available in situations where early medical assistance is required. We will also utilize St. John's Ambulance volunteers and private medical response company volunteers.

The Town of Okotoks provides high quality Fire and Ambulance Services to enhance the safety and quality of life for our community and visitors. We also provide ground and air ambulance services with a fixed-wing air ambulance program based out of Calgary.

Okotoks Health and Wellness Centre is a centrally located Urgent Care Service for people who have unexpected but non-life-threatening health concerns that usually require same-day treatment. It operates from 8 am – 10 pm seven days a week. Service providers may include doctors, licensed practical nurses, nurse practitioners, orthopedic technicians and registered nurses.

High River General Hospital is located approximately 20 minutes southeast of Okotoks and provides a range of healthcare services including a 24/7 emergency department.

South Health Campus is a full-service hospital and healthcare facility located approximately 20 minutes north of Okotoks. The hospital contains just over 250 beds and includes a 24-hour emergency department and an intensive care unit.

Media

Media, website, visitor guides and information and marketing plan is currently being developed and will be included in the bid submission.

We are proud to highlight the many attractions and experiences our communities and region have to offer.

Area Attractions and Experiences

Big Rock Erratic

Saskatoon Farm

Taste of Okotoks Annual Event

Restaurant on "You Gotta Eat Here" (Chuckwagon Café and Grill)

Historic Black Diamond monument

Chinook Honey Company

Champion Park

Bid Committee

Name	Position	Phone Number	Email
Sandi Kennedy	Games Chairperson		Sandi@SandiKennedy.ca
Susan Laurin	Community Services Director	403 938 8908	slaurin@okotoks.ca
Janette Messer	Programs/Events Manager	403 938 8955	jmesser@okotoks.ca
Sharlene Brown	CAO – Black Diamond		SharleneB@town.blackdiamond.ab.ca
Allan Boss	Culture/Heritage Manager	403 995 2772	aboss@okotoks.ca
Christa Michailuck	Parks Manager	403 938 8031	cmichailuck@okotoks.ca
Cheryl Olson	Economic Development	403 995 6335	colson@okotoks.ca
Donna Racette	Client Services Manager	403 938 8943	dracette@okotoks.ca
Kelly Sauerwein	Facility Booking Facilitator	403 995 2786	ksauerwein@okotoks.ca
Laurie Duquette	Black Diamond Parks and Rec Assistant Manager		LaurieD@town.blackdiamond.ab.ca

May 17, 2019

Dave Wooldridge
Big Rock Basketball Club
22 Cimarron Estates Link
Okotoks Alberta
T0S 1C6



2022 Alberta Summer Games
Bid Committee
Okotoks Alberta T1S 1K1

Dear Bid Committee,

Big Rock Basketball Club fully supports the Town of Okotoks and the Town of Black Diamond's bid to host the 2022 Alberta Summer Games. The opportunity to host a high caliber basketball competition as part of a multi-sport event is great for the Foothills region.

Big Rock Basketball Club had volunteers and players compete in the last summer games hosted in Okotoks in 2004 and the lasting memories and the legacy of great friendships have endured. Our club hosts basketball tournaments in Okotoks and attends tournaments all over Western Canada and into the U.S. and the bonds built through these events are strong

We are very excited to see events like the Alberta Summer Games come to our communities to enhance the development of Basketball and all sports in our region. Big Rock Basketball Club is willing to help work towards a successful bid and we look forward to working with the event should the Town of Okotoks and Black Diamond's bid be successful.

Yours in Sport

Dave Wooldridge
Head Coach
Big Rock Basketball
info@bigrockbball.ca
403-336-6503

May 16, 2019

Lea Sherwood
Foothills Fury Fastpitch
59 Suntree Lane
Okotoks, Alberta



2022 Alberta Summer Games
Bid Committee
Okotoks, Alberta T1S 1K1

Dear Bid Committee,

The Foothills Fury fully supports the Town of Okotoks and The Town of Black Diamond's bid to host the 2022 Alberta Summer Games. The opportunity to host a high calibre softball competition as part of a large multi-sport event is great for softball in the region.

We have had a number of girls from our organization compete in the past two summer games and the experience has been second to none for these athletes!

We are pleased to see events like the Alberta Summer Games come to our communities to enhance the development of softball in the region. The Foothills Fury extends their best wishes for a successful bid and we look forward to working with the event should the Towns of Okotoks and Black Diamond's bid be successful.

Sincerely,
Lea Sherwood
President
Foothills Fury Fastpitch

587-830-3516



May 16 2019

2022 Alberta Summer Games Bid Committee

Dear Bid Committee,

Natural High Fitness fully supports the Town of Okotoks and The Town of Black Diamond's bid to host the 2022 Alberta Summer Games. Natural High Fitness is the proud organizer of the Natural High Charity Triathlon, taking place each summer at the Crystal Shores Beach House in Okotoks. The opportunity to assist in the organizing of another Triathlon event in Okotoks, especially a high calibre competition including Alberta's best youth Triathletes will be an amazing experience for our race committee and our community.

We have an established relationship from past races with the Alberta Triathlon Association, own and maintain all necessary race equipment, have maintained positive relationships with the Town of Okotoks and all necessary stakeholders, and understand the roadways and safety realities of swimming, biking and running in and around Okotoks. As such, the organizing of a triathlon as a part of the 2022 Alberta Summer Games will be efficient, and we'll provide an amazing experience for the racers and families.

We are pleased to see events like the Alberta Summer Games come to our communities to enhance the development of triathlon in the region. Natural High Fitness extends their best wishes for a successful bid and we look forward to working with the event should the Towns of Okotoks and Black Diamond's bid be successful.

Sincerely,

Andrew Gustafson
President, Natural High Fitness & Athletics Inc.
(403) 889-6536
andrew@naturalhigh.ca

Natural High Fitness & Athletics Inc.
PO Box 1545, Okotoks Alberta, T1S 1B5
(403) 938-4483 www.naturalhigh.ca

May 22, 2019

Okotoks Mavericks Swimming Club

PO Box 356

Okotoks, AB T1S 1A6



2022 Alberta Summer Games

Bid Committee

Okotoks, Alberta T1S 1K1

Dear Bid Committee,

The Okotoks Mavericks Swimming club fully supports the Town of Okotoks and The Town of Black Diamond's bid to host the 2022 Alberta Summer Games. The opportunity to host a high calibre swim competition as part of a large multi-sport event would be a fantastic opportunity to bring together all the aquatics organizations in the greater Okotoks area.

When we host our meets, we see the power that a large swim meet can have not only on our physical community but also on the aquatics community of Southern Alberta. It brings us together, it supports local business and it builds camaraderie.

The Alberta Summer Games are an amazing opportunity for all sport in the region, and, in particular, those sports that have had a long history of support from the towns due to the nature of the required facilities.

Okotoks Mavericks Swimming wishes the committee a successful bid and look forward to partnering with the towns to enhance aquatics facilities should your bid be successful.

Sincerely,

Wouter D'Ailly

President

Okotoks Mavericks Swimming

president@okotoksmavericks.com

Jon Holt

Aquatics Advocate

Okotoks Mavericks Swimming

aquaticadvocate@okotoksmavericks.com



May 16 2019

2022 Alberta Summer Games Bid Committee

Dear Bid Committee,

The Okotoks Minor Basketball Association fully supports the Town of Okotoks and The Town of Black Diamond's bid to host the 2022 Alberta Summer Games. The opportunity to host a high calibre basketball competition as part of a large multi-sport event is great for basketball in the region.

Basketball culture in Okotoks is strong. Home to two powerhouse High Schools, four club basketball programs, and a very strong minor basketball association, we have seen basketball participation triple in the past 6 years. Involvement from our two school boards and one private school will provide access to nearly a dozen gyms for basketball games and practices throughout the Summer Games competitions. Our combined experiences will allow for the effective organization of an Alberta Summer Games Basketball Tournament to be enjoyed by athletes, families and all spectators.

We are pleased to see events like the Alberta Summer Games come to our communities to further enhance the development of basketball in the region. The Okotoks Minor Basketball Association extends their best wishes for a successful bid and we look forward to working with the event should the Towns of Okotoks and Black Diamond's bid be successful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andrew Gustafson".

Andrew Gustafson
Commissioner, Okotoks Minor Basketball Association
(403) 889-6536
andrew@naturalhigh.ca

Okotoks Minor Basketball Association
PO Box 1750, Okotoks AB, T1S 1B6
www.okotoksbasketball.ca



Okotoks United Soccer Club
Box 472
Okotoks
AB T1S 1A7
omsa@shaw.ca

May 16th 2019

2022 Alberta Summer Games
Bid Committee
Okotoks, Alberta T1S 1K1

Dear Bid Committee,

The Okotoks United Soccer Club fully supports the Town of Okotoks and the Town of Black Diamond's bid to host the 2022 Alberta Summer Games. The opportunity to host a high caliber Soccer competition as part of a large multi-sport event is great for Soccer in the region.

Okotoks United Soccer in partnership with the Town of Okotoks have hosted 2 Outdoor season and 4 Indoor season tournaments in Okotoks each year for the last 4 years. 2 of these are at the provincial level in conjunction with Alberta Soccer. We have had great success with these tournaments and have expanded each year to accommodate more teams. The next tournament in June 2019 is almost fully subscribed with 80% more capacity than last year's event.

We are pleased to see events like the Alberta Summer Games come to our communities to enhance the development of soccer in the region. Okotoks United Soccer Club extends their best wishes for a successful bid and we look forward to working with the event should the Towns of Okotoks and Black Diamond's bid be successful.

Sincerely,

Angela Mundy
Club Administrator on behalf of the Board of Directors
Okotoks United Soccer Club
403 938 6502
omsa@shaw.ca



BYLAW 20-19 – LAND USE BYLAW AMENDMENT SECONDARY SUITES

Purpose

The purpose of Bylaw 20-19 is to amend Land Use Bylaw 40-98 by correcting textual omissions under Bylaw 16-19.

Readings

As a Public Hearing is not required Bylaw 20-19 is ready for three readings.

Report, Analysis and Financial Implications

The proposed amendments remove outdated terminology from the Land Use Bylaw (LUB) that were overlooked in Bylaw 16-19. These amendments have no material impact on the purpose and intent of the previous amendments to the LUB. Of the five total proposed textual changes, four are to remove the terminology Studio Suite and Studio Suite Dwelling from the LUB as these terms have been replaced by Dwelling – Secondary Suite and Dwelling – Accessory.

The fifth change is to correct Section 12A.4.5 which provides for a rear yard setback requirement for Accessory Dwellings containing Studio Suites in the Residential Low Density Multi-Unit District (R2). This regulation is a bylaw oversight from Bylaw 28-09 in 2009, as studio suites were not, and are not, a listed use in that District.

These changes have no impact on Dwelling- Secondary Suite or Dwelling – Accessory rules and regulations.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input checked="" type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Public Hearing / Participation Strategy

As per *Section 692(6) of the Municipal Government Act*, a bylaw may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.

As these changes are minor and textual in nature with no impact on substance or intent, a public hearing is not required under the *Act*.

Alternatives for Consideration

n/a

CAO Comments

These corrective amendments are necessary to remove an ambiguity in the Land Use Bylaw by deleting terms no longer used to describe residential secondary suites and accessory uses.

Attachment(s)**1. Draft Bylaw 20-19**

Prepared by:
Colton Nickel
Development Planner
May 21, 2019

BYLAW 20-19

A BYLAW OF THE TOWN OF OKOTOKS IN THE PROVINCE OF ALBERTA TO AMEND THE LAND USE BYLAW 40-98

WHEREAS pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto, Council may pass a Bylaw for the purpose of amending the Land Use Bylaw (40-98) within the Town of Okotoks, and

WHEREAS Council deems it desirable to amend Land Use Bylaw 40-98; and

WHEREAS notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*.

NOW THEREFORE the Council of the Town of Okotoks enacts that Land Use Bylaw 40-98 is amended as follows:

1. Section 9.3.4 (f) is amended by removing “studio suite dwelling” to read:

“The minimum dimensions for parking spaces for Duplexes, Duplexes-Side by Side in a Dwelling Group, Manufactured Homes, Single Detached Dwellings, Dwelling – Secondary Suite, Dwelling – Accessory and Home Occupations is 2.50m in width by 5.80m in depth.”

2. Section 10.3.1 (c) is amended by replacing “Residential Studio Suite (R1ST)” with “Residential Suite (R1ST)” to read:

“The following signs do not require a development permit, but shall otherwise comply with this Bylaw:

c) signs in the Residential Narrow Lot Single Detached (R1N), Residential Small Lot Single Detached (R1S), Residential Single Detached (R1), Residential Suite (R1ST), Residential Estate Single Detached (R1E), Residential Single Detached Air Ranch (R1AR), Residential Narrow Lot Air Ranch (RNAR), Residential Low Density Multi-Unit (R2), Residential Manufactured Home (RMH), Residential Mixed Dwelling (RMD), Restricted Development (RD) and Country Residential (RC) Districts and residential developments in the Heritage Mixed Use (HMU), Mixed Use Low Density (MUL), Mixed Gateway Village (MGV) and Mixed Use Medium Density (MUM) Districts which contain no more than the name, address, and number of a building or occupant, provided the sign area does not exceed 0.2m²”

3. Section 11D.1.1 [Purpose and Intent] is amended by replacing “studio suite” with “Dwelling – Accessory or Dwelling – Secondary Suite” to read:

“The purpose and intent of this district is to provide for low density residential development that is visually compatible with single detached development and provides for both a principal dwelling unit and a Dwelling – Accessory or Dwelling – Secondary Suite to be developed on a site.”

4. Section 11G.5.3 [Residential Dwelling Units per Lot] is amended by replacing “studio suite” with “Dwelling – Accessory or Dwelling – Secondary Suite” to read:

“Residential Dwelling Units per Lot: one (1) principal dwelling unit and one (1) Dwelling – Accessory or Dwelling – Secondary Suite.”

5. Section 12A.4.5 (c) [Rear Yard Setbacks] which states:

“Accessory Buildings containing Studio Suites: 1.5m”,

be deleted in its entirety.

This Bylaw shall come into full force and effect upon third and final reading, and Bylaw 40-98 and any amendments thereto are hereby amended upon this Bylaw coming into effect.

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

READ A THIRD TIME AND PASSED this day of , 2019.

Mayor

Chief Administrative Officer

Dear Mayor and Council,

We're reaching out to request that the Town of Okotoks proclaim June 5 BUILT GREEN® Day.

This will be the sixth year we've asked municipalities to show their leadership through their support of sustainable building by proclaiming BUILT GREEN® Day, coinciding with National Environment Week. We use the proclamation to raise awareness of the importance of sustainable building practices, profile those setting an example by encouraging these practices, and to challenge municipalities across the country to encourage green building. Recognizing that climate mitigation strategies are on the agenda with all orders of government, participating in this important initiative is a tangible way of showing your support for sustainability initiatives.

Given the Town of Okotoks already encourages sustainable building, this is a complementary effort that we trust you would want to support again this year, being a municipality who continues to progress your policies around sustainability. It also helps to acknowledge those in your community that are already incorporating sustainable building practices in the residential building sector, while reflecting on your efforts to support industry.

Meanwhile, with 9.36 of the building code, a minimum energy performance standard is now a requirement for all builders. And **a straight-forward way to navigate 9.36 is through the energy portion of Built Green's programs.** These are programs that include builder support from industry professionals and that go beyond base-level code for a more holistic approach to sustainable building practices, including Materials & Methods, Indoor Air Quality, Ventilation, Waste Management, Water Conservation, and Business Practices. This means that builders certifying with us are building homes beyond code requirements.

Regulations around sustainable development continue to increase, and Built Green Canada will support your municipality and builders in your community, so they're prepared. Through our third-party home certification programs, we work with industry, helping them to become better builders who are ready to meet these increased requirements—and offering builders a competitive advantage. **Our programs offer a means forward for municipalities wanting to address other aspects of sustainable building practices not included in the code,** such as water conservation and waste management: other critical components of sustainability. As you know, green building helps protect resources and reduce the load on civic infrastructure such as water, electricity, and waste.

Our programs can contribute to market transformation, offer builders a competitive advantage, and ready them for net-zero energy ready code by 2030 with Built Green's incremental approach offered through four levels of certification—meanwhile, mandatory labelling is coming through the Pan-Canadian Framework on Clean Growth and Climate Change. Our programs can help ready builders in your municipality for success through these changes.

Your proclamation also offers you the opportunity to recognize what homeowners—constituents in your community—want. As you know, the demand for sustainable building continues to increase. Homebuyers and citizens alike increasingly have expectations of private and public institutions around their sustainable practices. In fact, 67% of homebuyers say a high performance home is a “must have”. 44% said low-flow toilets are a “must have”, while ratings show other water-efficient features to be important to homebuyers as well—in-demand sustainable features go beyond energy efficiency. Moreover, 57% say home certification is a “must have”, with an additional 26% who “really want” certification—only 4% feel this isn’t important. 2018 Canadian Home Buyer Preference National Study.

We will be issuing a news release across the country, and have included a link to last year’s news release: <http://builtgreencanada.ca/built-green-canada-issues-fifth-annual-challenge-to-municipalities?id=1456>

For convenience, we have included a draft proclamation here, should you choose to participate:

Draft of proclamation:

WHEREAS, the Town of Okotoks is committed to sustainable growth and responsible stewardship of our natural environment;

AND WHEREAS, Built Green Canada is a national organization that advocates for sustainable environmental practices in the residential building sector;

AND WHEREAS Built Green Canada delivers programs to assist builders in building more sustainably using the latest technologies to create healthier, more efficient, and durable homes;

AND WHEREAS the Town of Okotoks is dedicated to protecting our natural resources and encouraging sustainable development;

THEREFORE I, MAYOR ROBERTSON DO HEREBY PROCLAIM, JUNE 5, 2019, “BUILT GREEN® DAY” IN OKOTOKS, ALBERTA.

Should you require additional information, please do let us know.

We’re looking forward to hearing back.

Thanks again.

We offer programs for single family, renovation, and high density. Since our inception, builders have worked with us to complete over 32,750 BUILT GREEN® certified homes represented in Alberta, British Columbia, Saskatchewan, and Ontario—including the units in multi-storey projects, the total is over 36,090. Together, we are leading the way in sustainability performance for residential home construction.

Jenifer Christenson
Chief Executive Officer

Karen Podolski
Communications & Program Coordinator
Built Green Canada

780.485.0920 | toll-free 855.485.0920

kpodolski@builtgreencanada.ca

www.builtgreencanada.ca

[Twitter](#) | [Facebook](#)

BUILDING ON SUSTAINABILITY



Built Green Day Proclamation

WHEREAS the Town of Okotoks is committed to sustainable growth and responsible stewardship of our natural environment; and

WHEREAS Built Green Canada is a national organization that advocates for sustainable environmental practices in the residential building sector; and

WHEREAS Built Green Canada delivers programs to assist builders in building more sustainably using the latest technologies to create healthier, more efficient, and durable homes; and

WHEREAS the Town of Okotoks is dedicated to protecting our natural resources and encouraging sustainable development;

NOW THEREFORE I, Bill Robertson, Mayor of the Town of Okotoks, do hereby proclaim June 5, 2019 as “Built Green Day” in the Town of Okotoks.

Dated this 27th day of May, 2019.

Wm. (Bill) B. Robertson
Mayor

PUBLIC HEARING FOR DISPOSAL OF LOT RB (RESERVE), PLAN 741 0113

Purpose

A public hearing and Council resolution is required to remove the municipal reserve designation from Lot RB, Plan 741 0113 in accordance with sections 674 and 675 of the *Municipal Government Act (MGA)*. The intent of the disposal is to allow for a portion Lot RB to be consolidated with the Town operations and wastewater treatment site.

Motion Proposed by Administration

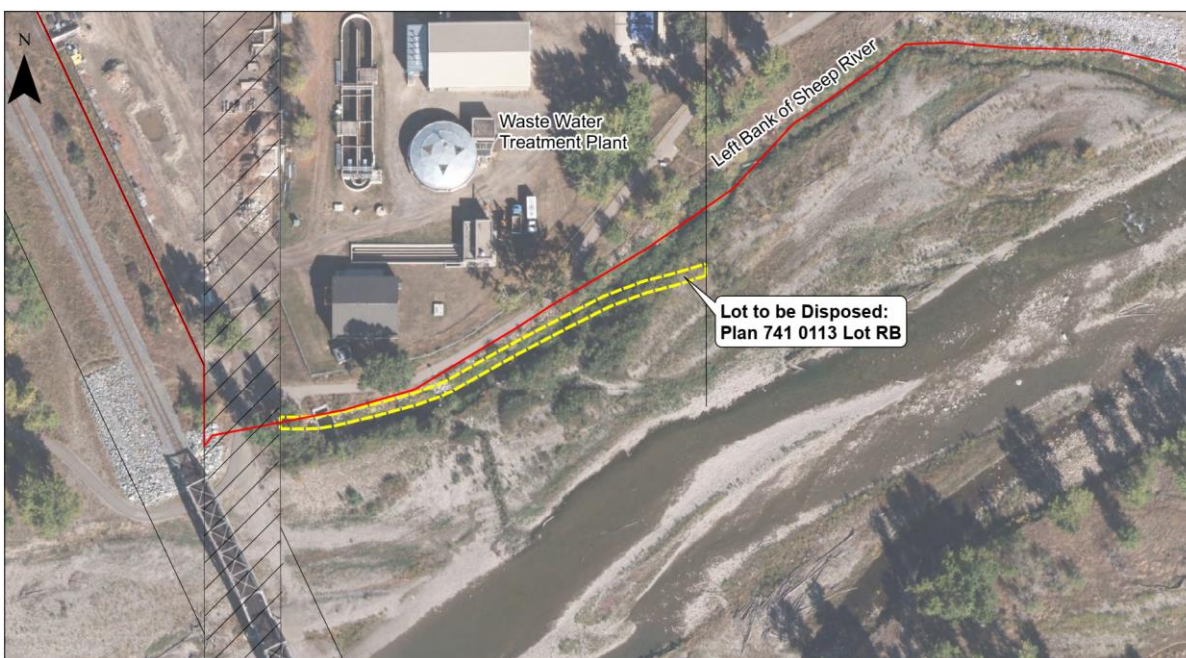
(subject to consideration of any representations made at the public hearing)

That the municipal reserve status of Lot RB, Plan 741 0113 be disposed of in accordance with section 674 of the *Municipal Government Act*; and

That Administration be directed to inform the Registrar to remove the municipal reserve designation from Lot RB, Plan 741 0113 in accordance with section 675(1) of the *Municipal Government Act*.

Report, Analysis and Financial Implications

As part of the initial work to expand the wastewater treatment plant, Administration identified the need to consolidate the individual parcels that comprise the operations site. Consolidating the site under one parcel will reduce the need for additional utility rights-of-way across the site and better facilitate future expansion and reconfiguration of the operations centre and wastewater treatment facility.



One of the parcels affected by the proposed consolidation is Lot RB (reserve), Plan 741 0113, which is considered a municipal reserve (MR) parcel under the current legislation. The lot was registered on November 15, 1973 as a 10ft ($\pm 3.0\text{m}$) wide strip of public reserve along the bank of the Sheep River to satisfy a portion of the public (municipal) reserve owing on the parent parcel under the 1963 *Planning Act*, with the remainder of the reserves owing deferred through a deferred reserve caveat.

Over the course of time, the riverbank has shifted due to natural erosion, flooding, and shoreline stabilization work. Most of Lot RB is now within the river boundaries with a small portion remaining within the consolidation area. Administration recommends this MR be disposed of in accordance with section 674 of the *MGA*, in order to remove the MR designation and allow for a portion of the land to be consolidated within the operations site and the remainder be dissolved into updated Sheep River boundaries.

In order to dispose of a municipal reserve parcel, a public hearing must be held and advertised per section 674 of the *MGA*. In addition, any proceeds from the sale, lease or other disposition of the land may only be used for the purposes a public park, public recreation area, school board purposes, or similar purpose (s. 675). The Town does not have formal policy on the disposal of municipal reserve lands but Town practice has been to either:

- require the MR lands to be sold at fair market value, such as in the case of the former Hodson Way pathway connection;
- exchange land for land, such as the case of the reconfiguration of park spaces in the development of the Hill at Westridge; or
- a combination of land exchange and sale, such as the case with the undeveloped commercial site at 8 Bannister Gate.

In this circumstance, the land is not being considered for sale or lease, nor effectively could be due to its location, but is proposed for consolidation. The existing physical pathways and other public amenities within the operations site will remain in place, therefore there will be no loss of public lands. Nevertheless, to ensure there is no loss of net municipal reserve with any potential redevelopment, sale, or subdivision of the lands in the future a revised deferred reserve caveat will be registered on the lands to clarify that municipal reserves have not been dedicated or paid in-lieu for the lands.

Past disposals of MR land have been undertaken by bylaw as a matter of process. Disposal by bylaw is not a legislated requirement of the *MGA* and the Town does not have a policy specifying this requirement. The bylaw approach allows the process to be similar to a land use bylaw amendment or road closure, which requires a bylaw and in many cases MR disposals are undertaken in conjunction with a road closure or amendment in support of a development concept. In the case of the subject disposal, there is no parallel land use redesignation or road closure, nor was the subject reserve designated by bylaw under section 655. As such, Administration recommends the disposal be undertaken by resolution for expediency of process.

The proposed disposal of MR was referred to Municipal Planning Commission (MPC) on May 16, 2019 in conjunction with the proposed subdivision to consolidate the operations site. MPC supported the disposal of MR and approved the subdivision subject to Council approval of the disposal.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth	<input checked="" type="checkbox"/>	Provide Strong Governance
<input type="checkbox"/>	Provide Quality Community Infrastructure	<input type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Enhance Organizational Excellence	<input type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Excellence

Public Participation Strategy

The public hearing was advertised in accordance with sections 674 and 606 of the MGA with notice in the Okotoks Western Wheel on May 8 and 15, 2019 a sign posted at the site from May 10 to May 27, 2019 and on the Town website commencing on May 10, 2019.

Alternatives for Consideration

Should Council decide against the disposal of municipal reserve, Lot RB Plan 741 0113 would be left as is. The remainder of the operation site parcels could still be consolidated with a small remnant portion of the municipal reserve parcel remaining.

CAO Comments

I support the disposal of municipal reserve in this unique circumstance.

Attachment(s)

1. Registered Plan 741 0113
2. Plan of Subdivision (Approved by MPC on May 16, 2019)
3. Pictures of the site

Prepared by:
Colin Gainer
Senior Planner
May 13, 2019

SURVEY APPROVED
DIRECTOR OF SURVEYS
DATE APPROVED NOVEMBER 13, 1973
EX'D. P.P. FILE: 14023 - 141/24760
APPROVAL VALID FOR TWELVE MONTHS.

741 0113

SUBDIVISION AND TRANSFER REGULATIONS
APPROVED
SEP 21 1973
Provincial Planning Director
File No. 72-C-464 Date

Parcel(s) of R-B is/are deemed to be the reserve required by The Planning Act in respect of this plan.

The requirements for public reserve have been deferred with a caveat in accordance with Section 26 (3) of The Planning Act.

Under the provision of Section 22 of The Planning Act 1963, the above endorsement is effective for a period of twelve months from the date of the above approval.

Location of Natural Boundary Approved as of OCT 1 1973 Subject to Section 4 of the Public Lands Act.
J. Schachnyk
Director Technical Division
Dept. of Lands & Forests

PLAN of SUBDIVISION

of
PART OF C. of T. 110-X-109 & ALL OF C. of T. 110-D-96
All in

N.W. 1/4 Sec. 22, Twp. 20, Rge. 29, W. 4th M.

By: C. Christianson, A.L.S., 1973
Scale: 1 inch = 200 feet

Portion referred to is shown outlined thus
and contains 4.64 acres (from C. of T. 110 X 109 = 2.80 acres)
Statutory Iron Survey Posts found is shown thus
Statutory Iron Survey Post planted is shown thus
All distances are in feet and decimals of a foot

I, C. Christianson, of the City of Calgary, Alberta Land Surveyor, make Oath and say:
That the survey represented by this plan has been made by me in accordance with the provisions of the "Alberta Surveys Act."
That this survey was performed between the dates of Nov. 16th 1972 and February 27 A.D. 1973 and that this Plan is correct and true and is prepared in accordance with the provisions of the "Land Titles Act"
Sworn before me at the City of Calgary, in the province of Alberta this 2nd day of April A.D. 1973
M. Hammett
A Commissioner for Oaths in and for the Province of Alberta
Alberta Land Surveyor

CALGARY REGIONAL PLANNING COMMISSION
DIRECTOR APPROVAL Robert W. L. L... C.R.P.C. NO. YOL-223-76
VALID EXPIRES
26 JAN 1973 26 JAN 1973 P.P.B. NO. 72-C-464
SUBJECT TO CONCURRENT REGISTRATION
OF A DEFERRED RESERVE CAVEAT.
2. LOT R-B IS DEEMED TO BE THE RESERVE REQUIRED BY THE PLANNING ACT SECTION 25 (4).

741 0113
FEB 11 1974

I certify that the within instrument is duly Entered and Registered in the Land Titles Office for the South Alberta Land Registration District at Calgary.

Allen J. Spence
Registrar
A.D.

CANADIAN WESTERN NATURAL GAS COMPANY LIMITED
for Caveat No. 540 JT, Easement No. 3910 GO

W. D. Dyer
VICE-PRESIDENT & GENERAL MANAGER
W. D. Dyer
SECRETARY
P. ENG.

MONTREAL TRUST COMPANY
for Mortgage No. 7270 HP, 9026 HC

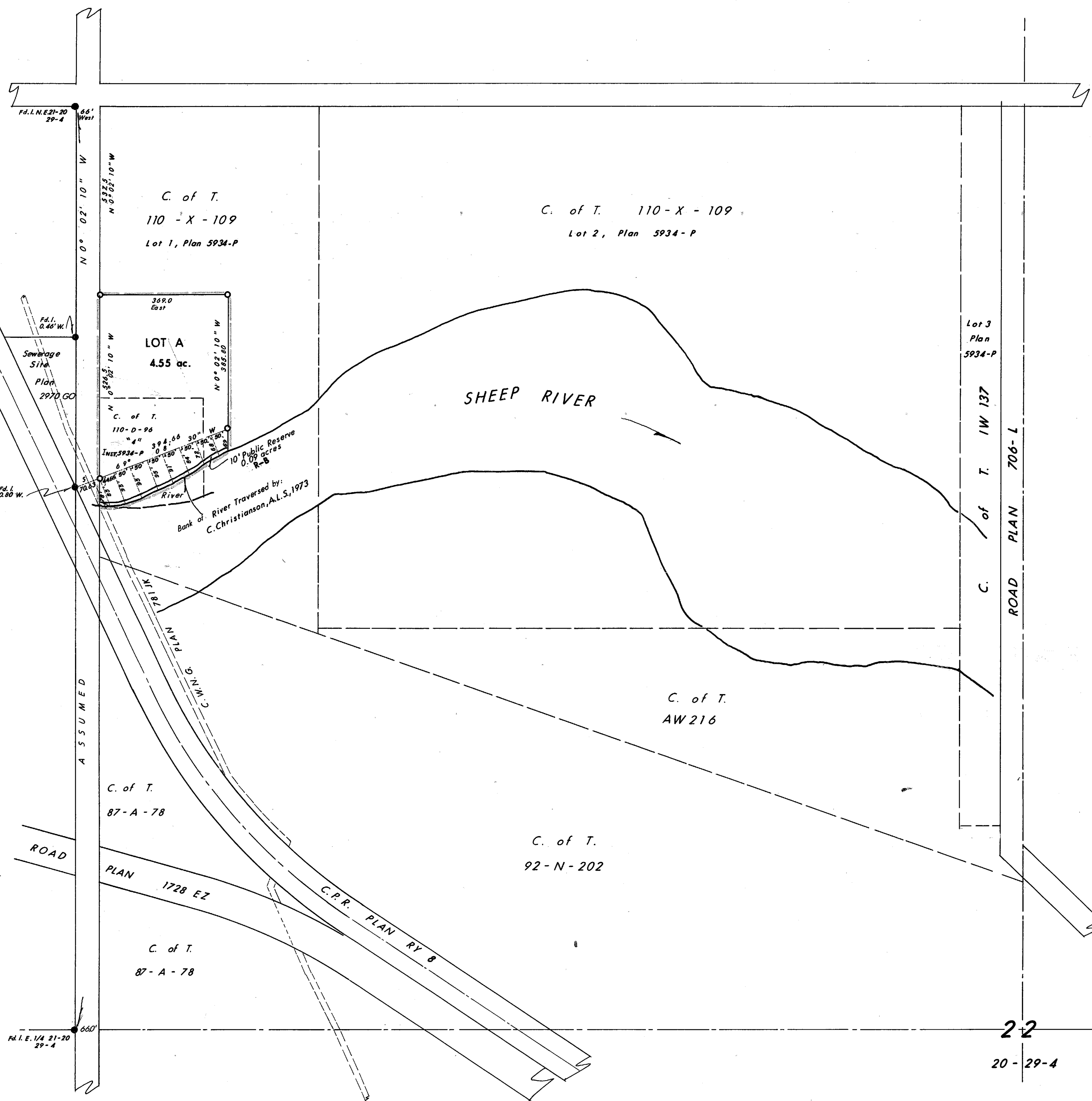
W. D. Dyer
W. D. Dyer
(Seal)

CLARK, SWANBY & ASSOCIATES LTD
1502-11th Street S.W., Calgary 3, Alberta

File no. S-429-72

741 0113

741 0113



OWNER'S SIGNATURE'S
for C. of T.'s 110-X-109, & 110-D-96
TEXAS GULF SULPHUR COMPANY

James W. Brown
Assistant Secretary

THIAD OIL MANITOBA LTD.
DEVON PALMER OILS LTD.

W. D. Dyer
TREASURER
W. D. Dyer
SECRETARY

SHELL CANADA LIMITED
SHELL OIL COMPANY OF CANADA LIMITED

Paul S. Lefort
(Seal)

741 0113

REGISTRAR: LAND TITLES OFFICE

PLAN NO. _____

ENTERED AND REGISTERED
ON _____
INSTRUMENT NO. _____

A.D. REGISTRAR

TOWN OF OKOTOKS
PLAN SHOWING SURVEY OF
SUBDIVISION

OF
LOT 1, BLOCK 10, PLAN 101 3120;
LOT 5, PLAN 841 0388;
LOT RB (RESERVE), PLAN 741 0113;
BLOCK OT (SEWAGE SITE), PLAN 2970GO;
OT SEC.21, TWP.20, RGE.29, W.4M.
(CLOSED ROAD ALLOWANCE);
A PART OF THE
N.E.1/4 SEC.21, TWP.20, RGE.29, W.4M.;
A PART OF THE
N.W.1/4 SEC.22, TWP.20, RGE.29, W.4M.
ALL WITHIN THE
N.E.1/4 SEC.21 &
N.W.1/4 SEC.22, TWP.20, RGE.29, W.4M.

NOTES

1. AREA AFFECTED BY THIS PLAN OUTLINED THUS: _____ AND CONTAINS 11.61 ha.
2. DISTANCES ARE IN METRES AND DECIMALS THEREOF.
3. BEARINGS ARE 3TM GRID AND ARE DERIVED FROM GNSS OBSERVATION.
4. GRID COORDINATES OF THE GEO-REFERENCED POINT ARE DERIVED USING THE PUBLISHED VALUES FOR ASCM 430215.
 - PROJECTION 3° TRANSVERSE MERCATOR
 - REFERENCE MERIDIAN 114° WEST
 - DATUM NAD83 (ORIGINAL)
 - COMBINED SCALE FACTOR 0.999739
 - NORTHING 5620103.130
 - EASTING 3238.101
5. ALL STATUTORY IRON POSTS PLACED ARE MARKED 'P300'.

LEGEND

SYMBOLS AND ABBREVIATIONS THAT MAY APPEAR ON THIS PLAN SHOWN BELOW.

ALBERTA SURVEY CONTROL MARKER
FOUND STATUTORY IRON POST
PLACED STATUTORY IRON POST
PLACED DRILL HOLE
PLACED IRON SPIKE
CALCULATED POSITION
GEO-REFERENCED POINT
SURVEY POINT NUMBER

A	Arc	Mk'd	Marked
ac	Acre	Mon	Monument
A.G.	Above Grade	Mo	Marker Post
AR/W	Access Right-of-Way	MR	Municipal Reserve
ASCM	Alberta Survey Control Marker	NAD	North American Datum
Calc	Calculated	PL	Placed
CSRS	Canadian Spatial Reference System	Pos	Position
C.S.	Countersunk	PPP	Precise Point Positioning
Δ	Central Angle of Curve	PUL	Public Utility Lot
Est	Established	R	Radius
F.C.P.	Fence Corner Post	Re-est.	Re-established
Fd	Found	Ref	Reference
FL	Fence Line	Res	Restored
G.L.	Ground Level	RGE	Range
GNSS	Global Navigation Satellite System	R/W	Right-of-Way
ha	Hectare	RP	Reference Point
I	Statutory Iron Post	SEC	Section
INTL	Intersection	Spk	Spike
M	Meridian	TWP	Township
M.D.	Municipal District	UR/W	Utility Right-of-Way
Mk	Mark	UTM	Universal Transverse Mercator

MUNICIPAL AUTHORITY

TOWN OF OKOTOKS

FILE No.: _____

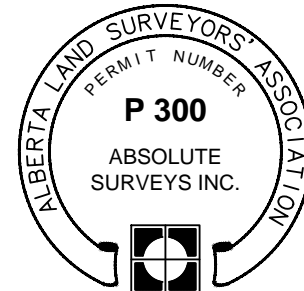
REGISTERED OWNERS

THE TOWN OF OKOTOKS

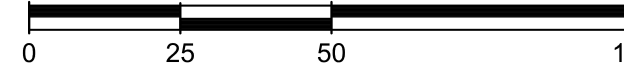
SURVEYOR

TYLER ROBINSON, A.L.S.

SURVEYED BETWEEN THE DATES OF
FEBRUARY 6 AND _____, 2019.
IN ACCORDANCE WITH THE PROVISIONS
OF THE SURVEYS ACT.



SCALE 1:1250



ABSOLUTE
SURVEYS INC

44 SHEEP RIVER COVE
OKOTOKS, AB.
OFFICE: 587-757-0634

INITIALS: MS/RE/TR
DATE: FEB. 28, 2019.
JOB NO.: 19-0029

3TM COORDINATES

Point	Northing	Easting
500	5619831.50	3723.87
501	5619834.13	3708.95
502	5619835.49	3699.94
503	5619837.22	3692.16
504	5619838.52	3686.32
505	5619840.90	3678.75
506	5619841.05	3671.14
507	5619842.59	3659.69
508	5619846.92	3649.07
509	5619850.95	3631.54
510	5619851.47	3605.01
511	5619852.97	3589.20
512	5619852.46	3577.47
513	5619846.85	3570.43
514	5619831.38	3547.98
515	5619814.31	3532.09
516	5619798.53	3509.35
517	5619783.22	3483.62
518	5619777.76	3475.15
519	5619769.19	3460.89
520	5619761.35	3448.10
521	5619755.89	3429.27
522	5619752.67	3412.56
523	5619750.48	3401.19
524	5619749.21	3394.70
525	5619746.40	3392.46

LEFT BANK OF SHEEP RIVER
DETERMINED BY AERIAL PHOTO
DATED SEPTEMBER 24, 2017.

AREA REQUIRED

LOT 1, BLOCK 10, PLAN 101 3120	0.06 ha.	(0.15 ac.)
LOT 5, PLAN 841 0388	2.15 ha.	(5.31 ac.)
LOT RB (RESERVE), PLAN 741 0113	0.04 ha.	(0.10 ac.)
BLOCK OT (SEWAGE SITE), PLAN 2970GO	0.40 ha.	(0.99 ac.)
CLOSED ROAD ALLOWANCE	0.70 ha.	(1.73 ac.)
N.E.1/4 SEC.21, TWP.20, RGE.29, W.4M.	2.33 ha.	(5.76 ac.)
N.W.1/4 SEC.22, TWP.20, RGE.29, W.4M.	5.93 ha.	(14.65 ac.)
TOTAL	11.61 ha.	(28.69 ac.)

Photographs of the Subject Area



Looking east along riverbank



Looking west along riverbank



DEVELOPMENT PERMIT APPLICATION 109-19 - 256 DON SEAMAN WAY

Issue

A Development Permit Application has been received for the addition of a Visitors Clubhouse, concession, washrooms and berm extension at the existing Community Baseball Diamond at 256 Don Seaman Way (Seaman Stadium). The site is zoned Direct Control and Council is the Development Authority.

Motion Proposed by Administration

That Development Permit Application Number 109-19 for a Community Baseball Diamond (Addition of Berm Extension, Visitors Clubhouse, Washrooms and Stairs) be approved subject to the following conditions:

1. Prior to the release of the Development Permit, the Developer shall:
 - a) submit a site servicing concept that demonstrates how servicing will be completed for the additional development area; and
 - b) submit an irrigation plan demonstrating how the main line under the new stairs will be protected;

Conditions 1a and 1b above to the satisfaction of the Town.
2. Development Conditions:
 - a) The Developer shall construct the development in accordance with:
 - i) all conditions of this approval;
 - ii) the site and elevation plans approved by Council on May 27th, 2019; and
 - iii) Any other plans submitted and approved as a requirement of this approval;

to the satisfaction of the Development Officer.
 - b) The Developer shall:
 - i) submit a landscaping plan detailing vegetation and screening that adheres to the Town's General Design and Construction Specifications. In particular, the plan shall incorporate vegetative screening of the structure on the south and west elevations of the addition.
 - ii) Provide a railing along the proposed stairs as noted on DP2.1
 - iii) Provide as-built site and building grades following completion of the development as the site is located within the flood fringe, where buildings must be constructed at 0.5m above the design flood elevation.
 - iv) Provide a textured and upgraded material finish to any retaining walls constructed with this development.
 - v) Install protection netting for the berm area of the Stadium.
 - vi) Provide two (2) weeks' notice to the Town prior to any excavation near irrigation lines
 - c) The maximum occupancy of the stadium facility is limited to 5,048 people at any time;

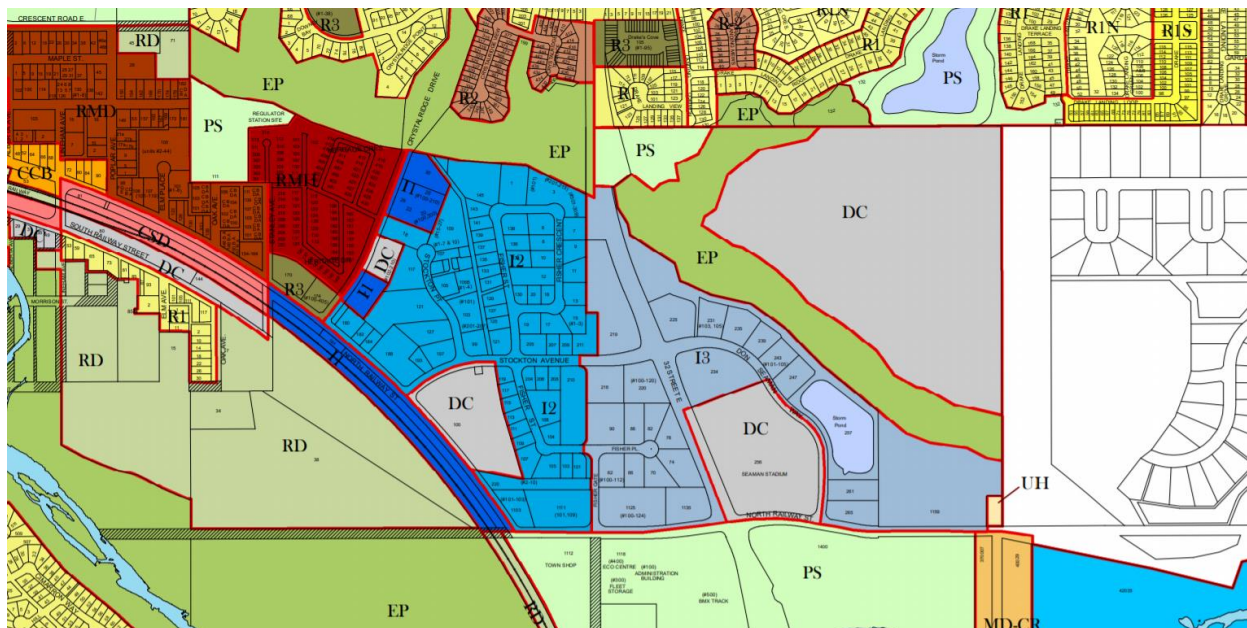
- d) This approval does not allow for any additional signage on the existing or proposed development expansion area;
and
- e) The issuance of a Development Permit by the Town of Okotoks does not relieve the permit holder of the responsibility of complying with all other relevant municipal bylaws and requirements, nor excuse violation of any regulation or act, which may affect this project.

Report, Analysis and Financial Implications

This Development Permit corresponds to the “Visitors Clubhouse and Berm Extension” capital project approved by Council at the May 13, 2019 Regular Meeting. The site is located on the east side of 32nd Street and currently serves as the home of the Okotoks Dawgs baseball team. The lands were designated Direct Control by Bylaw 12-15 (a Land Use Bylaw amendment) May 25, 2015 with the intent of the district being to facilitate the development of a Community Baseball Diamond.

The Bylaw for this Direct Control District is specific to the site and does not refer to another district in the Land Use Bylaw. All development and parking regulations are at the discretion of the development authority - in which case the General Land Use Regulations and Provisions of Land Use Bylaw Section 9 are in most instances applied as a guideline; however, there is no obligation on Council’s part to do so. As the landowner, the Town is acting as the Applicant and will assign a project manager to oversee the work and ensure all conditions of approval are satisfied.

In addition to a plan review for compliance with the Land Use Bylaw, the development review process included one key component; a review of the pertinent *Alberta Building Code* sections to ensure that the facility could safely accommodate the existing number of patrons and the addition as proposed would meet all applicable code requirements.





Site Plan

Left Field Corner Revised Berm, Patio & Hospitality Area :

The proposed development will revise the existing design of the berm and add a patio and hospitality area in the left field corner of the stadium . The Applicant has noted that the development of additional seating on the existing berm will not add capacity to the stadium, but is intended to offer alternative viewing areas for patrons.

Additionally, stairs will be added along the southern edge of the existing third base line seating

Above the Visitors Clubhouse a concession and two additional washrooms (men and women) are proposed in addition to the aforementioned viewing areas. This additional area will be connected from the top walkway above the existing berm seating. The conditions will maintain the capacity of the stadium at the current 5,048 people.

Additional parking analysis was not required with this development permit application, as the occupant load will not be changing.

Visitors Clubhouse

This application proposes the construction of a Visitors Clubhouse for the facility. This has been noted by the Applicant to be a priority of the Dawgs Organization as there is no permanent Visitors Clubhouse at Seaman Stadium. The former space used by visiting teams had to be converted into Women's & Men's washrooms in order to address increased attendance. In the past, the issue has been dealt with on a temporary basis by utilizing a trailer and renting a "seasonal comfort station" in the Maintenance compound. Recently, the board of governors of the Western Canadian Baseball League (in which the Dawgs play), has discussed mandating that league franchise stadium facilities include visitors clubhouses.

Irrigation

The existing irrigation system is in close proximity to the work area, therefore protection measures are required to prevent costly damages to that system. An irrigation plan will be prepared by Town Administration to show where the main line will now terminate, as it currently terminates outside the fence which will be impacted by the new building.

Servicing

The additional expansion area will require an additional water and wastewater servicing connection from either the existing development or off the main line. The reason for the additional connection to the added expansion area is related to cost. It is more cost-effective from Administration's analysis to connect off of North Railway Street's underground connections versus running additional line from the existing stadium development area. As a prior to release condition, the Town must prepare a site servicing concept that addresses how the additional area will be serviced.

The proposed development will not increase the amount of potable water required for the field, only additional usage for the concession and washroom facilities. As a note, Seaman Stadium had a non-potable water line added to the stadium in late 2018 that is anticipated to reduce the amount of potable water utilized for irrigation by 50%. Administration will continue to ensure that the new development area uses minimal additional water.

Landscaping

The ground adjacent to the new seating will require re-landscaping due to the addition of a retaining wall, therefore a Landscape Plan is required. The Town will undertake both. The landscaping plan will ensure an attractive site edge along North Railway Street where there will be a significant amount of blank wall from the lower part of the new structure.

Lighting

If any changes to the site in terms of pole or fixture locations are undertaken, a revised site lighting plan will be completed by the Town to ensure it aligns with the Land Use Bylaw and general standards. As the site is located within the flood fringe, the Town may complete as-built drawings and building grades following completion of the development.

Signage

No additional signage is proposed with this development permit application. If additional signage is proposed in the future, a separate development permit for signage will be required.

Building Code Review

Building Code review undertaken in 2018 revealed:

1. *Alberta Building Code* calculations for occupant load confirm the maximum occupancy of the stadium is 5,048 people within the public areas (not including offices, concession, playing field and associated facilities). With this development permit application, the occupant load will not change
2. Based on the occupant load of 5,048 people and assuming a 50/50 gender split in terms of stadium attendance, 53 washroom fixtures are required. This addition to the stadium will bring the washroom requirements to Code in terms of the total number of fixtures for both females and males. Under the previous development permit, there was a deficiency of four female fixtures that is addressed by this application.
3. Emergency exits are adequately spaced and provided in accordance with *Building Code* requirements with this addition.

Strategic Plan Goals

<input checked="" type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input type="checkbox"/>	Maintain Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Stewardship

Governing Policies/Bylaws/Legislation or Agreements

Municipal Development Plan:

The proposed use furthers the MDP's vision that all community facilities in Okotoks are architecturally significant landmarks that provide focus for community life, and lend to Okotoks' distinction of being "unique". Through the development permit application process, it was confirmed that the proposed expansion will match the design, character and coloration of the existing stadium. It will further this facility as a significant community hub for entertainment and recreational purposes in the community that makes Okotoks distinct in the region.

Okotoks Recreation, Parks, and Leisure Master Plan:

The vision outlined in the Recreation, Parks, and Leisure Master Plan is that Okotoks allows residents and visitors alike to be engaged in meaningful, accessible recreation, parks and leisure activities. This will increase the viability of this facility as one that aligns with this vision in terms of providing a quality experience for both Okotoks baseball teams, but visiting teams as well with the additional clubhouse. The Master Plan outlines the fact that partnerships such as the one between the Town and the Dawg's has allowed the Town to leverage available resources and involve various sectors of the community in the provision of more cost-effective services and opportunities for residents. This project will continue to build on that Strategic Focus Area of the Plan in terms of coordination between the Town and Dawgs organization on a well-designed stadium.

Land Use Bylaw:

The Direct Control (DC) District for 256 Don Seaman Way notes that the site shall be used for a Community Baseball Diamond. The proposed application aligns with the intent of the DC District that the parcel is zoned in terms of supporting the primary use of the Community Baseball Diamond. Under Development Permit 112-18, a parking study was undertaken and initiatives such as the addition of bicycle racks, signage to direct patrons to alternate site parking (Town Operations Building), and line delineation to maximize the number of spaces on-site, were required in order to contribute to improved parking availability and encourage active transportation.

Restrictive Covenant:

Land uses on this parcel are limited by a Restrictive Covenant (RC) registered at time of donation of the lands to the Town by Nexen.

Public Engagement/Communication Strategy

In a DC District where Council is the Development Authority, a Public Hearing may be held in advance of Council making a decision on a Development Permit. This is outlined in Section 16E.3.2 of the Land Use Bylaw. The Public Hearing has been advertised in the Okotoks Western Wheel May 8 and May 15, 2019 in accordance with the advertising requirements of Section 606(1) and 606(5) of the *Municipal Government Act*.

In addition to this advertising, notices were mailed to all adjacent landowners of the subject property. This is not a Municipal Government Act (MGA) requirement, but was deemed consistent with Council's Public Participation policy in the interests of transparency and customer focus. Two notices were also posted at 256 Don Seaman Way providing the public and adjacent landowners with the opportunity to provide comment.

Alternatives for Consideration

Additional public consultation in the form of an Open House

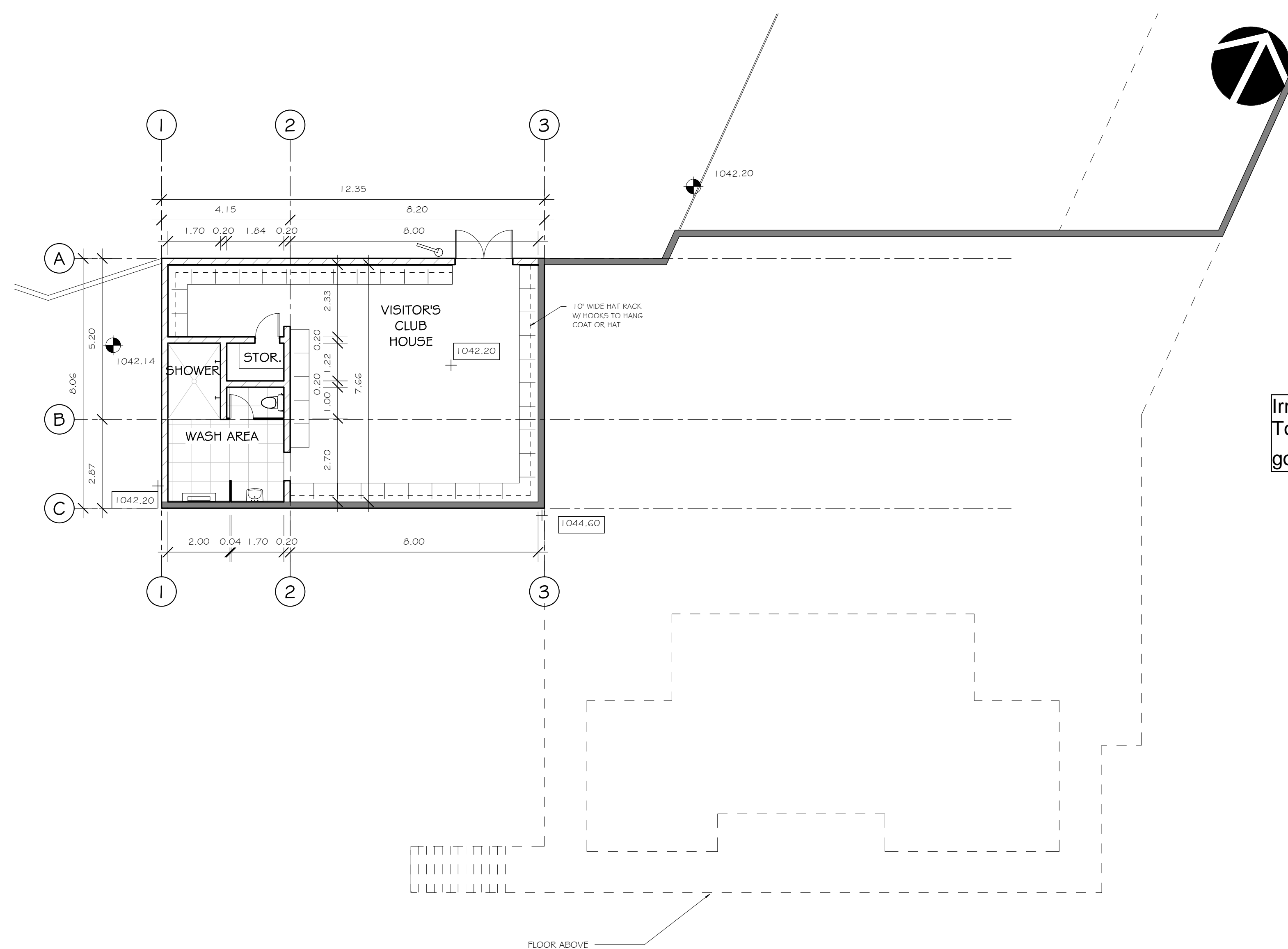
CAO Comments

I support the approval of the Development Permit with the conditions recommended by Administration.

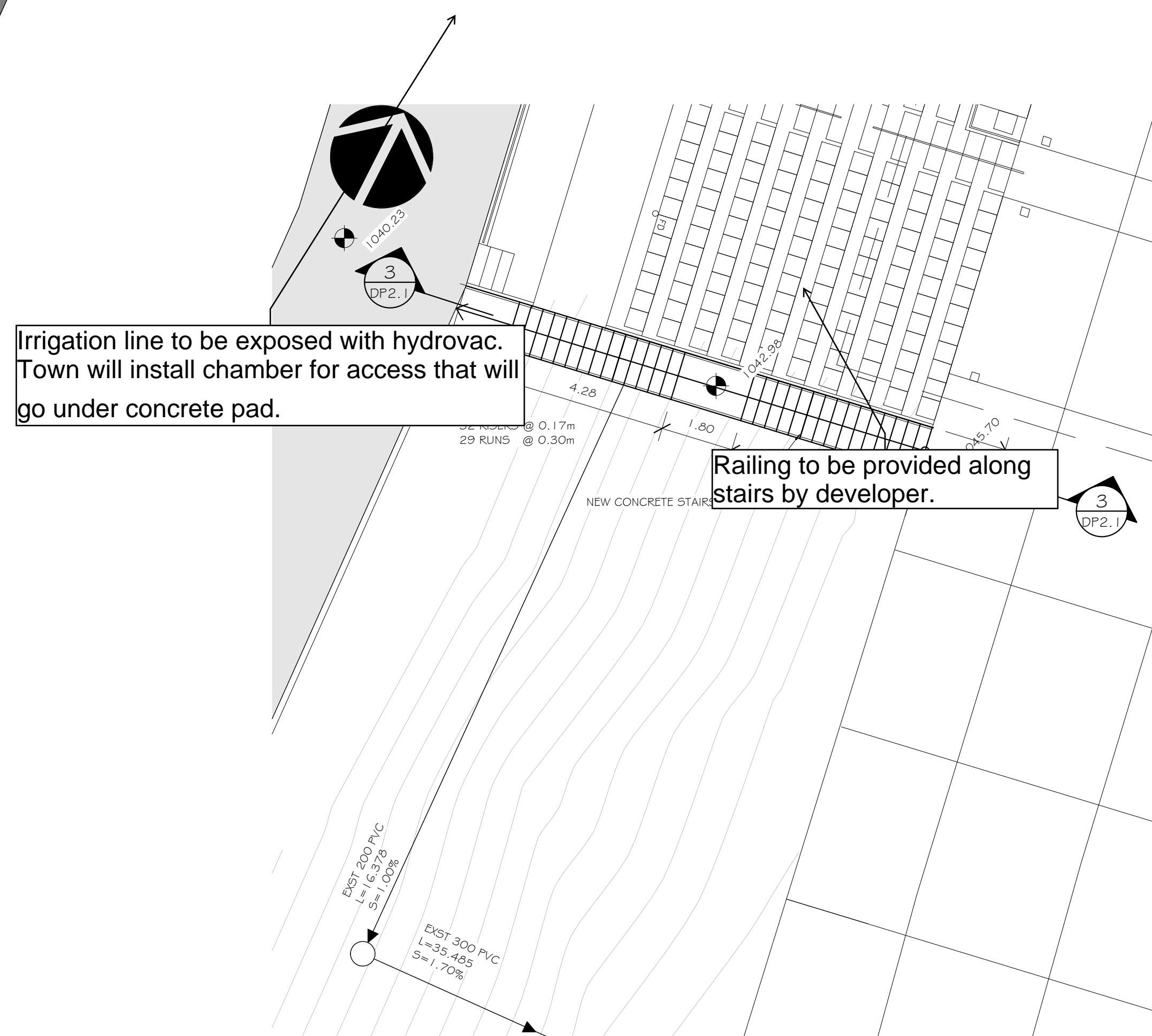
Attachment(s)

1. DPA 109-19 Proposed Plans
2. DP112-18 2018 Council Report

Prepared by:
Colton Nickel
Development Planner
May 03, 2019



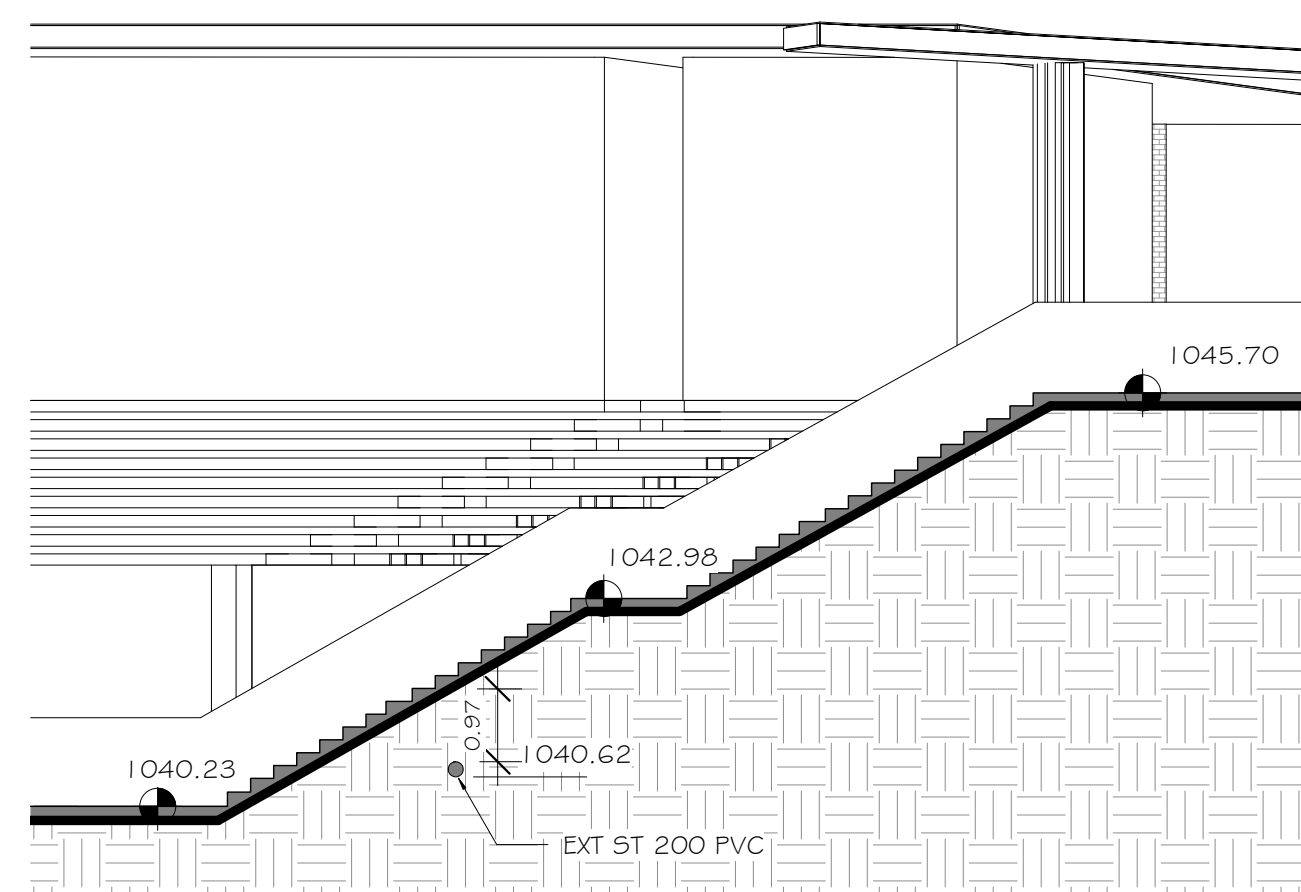
LOWER FLOOR PLAN (VISITOR'S CLUBHOUSE)



2
DP2.1

PROPOSED STAIRS

1 : 100



3
DP2.1

PROPOSED STAIR SECTION

1 : 100

PLOT SCALE: AS NOTED	DRAWING NO.: DP2.1
PROJECT NO.: 2019-01	
CHECKED BY: TJ	
DRAWN BY: SV	
PLOT DATE: 2019.05.01	

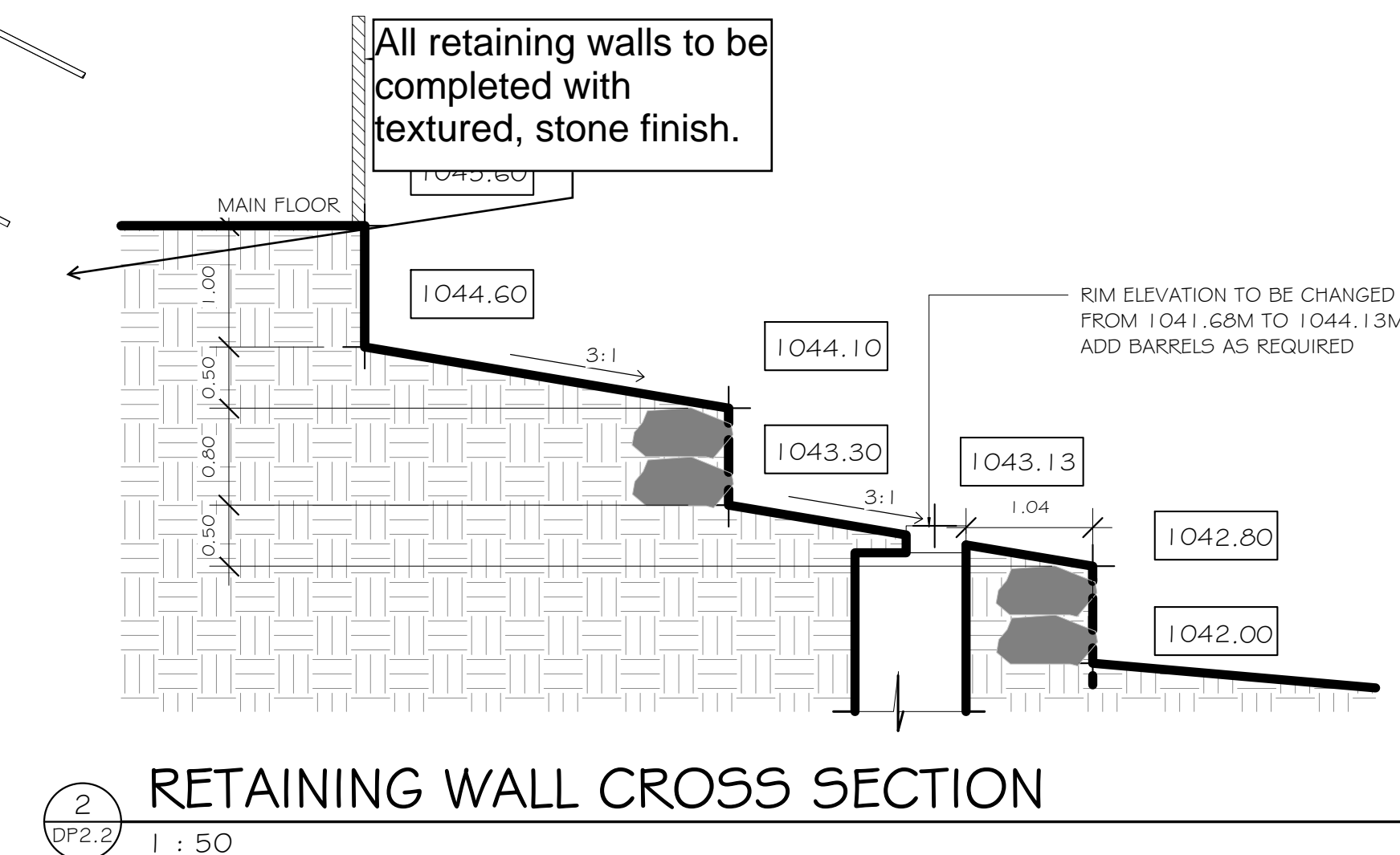
[illegible]

Todd Jackson | Architecture Inc

A, 804 16TH AVENUE SW
CALGARY AB
T2R 0S9

tel 403 520 8018
fax 403 276 5146
www.tjarchitecture.com

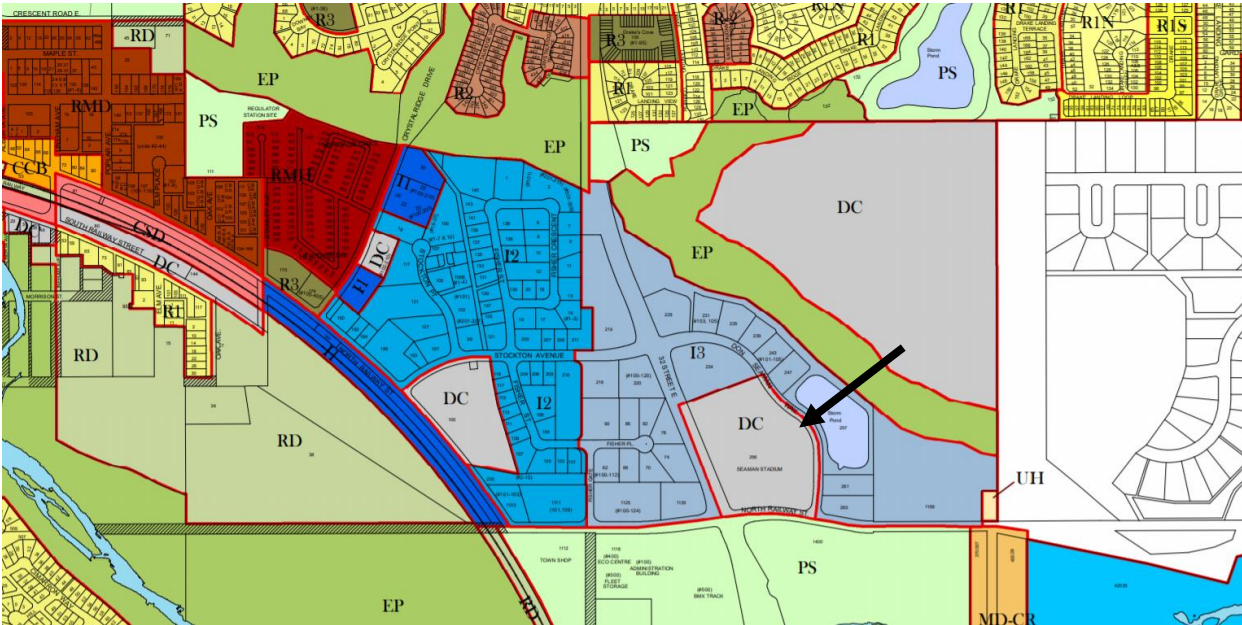
DRAWING DESCRIPTION:	
UPPER FLOOR PLAN	
PLOT SCALE:	DRAWING NO.:
AS NOTED	DP2.2
PROJECT NO.:	
2019-01	
CHECKED BY:	
TJ	PLOT DATE:
DRAWN BY:	2019.05.01
SV	



DEVELOPMENT PERMIT APPLICATION 112-18 – 256 DON SEAMAN WAY

Issue

A Development Permit Application has been received for the addition of 120 fixed seats and expansion of the patio at the existing baseball stadium at 256 Don Seaman Way (Seaman Stadium). The site is zoned Direct Control (DC) and Council is the Development Authority.



Motion Proposed by Administration

That Development Permit Application Number 112-18 for a Community Baseball Diamond (Addition of 120 Fixed Seats and 31.05m² patio expansion) be approved subject to the following conditions:

1. Development Conditions:
 - a) The Developer shall construct the development in accordance with:
 - i) all conditions of this approval; and
 - ii) the site and elevation plans approved by Council on March 12, 2018;
 - b) The Developer shall:
 - i) provide additional temporary washroom facilities in accordance with the Building Code Review provided on Drawing AS-001.1, bringing the total fixture count from 12 to 17 for males and from 19 to 34 for females; the washroom facilities may not occupy parking spaces, drive aisles or walkways, and screening may be required depending upon the solution chosen by the Developer;
 - ii) relocate and add bicycle parking spaces in accordance with the approved site plan, to a total of 130 spaces at the stadium;
 - iii) delineate all parking spaces with painted lines in accordance with the numbers and dimensions on the approved site plan, including delineation of 8 barrier-free parking spaces conforming to the Alberta Building Code;
 - iv) install curb ramps as required and sign the barrier-free parking spaces with freestanding signage;
 - v) sign parking spaces less than 5.5m long as *small car parking only*.
 - vi) protect the existing irrigation system in the course of construction;
 - vii) paint all existing storage buildings in the fenced storage yard to match or complement the building colors of the adjacent fieldhouse;
 - viii) screen the storage yard from view using privacy slats in the existing chain link fence;
 - ix) install wayfinding signage to off-site parking at the Okotoks Operations Centre, in accordance with the recommendations in the *Seaman Stadium Expansion Parking Study* by Bunt & Associates Engineering Ltd. dated March 5, 2018;
 - x) install signage at Riverside Park limiting parking at that location to users of Riverside Park, in accordance with the recommendations in the *Seaman Stadium Expansion Parking Study* by Bunt & Associates Engineering Ltd. dated March 5, 2018;
 - xi) prepare a Landscape Plan for landscaping changes necessitated by the addition of seating and retaining wall; to the satisfaction of the Development Officer;
 - c) The maximum occupancy of the stadium facility is limited to 5,048 people at any time;

- d) Permanent washroom fixtures adequate for the number of patrons must be designed and developed as part of any future stadium expansion or renovation;
- e) The issuance of a Development Permit by the Town of Okotoks does not relieve the permit holder of the responsibility of complying with all other relevant municipal bylaws and requirements, nor excuse violation of any regulation or act, which may affect this project.

Report, Analysis and Financial Implications

The site is located on the east side of 32nd Avenue and currently serves as the home of the Okotoks Dawgs baseball team. The lands were re-designated from I3 to Direct Control by Bylaw 12-15 on May 25, 2015 to accommodate third-party signage on the site, which is not permitted elsewhere under the Land Use Bylaw. The intent of the district is to facilitate the development of a Community Baseball Diamond.

The Bylaw for this Direct Control District is specific to the site and does not refer to another district in the Bylaw. All development and parking regulations are at the discretion of the Development Authority - in which case the General Land Use Regulations and Provisions of Land Use Bylaw Section 9 are in most instances applied as a guideline in accordance with Direct Control District regulations - however, there is no obligation on Council's part to do so. As the landowner, the Town is acting as the Applicant and will assign a Project Manager to oversee the work and ensure all conditions of approval are satisfied.

Council should be aware when deciding on the file that, based on the general regulations in the Land Use Bylaw, the minimum parking requirement for a capacity of 5,048 people would be 1,010 spaces and the site can support 447 spaces, which is 563 short of the standard requirement for similar uses. Off-site parking, between the Operations Centre and on-street, can accommodate up to 269 spaces, for a shortage of 294 spaces. A limited number of parking spaces, based on existing condition of the parking lot as-built, may be marginally short of the minimum dimensions of 2.6m wide and 5.8m long. Those spaces are addressed by a recommended condition to sign as *small car parking*.

In addition to plan review for compliance with the Land Use Bylaw, the development review process included two key components: a parking study and a review of the Alberta Building code to ensure that the facility with the additional seating could safely accommodate the number of patrons that are anticipated.

Site Plan

The development proposes the addition of 120 fixed seats to the existing baseball stadium on the west end of the structure and expansion of the patio area.

The valve boxes for the existing irrigation system are in close proximity to the work area, therefore protection measures are required to prevent costly damages to that system. The ground adjacent to the new seating will require re-landscaping due to the addition of a retaining wall, therefore a Landscape Plan is required. The Town will undertake both. New delineation of parking spaces with painted lines is necessary, to

maximize the number of parking spaces on the site and to provide the minimum number of barrier-free spaces required under the Alberta Building Code.

Parking Study

When the Town originally approved DP 139-06 for the development of a Community Baseball Diamond on the lands, the site was designed to accommodate a capacity of 2000 people. In the intervening years, exits have been added and capacity has increased but the parking supply hasn't kept pace with the increase in patrons. Where parking is based on seats, the Land Use Bylaw specifies that the Maximum Occupant Load represents the number of seats.

Some of the parking spaces are moderately substandard in length or width compared to the bylaw standards of 5.8m and 2.6m. In this case the variances are supported in light of a lower width standard of 2.5m at time of original development, constraints associated with locations of existing curbed islands on the lot, and demonstrated evidence that the lot has been functioning adequately to this point as originally designed. Where parking spaces are less than 5.5m in length, spaces should be marked with freestanding signage for small car parking only.

A parking study prepared by Bunt & Associates Engineering Ltd. for the project outlines the following conclusions and recommendations:

Conclusions:

1. For average game attendance of 4,104 persons (as reported by the facility user), the parking shortfall (i.e. the difference between the typical parking standard for the use and the available spaces on-site) amounts to 374 spaces.
2. For maximum occupancy of 5,048 persons, the parking shortfall amounts to 563 spaces.
3. By comparison to other communities, Okotoks' ratio of 1 space per 5 seats is appropriate.
4. Off-site parking is available on-street (81 spaces) and at the Okotoks Operations Centre (188 spaces).
5. Scheduling conflicts preclude stadium parking at Riverside Park. Zoning and restrictive covenant conflicts preclude the development of a parking lot at 261 and 265 Don Seaman Way.
6. A large proportion of Town attendees are able to travel to/from the stadium by active modes (walking, cycling). There are no major sidewalk or crosswalk missing links in the pedestrian network.

Recommendations:

1. Add on-site bicycle parking to bring the number up to 130 spaces.
2. Identify vehicle and bicycle parking locations on the Okotoks Dawgs website
3. Consider use of a shuttle to off-site parking lots or communities
4. Consider requiring vehicles parking on-site to have 3 or more occupants

Rationale for support of the development notwithstanding the parking shortfall includes the following:

1. Seasonal nature of the use, and part-time nature of special events, does not warrant the development of additional permanent parking spaces on site;
2. Limitations on parking availability will encourage more use of active modes of transportation on the part of patrons who are residents of Okotoks; this is consistent with Goal 6 of Council's Active Transportation Strategy (Ensure all new development supports active transportation.)
3. The tenant will be asked to provide information on their website regarding on-site and off-site parking availability and to encourage active modes of transportation; this is consistent with Goal 8 of Council's Active Transportation Strategy (Increase educational awareness on the benefits of active transportation.)
4. Off-site parking is available at the Okotoks Operations Centre, and hours of operation of the two facilities differ and do not conflict.
5. Council has approved both autonomous vehicle and transit pilot projects, both of which have the potential to reduce demand for, and impacts of, parking associated with the use.

Building Code Review

Historical Occupant Load Capacity for the stadium started at 2000 people in 2008 and gradually increased over time to 5,630 people in 2017 as exits were added. As part of the current renovation, the Okotoks Dawgs organization has requested an Occupant Load Capacity of 5,200 people for the stadium.

Building Code review undertaken in 2018 revealed:

1. Alberta Building Code calculations for occupant load confirm the maximum occupancy of the stadium is 5,048 people within the public areas (not including offices, concession, playing field and associated facilities).
2. Washroom facilities were designed and built to accommodate an occupant load of 2,000 people. In order to increase the capacity to 5,048, washroom fixtures must be added in the amount of 5 fixtures for males and 15 fixtures for females.

Summary

This Development Permit is ready for consideration by Council. The recommendation has been prepared to approve the application as proposed.

Strategic Plan Goals

<input type="checkbox"/>	Manage Community Growth	<input type="checkbox"/>	Provide Strong Governance
<input checked="" type="checkbox"/>	Provide Quality Community Infrastructure	<input checked="" type="checkbox"/>	Healthy and Safe Community
<input checked="" type="checkbox"/>	Maintain Organizational Excellence	<input checked="" type="checkbox"/>	Foster Economic Vitality
		<input type="checkbox"/>	Promote Environmental Stewardship

Governing Policies/Bylaws/Legislation or Agreements

Land Use Bylaw: Community Baseball Diamonds are a listed discretionary use in the I3 Industrial Land Use District. Under Section 9, facilities designed with seating require a parking ratio of 1 per 5 seats, where the seat count represents the Fire Department Occupant Load Capacity.

Restrictive Covenant: Land uses listed in the district are limited by a Restrictive Covenant (RC) registered at time of donation of the I3 district lands to the Town by Nexen. In response to a recent inquiry, the Town was notified that Nexen will not entertain the addition of any land uses to the Restrictive Covenant. Without amendment of the RC, uses cannot be added to the district in the Land Use Bylaw. The Town cannot approve a “parking lot” on off-site lands in the district, as it’s not a listed use.

Public Engagement/Communication Strategy

In a DC district where Council is the Development Authority, Council may elect to hold a Public Hearing before making a decision on a Development Permit Application, however it is not a requirement.

Notice of this development was posted on the site adjacent to 32nd Avenue and Don Seaman Way March 5, 2018, and written notice was hand delivered to adjacent businesses on March 5, 2018. The same day, written notices were mailed to adjacent property owners. Any comments received in response to the posting, notice delivery, or mailing will be reported at the meeting.

If Council deems that greater public participation is desired prior to a decision on the application, the file could come back for consideration on April 9, 2018 to allow for advertising.

Alternatives for Consideration

n/a

CAO Comments

I support approval of this Development Permit. The rationales provided by Administration supports our move to Active Transportation. The seasonal nature of this operation further reinforces the flexibility.

Attachment(s)

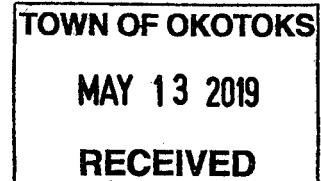
1. Plans: AS-001, Overall Site Plan; AS-001.1, Code Review; AE-201, Building Elevations

Prepared by:
Jamie Dugdale
Planning Manager
March 07, 2018



Town of Okotoks
Box 20
Okotoks, AB T1S 1K1

May 9, 2019



Dear Mayor Robertson,

The year of 2018 was one of change and growth for Marigold Library System. We are pleased to enclose our annual reports for your Council and Administration:

- Marigold Library System Annual Report for 2018
- 2018 Audited Financial Statements for Marigold Library System
- 2018 Value of Your Investment Report for your library

Highlights from our April 13 AGM and Board meeting include these publications:

- Marigold Report to Councils and Special Areas Board
- ReNews, which shows progress on our new headquarters project

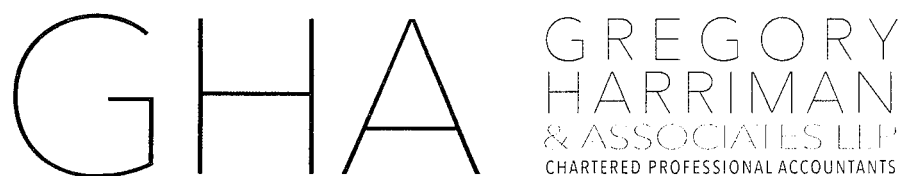
If you have questions or would like a PDF of one or more of the above documents, please let us know.

Thank you for your continued support of the Marigold Library System.

Regards,

Michelle Toombs, CEO
403 934-5334, ext. 224
1 855 934-5334 ext. 224 (toll free)
michelle@marigold.ab.ca

cc: Chair of Local Library Board



MARIGOLD LIBRARY SYSTEM

FINANCIAL STATEMENTS

DECEMBER 31, 2018

MARIGOLD LIBRARY SYSTEM**DECEMBER 31, 2018****CONTENTS**

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INDEPENDENT AUDITORS' REPORT

To the Board of
Marigold Library System

We have audited the accompanying financial statements of Marigold Library System, which comprise the statement of financial position as at December 31, 2018 and the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

We conducted our audit in accordance with Canadian auditing standards. Those standards involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. We also include evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Marigold Library System as at December 31, 2018 and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Strathmore, Alberta
April 13, 2019

Gregory, Harriman & Assoc. LLP
Gregory, Harriman & Associates LLP
Chartered Professional Accountants

MARIGOLD LIBRARY SYSTEM
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2018

	OPERATING FUND	RESTRICTED FUNDS CAPITAL FUND	INTERNALLY RESTRICTED	TOTAL	
	2018	2018	2018	2018	2017
REVENUE (Schedule 1)	\$ 5,619,789	\$ 15,767	\$ -	\$ 5,635,556	\$ 5,439,509
EXPENSES (Schedule 2)	5,162,347	82,188	-	5,244,535	4,902,343
EXCESS OF REVENUE OVER EXPENSES	457,442	(66,421)	-	391,021	537,165
Transfers (from) to Reserves (Note 16)	-	(352,657)	352,657	-	-
Interfund Transfers (Note 19)	(455,499)	455,499	-	-	-
	1,943	36,421	352,657	391,021	537,165
Fund Balances, beginning of year	204,343	761,545	4,041,304	5,007,192	4,470,027
FUND BALANCES, END OF YEAR	<u>\$ 206,286</u>	<u>\$ 797,966</u>	<u>\$ 4,393,961</u>	<u>\$ 5,398,213</u>	<u>\$ 5,007,192</u>

The accompanying notes form an integral part of these financial statements.
 Gregory, Harriman & Associates LLP

**MARIGOLD LIBRARY SYSTEM
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>2018</u> Total Invested in Capital Assets	<u>2018</u> Capital Internally Restricted	<u>2018</u> Operating Internally Restricted	<u>2018</u> Operating Unrestricted	<u>2018</u> Total	<u>2017</u> Total
FUND BALANCES , beginning of year	\$ 761,545	\$ 2,944,837	\$ 1,096,467	\$ 204,343	\$ 5,007,192	\$ 4,470,027
EXCESS OF REVENUE OVER EXPENSES	(66,421)	-	-	457,442	391,021	537,165
INTERFUND TRANSFERS (Note 19)	102,842	352,657	-	(455,499)	-	-
FUND BALANCES , end of year	<u>\$ 797,966</u>	<u>\$ 3,297,494</u>	<u>\$ 1,096,467</u>	<u>\$ 206,286</u>	<u>\$ 5,398,213</u>	<u>\$ 5,007,192</u>

The accompanying notes form an integral part of these financial statements.
Gregory, Harriman & Associates LLP

**MARIGOLD LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	OPERATING ACTIVITIES	FINANCING & INVESTING	TOTAL	
	Operating Fund	Capital Fund		
	2018	2018	2018	2017
SOURCES OF CASH AND CASH EQUIVALENTS				
Municipal Levies	\$ 3,218,349	\$ -	\$ 3,218,349	\$ 3,045,468
Grants	2,071,843	49,829	2,121,672	5,063,254
Reimbursements	215,083	-	215,083	206,779
Investment Income	92,520	-	92,520	102,502
Other Contributions	25,832	-	25,832	12,645
	<u>5,623,627</u>	<u>49,829</u>	<u>5,673,456</u>	<u>8,430,648</u>
USES OF CASH AND CASH EQUIVALENTS				
Purchases and Salaries	(5,105,936)	(22,500)	(5,128,436)	(4,949,167)
Purchase of Tangible Capital Assets	-	(109,823)	(109,823)	(82,755)
Purchase of Intangible Capital Assets	-	(63,500)	(63,500)	-
Proceeds from Disposal of Capital Assets	-	17,000	17,000	952
Proceeds (Purchase) of Investments	-	(1,570,640)	(1,570,640)	(1,220,485)
Repayment of Obligations under Capital Lease	-	(7,999)	(7,999)	(7,999)
	<u>(5,105,936)</u>	<u>(1,757,462)</u>	<u>(6,863,398)</u>	<u>(6,259,454)</u>
NET CASH AND CASH EQUIVALENTS INCREASE (DECREASE)	<u>517,691</u>	<u>(1,707,633)</u>	<u>(1,189,942)</u>	<u>2,171,194</u>
Cash and Cash Equivalents, Opening	1,653,301	1,944,836	3,598,137	1,426,943
Interfund Adjustments	(455,499)	455,499	-	-
CASH AND CASH EQUIVALENT CLOSING	<u>\$ 1,715,493</u>	<u>\$ 692,702</u>	<u>\$ 2,408,195</u>	<u>\$ 3,598,137</u>
CASH AND CASH EQUIVALENTS REPRESENTED BY:				
Cash (Note 4)	502,707	-	502,707	634,578
Redeemable Deposits (Note 4)	1,212,786	692,702	1,905,488	2,963,559
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 1,715,493</u>	<u>\$ 692,702</u>	<u>\$ 2,408,195</u>	<u>\$ 3,598,137</u>

The accompanying notes form an integral part of these financial statements.
Gregory, Harriman & Associates LLP

MARIGOLD LIBRARY SYSTEM
SCHEDULE 1 - REVENUE
FOR THE YEAR ENDED DECEMBER 31, 2018

	OPERATING FUND		CAPITAL FUND		TOTAL	
	2018	2017	2018	2017	2018	2017
REVENUE						
Municipal Levies	\$ 3,218,349	\$ 3,045,468	\$ -	\$ -	\$ 3,218,349	\$ 3,045,468
Provincial Grants	1,850,585	1,850,585	-	-	1,850,585	1,850,585
Indigenous Grant	93,264	93,624	-	-	93,264	93,624
Reimbursements	241,276	184,234	-	-	241,276	184,234
Interest	109,280	93,537	-	-	109,280	93,537
Member Fees	63,428	62,406	11,396	25,324	74,824	87,730
Special Grants	21,939	62,395	4,371	5,778	26,310	68,173
Other Revenue	21,668	16,158	-	-	21,668	16,158
TOTAL REVENUE	\$ 5,619,789	\$ 5,408,407	\$ 15,767	\$ 31,102	\$ 5,635,556	\$ 5,439,509

MARIGOLD LIBRARY SYSTEM
SCHEDULE 2 - EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	OPERATING FUND		CAPITAL FUND		TOTAL	
	2018	2017	2018	2017	2018	2017
EXPENSES						
Salaries and Wages	\$ 1,844,978	\$ 1,717,464	\$ -	\$ -	\$ 1,844,978	\$ 1,717,464
Materials	1,191,726	1,071,170	-	-	1,191,726	1,071,170
Transfer Payments	648,283	629,308	-	-	648,283	629,308
Employee Benefits and Payroll Expenses	282,679	280,020	-	-	282,679	280,020
Reimbursed Purchases and Expenses	241,260	184,187	-	-	241,260	184,187
The Regional Automation Consortium Funding (Note 18)	167,883	160,598	-	-	167,883	160,598
Equipment	159,302	161,980	-	-	159,302	161,980
Building	99,622	120,204	-	-	99,622	120,204
Training and Development	96,202	90,465	-	-	96,202	90,465
Supplies	72,525	55,451	-	-	72,525	55,451
Network	66,411	49,495	-	-	66,411	49,495
Travel and Meetings	65,065	68,494	-	-	65,065	68,494
Delivery	55,483	44,783	-	-	55,483	44,783
Programs	43,808	37,769	-	-	43,808	37,769
Marketing	28,785	11,524	-	-	28,785	11,524
Miscellaneous	28,657	32,215	-	-	28,657	32,215
Professional Fees	25,765	22,003	-	-	25,765	22,003
Memberships	24,356	23,894	-	-	24,356	23,894
Maintenance Agreements	11,650	10,820	-	-	11,650	10,820
Postage and Freight	4,716	5,075	-	-	4,716	5,075
Bank Charges	3,191	2,764	-	-	3,191	2,764
Amortization	-	-	87,706	112,591	87,706	112,591
Loss (Gain) on Disposal of Capital	-	-	(5,518)	10,069	(5,518)	10,069
TOTAL EXPENSES	\$ 5,162,347	\$ 4,779,683	\$ 82,188	\$ 122,660	\$ 5,244,535	\$ 4,902,343

The accompanying notes form an integral part of these financial statements.
 Gregory, Harriman & Associates LLP

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018**

1) Purpose of the Organization

Marigold Library System ("System") is a library resource and information centre established for all participating residents of the System. The Board of Management of the Marigold Library System is established by virtue of the Alberta Libraries Act.

2) Economic Dependence

The System is dependent on contributions from the Province of Alberta in order to continue operations.

3) Significant Accounting Policies and Reporting Practices

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Basis of Accounting

Marigold Library System follows the restricted fund method of accounting for contributions.

The Operating Fund accounts for revenue and expense relating to the organization's program delivery and administrative activities.

The Capital Fund reports the assets, liabilities, revenue and expenses related to the organization's capital assets.

Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the Capital Fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Externally restricted non-capital contributions are deferred and recognized as revenue in the year when the related expenses are incurred.

Externally restricted capital contributions are recorded as deferred capital contributions until the amount is invested in capital assets. Amounts invested representing externally funded capital assets are then transferred to unamortized external capital contributions. Unamortized external capital contributions are recognized in the periods in which the related amortization expense of the funded capital asset is recorded.

Internally Restricted Assets

The Internally Restricted balance is not available for other purposes without the approval of the Board of Directors.

Cash and Cash Equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than 90 days and/or are redeemable at anytime.

Short Term Investments

Short Term Investments are investments in GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they are non-redeemable, and mature in the next fiscal year.

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018**

3) Significant Accounting Policies and Reporting Practices *(continued)*

Long Term Investments

Long Term Investments are investments in GICs and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they are non-redeemable.

Tangible Capital Assets

Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair market value at the date of contribution. Additions to the organization's tangible capital assets are recognized for expenditures in excess of \$2,000 with a useful life beyond two years.

All tangible capital assets are amortized at fixed rates applied to diminishing balances. The rates can be summarized as follows:

Buildings	4%
Computer Equipment	55% and 100%
Data Network Infrastructure Equipment	30%
Under Capital Lease	20%
Furniture and Equipment	20%
Automotive Equipment	30%

Amortization expense is reported within the Capital Fund.

The half year rule is in effect in the year of acquisition. No amortization is taken in the year of disposition.

Intangible Capital Assets

Intangible capital assets are recognized at cost and amortized on the basis of their useful life using the straight-line method. The rates are summarized as follows:

Website	10 years
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Amortization expense is reported within the Capital Fund.

The half year rule is in effect in the year of acquisition. No amortization is taken in the year of disposition.

Capitalized Leases

A lease that transfers substantially all of the benefits and risks of ownership is classified as a capital lease. At the inception of a capital lease, an asset and a payment obligation are recorded at an amount equal to the lessor of the present value of the minimum lease payments and the property's fair market value. All other leases are accounted for as operating leases and rental payments are expensed as incurred.

Contributed Materials and Services

An undeterminable amount of materials and volunteer services are contributed in order to assist the System in carrying out its library services. Because of the difficulty in determining their fair value, contributed materials and services are not recognized in the financial statements.

Income Taxes

As a registered not-for-profit organization, the organization is exempt from paying income taxes under Section 149(1)(f) of the Income Tax Act (Canada).

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018

3) Significant Accounting Policies and Reporting Practices *(continued)*

Government Assistance

Funding to finance operating expenses is provided by Municipal Levies, First Nations Grant and Province of Alberta Library Service Grant. This funding is recorded as revenue when earned in the Statement of Operations.

Foreign Currency Translation

All assets and liabilities of operations denominated in currencies other than Canadian dollars have been translated into Canadian dollars at the rate of exchange in effect at the balance sheet date. Gains and losses resulting from the translation of assets and liabilities are reflected in net income.

Revenue and expense accounts are translated at the average rates of exchange prevailing during the period.

Library Books and Periodicals

All books and periodicals purchased as library stock are expensed in the year of acquisition. Management believes that this accounting policy best matches the services potential of these acquisitions to the period of substantial benefit.

Financial Instruments

The organization initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Measurement Uncertainty

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The precise value of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of approximations, which have been made using careful judgment by management. Actual results could differ from those approximations. The useful lives and related amortization of tangible and intangible capital assets is an area where management makes significant estimates and assumptions in determining the amounts to be recorded in the financial statements.

4) Cash and Cash Equivalents

	<u>2018</u>	<u>2017</u>
<i>Operating</i>		
Deposit Accounts	\$ 1,212,786	\$ 1,018,723
Bank	502,507	634,378
Petty Cash	200	200
	<u>\$ 1,715,493</u>	<u>\$ 1,653,301</u>
<i>Capital</i>		
Deposit Accounts	\$ 692,702	\$ 1,944,836
<i>Total</i>	<u>\$ 2,408,195</u>	<u>\$ 3,598,137</u>

Included in Deposit Accounts is \$513,416 (Note 12) which has been externally restricted for future operating projects.

5) Accounts Receivable

	<u>2018</u>	<u>2017</u>
Accrued Interest Receivable	\$ 71,442	\$ 54,682
Reimbursements Receivable	29,563	3,352
Other Receivables	500	4,679
<i>Total</i>	<u>\$ 101,505</u>	<u>\$ 62,713</u>

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018

6) Prepaid Expenses

	<u>2018</u>	<u>2017</u>
<i>Operating</i>		
Electronic Resources	\$ 134,961	\$ 104,156
Telecommunication Agreements	35,875	60,304
Other	11,340	9,852
Employee Benefits	1,989	12,129
Deposits	1,500	100
Memberships and Subscriptions	779	1,152
Postage	211	164
	<u>\$ 186,655</u>	<u>\$ 187,857</u>
<i>Capital</i>		
Land Deposit	\$ 22,500	\$ -
<i>Total</i>	<u>\$ 209,155</u>	<u>\$ 187,857</u>

7) Short Term Investments

	<u>2018</u>	<u>2017</u>
<i>Capital</i>		
GIC maturing September 26, 2019 at an interest rate of 2.50%	\$ 4,000,000	\$ -
GIC maturing June 26, 2019 at an interest rate of 2.31%	1,070,312	-
GIC maturing December 25, 2019 at an interest rate of 2.67%	520,813	-
GIC matured June 26, 2018 at an interest rate of 1.60%	-	2,020,485
GIC matured June 26, 2018 at an interest rate of 1.75%	-	1,000,000
Long term Investments matured in the fiscal year (Note 10)	-	1,000,000
	<u>\$ 5,591,125</u>	<u>\$ 4,020,485</u>
<i>Total</i>	<u>\$ 5,591,125</u>	<u>\$ 4,020,485</u>

Included in the Guaranteed Investment Certificates is \$3,008,833 (Note 12) which has been externally restricted for future capital initiatives.

8) Tangible Capital Assets

	<u>2018</u>		<u>2017</u>	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
<i>Tangible Assets</i>				
Buildings	\$ 1,428,313	\$ 768,948	\$ 659,365	\$ 621,960
Computer Equipment	546,957	534,004	12,953	28,786
Data Network Infrastructure	28,399	24,342	4,057	5,795
Equipment				
Under Capital Lease	39,995	25,251	14,744	18,430
Furniture and Equipment	110,277	94,366	15,911	19,890
Automotive Equipment	224,687	110,920	113,767	115,303
<i>Total</i>	<u>\$ 2,378,628</u>	<u>\$ 1,557,831</u>	<u>\$ 820,797</u>	<u>\$ 810,164</u>

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018

9) Intangible Capital Assets

			<u>2018</u>	<u>2017</u>
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
<i>Intangible Assets</i>				
Website	\$ 63,500	\$ -	\$ 63,500	\$ -
<i>Total</i>	<u>\$ 63,500</u>	<u>\$ -</u>	<u>\$ 63,500</u>	<u>\$ -</u>

10) Long Term Investments

	<u>2018</u>	<u>2017</u>
<i>Capital</i>		
GIC matured June 24, 2018 at an interest rate of 2.06%	\$ -	\$ 500,000
GIC matured January 22, 2018 at an interest rate of 1.85%	-	500,000
Less: Long term Investments matured in the fiscal year (Note 7)	-	(1,000,000)
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>

11) Accounts Payable and Accrued Liabilities

	<u>2018</u>	<u>2017</u>
Trade Payables	\$ 67,566	\$ 34,608
Vacation Payable	49,989	44,140
Credit Card Payable	29,681	21,359
Accrued Liabilities	17,875	17,875
Payroll Remittances Payable	16,145	14,952
<i>Total</i>	<u>\$ 181,256</u>	<u>\$ 132,934</u>

12) Deferred Revenue

	<u>2018</u>	<u>2017</u>
<i>Operating</i>		
Establishment Grants	\$ 389,293	\$ 389,293
Rural Information Services Initiative Member Funding	86,477	52,969
Indigenous Project Funding	37,646	16,048
	<u>\$ 513,416</u>	<u>\$ 458,310</u>
<i>Capital</i>		
Capital Infrastructure Grant	\$ 3,008,833	\$ 3,020,484
<i>Total</i>	<u>\$ 3,522,249</u>	<u>\$ 3,478,794</u>

Amounts represent unspent contributions received for capital and operating projects.

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018

13) Obligations under Capital Lease

2014 Konica Minolta photocopier lease
 contract, repayable in quarterly payments
 of \$1,999, 0% interest maturing
 February 2019. Secured by equipment
 with a carrying value of \$14,744.

Amounts payable within one year

Total

<u>2018</u>	<u>2017</u>
\$ 1,999	\$ 9,998
1,999	9,998
(1,999)	(7,999)
<u>\$ -</u>	<u>\$ 1,999</u>

Capital lease repayment terms are approximately:

2019
 Total minimum lease payments
 Less: amount representing interest
 Present value of minimum lease payments

1,999
1,999
-
<u>\$ 1,999</u>

14) Unamortized External Contributions

Operating

Rural Information Services Initiative Member Funding

<u>2018</u>	<u>2017</u>
\$ 11,650	\$ 24,130

Capital

Building Grant
 Rural Information Services Initiative Grants
 Rural Information Services Initiative Member Funding
 Establishment Grants

\$ 61,480	\$ -
9,470	12,106
9,325	20,719
4,057	5,796
<u>\$ 84,332</u>	<u>\$ 38,621</u>
<u>\$ 95,982</u>	<u>\$ 62,751</u>

Total

The unamortized external capital contributions will be recognized in revenue as the related amortization expense for the capital addition is incurred. An amount of \$28,250 (capital - \$15,770; operating - \$12,480), which represents current year amortization on these projects, has been recognized as income in the current year.

15) Invested in Capital Assets

This balance represents Marigold Library System's net investment in capital assets. It is the original asset cost, less accumulated amortization, unamortized external contributions and debt directly related to the capital assets.

MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018

16) Internally Restricted Funds

The organization has internally restricted funds for operations and special projects as well as for capital purchases as listed below. The internally restricted funds are not available for unrestricted purposes without approval of the Board of Directors.

	<u>2017</u>	<u>Increases</u>	<u>Decreases</u>	<u>2018</u>
<i>Operating Internally Restricted</i>				
Operating	\$ 996,467	\$ -	\$ -	\$ 996,467
Airdrie Collection	100,000	-	-	100,000
	<u>\$ 1,096,467</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,096,467</u>
<i>Capital Internally Restricted</i>				
Building	\$ 2,663,987	\$ 344,000	\$ -	\$ 3,007,987
Video Conferencing	166,000	-	-	166,000
Vehicle	90,850	40,000	(31,343)	99,507
Computer	24,000	-	-	24,000
	<u>\$ 2,944,837</u>	<u>\$ 384,000</u>	<u>\$ (31,343)</u>	<u>\$ 3,297,494</u>
<i>Total Internally Restricted</i>	<u>\$ 4,041,304</u>	<u>\$ 384,000</u>	<u>\$ (31,343)</u>	<u>\$ 4,393,961</u>

17) Financial Instruments

The organization's financial instruments consist of: cash and cash equivalents, accounts receivable, short term investments, accounts payable and accrued liabilities and obligations under capital lease. The risks attached to these financial instruments are as follows:

Credit Risk

Credit risk arises from the possibility that the entities to which the organization provides services may experience financial difficulty and be unable to fulfill their obligations. The organization is exposed to financial risk that arises from the credit quality of the entities to which it provides services. As the organization provides products and services to a variety of customers, its credit risk is minimized.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The organization is exposed to financial risk from interest rate differentials between market interest rates and the rates used on their financial instruments.

Fair Value

The fair values of cash and cash equivalents, accounts receivable, short term investments and accounts payable and accrued liabilities, correspond closely to their carrying amount because of their short term maturity dates.

Currency Risk

Currency risk is the risk to the entity's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The organization is exposed to foreign currency exchange risk on cash and cash equivalents and accounts payable held in U.S. dollars.

**MARIGOLD LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2018**

18) Related Party Transactions

During the year Marigold Library System contributed \$167,883 (2017 - \$160,598) towards The Regional Automation Consortium ("TRAC"), shown under Expenditures on the Statement of Operations and Changes in Fund Balances. TRAC is a not-for-profit organization in which Marigold is one of four participating organizations along with Northern Lights Library System, Yellowhead Regional Library System and Peace Library System, which share a centralized computer system for library automation.

This funding was determined based on an equal funding from each member and the members' intent was to provide financial assistance to this organization.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

19) Interfund Transfers

Interfund transfers were required to fund the cash outlays for capital asset acquisitions and loan principal payments. During the year, \$455,499 was transferred from operations: \$352,657 was transferred to capital reserves, no money was transferred to operating reserves and \$102,842 was transferred to fund capital purchases and capital lease payments.

20) Comparative Figures

Some of the comparative figures have been reclassified to conform to the current year's presentation.

21) Approval of Financial Statements

The Board of Directors approved these financial statements.

2018 Value of Your Investment Okotoks Public Library

This report shows the value of services provided annually by Marigold Library System. Okotoks Public Library benefits directly through the pooling of revenues so that all Marigold residents have access to all library system resources.

Levy Payments

(based on 2017 Municipal Affairs population of 28,881 and Schedule C of the Marigold Agreement for 2018)

	<u>per capita levy</u>	<u>population</u>	<u>contribution</u>	
Municipality	\$6.06	28,881	\$175,018.86	
Library Board	\$4.50	28,881	\$129,964.50	
			Total levy payments	\$304,983.36
			Total value of services provided by Marigold as itemized below	\$404,960.13

Note: Where precise costs per library are known, those dollar amounts are used. Otherwise, totals are divided by members to extrapolate value.

Services Grant

A Services Grant is paid in three installments to the library board. The amount of the grant is set in the Marigold Board's Transfer Payment Policy and is largely intended to support the sharing of resources within Marigold and TRAC. The amount is reviewed by the Marigold Board each year.

\$72,203.00

IT Capacity Fund

Each member library receives a spending account with Marigold to make IT and hardware purchases. This account is established through the IT Capacity Fund Policy and is reviewed by the Marigold Board each year.

\$1,000.00

IT and Network Support

IT support includes HelpDesk assistance, videoconference bridging and support, troubleshooting, installations, upgrades and maintenance. Network support includes SuperNet/Internet connectivity, email hosting and cloud-based file storage, file sharing and centralized backup. Wireless software, software licensing and a toll-free telephone system are provided. Polaris library software enables customer service, maintenance of patron accounts, reporting, ordering, circulation of library materials and the online catalogue.

IT site visits to your library (valued at \$250/hour with a 3 hour minimum)	\$9,875.00	
IT HelpDesk, troubleshooting, consultation	\$7,458.81	
IT equipment, software & licensing purchases, wireless and maintenance	\$9,098.92	
	(\$50,000 replacement cost)	
Videoconferencing bridging & support	\$1,687.07	
	(\$112,000 to replace central IT equipment for bridging)	
SuperNet/Internet Connection	\$247.32	
Polaris library software	\$2,144.99	
	(\$950,000+ to replace Polaris)	
		\$30,512.11

Materials and Digital Content

A collection distribution total is targetted through the Collection Management Policy and is reviewed by the Marigold Board each year. Marigold also provides monthly paperback bestsellers and an AV supplementary collection beyond the collection distribution total. Because of bulk purchasing, Marigold has access to vendor discounts and discounted freight charges. Patrons have access to over 3.2 million items in TRACpac online catalogue because of Marigold's partnership with three other library systems. Your residents also have access to digital subscriptions, eBooks & eAudiobooks, eMagazines, music, newspapers, early literacy resources, training videos, school curriculum support, and much more.

Value of Physical Materials	# of items	average cost	
Books	3995	\$18.00	\$59,580.00
Bestseller paperbacks	120	\$7.50	\$900.00
Paperbacks and shared collections		\$7.50	\$4,680.00
Audio visual material (e.g. DVDs, audiobook CDs)	792	\$30.00	\$25,050.00
eBooks purchased with Marigold allocation			\$600.00
World languages, large print & professional collections			\$633.23
AV supplementary collection (DVDs, Blu-ray & audiobooks)			\$969.64
			\$92,412.87
Value of Digital Content			
Access to digital subscriptions (e.g. Lynda.com, Solaro, etc.)			\$6,354.59
			(\$255,000/year)
Access to eBooks on several platforms including OverDrive & Cloud Library			\$1,879.25
			(\$981,000 invested in OverDrive and Cloud Library)
			\$8,233.84

Municipal Affairs Department through PLSB (Public Library Services Branch) funds online content for library patrons, including a language learning software (Pronunciator), Press Reader (7,000 newspapers from 120 countries in 60 languages), Alberta published eBooks, and access to eMagazines.

Collection Services

Centralized workflow at headquarters ensures the selection of balanced collections and the quick distribution of materials to member libraries. Professional cataloguing makes it possible for patrons to locate and request print, AV and digital titles in the online catalogue. Physical materials are processed and delivered shelf-ready to member libraries. Processing includes barcoding, plastic covers, repackaging AV materials into durable cases and labeling.

\$75,170.34

Professional Consultation

Marigold provides in-person, videoconference, email and telephone consultation and training to member library staff and board members by professional librarians. Visits include: preparation; travel or videoconferencing connection; and follow-up based on each library's unique needs. Major projects completed for libraries include weeding and inventory of library collections. Consultation is valued at \$250/hour with a 3 hour minimum, and often involves more than one staff member.

\$19,860.20

Training for Members

Marigold provides training opportunities for member libraries and patron presentations on topics such as eBooks for Mobile Devices; programming; statistics and reports; use of digital subscriptions; board development; management and leadership; and communications and marketing. Value includes training preparation, travel and follow-up by headquarters staff based on each library's unique needs. Mobile labs are available to complement training and programming for member libraries.

	Training support	\$2,606.30	
	Training sessions and board development (valued at \$200/session)	\$3,200.00	
	Member Libraries Workshop	\$1,235.40	\$7,041.70

Delivery Service and Supplies

Van delivery supports resource sharing and connects your library with Marigold headquarters and libraries across Alberta. Three vans and drivers transport interlibrary loans, new materials, supplies, correspondence, kits and games, promotional materials and book recycling. Marigold pays for interlibrary loan costs to borrow items from institutions outside Alberta. Marigold provides supplies to member libraries to support resource sharing (e.g. paper allocation, bins, scotch tape, bubble wrap). Each library receives a minimum of one delivery a week, and 11 libraries receive deliveries twice a week or more.

\$20,726.81

Administrative Costs

Staffing, facility and resources are in place to support member libraries: human resources and financial management; training and professional development; building occupancy costs; and memberships to professional organizations. Marigold Board provides governance and direction to the Marigold Library System and acts as the Governing Board for municipalities which do not have library boards.

\$65,848.68

Purchasing Program

Through Marigold's participation in the Public Purchasing Group (PPG), Marigold is able to provide discounts on IT equipment, office supplies, furniture and processing supplies such as labels and other items required for the daily operation of your library. The calculation is based on savings on IT equipment, furniture and/or supplies acquired through Marigold. Marigold purchases items at request of library staff, receives and delivers the items to the library, and then invoices the library. The total savings on items purchased for libraries using this service was \$11,011.42.

\$2,672.46

Insurance

Marigold pays for the insurance on the materials collections housed at member libraries. This amount also includes a portion of the insurance costs of the Marigold Headquarters building.

\$1,283.16

Services and Programs

<ul style="list-style-type: none"> Materials, prizes and support for Minecraft and coding programming and the national TD Summer Reading Program including administrative support by Consultants and five Summer students. In 2018, 89 summer programs were delivered to 795 participants. 	\$1,839.46	
<ul style="list-style-type: none"> Marigold develops and implements an online Teen Summer Library Experience program for youth aged 10-17 through the Marigold website. 		
<ul style="list-style-type: none"> Marigold organizes and pays for public programming using videoconference equipment for member libraries to offer to patrons, such as programs including So, You Want to Be a Beekeeper, Vertical Gardening and family programming. 		
<ul style="list-style-type: none"> Audio Cine Film (ACF) licenses are purchased by Marigold to provide member libraries with public performance rights to show films in the library. 	\$292.70	
<ul style="list-style-type: none"> Marigold administers, schedules and delivers kits and equipment to support programs. Libraries may borrow resources such as craft and makerspace kits, travelling book displays, karaoke machine with cds, gaming consoles with games, life size games including Connect 4 and Kerplunk, board games, and objects like prize wheels and puppet theatres. 	\$818.86	\$2,951.02

Communication and Marketing Support

Marigold provides professional quality publications, displays and marketing software to promote resources, events and services available at the library, and to communicate news to library staff and boards. Marigold also prints custom promotional materials at Marigold on behalf of your library.

\$5,043.94

TOTAL value of services provided by Marigold	<u>\$404,960.13</u>
TOTAL levy payments from municipality with library board	<u>\$304,983.36</u>

Marigold libraries are thriving!

In 2018 ...

18,422 people/families have a library card registered at Okotoks Library

Your Marigold Trustee...

Attended 2 of 4 Marigold Board meetings

Attended 8 Marigold Committee meetings including the Executive and Standards & Services

Across Marigold

107,348 people/families have a library card

206,813 eBooks borrowed

2,123,122 items loaned to Marigold cardholders

10,428 programs with 135,842 participants

1,022,165 items loaned and borrowed between libraries

Over 3.2 million items available in TRACpac online catalogue

Over 13 million visits to the online library catalogue



MARIGOLD REPORT

To Councils and
Special Areas Board

Strathmore Deputy Mayor, Jason Montgomery, provided greetings on behalf of the town. Montgomery spoke about his gratitude for the educational resources that enrich the community, the prompt service and the breadth of service that Marigold provides. He is looking forward to working with Marigold and WID as the new building plans move forward.

HIGHLIGHTS OF MARIGOLD AGM AND BOARD MEETING

Held on Saturday, April 13, 2019

Marigold Library System held its Annual General Meeting (AGM) and regular Board Meeting at the Alliance Church in Strathmore, Alberta.

BOARD MEETING FINANCIAL

Unaudited financial statements to March 31, 2019 were accepted for information. Expenses are on track. TRAC levy, TAL membership, insurance and some eResource subscriptions are paid in full at the beginning of the year.

POLICY APPROVAL & DECISION

Policies, Bylaws and schedules reviewed and approved by the Marigold Board:

- Executive Committee Mandate Statement
- Finance Committee Mandate Statement
- Governance Committee Mandate Statement
- Advocacy Committee Mandate Statement
- Standards & Services Committee Mandate Statement
- Human Resources (HR) Committee Mandate Statement
- Executive Committee Job Description
- Executive Committee Composition
- Policy Development Policy—Governance

Elections and committee appointments

Lynda Lyster continues in her position as Chair. As outlined in Marigold's Constitution, the Vice Chair and Treasurer are chosen from members of the Executive Committee and were appointed at the February 13, 2019 Executive Committee meeting.

EXECUTIVE COMMITTEE 2019 - 2020

Lynda Lyster – Bighorn MD #8, Chair
John Getz – Village of Standard, Vice Chair
Gary Billings – Village of Rockyford, Treasurer
Leon Cygman – City of Airdrie
Kristen Anderson – Village of Hussar
Maxine Booker – Acadia MD #34
Dimitri Dimopoulos – Rocky View County
Lil Morrison – Starland County
Susan Roper – Town of Cochrane
Sarah Linde – Town of Okotoks

STANDING COMMITTEES 2019 - 2020

Advocacy

Lil Morrison (Chair)
Melanie Jensen
Helen Veno
Denise Peterson
Jordan Elliott
Teresa Cameron
Lynda Lyster

Building

John Getz (Chair)
Gary Billings
Denise Peterson
Lynda Lyster

Human Resources (HR)

Susan Roper (Chair)
Maxine Booker
Dimitri Dimopoulos
Lynda Lyster

Finance

Gary Billings (Chair)
John Getz
Lynda Lyster

Governance

Kristen Anderson (Chair)
John Getz
Eleanor Chinnick
Jan Dyck
Margaret Nielsen
Denise Peterson
Lynda Lyster

Standards & Services

Maxine Booker (Chair)
Elaine Michaels
Jo Tennant
Lennox Gomes
Leon Cygman
Lynda Lyster

AUDIT

Erin Gregory and Caley Harriman presented Marigold's 2018 financials and answered questions.



Erin Gregory discussed Marigold's financial position at the 2019 AGM.

2018 Audited Financial Statements, prepared by Auditors Gregory, Harriman and Associates, showed Marigold Library System in a healthy financial position with a clean audit.

Revenues increased by \$196,047, mostly because of an increase in current population.

Total Expenses for 2018 increased by \$342,192, mostly because Marigold served a larger population. \$384,000 was moved into internally restricted reserves for a new building and a new vehicle. Community Library Grants and Service Grants paid to member libraries from provincial grant funds, increased by \$18,975, or 3%↑ from the previous year.

Audited Financials are available at:
www.marigold.ab.ca/financial-information

IMPORTANT DATES

- Saturday, August 24, 2019
Beiseker, 9:30 am
- Saturday, November 16, 2019
Carseland 9:30 a.m.

REPORTS

MARIGOLD ANNUAL REPORT:

Building for the Future. The Board approved the Annual Report for distribution to stakeholders. Read more about Marigold's achievements and milestones at:

www.marigold.ab.ca/annual-report

2018 was a year for growing relationships, increased services and programs, and completing necessary steps to move forward with the new joint headquarters building.

- Marigold and WID made strides towards the construction of a new headquarters facility building. The facility land parcel was rezoned and the Sale and Purchase Agreement was signed.
- Memberships for Siksika and Stoney First Nations increased by 33% due to outreach and relationship-building initiatives.
- Last year's website development led to a new streamlined, user-friendly website going live this year.
- There has been increases in the number of cardholders, items loaned, library visits and usage of eResources.
- www.marigold.ab.ca/plan-service

VALUE OF YOUR INVESTMENT reports shows the value of services provided annually by Marigold. Libraries and municipalities benefit directly through the pooling of revenues so that all residents have access to public library resources and services.

POWER OF YOUR LIBRARY CARD report highlights services provided annually by Marigold that are of value to residents living in Counties, Improvement Districts, Special Areas and MDs.

Members are encouraged to share these reports with their local boards and councils.

Please contact Deputy CEO Laura Taylor for more information about the Value of Your Investment
laura@marigold.ab.ca

NEW BUILDING UPDATE:

Marigold continues to work towards the construction of a larger and better equipped headquarters facility in Strathmore in a joint project with Western Irrigation District (WID).

- Marigold and WID negotiated and signed the Development Agreement and the waiver of the Development Agreement condition for the Purchase and Sale Agreement on March 19, 2018.
- The Marigold Executive and the WID Board awarded the tender for prime consulting and architecture services to BRZ Partnership Architecture on April 11, 2018. Draft designs will be available soon.
- The WID land is now zoned Highway Commercial and the subdivision application for the facility site has been submitted to the Town of Strathmore.
- Marigold has paid deposits on the property purchase.



Benefits of co-ownership include: reduced costs of planning; construction and operating a joint facility; alignment with the strategic priorities of all levels of government and enhanced community engagement.

Marigold's **ReNews** publication (included with this *Marigold Report*) gives detailed information and updates concerning our new building plans, funding and progress. All issues of ReNews can be found at:

<http://marigold.ab.ca/new-building>

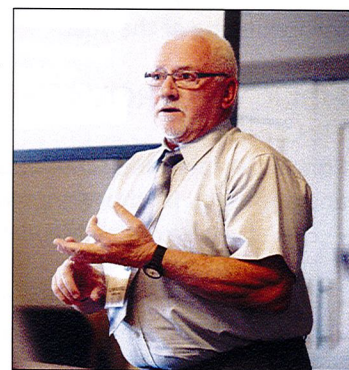
PRESENTATION: A DAY IN THE LIFE OF A MARIGOLD DELIVERY DRIVER

– Glenn Russell, Marigold delivery driver

In 2013, former farm hand, oil rig worker and member of the Armed Forces, Glenn Russell, joined Marigold as one of four delivery drivers.

While he shared some humorous anecdotes about his previous work experience at this year's AGM, he claimed that driving for Marigold is the best job he's ever had. He credited Marigold management for being approachable, considering his input, showing him appreciation and taking a serious approach towards safety.

Russell's job entails the delivery of materials to member libraries, building relationships with library staff as an ambassador for Marigold, and supporting headquarters staff with work-related projects.



Glenn Russell, spoke about his job at the April 2019 AGM.



Digital magazines! Online and mobile access to popular magazine. FREE access with your library card — through your local public library or www.marigold.ab.ca/eResources.



APRIL AGM: MARIGOLD BOARD AND STAFF

Back row (l-r): Jody Kurek, Jan Dyck, John Getz, Leon Cygman, Glen Keiver, Gary Billings, Marilyn Sept, Rene Laughlin, Ian Huffman, Jean Marc Stelter, Jo Tennant, Ed Hogan, Jordan Elliott, Lennox Gomes, Amber Link, Melanie Jensen, Daniel Leronowich, Margaret Nielsen, Kristen Anderson, Lil Morrison, Cynthia Klassen, Nora Ott, Alida Pituka, Teresa Cameron, Denise Peterson, Helen Veno, Michelle Lomond and Bruce Pascal.

Middle row (l-r): Eleanor Chinnick, April Trafford, Bonnie Munro, Sarah Linde, Lynda Lyster, Carlee Pilikowski, Laura Taylor, Karen Neill, Judith Smith and Maxine Booker.

Front row (l-r) Miriam Thompson, Richard Kenig, Barb Froese, Michelle Toombs, Caleigh Haworth, Lynne Price, Kristine den Boon, Nicole Dunnewold, Jessie Bach and Glenn Russell.

SOLUS

Marigold Library Services Consultant Kristine den Boon shared information on Solus, which is a company being considered to develop a new TRACpac app. TRACpac is an online catalogue that provides access to nearly three million books, DVDs and other material to patrons of Marigold, Northern Lights, and Yellowhead Regional and Peace library systems.

BOOST TO E-RESOURCES



Marigold received a generous donation from the Drumheller Library Society for \$5,000 towards the growth of our digital collection. The amount is an increase of \$3,000 over the previous year and stemmed from the society's Casino earnings. Margaret Nielsen (left) presented the cheque to Marigold CEO Michelle Toombs.

IT UPDATES

IT Manager Richard Kenig reported on initiatives currently occurring at Marigold.

OUT WITH THE OLD

The IT department is replacing outdated hardware and software including upgrades to firewalls, security and routers. Staff resources are being separated out. Marigold libraries will be receiving new infrastructure, and new wireless access will make it possible for libraries to use 100% of their bandwidth.

NEW WEBSITE

The newly redesigned website platform is in its final stages. Marigold received funding from the Community Initiatives Program (CIP) towards the cost of the development of the new website templates. Training is already underway for member library staff, and libraries are already creating their own specific content. Seven sites have already gone live with no reported problems.

BOARD & STAFF RECOGNITION

Marigold Board

- 5 years** Eleanor Chinnick (Foothills County)
Judy Smith (Canmore)
- 15 years** Elaine Michaels (Cereal)



Eleanor Chinnick and Laura Taylor



Judy Smith and Laura Taylor

Marigold HQ Staff

- 10 years** Michelle Toombs (CEO)
Clara Cao (Cataloguer)
Nancy Smith (Direct Services Clerk)



Laura Taylor and Michelle Toombs

JOINT FACILITY PROJECT HISTORY



Two years ago, Marigold received the green light from the provincial government for a \$3 million infrastructure grant towards a new headquarters facility – a welcomed infusion that complimented Marigold’s efforts to move forward with plans of a much-needed modern facility with greater capacity, up-to-date safety features, and additional space to carry out day-to-day activities.

Prior to the government’s decision, Marigold had enlisted the services of BRZ Partnership Architecture Inc. to conduct a feasibility study in early 2017 to determine space needs, building options, and costs for expanding the current Marigold Headquarters facility; a 9,650 sq. ft. space in a building originally constructed as an armory in 1953. The study acknowledged issues with occupational health and safety, organizational growth, inadequate space and workflow efficiency. This led the company to recommend acquiring property and building a new facility rather than expanding and modifying the current building or purchasing and renovating a different building.

During Marigold’s search for a vacant site, discussions emerged with the Western Irrigation District (WID) who own several parcels of undeveloped land in Strathmore. The WID and Marigold, two community-minded organizations, forged ahead with a joint-use headquarters building to share and co-own a building. The decision was finalized when the Marigold Board authorized proceeding with planning for a new headquarters facility and enter into the partnership with the WID, in August 2017.

The new headquarters will provide sufficient staging and workroom areas for shipping and receiving, adequate space for the IT department to manage supplies and hardware, safety for loading and unloading vehicles, more parking, better acoustics, larger bathrooms, and an increased capacity to host meetings and training events and to collaborate with community organizations.

Over the years, Marigold set aside \$3 million in reserves, received the \$3 million Alberta Infrastructure grant and managed to secure additional funding of up to \$2 million from Wheatland County.

Over the past year, CivicWorks Planning & Design – who was retained by Marigold and the WID to complete planning and design services for the undeveloped the WID land – presented a conceptual site plan to residents at an Open House at the Strathmore municipal building in September 2018.

In early December 2018, Strathmore’s council voted unanimously to rezone the parcel to Highway Commercial, allowing Marigold and the WID to move forward with a subdivision application. Shortly after, the tender for prime consulting and architectural services was posted. After a review of submissions in January and February, the contract was awarded to BRZ Partnership Architecture Inc. in early April.

Marigold and the WID have entered into a Purchase and Sale Agreement for half of the WID land and signed a Development Agreement. While discussions with the Town of Strathmore regarding the Development Permit application and future preliminary designs and site plans are ongoing, Marigold’s new headquarters facility is on schedule to meet its completion date of Fall 2020.

ReNEWs NEW BUILDING PLANS & PROGRESS

Issue 7 – April 2019



Work on the new headquarters building and co-location with the Western Irrigation District is progressing on schedule, with a focus now on detailed architectural designs and completion of subdivision with the Town of Strathmore.

UPDATES

Marigold and the Western Irrigation District (WID) negotiated and signed the Development Agreement and waiver of the Development Agreement condition for the Purchase and Sale Agreement on March 19. The Development Agreement is a condition within the Purchase and Sale Agreement between Marigold and the WID, which was signed in November, and serves as a guideline from the point of property purchase to the move-in date of the new facility. With the expertise of Marigold’s legal team, insurance advisor and auditors, the document provides information on decision-making methods, dispute resolution, finance management, insurance requirements, and record keeping.

At the end of February, the Marigold Executive and the WID moved forward with engaging BRZ Partnership Architecture Inc. for prime consulting and architecture services. A Canadian Standard Form of Contract for Architectural Services (RAIC6) was prepared between Marigold, the WID and BRZ Partnership Architecture. The contract was reviewed and approved by the Marigold Executive and the WID board and signed on April 11.

The parties have met with the Town of Strathmore and various Development Services Department representatives to discuss the development permit and the necessary next steps. Discussions with the town regarding the Development Permit application as well as site plans and preliminary designs, once created, are ongoing.

Marigold and the WID have also engaged CivicWorks Planning & Design – who were previously hired to complete the municipal planning process, open house and public engagement that was required for the passing of the bylaw for land-use re-designation and rezoning – to work with the Town of Strathmore on the subdivision of the facility parcel. CivicWorks will complete the subdivision application, procure surveyors and other sub-contractors as required and prepare utility easements. According to the town, the subdivision process will take approximately six months.

The project is currently in its pre-design and schematic design phase, with design development expected to commence at the beginning of May. Construction is scheduled to begin later this year to meet the proposed completion date of Fall 2020.

PROJECT HISTORY: Background information and details on past progress including previous issues of ReNews are available on the Marigold website at <http://marigold.ab.ca/new-building>

New Headquarters Facility Timeline



What's next...

Detailed
Architectural
Designs

Development
Permit
application

Completion of
Subdivision with
the Town of
Strathmore

RFP for
Contractor and
tender

Shovels hit the
ground

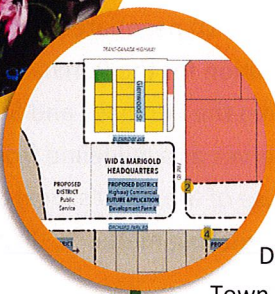
**26 August
2017**

The Marigold Board voted to support the co-location and building of the new headquarters facility, following a year of planning and findings of a Feasibility Study.



**12 December
2017**

Discussions begin with Town of Strathmore for rezoning options, permits and timelines.



**17 October
2018**

Purchase and Sale Agreement for half of the parcel is approved.



January-March 2019

Marigold staff review space needs.



11 April 2019

Prime consulting services awarded to BRZ Partnership Architecture Inc.



Hank Brzezinski
BRZ architect

13 September 2018

CivicWorks Planning & Design, presents conceptual site plan to residents during the Open House at the Strathmore Municipal Building.



18 September 2018

Wheatland County approves loan of up to \$2 million.



5 December 2018

Town of Strathmore council vote to rezone the joint facility parcel to Highway Commercial.



19 March 2019

Marigold and the WID signed the Development Agreement.



August 2017

Marigold proceeds with planning for new headquarters with the WID.



**April-
August 2018**

Joint Facility Committee, with representation from Marigold and the WID meets six times.



MARIGOLD LIBRARY SYSTEM:

Established in March 1981 under the
Libraries Act of Alberta.



Cooperative public library service for
320,000 residents in south-central
Alberta.

44 participating municipalities

Service area of 53,646 km

Governed by the Marigold Board
of 44 appointed representatives

36 member libraries, 11 paperback
deposits, 2 book locker outlets,
and a Library to You (L2U) mail
service

Registered charity

Not for profit municipal collaborative

MISSION

**Marigold cultivates a collaborative library
community to support a range of responsive,
quality library services.**

MARIGOLD LIBRARY SYSTEM

710 2nd Street

Strathmore, AB T1P 1K4

admin@marigold.ab.ca

Telephone: 403.934.5334

Toll free: 1.855.934.5334

www.marigold.ab.ca

Join us on social media



Like us on Facebook: www.facebook.com/MarigoldLibrarySystem
Follow us on Twitter: <http://twitter.com/MarigoldLibSys>
Follow us on Pinterest: www.pinterest.com/marigoldlibs
Follow us on Instagram: www.instagram.com/marigold_library_system

We are Connected

TRAC (The Regional Automation Consortium) with Marigold,
Peace, Northern Lights and Yellowhead Library Systems to share
library software and collaborate on technology development



RISE (Rural Information Service initiative) to provide
videoconferencing capacity and support throughout Alberta; used
for programs, training, meetings, consultations



TAL (The Alberta Library) for collaboration with Alberta's public,
academic & special libraries

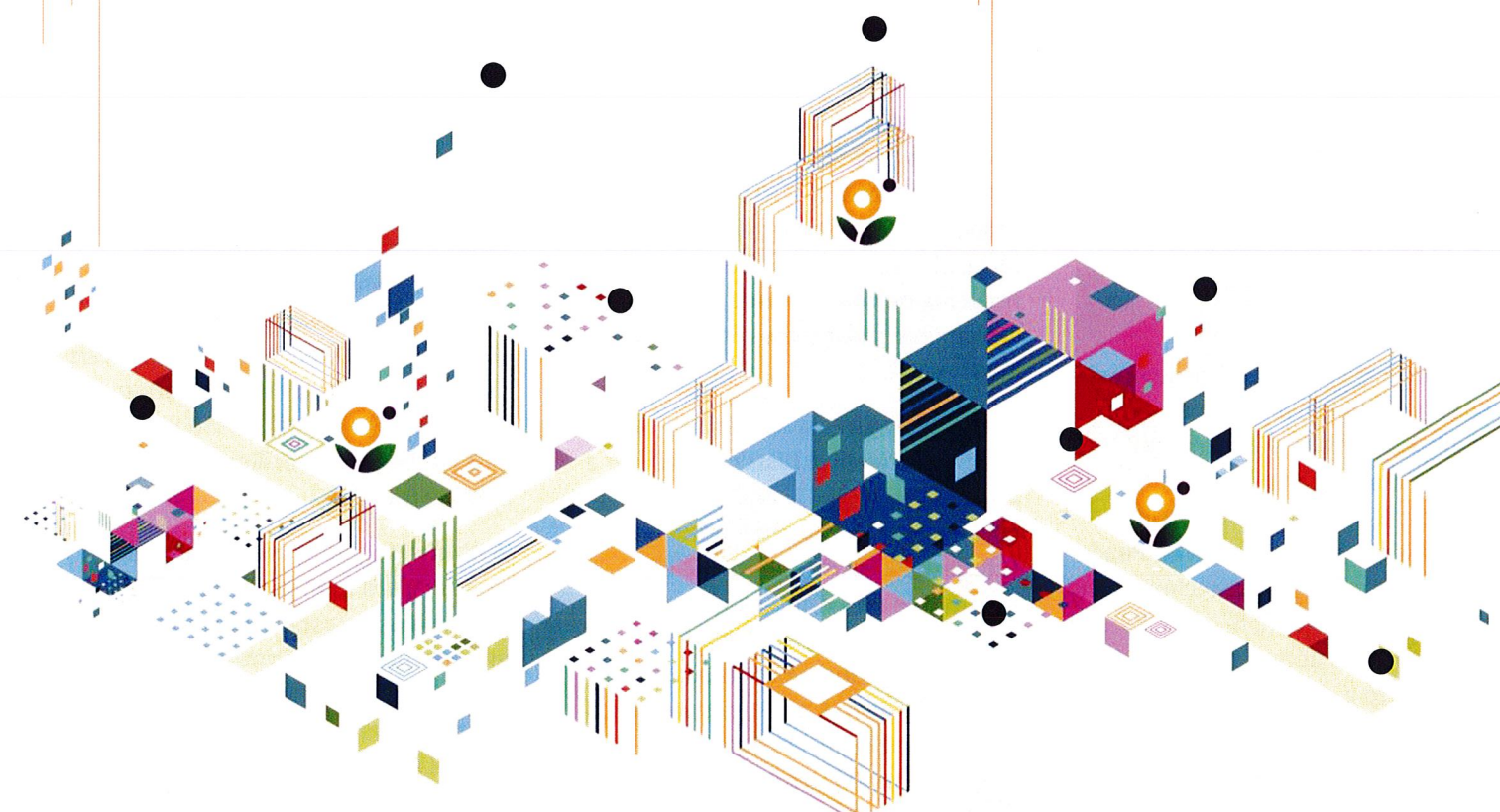


PPG (Calgary and Area Public Purchasing Group); discounts and
shared contracts



ANNUAL REPORT 2018

TOWN OF OKOTOKS
MAY 13 2019
RECEIVED



BUILDING FOR THE FUTURE



Lynda Lyster, Chair

This year's Annual Report theme of Building for the Future reflects our devotion to building strong

relationships, long-lasting community connections and embracing change as we look towards the future.

Building relationships has always been at the forefront of Marigold's operations. It happens daily: on the phone talking to member libraries; in

person when our drivers are delivering books; or when our Library Consultants make scheduled visits. We often have an opportunity to visit with local mayors and interact with dedicated volunteers during our Board meetings – which are held at different Marigold member municipalities throughout the year – and continue to grow our involvement within Alberta communities. Marigold staff provide official presentations to councils and support the various business communities by shopping local.

These relationships bring value and diversity to the Marigold culture and sustaining such rapport is time well invested. When building for the future, those relationships will be of value because technological advancements have an impact on how libraries operate, and that opens doors to many new opportunities to refine our services and develop our new relationships.

While change is in the forecast for Marigold's future, our commitment to excellence and our support for quality library services will not waver.

Lynda Lyster, Chair



Michelle Toombs, CEO

Marigold has soared into 2019 bringing changes to our image, growth in our services and

programs, and progress towards the construction of a new headquarters building – all because of the groundwork laid in 2018.

The website development throughout the past year has resulted in a streamlined website platform with appealing content and nimble navigation. Because of our website development collaboration with Peace Library System and all the technical and design work completed in 2018, 83 libraries and two library systems will gain access to a dynamic new website in 2019.

Marigold experienced growth and increased busyness across the board. In 2018, there were increases in cardholders, items loaned, library visits and usage of eResources. Our outreach

and relationship building yielded 33% more memberships held by Siksika and Stoney Nakoda Nations residents.

Marigold also launched the Holds Pilot with almost all of our member libraries jumping on board. The pilot aims to reduce wait times for patron requests by up to two weeks while saving time, reducing delivery volume, and streamlining workflows for member library staff.

Marigold began collaborating with the Western Irrigation District (WID) on a joint facility in 2017, and this collaboration has been fruitful and future-focused. The Joint Facility Committee met numerous times. Wheatland County agreed to provide contingency funding for the building project if needed, and that was much appreciated by all Marigold stakeholders. Marigold and WID approved the Purchase of Sale Agreement for the land, held an open house at the Strathmore Municipal building, and displayed the building

plans at the Strathmore library – leading to a decision by the Town of Strathmore Council to rezone the parcel to Highway Commercial at the end of 2018. This decision paved the way for next steps in 2019, including signing the Development Agreement with WID and awarding tender for joint prime consulting and architectural services. We are on schedule with the construction of our new headquarters building, thanks to the dedication and hard work from staff, board members, and municipal councillors and administrators.

With exciting new developments to look forward to in 2019, Marigold is determined to capitalize on last year's momentum as we continue to work on building relationships, serving our members well, and preparing for the 'shovel in the ground' celebration at our new headquarters site later this year (2019).

Michelle Toombs, CEO

Shaping Marigold's Future

TOWARDS A NEW HEADQUARTERS FACILITY

- New headquarters building subdivision, development permits, architectural services, planning for new building layout and functions, site preparation and building commencement

WORK PLANS

- Update essential agreements, including the Marigold Agreement
- Review school-housed library agreements
- Assist member libraries with Libraries Act and Occupational Health and Safety legislation compliance

OUTREACH:

- More advocacy training courses for library managers and board members
- Expand Member Libraries' Workshop with more information sessions for board members during each time slot
- Build relationships, seek input and expand service for Indigenous peoples living on and off First Nations reserves

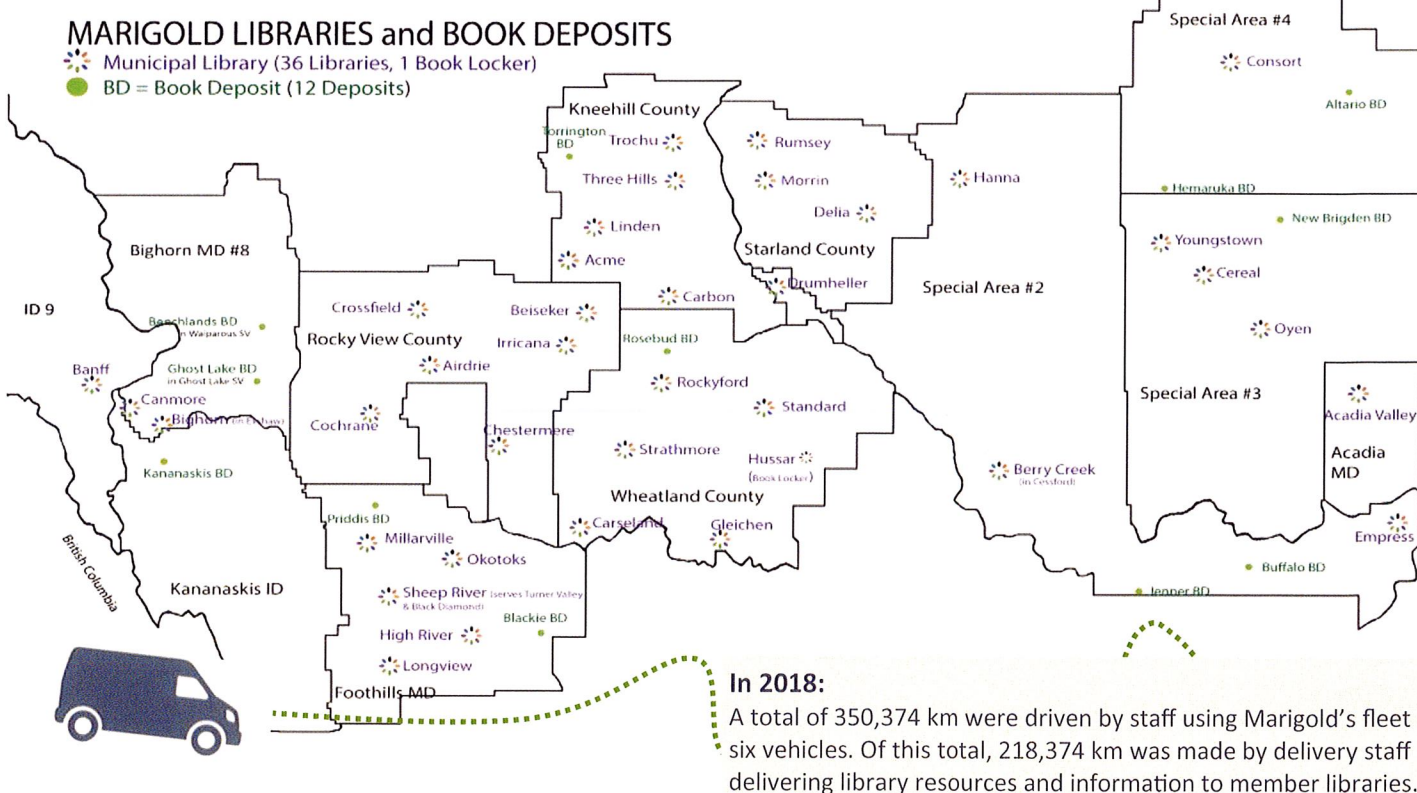
- Encourage more Marigold libraries to access Indigenous grant funding to provide programs and services

BIBLIOGRAPHIC SERVICES

- Support the new Holds Filling workflow with improved reporting and operational efficiencies for headquarters and member library staff
- Collaborate with vendors to provide custom cataloguing and processing programs for special collections
- Manage an increase in the materials budget while refining processes to get new and hot books, TV series, movies and more in patron's hands

IT PROJECTS:

- New website platform launches for headquarters and member libraries
- Website training for member libraries and headquarter staff
- Network and infrastructure projects: Optimize local library bandwidth, upgrade headquarters server infrastructure and operating systems to increase capacity





Expenses 2018: \$5,244,535

2018 FINANCIAL OVERVIEW

% of Expenses		
40%	Salaries & Benefits	Marigold employs 29 staff (26.3 FTE). The Staff organize and deliver direct services to member libraries and residents. This includes Salaries, Employee Benefits, Payroll Expenses, and Training & Development
23%	Materials & Delivery	Books & AV, World Language, Paperbacks & Shared Collections, Professional Collection & Subscriptions, Large Print, Audio Visual, Downloadable/Digital Media, Electronic Resources, Delivery, Processing for Shelf-Ready Content
12%	Transfer Payments	Cash payments to help with resource sharing expenses at member libraries; funding from Rural Library Services Grant and from Marigold operating revenues
3%	TRAC	Polaris Licenses and Support, eBook purchases (costs based on population)
4%	Computers	Maintenance Agreements, Computer Network & Applications, Equipment
2%	Current Building	Caretaking, Insurance, Maintenance, Utilities, Furniture and Equipment
16%	Other Expenses	Professional Fees, Travel and Meetings, Supplies, Programs, Memberships, Marketing, Postage, Freight, Computer Network & Applications

Revenue 2018: \$5,635,556

% of Revenue		
57%	Municipal and Library Board levies paid to Marigold	<ul style="list-style-type: none">\$6.06 per capita — Municipalities with library boards\$10.26 per capita — Municipalities without library board\$4.50 per capita — Library Board (all based on 2017 official population)
35%	Provincial Grants	<ul style="list-style-type: none">\$4.70 per capita — Library System Board Operating Grant to run System & provide services (based on 2016 official population)\$5.55 per capita Rural Library Services Grant — for population in rural municipalities without library boards where Marigold is the governing board (based on 2016 official population) and redistributed to Marigold Libraries as Services Grants\$10.25 per resident — Indigenous Project Grant (Stoney Nakoda & Siksika Nations) based on 2016 population
8%	Other Revenue	Interest, Donations, Contracts and Sales, Grants

Complete Financial Statements are available upon request.
Access Marigold’s 2018 Audited Financial Statements at www.marigold.ab.ca/financial-information

Participating Municipalities and Board Members (as of April 2019)

Acadia M.D. #34	Maxine Booker *	Kananaskis ID	Stephen Dodwell
Village of Acme	Daniel Leronowich	Kneehill County	Glen Keiver
City of Airdrie	Leon Cygman *	Village of Linden	Cynthia Klassen
Town of Banff	Patty Anasco	Village of Longview	Jan Dyck
Village of Beiseker	Sharon King	Village of Morrin	Karen Neill
Bighorn M.D. #8	Lynda Lyster * (Chair)	Village of Munson	Lyle Cawiezel
Town of Black Diamond	Ian Huffman	Town of Okotoks	Sarah Linde *
Town of Canmore	Judith Smith	Town of Oyen	Ed Hogan
Village of Carbon	Michelle Lomond	Village of Rockyford	Gary Billings (Treasurer) *
Village of Cereal	Elaine Michaels	Rocky View County	Dimitri Dimopoulos *
City of Chestermere	Lennox Gomes	Special Areas Board:	
Town of Cochrane	Susan Roper *	- Area #2	Vacant
Village of Consort	Michael Beier	- Area #3	Helen Veno
Town of Crossfield	Jo Tennant	Area #4	Jodi Kurek
Village of Delia	Jordan Elliott	Village of Standard	John Getz * (Vice Chair)
Town of Drumheller	Margaret Nielsen	Starland County	Lil Morrison *
Village of Empress	Nora Sunderland	Town of Strathmore	Denise Peterson
Foothills County	Eleanor Chinnick	Town of Three Hills	Marilyn Sept
Ghost Lake Summer Village	Donna Bauer	Town of Trochu	Bonnie Munro
Town of Hanna	Melanie Jensen	Town of Turner Valley	Ian Huffman
Town of High River	April Trafford	Waiparous Summer Village	Janine Jevne
Village of Hussar	Kristen Anderson *	Wheatland County	Amber Link
ID 9 (Banff)	Jean-Marc Stelter	Village of Youngstown	Renee Laughlin
Town of Irricana	Teresa Cameron		

* Member of Executive Committee

• **32 board, committee and special meetings** were held in-person, by videoconferencing and by teleconference.

• **19 board members** have volunteered to be on one or more of the nine committees at Marigold, and collectively they attended 147 meetings.

• **4 board meetings** are scheduled each year at different member municipality locations.

“ **Strategic Plan, Vision 2020:** Marigold Board agreed that the previous strategic plan (Vision 2018) vision, mission and goals are as timely and relevant today as they were in 2016. **Vision 2020** was confirmed by board members at the April 2018 board meeting. This strategic plan update coincides with the projected move-in date for our new building, and the title inspires us.

- Lynda Lyster Marigold Board Chair

MISSION		STRATEGIC PLAN GOALS: Vision 2016 –2018		SERVICE AREAS
Marigold cultivates a collaborative library community to support a range of responsive, quality library services		1	Marigold will invest in its operational assets and capacity to allow for service expansion.	Headquarters
VISION		2	Marigold will increase its services to member libraries, as space at headquarters and staff time permit.	Service Delivery
Leaders in library service and innovation		3	The Marigold community will better understand the purpose and value of Marigold.	Advocacy & Communication
VALUES		4	Marigold will capitalize upon and nurture the knowledge, skills, and abilities of its community.	Training & Professional Development
Leadership Respect Responsiveness Communication Integrity Inclusiveness Accountability				

“ **We know that our future depends on our ability to adapt and utilize change.**

- Michelle Toombs, CEO

GOAL: Marigold will capitalize upon and nurture the knowledge, skills, and abilities of its community

The Power of Advocacy: Move Your Library Forward course launched

Marigold, Peace and Northern Lights Library Systems collaborated to create an advocacy course with a public library focus. Library staff and board members were provided with tools, practice and group learning so that they can realize persuasive advocacy results in their communities.

Northern Lakes College (NLC) hired a curriculum specialist and instructor; NLC also provided online technologies and support for learners for this five-week live online course.

This course, delivered twice in 2018 with 15 participants from Marigold libraries, had high ratings from participants.

Advocacy projects in Marigold for the pilot course included:

One With Your Library – raising money in Standard to replace the library roof
Investing in Our Library – Increasing funding from City Council – Chestermere
Imagine...Discover...Connect – Increasing awareness and participation in adult programs – Airdrie
Empower Your Future – Introducing Stoney Nakoda Nation Chief and Council to public library services – Marigold Headquarters

“Step outside your boundaries and enjoy where your advocacy journey takes you.”

- Connie May Gross
NLS instructor

Getting the facts out there

Michelle Toombs, Deputy CEO Laura Taylor and Marigold consultants shared ideas about the future, advocated for the new headquarters building, and provided information through presentations, meetings and orientations.

25 presentations to member municipal councils and 11 local library boards to explain Marigold's purpose, services,

107,348 people/
families with library cards
across the system 4.3%↑

Fearlessly Facing the Future: Learning How to Thrive in New Environments

In May, at Marigold's Member Libraries Workshop, Michelle spoke about the workshop theme:

“Since 2009, we've added 100,000 people to Marigold's service population. Changes on the horizon include a new headquarters building, new website, and more integration of our catalogue records with the Internet.

Even with all these changes and a concerted effort to engage Albertans in guiding community-led public library service, we still battle library stereotypes of yesteryear. Those with fond memories of the library that they used when they were growing up, hang on to those nostalgic views. Too many people think that the library is either dead or on life support. We strive to change that mindset because we know that libraries are very busy people places. **We know that our future depends on our ability to adapt and utilize change.**

GOAL: Marigold will capitalize upon and nurture the knowledge, skills, and abilities of its community



Training

For library, headquarters staff, patrons:

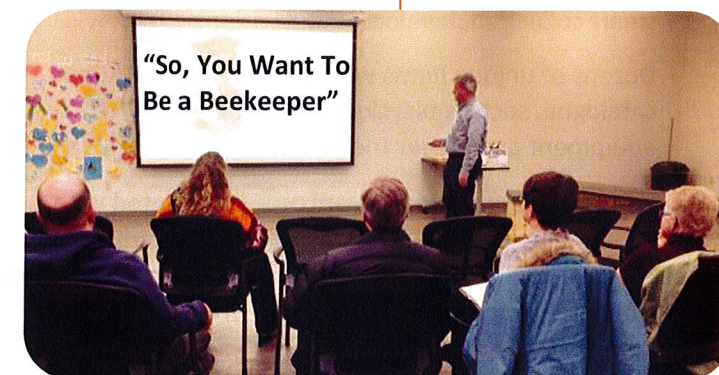
- 22 in-person training sessions – 167 participants
- 3 videoconference training sessions – 17 participants
- 10 Webinar staff training sessions – 58 participants
- 5 in-person patron presentations – 46 patrons
- Marigold's social media presence more visible and relevant with regular posts from Marigold staff – 2,000 followers/likes each month on Facebook, Pinterest, Twitter and Instagram

- **Marigold Member Libraries' Workshop – 173 library staff and board members** (most ever) participated in 13 sessions, including a keynote address by Todd Hirsch from ATB and 11 breakout session presenters from outside Marigold.
- **612 total subscribers:** Caleigh Haworth's **Professional Development Resources newsletter** saw a 51% increase in subscribers across Canada, the U.S. and Europe.

“I just want to send you a quick note to THANK YOU for putting together the consistently amazing newsletter . . . it has become a cornerstone of my Professional Development – the free resources allow me to continually grow and improve during a time of increasing budget constraints. I always recommend this newsletter to my colleagues.

- Mandi, University of Northern British Columbia

- **77 consultation visits** at member libraries and by videoconference. **Six training sessions** for new library managers.
- **RISE videoconference program** offerings increased with 28 RISE programs arranged by Marigold – Popular programs included “No Space, No Problem: Vertical Gardening” (10 libraries, 69 attendees), and “So, You Want To Be a Beekeeper?” (7 libraries, 55 attendees).
- IT Manager Richard Kenig organized a **week-long intensive training session for IT staff across the province** on the topic of core infrastructure (e.g., the Fortigate devices that process SuperNet signals).



Teaching a staff member at Old Sun College on how to place holds via the TRACpac





Library Leaders meeting

- **Thirty-four library** managers, staff and board members attended presentations and discussions on mental health, health and safety and employment standards.
- A staff-based Health and Safety Committee was formed to be compliant with OH&S legislation.
- Nora Ott, Administrative Assistant & HR Coordinator, assisted member libraries with OH&S materials, information and standards advice, and presented at a Library Leaders meeting.

Canadian Occupational Health and Safety legislation requires employers to have a health and safety program in their workplace.

EMPOWER YOUR FUTURE

Two summer students were hired for **16-week terms** and **delivered 89 programs to 25** member libraries, with program attendance of **795 participants**.

Programming impact on smaller libraries: Summer student Grant noted the most enjoyable aspect of his job was experiencing the amazing impact that Marigold has on some of the smaller communities that are only open a few days during the summer. He expanded his coding program, adding a new robot to the roster called the Sphero. This little ball can roll around, light up, and make cool noises that kids really love.

“Working at Marigold has given me a positive and dynamic perspective on working in the library community and has thus encouraged me to go forth with my education and pursue a long-term career in this industry. I loved this job and am very grateful to have had this opportunity.”

Summer Program Support Assistant
— Kaytlynn Fowler

“It’s been great working together to make our ideas come to life and our programs a success.”

Tiahna and Gwendora
Summer outreach students



Caleigh (headquarters) with summer students Gwendora, Grant, Kaytlynn and Tiahna

Over the summer Kaytlynn visited 17 member libraries to deliver TD Summer Reading Club programming. The theme was Feed Your Passions, within which she created four different programs with eight unique crafts and activities, including Galaxy Jars, Ocean in a Bottle, Magical Wand bookmarks, and a scavenger hunt.

Siksika Outreach Students Tiahna and Gwendora stated they were blessed to have played a part in an organization that does so much for the sake of a community.

Marigold Committed to Health and Safety in the Workplace

- Speakers were hired to address Employment Standards changes, stress, burnout, and performance pressures.
- Training was offered to Marigold staff and member library staff on: back care, HeartMath (stress relief), Preventing Violence in the Workplace, First Aid and chair yoga.
- Staff who drive Marigold vehicles took part in AMA driving courses.
- GoFleet tracking software was installed in Marigold vehicles:
 - Safety first — vehicles tracked during inclement weather
 - Drivers can access help in remote areas with no cell coverage.

Strengthening Collaborations and Partnerships Within and Outside of Alberta

Partnerships inspire innovative services

- Calgary Public Library
- Calgary & Area Public Purchasing Group (PPG)
- Northern Lakes College
- RISE Network
- SAIT Library Information Technology Advisory Council (LIT)
- The Alberta Library (TAL)
- The Regional Automation Consortium (TRAC) — Marigold, Peace, Northern Lights, and Yellowhead library systems
- Town of Strathmore and Wheatland County
- The Western Irrigation District (WID)

National and international connections

- American Library Association (ALA)
- Innovative Users Group (IUG)
- Ontario Library Association (OLA) Super Conference
- Pacific Northwest Library Association (PNLA)
- Public Library Association (PLA) - division of ALA

Colleagues at conferences and trade shows

- Alberta Association of Library Technicians (AALT)
- Alberta Public Library Administrator’s Council (APLAC)
- Alberta Urban Municipalities Association (AUMA) trade show
- Canadian Federation of Library Associations (CFLA)
- Library Association of Alberta (LAA) organizes the Alberta Library Conference (ALC) in Jasper
- Rural Municipalities of Alberta (RMA)
- Southern Alberta Library Conference (SALC)



Corey, Marigold’s SAIT practicum student, receives a crash course on shipping & receiving in a regional library system headquarters

Michelle Toombs’ membership on the SAIT LIT Advisory Council in Calgary has resulted in a closer partnership with SAIT and the practicum placement of a SAIT student at Marigold.

Twenty-nine students came for a tour of Marigold headquarters to learn about library systems as part of their curriculum.

Michelle Toombs interviewed by *link* (The Magazine for SAIT Alumni)

“Libraries are sanctuaries for many people, including people struggling with mental illness or homelessness,” says Michelle Toombs, CEO of the Marigold Library System and a member of SAIT’s Library Information Technology Program Advisory Committee. “Because libraries are for everyone and open to all, they can offer refuge, companionship, hope and creativity to people who need it.”

Scroll down at: <https://saitalumniilink.ca/2018/10/a-tale-of-libraries-reimagined/>



Mugo's Managing Director Peter Keung and Lead Designer Angela Chan, meet with Marigold's and Peace Library System's web teams

Expanding Possibilities

“Developments in technology will impact how Marigold member libraries operate, deliver services and interact with communities in the future. There will be an increasing community demand for seamless computer access, online tools, remote services and digital collections.

Richard Kenig IT Manager and Lynne Price Director of Service Delivery
Marigold Library System

GOAL: Marigold will increase services to member libraries as space at headquarters and staff time permit

Through our Technology Plan, and following the guidance of an Information Technology Policy, Marigold continues to grow a culture of technology that supports problem solving, exceptional customer service, collaboration and innovation. Marigold headquarters is the central hub for the delivery of computerized public library services for Marigold member libraries.

Website development and planning continued throughout 2018. Peace Library System and Marigold are collaborating on this project which will bring a new website to 83 libraries and two headquarters.

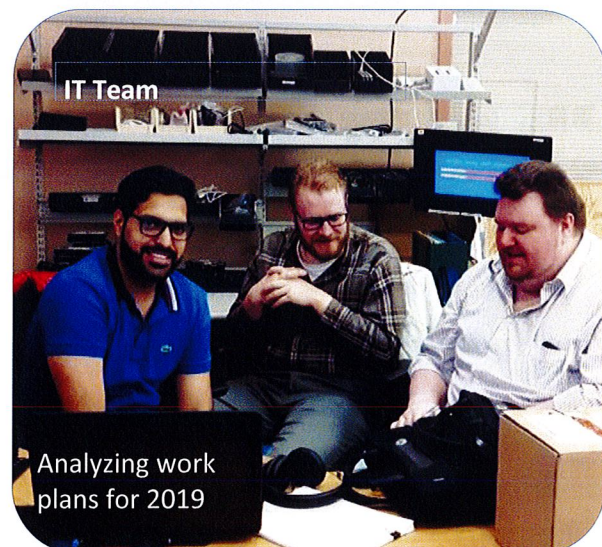
- eZ Systems (Norway) platform installed
- Features and functionality identified; website development and integration with Polaris library systems by Mugo (Vancouver)
- Demo that revealed the new website design for the first time was well received by everyone in attendance at the November 17 Board meeting

IT infrastructure reconfiguration

- Domain controllers and email server were replaced
- Operating system was upgraded
- IT network architecture redesign to enhance security and access

We're here to help — IT team 2018

- Resolved **1092 help desk tickets** and made **66 on-site visits** to install and fix IT equipment
- Completed **988 remote sessions** with member library staff to troubleshoot by phone, videoconference or remote (desktop) connection; **totaling over 600 hours of staff time**
- Provided (on request) mobile laptop labs and a mobile tab lab (containing an Android device, an Apple device, and an eReader) to member libraries to complement training and library programming



Analyzing work plans for 2019

Marigold's Annual Making a Difference Award

This award acknowledges member libraries that have displayed excellence in programming, outreach, advocacy and public relations, partnerships, increased cardholder initiatives, and innovative use of videoconferencing. A winner from a small, medium and large library were chosen by Marigold's Advocacy Committee. Each library received a commemorative plaque and cheque for \$500 presented at the annual Member Libraries' Workshop.

Community Benefit — Cochrane Library population 27,960

In a community filled with young families, grandparents who often care for grandchildren, and homeschoolers, this event received incredibly positive feedback and media coverage.

Cochrane Library was given the opportunity to host *The Book Bash Canadian Children's Literature Festival*, bringing the magic of reading to Cochrane. The event featured famed family entertainer Fred Penner, and introduced children and families to many incredible Canadian authors, brought to life the magic of stories and songs, and celebrated literacy. In partnership with Scholastic Canada and Cochrane's Friends Group, the library was able to hand out free books to all attendees to keep the power of literacy going.



Cochrane Public Library's Community and Outreach Program Librarian Andrea Johnston, Director Jeri Maitland, and Marigold's Nicole Talsma

Community Benefit — Banff Library population 8,875

The program was a tremendous success with 317 participants, leading to the program being repeated twice in 2017, and will be offered every Saturday going forward.

Banff Library's *Once Upon an Alphabet* program is a prime example of a library making a difference in their community. In partnership with the Bow Valley Learning Council, the library designed a program to meet the need for both family literacy programming and inclusive programming for newcomer families. The program began as an eight-week session, featuring storytime, a craft, and snacks. This program was well-planned and provides invaluable connections for families, the library, and the community.



Banff Public Library's Acting Library Director Susan Repstock, Assistant Library Director Monique Fiedler, and Marigold's Kristine den Boon

Future Focus — Carbon Library, population 500

The local school teachers have tied the contest into their classes, and other schools in the area have contacted the library to find out how to run the program.

Carbon Library truly embodied the concept of "future focus" for their Making a Difference Award application. Library staff and board members paired the need to engage with the young kids in Carbon by encouraging them to write. Students participating in the *Creating Young Authors* contest were given a subject heading and word count. The winning stories were bound and displayed in the library to share with community members, and a local author (and board member) has offered to host a Learn to Write course. This program is a great example of promoting literacy in young readers and the authors of the future.

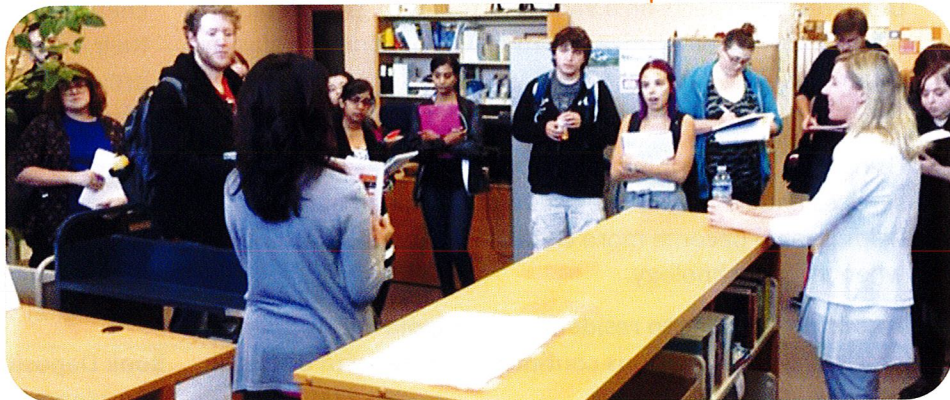


Carbon Public Library's Board Chair Holly Laffin, Library Manager Jay-Lynn Boutin and Marigold's Nicole Dunnewold

Building Community Connections

On August 30 Marigold hosted 29 first-year SAIT LIT (Library and Information Technology) students and instructors for a tour and information session about regional library systems with a focus on Marigold.

According to the SAIT LIT website page: "LIT students gain proficiency in every area of library operations, from database searching, library network technology, cataloguing and classification to public relations, web design and records management. The two-year LIT diploma is offered at SAIT as a day-time diploma program. Students can also begin this diploma by completing Continuing education courses."

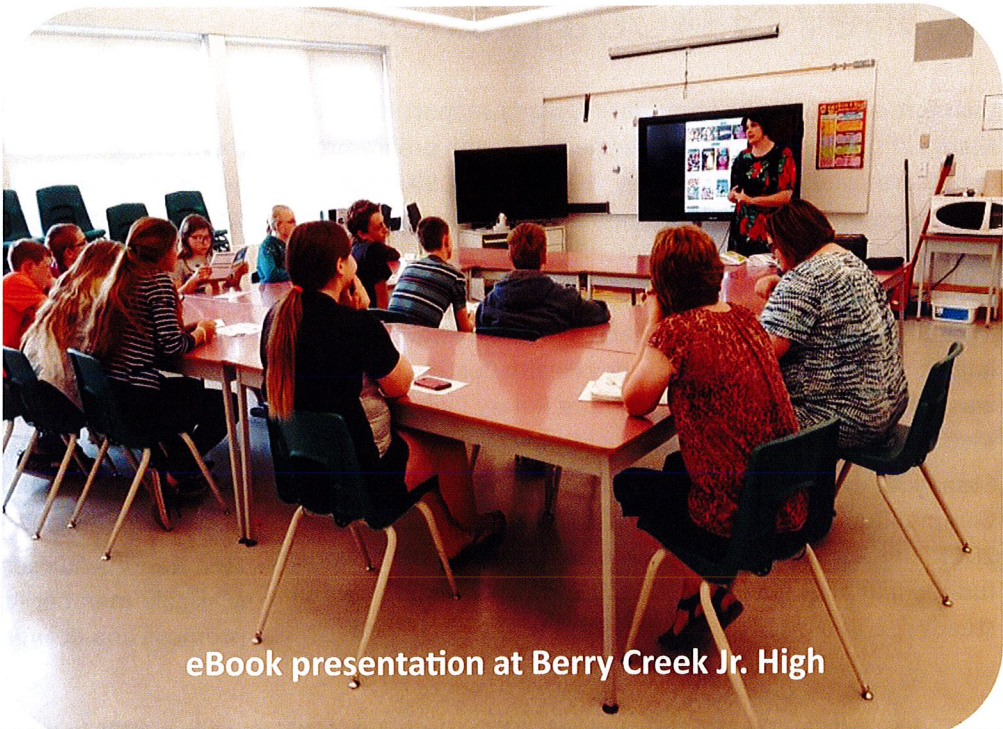


This is the forth year that Marigold has collaborated with SAIT LIT to provide a tour to the students. SAIT instructors Heather Wylie and Danny De Castro accompanied the students.

DIRECT SERVICES:

5 in-person patron training sessions provided to 46 attendees

Marigold in the Community and Online



eBook presentation at Berry Creek Jr. High

107,348 people/families with library cards	2,123,122 items loaned to Marigold cardholders	1,022,165 items loaned & borrowed between libraries	21,759 items checked out at Marigold libraries by MELibraries patrons (outside of TRAC)
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2018 library use statistics demonstrate the continued usage and relevance of public libraries in Marigold.

eResource	Statistic
eBooks Borrowed	206,813 borrowed (includes OverDrive and Cloud Library)
Freegal	30,901 songs downloaded 56,355 songs streamed
TumbleBooks	6,211 children's books accessed
Hoopla	20,456 items streamed
Press Reader	17,551 newspaper views
RBDigital	24,762 magazines downloaded
Flipster	496 downloads, 454 online views of magazines (Aug to Dec)
Solaro	19,681 instances used — curriculum support
Lynda.com	1,322 users viewed 2,944 hours of video

Check out Marigold eResources at: marigold.ab.ca/eresources

More about TRAC on page 17

Collaborating with Siksika and Stoney Nakoda Nations

Canmore and Cochrane librarians regularly support Rose Reid, Marigold's Indigenous Outreach Specialist, with programming for children and adults at Morley. In December, **90 children** from the Morley Kindergarten came to the Canmore Library for crafts.

Baby Book Bags for new moms – On June 13, Lynda Lyster, Michelle Toombs, Laura Taylor and Rose Reid attended the launch of this project at the Stoney Health Centre. The event was a project funded by the Canmore Rotary Club in association with Marigold and the Stoney Health Centre.

Stoney Nakoda reading room was set up in the Stoney Family Community Resource Centre in Morley AB in the spring of 2017. The reading room was a key component of the summer fun reading program in 2018 and has experienced a slow but steady rise in usage. Although there is no way to track how

Participating at fairs, flea markets and events, issuing library cards and engaging attendees with green screen and button maker.

many people are using the room, it is clear from social media mentions, and the regular need to tidy the shelves, that it is growing in popularity. The reading room is stocked entirely with donated books.

Marigold employed two Siksika Nation summer students, who helped with weekly summer drop-in programs for children at Siksika Deerfoot Sportsplex and who presented story and craft programs at Marigold libraries.

Cochrane, Airdrie, Banff, Linden and Canmore received Indigenous grant money to fund local programs. For example, Linden hosted an Indigenous Peoples of Canada event to explain what it was like living as a Plains Indigenous person. First Nations Advisory Committee with representatives from Marigold member libraries met twice to discuss how to promote and deliver services.

Engaging Directly with the Library Community

“**Marigold headquarters directly engages with residents and supports public libraries in providing relevant, vital and cost-effective service.**

- Lynne Price, Director of Service Delivery

Year round programming

For children in member communities: Minecraft, Storytime for preschoolers, coding and literacy programs.

Through the TeensBOOKingit.com platform, an online website that encourages teens and tweens to express and share their creativity.

Programming

Delivered by experts on a variety of topics (e.g. gardening in Alberta, beekeeping, yoga, creative writing, drawing classes, estate planning, law topics).

Training

Using digital subscriptions like digital magazines, streaming services and how to use devices and download ebooks — helps people become more confident and self-sufficient when using technology.

Direct library service to residents in Marigold's Municipalities and Nations continues to grow with outreach programs

Marigold's Training & Communications Coordinator and Consultants have taught children in schools how to use the Solaro curriculum eResource. Marigold staff have delivered numerous programs hosted at schools on Siksika and Stoney Nakoda Nations.

Marigold provides training for volunteers (including local boards, other volunteers, and the Marigold Board) and for the general public on topics such as training, advocacy, and other educational series.

Access to library collections:

Marigold . . .

Issues library cards to rural patrons from headquarters and at a community event

Provides collections of large print books loaned to seniors' lodges.

Makes it possible for residents to use computers, access high-speed Internet and download content in an affordable

way. Marigold pays for eBooks, streaming music, movies and TV shows, online databases for business training, genealogy research, language learning software and more—all accessible on our website.

Provides TumbleBooks and other eResources for parents to use with babies and preschoolers to build literacy and help prepare them for school.

Enables students to improve their grades at home or on their devices with Solaro, an online platform Marigold provides that has test prep and study guides for Alberta curriculum.

Library to You (L2U)

If residents cannot get to a public library, Marigold loans books and DVDs by mail. L2U patrons also get remote access to library materials like downloadable eBooks, music and digital subscriptions.

Book Deposits

Residents have access to deposits located in small communities throughout Marigold. Residents can borrow materials (including bestsellers) on an honour system basis. Marigold staff help maintain deposits, support local volunteers, sign people up for library cards and present information and activities at community events. Marigold replenishes the collection annually with adult, children's and teen materials.

Interlibrary Loan and Delivery

Marigold staff fill up the Interlibrary Loan lockers in Hussar, so items go directly into the hands of patrons.

Facilitates access to materials from academic and public libraries outside TRAC and outside Alberta.

2,123,122
items loaned to Marigold cardholders

The result of these and other outreach initiatives is a 33% increase in memberships held by residents of Siksika and Stoney Nakoda Nations from 2017.



Marigold staff — beyond our borders

- Michelle is president of TRAC, which is a society in good standing to finance and support a shared catalogue, integrated library system applications, shared eResources and online customer conveniences for 180 libraries and four library systems (Marigold, Peace, Northern Lights and Yellowhead). (more about TRAC on page 17).
- Michelle is on the SAIT LIT Advisory Council, which has resulted in a closer partnership with SAIT.
- SAIT's LINK magazine article "Tale of Libraries, Reimagine." -- Michelle was interviewed, photographed and quoted (see page 7)
- Laura Taylor — Chair of the TAL Licensing Committee
- Caleigh Haworth — LAA (Library Association of Alberta) conference planning
- Laura Taylor — PLSB Best Practices for Alberta Public Libraries
- Lynne Price — PLSB's Delivery Review Committee

**UNADOPTED MINUTES
OF THE MUNICIPAL PLANNING COMMISSION
OF THE TOWN OF THE OKOTOKS
THURSDAY, MAY 16, 2019
IN THE OKOTOKS MUNICIPAL CENTRE
COUNCIL CHAMBER**

COMMITTEE MEMBERS Darren Flood, Chair
PRESENT Councillor Heemeryck
 Councillor Rockley
 Claudia Kreplin
 Karen Neal

COMMITTEE MEMBERS Jesse Krsa
ABSENT Merlin MacNaughton

STAFF PRESENT Tina Rilcoe, Recording Secretary

1. ADOPTION OF AGENDA

1.1 Call to Order

Chair Flood called the meeting to order at 7:00 p.m.

1.2 Additions and/or Deletions
None

1.3 Adoption

MOTION 19.MPC.024

By Councillor Heemeryck

That the May 16, 2019 agenda for the Municipal Planning Commission be adopted as presented.

Carried Unanimously

2. MINUTES OF PREVIOUS MEETING

2.1 Municipal Planning Commission Meeting - April 18, 2019

MOTION 19.MPC.025

By C. Kreplin

That the minutes of the Municipal Planning Commission Meeting held April 18, 2019 be adopted as presented.

Carried Unanimously

3. SUBDIVISION APPLICATIONS

3.1 D11-DR12 (D'Arcy Phase 7)

Address/Legal: D'Arcy Neighbourhood / Lot 3, Block 9, Plan 181 0640

M. Greenwich, Planner, reviewed the report.

There was discussion regarding the noise analysis and sound attenuation fencing.

MOTION 19.MPC.026

By Councillor Rockley

That the subdivision application for D'Arcy Phase 7 (D11-DR12) be approved subject to the following conditions:

1. The Plan of Subdivision shall be in the form approved by the Subdivision Authority on May 16, 2019.
2. The registered owner of the land being subdivided shall enter into a Subdivision Servicing Agreement pursuant to Section 655 of the Municipal Government Act to address, among other things, the construction of all services to the satisfaction of the Town of Okotoks; the payment of all applicable off-site levies; and the submission of performance securities in the amount and form required by the Town of Okotoks.
3. Prior to entering into a Subdivision Servicing Agreement, the registered owner of the land being subdivided must:
 - a. submit engineering design plans acceptable to the Municipal Engineer and consistent with the Town of Okotoks General Design and Construction Specifications, including amongst other things:
 - i. details on the design and installation of a pedestrian crossing across Sandstone Gate at the Northridge Drive intersection, including associated pedestrian connections to the regional pathway system.
4. Prior to endorsement of the Plan of Subdivision, the registered owner of the land being subdivided must pay any outstanding property taxes levied against the subdivision lands.
5. Concurrent with the registration of the Plan of Subdivision, the registered owner of the land being subdivided must:
 - a. grant and register all such plans and agreements as are required to effectively grant to Okotoks all necessary utility rights of way, temporary access and/or easements including but not limited to those required for water, sewerage, transportation, interim road connections, irrigation, drainage including overland drainage, fuel, electric power, heat, telecommunications and waste management works and undertakings;

- b. partially discharge the Deferred Reserve Caveat registered against Lot 1, Block 9, Plan 151 2942 from the area that is the subject of this subdivision plan; and
- c. register by caveat against the lots created by registration of the plan of subdivision, the Subdivision Servicing Agreement pursuant to Section 655 of the Act.

REASONS FOR DECISION

- 1. D'Arcy Phase 7 [D11-DR12] complies with the Okotoks Municipal Development Plan (Bylaw 50-98), Northwest Okotoks Area Structure Plan (Bylaw 49-98), Okotoks Land Use Bylaw (40-98) and the D'Arcy Outline Plan approved by the Municipal Planning Commission on February 16, 2017; and
- 2. Subdivision conditions included in this approval ensure compliance of D'Arcy Phase 7 [D11-DR12] with Town of Okotoks subdivision development policies, standards and practices.

Carried Unanimously

- 3.2 D11-BP26 (Operations Site Subdivision and MR Disposal Referral)
Address/Legal: 1112 and 1118 North Railway St /
NE¼ 21 and NW¼ 22 20-29-W4M

C. Gainer, Senior Planner, reviewed the report.

There was discussion regarding an access agreement and the disposal of the municipal reserve lands.

MOTION 19.MPC.027

By K. Neal

That Administration be directed to advise Council that the Municipal Planning Commission supports the disposal of municipal reserve from Lot RB, Plan 741 0113

and

That subdivision application D11-BP26 (Town Operations Site) be approved subject to the following conditions:

- 1. The Plan of Subdivision shall be in the form approved by the Subdivision Authority on May 16, 2019.
- 2. The proposed disposal of municipal reserve lands (Lot RB, Plan 741 0113) be approved by Council prior to the endorsement of the Plan of Subdivision.
- 3. The revised natural boundary be confirmed by the Ministry responsible for the *Public Lands Act* prior to the endorsement of the Plan of Subdivision.

4. Concurrent with the registration of the Plan of Survey, the existing deferred reserve caveat be discharged and replaced with an updated deferred reserve caveat.

REASONS FOR DECISION

1. Subdivision Application D11-BP26 complies with the Okotoks Municipal Development Plan (Bylaw 50-98) and the Okotoks Land Use Bylaw (40-98); and
2. Subdivision conditions included in this approval ensure compliance of Subdivision Application D11-BP26 with Town of Okotoks subdivision development policies, standards and practices.

Carried Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

None

5. STATUTORY PLANS AND BYLAWS

None

6. FURTHER BUSINESS

None

7. INFORMATION REGARDING DEVELOPMENT MATTERS

- 7.1 Development Permit Application List
A copy of the Development Permit Application list was provided in the Agenda package.
- 7.2 Reports to Council
April 8, 2019
 - * Chief Administrative Officer's Report;
 - * Bylaw 15-19 - Municipal Development Plan Amendment;
 - * Bylaw 16-19 - Land Use Bylaw Amendment;
 - * Bylaw 17-19 - Land Use Bylaw Amendment
 April 22, 2019
 - * Chief Administrative Officer's Report;
 - * Bylaw 13-19 - Land Use Redesignation;
 - * Bylaw 14-19 - Land Use Redesignation;
 - * Bylaw 15-19 - Municipal Development Plan Amendment;
 - * Bylaw 16-19 - Land Use Bylaw Amendment; and
 - * Response to Councillor Inquiry - Fence Heights.

MOTION 19.MPC.028

By C. Kreplin

That items 7.1 and 7.2 be received as information.

Carried Unanimously

8. MONTHLY UPDATES

K. Humby, Planning & Engineering Administrator, queried the members regarding the format of the agenda package supplied to the members.

- It was agreed that going forward a summary will be supplied to the members which will include a link to the Reports to Council.

9. ADJOURNMENT**MOTION 19.MPC.029**

By K. Neal

That the May 16, 2019 meeting of the Municipal Planning Commission adjourn at 7:35 p.m.

Carried Unanimously

Darren Flood, Chair

Tina Rilcoe, Recording Secretary