



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, OCTOBER 8, 2019 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

*Barrhead....a quality community....giving a quality lifestyle*

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – October 1, 2019
4. Public Hearings
  - (a) There is no Public Hearing
5. Delegations
  - (a) Delegation at 5:30 p.m. – Mr. Rod Roodenburg and Mr. Richard White of ION Brand Design at 5:30 p.m.
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Policy 12-017, Violence/Bullying/Harassment Policy
  - (b) Blue Heron Bowling Alley Condition Assessment
  - (c) Blue Heron Boardwalk Site Assessment Summary

8. Reports - The Council Reports
  - (a) CAO's Report
9. Minutes
  - (a) Barrhead & District Twinning Committee Meeting – September 11, 2019
10. Bylaws
  - (a) Bylaw 09-2019, the Subdivision Authority Bylaw
11. Correspondence
  - (a) Barrhead Bowling Association – September 23/19
12. For the Good of Council
13. Tabled Items
14. In-Camera
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, OCTOBER 1, 2019,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald, L. Penny and D. Smith

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services

Others: Barry Kerton, Barrhead Leader and Mark Cappis, 97.9 The Range

**ABSENT**

**CALL TO ORDER**

Mayor McKenzie called the meeting to order at 5:30 p.m.

**AGENDA**

The agenda was reviewed.

302-19

Moved by Cr. Kluin that the agenda be accepted with the following addition:

- 7(a) Accessibility Coalition

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of September 10, 2019, were reviewed.

303-19

Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of September 10, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Rita Cardinal and Ms. Linda Livingstone, from PJ Elite Services Ltd. at 5:30 p.m.

Ms. Rita Cardinal discussed with Council the public transportation services provided by her company PJ Elite Services Ltd. She provided an overview and history of her company and advised they provide transportation services to the disabled and seniors and would like to expand to the Barrhead Area. She also provided a PowerPoint presentation and discussed adding additional services such as medical delivery, meal planning, cleaning services etc. Her service costs are \$30/hour plus \$0.50/km over 100 km and waiting time is \$15/hour.

**EXITED**

Mayor McKenzie and Council thanked Ms. Rita Cardinal and Ms. Linda Livingstone for their presentation and they exited the Chambers at 6:06 p.m.

304-19

Moved by Cr. Klumph that Council accept the presentation of PJ Elite Services Ltd. as information and not take any further action.

CARRIED UNANIMOUSLY

**ACCESSIBILITY COALITION**

Cr. Kluin discussed the Coalition and advised that they will be holding an Accessibility Challenge on May 4, 2020 and would like the use of the Charles Godberson Rotary Room at the Agrena at no charge to the Coalition.

The Accessibility Challenge would have participants with no disabilities take on normal tasks using a wheelchair or walker to make people aware of the challenges that persons with disabilities face daily.

Council discussed and prior to a decision requested that Cr. Kluin bring back further information on costs to a future Council Meeting for further discussion.

- 305-19 Moved by Mayor McKenzie that Council receive the Accessibility Challenge as information at this time and that Cr. Kluin bring back information for Council's consideration at a future meeting.

CARRIED UNANIMOUSLY

## **REPORTS TO COUNCIL**

The following Reports to Council as of October 1, 2019, were reviewed:

- Barrhead Cares Coalition
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library
- Twinning Committee

- 306-19 Moved by Cr. Assaf that the following Reports to Council as of October 1, 2019, be accepted as information:

- Barrhead Cares Coalition
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library
- Twinning Committee

CARRIED UNANIMOUSLY

## **MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society – June 20, 2019
- Barrhead & District Social Housing Association – August 27, 2019

- 307-19 Moved by Cr. Penny that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE ITEM**

The following correspondence item was reviewed:

Letter from Alberta Municipal Affairs dated August 30, 2019 regarding the 2019 Minister's Awards for Municipal Excellence in the partnership category for the "Barrhead & Area Regional Crime Coalition (BARCC)".

- 308-19 Moved by Cr. Klumph that Council accept the letter from Alberta Municipal Affairs dated August 30, 2019 regarding the 2019 Minister's Awards for Municipal Excellence in the partnership category for the "Barrhead & Area Regional Crime Coalition (BARCC)", as information.

CARRIED UNANIMOUSLY

## **FOR THE GOOD OF COUNCIL**

Cr. Oswald thanked the Twinning Committee for a job well done on the A/JTMA Conference which was held on September 20-21 in Barrhead. She also thanked the Barrhead Agricultural Society for the Wildrose Finals Rodeo.

Cr. Penny thanked the Twinning Committee for a job well done. She also stated that the Art Walk was well done.

Cr. Klumph thanked the Twinning Committee for a job well done on the A/JTMA Conference. He also congratulated the AUMA for a very well done AUMA Conference.

Mayor McKenzie thanked the Councillors for attending events on his behalf. Cr. Kluin thanked Sergeant Dodds of the RCMP for the Town Hall Meeting on Wednesday, September 25, 2019 at the Seniors Drop In Centre.

Cr. Assaf congratulated the Wildrose Rodeo Committee and the Agrena staff for a job well done.



**IN-CAMERA – LAND UPDATE FOIP ACT  
SECTION 16**

309-19                      Moved by Cr. Assaf that Council go in-camera at 6:42 p.m.  
CARRIED UNANIMOUSLY

**OUT-OF-CAMERA**

310-19                      Moved by Cr. Penny that Council come out-of-camera at 6:55 p.m.  
CARRIED UNANIMOUSLY

311-19                      Moved by Cr. Assaf that Council instruct Administration to prepare a Purchase Agreement for Lot 9A, Block 1, Plan 0521175 for a Skate Board Park as directed with the funds derived from the Town's Capital Reserve.  
CARRIED UNANIMOUSLY

**ADJOURN**

312-19                      Moved by Cr. Penny that the Council Meeting be adjourned at 6:56 p.m.  
CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** 5:30 p.m. Delegation

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## **1.0 PURPOSE:**

Delegation – Rod Roodenburg & Richard White of ION Brand Design at 5:30 p.m. to discuss the Town's new branding initiative.

## **2.0 BACKGROUND AND DISCUSSION:**

Representatives from ION Brand Design will be meeting with Council to provide a status report on the phase one of the branding identity project including next steps.

## **3.0 ALTERNATIVES:**

- 3.1 That Council accept the presentation of ION Brand Design as information and approve creative Direction #1 moving forward.
- 3.2 That Council accept the presentation of ION Brand Design as information and approve creative Direction #2 moving forward.
- 3.3 That Council accept the presentation of ION Brand Design as information and approve creative Direction # 3 moving forward.

## **4.0 FINANCIAL IMPLICATIONS:**

Not Applicable – as this portion of the project is incorporated with the previously approved budget.

## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

## **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 ION Brand Design Brandwise Strategy

**9.0 RECOMMENDATION:**

That Council accept the presentation of ION Brand Design as information and approve creative Direction # 3 moving forward

(original signed by the CAO)  
Edward LeBlanc  
CAO



# TOWN OF BARRHEAD

BRANDWISE STRATEGY



Developed by Ion Brand Design  
Summer 2019





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## 1.0 PROJECT OVERVIEW

### FOREWORD

Governments are creating experiences wittingly or unwittingly. They need to consider how these experiences impact citizens as well as the future health of their communities as an organism. As such, four interrelated attributes that are integral to municipal branding include:

- » What you stand for and why citizens care about what you do;
- » The value provided through initiatives and services;
- » The quality of all the interactions a community has with government;
- » The future opportunities to deliver more value to your community.

The dynamics of this relationship change over time, but the objective must be for ongoing consumer engagement. Experience Design integrates brand relevance with a focus on engagement in order to sustain the government/consumer relationship. It addresses the behaviors of real people at every stage during the design process, creating value for the human experience.

In 2007 the Canada Public Service Agency, recognized it did not have an overall and integrated corporate brand, which is essential to compete for

attention and retention of messages.

Furthermore, it understood the requirement for branding is about more than messages – it is about getting Canadians in general to understand and appreciate that the Public Service excels at doing its job well and is essential to the well being of Canada and Canadians. This way, people will want to work for the Public Service, position it as the employer of choice, and attract new talent and make employees proud to be part of it.

The Town of Barrhead has different strategic priorities, but similarly recognized an opportunity to fill a gap in its community engagement practices with a view to a more sustainable and higher value brand.

Barrhead Town Council identified **economic development and increased social capital** as strategic priorities. These priorities require a developed brand which will support marketing initiatives and business investment campaigns. Additionally, there is a growing demand for improved communication and engagement with residents, businesses, visitors, and community stakeholders, so an implementation strategy will be required to accompany the brand.

Ion has been engaged to develop a distinct brand identity for the Township of Barrhead which will guide ongoing marketing and communications initiatives.

### PROJECT DELIVERABLES

As part of this project, Ion will develop the following materials:

- » Ion will develop a Brandwise strategy, based on community and staff input, and a new community brand that builds on the strategic work done to date by the Town
- » A visual brand identity that includes design concepts, logos, typography, colour palettes and other products to support the overall brand identity.
- » The visual brand identity will be delivered with a brand book and guidelines for use which will include core brand applications such as signage, stationery, and additional templates.
- » Visual design recommendations for the website and other existing assets to ensure it is in line with the overall brand.
- » A tactical implementation plan
- » Marketing strategies and video





# SECTION 1

# Research



## 1.1 CURRENT REALITY



The backbone of the Town of Barrhead's economy is agriculture, with strong oil & gas industry support base. The Town's claim to fame is Aaron the 8-foot Blue Heron. Exceptional recreational facilities lend themselves to annual sporting events along with several festivals and celebrated annual events including two rodeos.

Rich natural features and exceptional sports opportunities make the Barrhead region a virtual candy land for outdoor enthusiasts. Barrhead is less than 150 km from Edmonton, yet getting in front of potential visitors, investors, or new residents is a challenge.

While short term marketing efforts have been made, results are substandard with mixed messaging and a lack of clarity surrounding target markets. The existing official logo is decades old, cluttered, and is often mistaken for the logo of the neighbouring County. The tagline *Barrhead – A Quality Community With a Quality Lifestyle*, is generic, dated, and does not separate the Town from any other Albertan municipality. A new logo was created roughly five years ago using the iconic Blue Heron which is now utilized mostly by the Recreation Department and is on town signs, while the traditional town crest is still used on all official communications, further leading to ambiguity.

The brand strategy and visual identity guide need to reflect both the community of Barrhead and the local government as an organization. The implementation strategy must provide guidance on how to make the best use of the brand, where to market and to whom, while recognizing that the Town has limited internal resources and expertise.

The developed brand should embody the following traits:

**Uniformity:** The brand should convey a common message and image to audiences both within and outside of the Town of Barrhead. A defined message that will market the Town of Barrhead locally, provincially, and nationally as a great place to live, work, and do business.

**Community Pride:** Identify and promote what makes the Town of Barrhead distinct and appealing in a regionally competitive environment for investors, businesses, retailers, visitors, and residents. It should be a strong and unique brand differentiating the Town from demographically similar destinations.

**Flexibility:** The brand must be flexible and adaptable, yet maintain a degree of consistency to meet the needs of the Town as well as local groups and businesses in their specific marketing initiatives. Core brand values should be translatable and easy to appropriate by local third-party events and organizations.

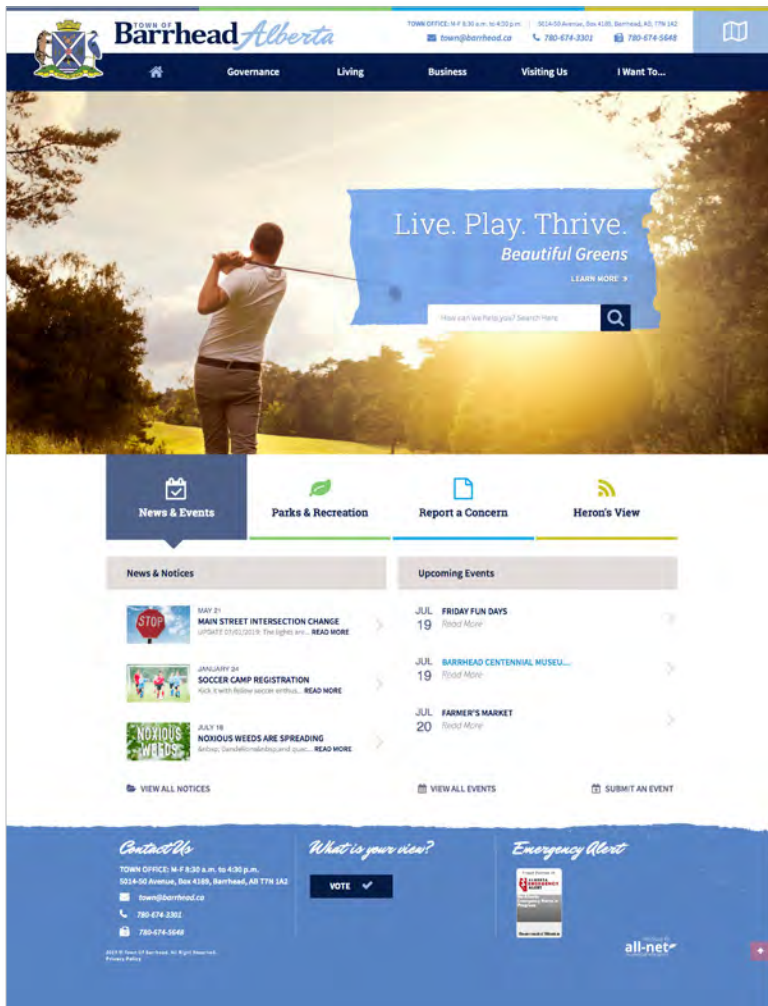
**Authenticity:** The brand must accurately represent and resonate with citizens, businesses, and community groups within the Town of Barrhead and throughout the region. Embracing of the brand by local stakeholders is extremely important to the amplification of regional marketing efforts.

## 1.2 VISUAL AUDIT

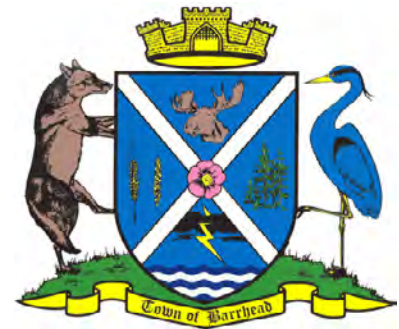
### Current Logos



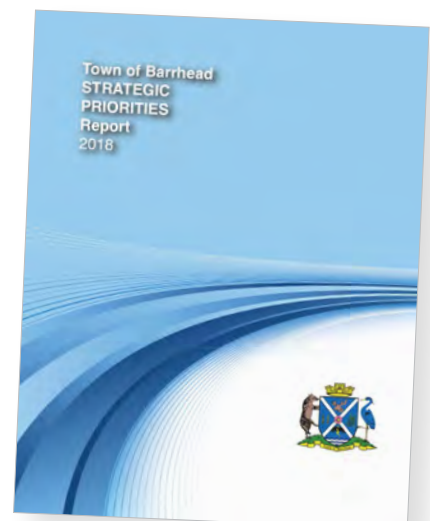
### Current Website



### Current Crest



### Strategic Priorities Report



## 1.2 VISUAL AUDIT

Sample Newspaper Ad



**TOWN OF BARRHEAD**

**SUMMER PROGRAM REGISTRATION**  
It's here! The 2019 Summer Program Guide is available at [www.barrhead.ca](http://www.barrhead.ca) and hard copies will be available at the Aquatic Centre and Town Office later this week.  
**WHEN:** June 19-20 from 8:30am-6:30pm  
June 21, 24-26 from 8:00am-4:30pm  
**WHERE:** Barrhead Regional Aquatic Centre  
**ONLINE:** Opens June 19 at <https://app.booking.ca/barrheadpub>  
If you have questions about available programs, ask us early before registration opens so we can fit your child with the right summer experience.  
Summer.rec@barrhead.ca or 780-674-2532.

**PUBLIC HEARING NOTICE**  
**Municipal Development Plan**  
The Town of Barrhead is updating the Municipal Development Plan Bylaw 05-2019. This document helps guide development within the Town. Public input, both oral and written, is a very important part of this process and now we are looking for your feedback before second and third reading. The Public Hearing is scheduled for:  
**Tuesday June 25, 2019 at 5:30 p.m.**  
Town of Barrhead Council Chambers  
5014-90 Avenue, South Doors  
To read the draft visit [www.barrhead.ca](http://www.barrhead.ca) or visit the main office. If you cannot attend this public hearing, send your feedback to [town@barrhead.ca](mailto:town@barrhead.ca) or call 780-674-3301.

**CANADA DAY MOVIE NIGHT**  
Part of our festivities on Canada Day involve watching an outdoor movie! Vote for which movie you want us and the Barrhead Public Library to screen:  
• Ralph Breaks the Internet  
• Mary Poppins Returns  
• Hotel Transylvania 3 Summer Vacation  
• Incredibles 2  
Vote by calling 780-674-2532, email [recreation@barrhead.ca](mailto:recreation@barrhead.ca) or online at [www.barrhead.ca](http://www.barrhead.ca)

**DOG PARK OPEN**  
We are pleased to welcome every person and pooch to our new local dog park south of the ball diamonds across from the Splash Park. It is fully fenced for the safety of your pet, including a separate area for smaller canines, and multiple pet waste stations are provided for your convenience.  
This is a pilot project for our community and its future depends on responsible users and pet owners. Please clean up after your pet and respect the posted rules & regulations. Additional details can be found at [www.barrhead.ca](http://www.barrhead.ca).

**PROTECT YOUR VEHICLES**  
Town crews are working on filling road cracks. Keep your vehicles clean by **slowing down** and watching for road work signs.

Email: [town@barrhead.ca](mailto:town@barrhead.ca) Phone: 780-674-3301 Website: [www.barrhead.ca](http://www.barrhead.ca)

Tourism Postcard

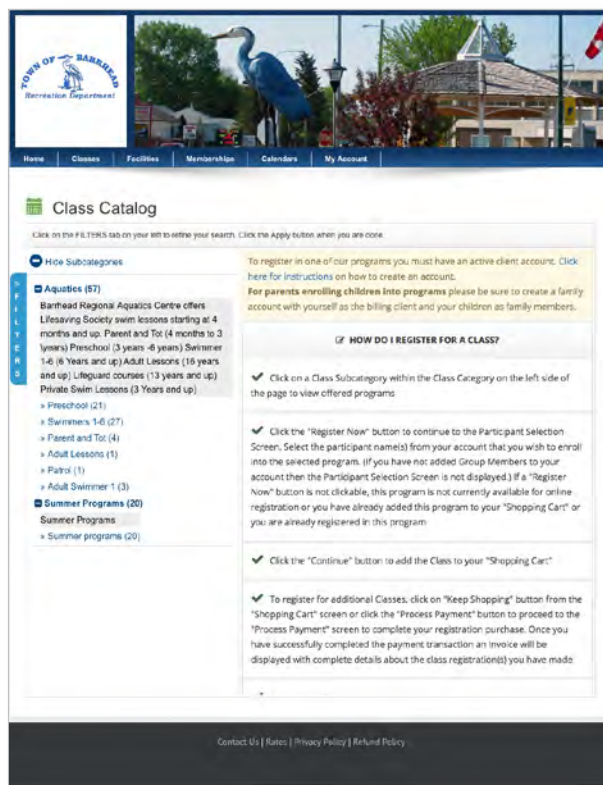


Business & Community Guideline



Special Notice

Recreation Department Website



The screenshot shows the Town of Barrhead Recreation Department website. The header includes the town logo and navigation links: Home, Classes, Facilities, Memberships, Calendar, My Account. The main content area is titled 'Class Catalog' and lists various programs under 'Aquatics (87)' and 'Summer Programs (26)'. A sidebar on the right provides instructions on how to register for a class, including steps like 'Click on a Class Subcategory', 'Click the "Register Now" button', and 'Click the "Continue" button'.



## Recreation Examples



## Swimming Lesson Schedules

## 2019 May & June Swim Lessons

### 5 Week Condensed Session

May 27 - June 3	May 28 - June 4	May 29 - June 5	May 30 - June 6
Monday/Thursday	Monday/Thursday	Monday/Thursday	Monday/Thursday
Parent & Tot 1000	Parent & Tot 1000	Parent & Tot 1000	Parent & Tot 1000
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May 12 - June 18	May 13 - June 19	May 14 - June 20	May 15 - June 21
Monday/Thursday	Monday/Thursday	Monday/Thursday	Monday/Thursday
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May 27 - June 3	May 28 - June 4	May 29 - June 5	May 30 - June 6
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## AUGUST LESSONS 2019

Page 1-16	Page 17-32	Page 33-48	Page 49-64	Page 65-80	Page 81-96	Page 97-112
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## Subdivision Ad

**Barrhead... A Quality Community...With A Quality Lifestyle**

**Beaver Brook Lots on Sale Now!**

Highway 10  
1000 sq. ft. lots  
1000 sq. ft. lots  
1000 sq. ft. lots

**Seniors Services**  
Seniors are an important part of the community. The Barrhead & County Social Housing Authority offers housing units to the community that are geared to the needs of our active seniors. In-house senior center is open to the community and offers a wide range of social programs for seniors throughout the year.

**Education**  
The Barrhead Public Library is located at the corner of 10th and 10th. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

**Shopping**  
Main Street has many shops and services to make your life easier. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

**Health Services**  
The Barrhead Public Library is located at the corner of 10th and 10th. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

## Discover Barrhead Pamphlet

**Discover Barrhead**

**Events**  
Barrhead has many events throughout the year. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

**Map of Barrhead**  
A map of Barrhead showing the location of the library, the senior center, and the shopping area.

**Upcoming Events**  
Barrhead has many events throughout the year. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

**Facilities**  
Barrhead has many facilities throughout the year. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.

**More About Us**  
Barrhead is a quality community with a quality lifestyle. The library is a member of the Barrhead Regional Library System. The library offers a wide range of social programs for seniors throughout the year.



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1.2 VISUAL AUDIT









1.2 VISUAL AUDIT









## 1.3 VISUAL LANDSCAPE

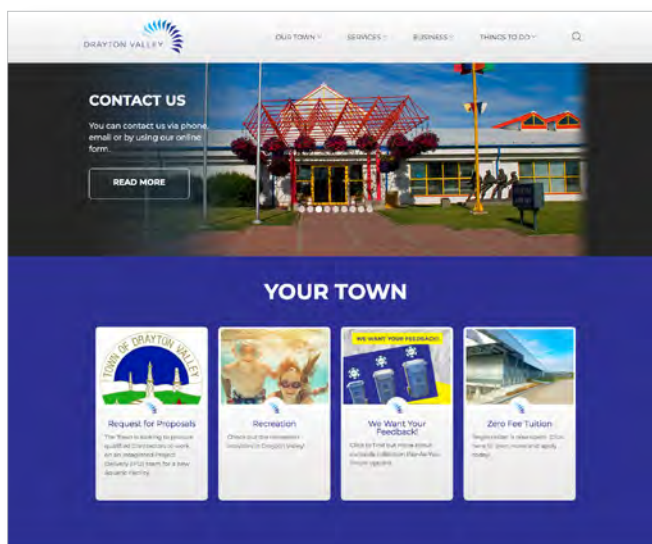
### FORWARD

Providing the visual context of a brand by understanding the overall landscape is an important aspect of ensuring both differentiation and alignment. In the process of the design development of an identity and a brand we look to see what the environment looks like, meaning we search out regional examples or others farther afield if they offer contrast or have a similar profile so we can assure we are establishing distinctive brand attributes that will help secure the Town's brand integrity and value.

The following pages are presented to indicate some of the towns that Ion compared with the Town of Barrhead brand – many of which are similar in size, scope or may be direct competitors.

Generally speaking, many of the towns and counties throughout Alberta have been paying much closer attention to their brands in recent years, clearly with a view to enhancing their profile, providing better or optimized services, for economic development and other benefits that a focused place branding strategy can be expected to yield.

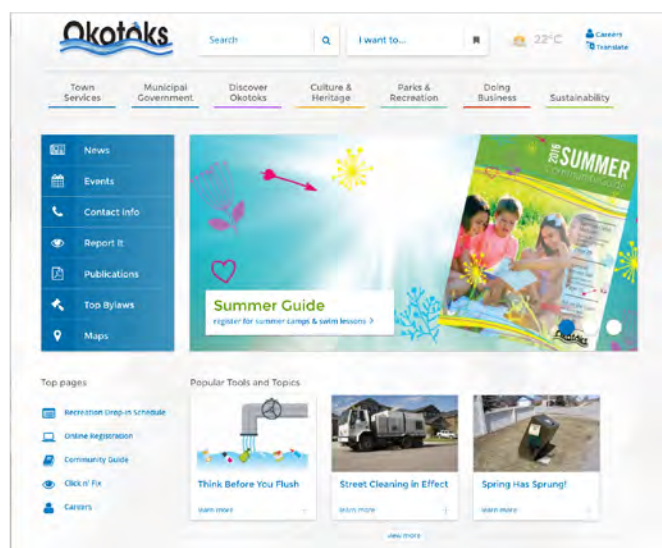
While only logos and websites are shown on the following pages to represent the towns in question, these are simply to establish a rough baseline with the understanding that this is not a complete competitor analysis or regional brand audit. We acknowledge that a great deal of effort and resources go to developing infrastructure (roads, hospitals, recreational and cultural facilities, schools, wayfinding, etc.) that contribute to a place making experience, many of which are necessarily highlighted in this review. Local economic development reports, as they are made available to Ion, along with Statistics Canada and other resources may be further reviewed in the context of the brand development.



The Drayton Valley community is an interconnected network of people, businesses and organizations that collectively contribute to the vibrancy and prosperity of the community. The town says: “Our drive to succeed in everything we do – our innovative, sustainable future – is all possible through hard work, by who we are, and by each of us coming together to support our neighbours and our community.”

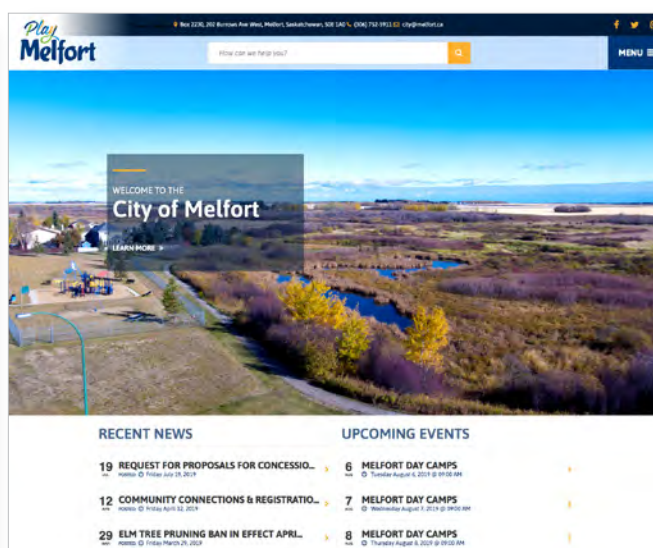
They continue on the say that Drayton Valley’s success is built on the collective successes of everyone living and working in the community, by pulling together, the community and its residents are stronger and more resilient. Population: 7, 235

[draytonvalley.ca](http://draytonvalley.ca)



Okotoks, Alberta, is situated on the Sheep River, approximately 18 km (11 mi) south of the City of Calgary. The town is a member of the Calgary Regional Partnership, a cooperative of municipalities within the Calgary Region. Okotoks has emerged as a bedroom community of Calgary. According to the 2016 Census, the town has a population of 28,881.

**okotoks.ca**

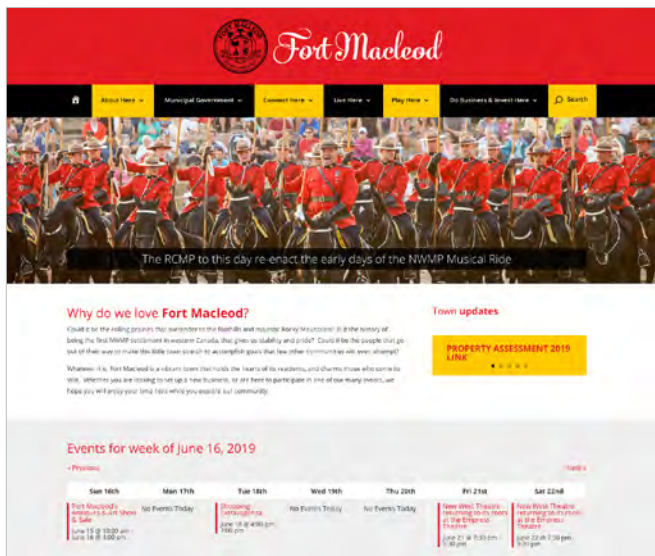


Melfort, the “City of Northern Lights”, is nestled in the heart of Saskatchewan’s great North-East, a land dominated by soil rich farmland and a variety of forests, lakes and beaches. At a population of just under 6,000, Melfort offers a refuge from excessive crime, traffic tie-ups, and stress.

Melfort also offers good health and education services. The Melfort Union Hospital provides a wide spectrum of clinical services and the North East School tends for academic growth of the communities young citizens. In addition, the Cumberland Regional College provides a variety of educational opportunities for adults in the area including a full range of first and second year classes from the Universities of Regina and Saskatoon and SIAST. Melfort has a variety of first rate parks and facilities to enhance the leisure pursuits of its citizens. The Northern Lights Palace with its large multi-purpose arena and indoor leisure wave pool, water slide, whirlpool, sauna and swimming pool, is the focal point of recreational facilities for northeastern Saskatchewan.

**cityofmelfort.ca**

## 1.3 VISUAL LANDSCAPE



Fort Macleod, AB, was founded in 1874 with the arrival of the North West Mounted Police, led by Colonel James F. Macleod. The NWMP force had been formed to protect Canadian sovereignty in the West. This interest was being threatened by the disruptive and unlawful practices of American whiskey traders who were trading deadly “firewater” for buffalo robes, wolf skins, and other items of value. The arrival of the NWMP put an end to the illicit trade in the Blackfoot, Blood, and Peigan Indian territory. Moreover, they established an official federal presence in the North West Territories of Canada, which were being eyed by the United States for possible annexation, and effectively opened the Canadian West to settlers. Fort Macleod was the first permanent police post in the British North–West. Population: 2,967

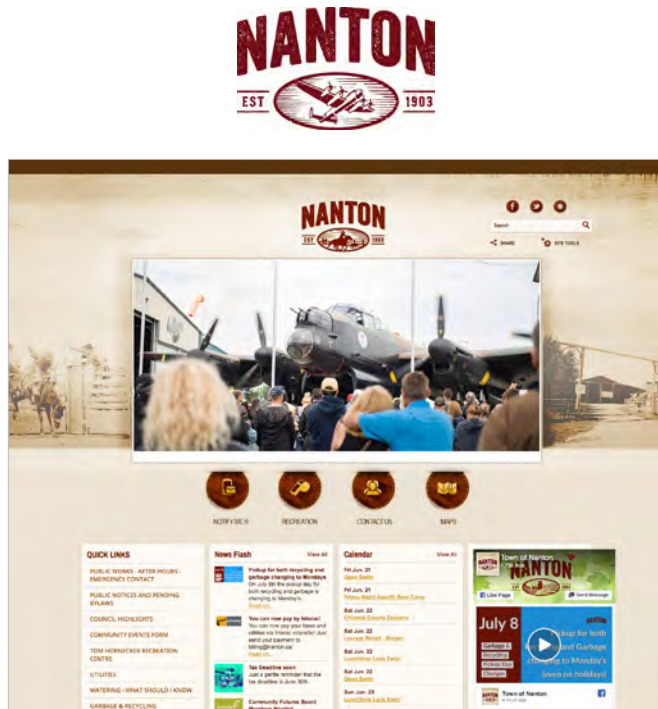
**fortmacleod.com**



Westlock is a town in central Alberta, Canada. Founded in 1913, the town is primarily an agricultural, business, and government administration centre serving communities and rural areas within surrounding Westlock County. In the 2016 Census of Population conducted by Statistics Canada, the Town of Westlock recorded a population of 5,101 living in 2,142 of its 2,333 total private dwellings, a 5.8% change from its 2011 population of 4,823, with a land area of 13.37 km<sup>2</sup> (5.16 sq mi). The area around Westlock is primarily agricultural, although there is some oil and gas activity. The main employers include hotels and inns that cater to oilpatch workers, farm implement dealerships, and some small manufacturing, and still retains its original purpose as a centre for the grain trade. It is a centre of government as it is the location of Westlock County's municipal office and home of public and Catholic schools, a courthouse, a public library, and a modern hospital.

**westlock.ca**





Pioneers first settled in the Mosquito Creek Community (Nanton area) in the late 1800s and early 1900s. On June 22, 1903, a village was formed and named Nanton, after the late Sir Augustus Naunton (1869-1925). Sir Augustus Naunton was a partner in the financial firm, Osler, Hammond and Nanton, of Ontario. He was sent by the firm to the west to investigate investment in farm mortgages. Renowned for his sound judgment, he became the director for many companies, including the Canadian Pacific Railway, Hudson's Bay Company, Great West Life, and Dominion Bank. He arranged financing of the Calgary and Edmonton Railway, sold subsequently to the Canadian Pacific Railway. It was his close association with these two companies that led the community to name the village Nanton and in the summer of 1907, the town was incorporated. Population:

**nanton.ca**



Vermilion, AB was established as a village in 1906, and incorporated as a town later that year. The town got its name from the red clay in the river valley, and means, 'A bright red mercuric sulphide used as a pigment.'

One early enterprise was the Vermilion Brick Factory, which operated from about 1906 to 1914, producing more than 1.5 million bricks in that time.

The Imperial Block on Main Street, still in use today, is one building constructed of the local brick. Downtown Vermilion also reflects the community's intriguing past. Many older buildings in the business core have been recently restored through a cooperative initiative of the Town, local businesses, and the Alberta Main Street Programme.

**vermilion.ca**

## 1.3 VISUAL LANDSCAPE



Cochrane is a town in the Canadian province of Alberta. The town is located 18 km west of the Calgary city limits along Highway 1A. Cochrane is one of the fastest growing communities in Canada .

Cochrane was named after Senator Matthew Henry Cochrane, the man who established the Cochrane Rancho in 1881. The Canadian Pacific Railway granted the town site in 1885 and named it in honour of Senator Cochrane, but few people made Cochrane their home despite the surrounding ranching population.

The little hamlet of Cochrane became a village in 1903 and in 1906 had a population of 158 residents. Five years later the village boasted a population of 395 residents. Population: 25,853

[cochrane.ca](http://cochrane.ca)

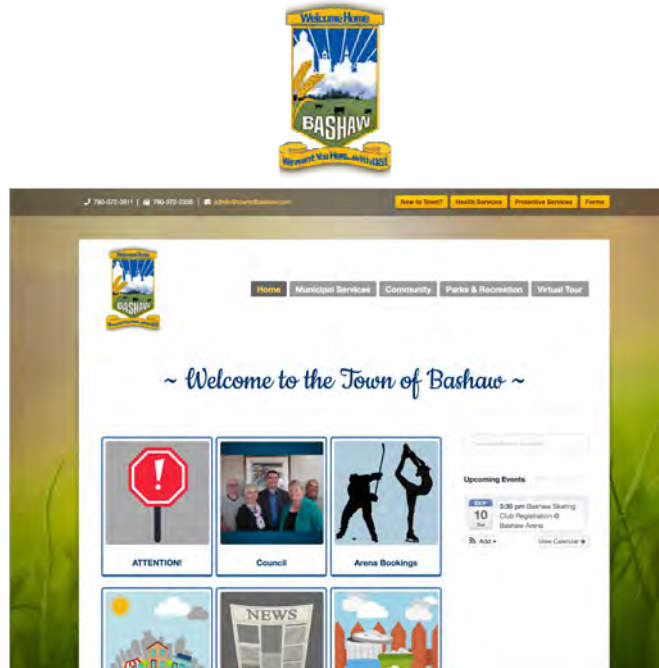


Whitecourt, AB, is located within Woodlands County. It is located approximately 177 km northwest of Edmonton and 279 km southeast of Grande Prairie at the junction of Highway 43 and Highway 32, and has an elevation of 690 m. The Whitecourt meteor impact crater is found on nearby Whitecourt Mountain. Whitecourt is also located at the confluence of four waterways – the Athabasca River, McLeod River, Sakwatamau River and Beaver Creek. A Canadian National rail line runs through the town.

The Town has branded itself as the Snowmobile Capital of Alberta and its motto is Let's Go. Population: 10,204

[whitecourt.ca](http://whitecourt.ca)

## SECTION 1: RESEARCH



Bashaw is a town in central Alberta located at the junction of Highway 21 and Highway 53. The community has the name of Eugene Bashaw, an original owner of the town site. Population: 925

**[townofbashaw.com](http://townofbashaw.com)**



Wainwright is a town in east-central Alberta, Canada, 206 kilometres southeast of Edmonton. Located west of the Alberta–Saskatchewan border, Wainwright is 61 kilometres south of Vermilion in the Battle River valley. Highway 41, called the Buffalo Trail, and Highway 14 go through the town. Population: 6,270

**[wainwright.ca](http://wainwright.ca)**



## 1.4 STAKEHOLDER INPUT – OVERVIEW

Community workshops were conducted on July 10th and 11th, 2019. Approximately 80 people participated over the two days, representing all ages. A number of community organizations were represented as well as business owners, rural stakeholders and members of Town Council and staff.

Participants worked through several exercises that teased out the vision of what Barrhead would feel and look like in 2029 (ten years hence).

They analyzed descriptors that came up in person-to-person interviews conducted before the workshops, in order to better delineate meaning.

They looked at this through the lenses of Education; Community Building; Economic Development; Sports and Recreation; and Health and Wellness to create stories of the future. They also looked at life in 2029 through the eyes of someone working in Creative/High Tech industries; Youth; Business Owner; Farmer and a Family.



## PERSON ON THE STREET INTERVIEWS

Barrhead staff conducted 30 taped or videotaped interviews. Four questionnaires were filled in and we observed one Town Council meeting (Barrhead Cares Committee). Of those interviewed, at least 20 people were born in Barrhead. About 80% of respondents said they couldn't think of anywhere else they'd want to live, although two people said they would rather elsewhere. The data from these interviews informed the structure of our subsequent brand workshops.

## Descriptors people most often used:

- » Friendly
- » Quiet
- » Generous  
(both financially and socially)
- » Small
- » Everyone knows each other
- » Peaceful
- » Low-key, laid back
- » Beautiful
- » Community
- » Welcoming

Criticism that was received included that people thought the Town of Barrhead was dying, intolerant, overly religious and old fashioned.

## What people thought was “cool” :

- » Sports
- » Car Shows
- » Annual Demolition Derby

Somewhat random requests included that there be more for youth, that the Town should promote growth and progressiveness (e.g. more tolerance and diversity).

## 1.4

## STAKEHOLDER INPUT – BRAND DEFINITION

The first exercise walked participants through common descriptors heard in person-to-person interviews. These were Friendly, Open, Multi-cultural, Compassionate, Stable, Honest and Proud.

These descriptors were listed at the top of large sheets, with possible meanings, from dictionaries, but also colloquial and accepted cultural meanings. Participants were invited to review these meanings, validate, delete and add those that, from their perspective, they felt belonged or did not. They did this in the context of living in the Town of Barrhead in 2029.

**FRIENDLY**

**We are outgoing.** We talk to each other and everyone else. We reach out to and are inclusive of newcomers. We are confident and accepting.

**MULTICULTURAL**

**We want people to join in.** We make sure we provide opportunities to do this and we reach out to invite people to participate. We also want people from other cultures to invite us to learn about their cultures.

**OPEN**

**We work at being open.** We are positive and forward thinking. We accept difference. We are adaptive.

**COMPASSIONATE**

We give generously in this community.  
**We are empathetic.** We volunteer and encourage as well as create opportunities for our young people to do the same. We make an effort to raise our awareness and to be supportive.

**STABLE**

**We are balanced and adaptable.**  
We are knowledgeable and resilient.  
We are prepared and sustainable.

**HONEST**

We are aware of our potential as well as our limitations. **We are courageous and we are transparent.** We are authentic and say what we mean. We are diplomatic and well meaning.



## 1.4 STAKEHOLDER INPUT – STORY BUILDING

The second exercise provided groups at each table an opportunity to sort through images and create a visual story around an assigned issue of focus in the Town of Barrhead. These areas of focus were: Education; Community Building; Economic Development; Sports and Recreation; and Health and Wellness. With these images and felt markers, each group created a poster to illustrate how the Town would deal with their assigned area of focus in 2029. They later told that story to the rest of the room.





## COMMUNITY BUILDING

In Community Building, groups saw Barrhead building on street fairs and festivals and creating inclusivity in the arts and culture in the Town. They saw adapting to attract families, increase health and wellness and to strengthen the arts. They also felt it was important to create ways to **pass knowledge down from seniors through to younger people.**







### SPORTS & RECREATION

Sports and Recreation are something that both groups saw building upon for Barrhead's future. They stated that it was important to incorporate available country recreation in their future picture. They wanted to see **more multicultural concepts of recreation in all seasons** and for all ages. Recreation grounded in traditional cultures like rodeo is an asset in Barrhead. What else could be developed here? They saw advantages to mixing youth with older people to participate in sports that are appealing to all ages, like pickleball.





## HEALTH & WELLNESS

In Health and Wellness, the ideal was equal and diverse facilities and programs with everyone involved, regardless of ability. Health and wellness should be compassionate and holistic. They pointed to looking at health and wellness from youth through to aging well. They want to see organized outdoor activities year-round that are earth friendly and inclusive of all cultures with an invitation to share. **Health and wellness just IS in Barrhead.**







### EDUCATION

In Education, the groups pointed to the Alberta Distance Learning Centre based in the Town which currently meets the needs of almost 58,000 students across Alberta, Canada and internationally. This Centre is something groups saw building upon in the future. They spoke of a healthy learning environment promoting different modalities of learning with good health and mental wellness supports. One group described this as **building sustainable communities through education.**





## ECONOMIC DEVELOPMENT

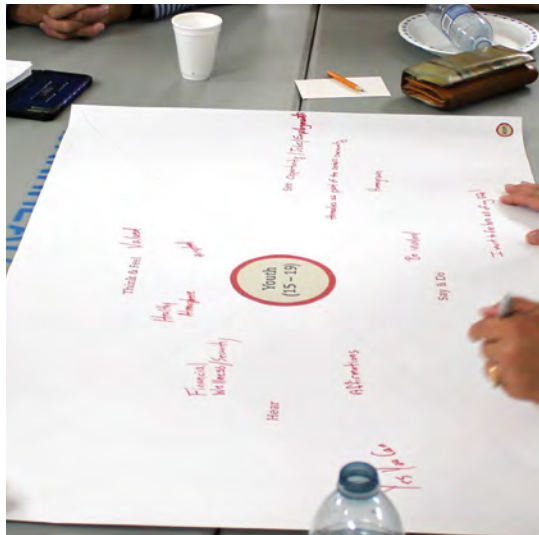
The Economic Development groups acknowledged the farming-based economy but would like to see more diversity, but **made-in-Barrhead diversity** that encouraged women into more impactful roles and created unique and interesting businesses. They talked about creating a more unique downtown core that they described as “Funky, Fun and Fabulous”. They stated that both transportation and affordable housing were challenges to be met.





## 1.4 STAKEHOLDER INPUT – EMPATHY MAPPING

The third exercise was working with Empathy Maps, which utilized a different persona for each working group. On these empathy maps, the participants were to brainstorm what that persona would **see, hear, think, feel, say and do** in Barrhead in 2029. We discovered the following ideas from these groups.



### HIGH TECH / CREATIVE PERSONA

High/Tech Creatives will see opportunities in the form of community support and commercial/industrial businesses as well as industries that will keep youth engaged. They will hear that **Barrhead has “big bandwidth to support their business needs”**. They will also see the attractions of more modern development, theatre, clubs, recreation and other entertainment, as well as volunteer opportunities in town. They will provide training and new opportunities in town. They will hear that this is a safe community with land available. They will hear that Barrhead is inclusive and diverse. They will feel supported, welcomed and included in community growth in Barrhead.

#### SEE

- » Industry to keep youth engaged
- » Modern development
- » Theatre, Clubs, volunteer opportunities
- » Recreation
- » Entertainment
- » Commercial/Industrial Opportunities for small towns
- » More access to tech available to urban counterparts
- » Opportunity
- » More responsibility with our tech tools
- » Balance
- » Community growth

#### SAY & DO

- » Training
- » New opportunities
- » Balance

#### HEAR

- » Land availability
- » Safe community

- » Inclusive
- » Community
- » Diverse
- » Barrhead has big bandwidth to support their business needs
- » Fear
- » Lack of understanding How do we combat this?
- » Appreciation/Support

#### THINK & FEEL

- » Supported
- » Welcomed
- » Included in
- » Solution focused
- » Balanced

### YOUTH PERSONA

Young People will see a positive community with more people from around the world. They will see possibilities and opportunities to help and participate in their community. They will also be aware of the balance in their lives with nature nearby. **They will be volunteers, environmentally, politically and socially and active.** They will return to Barrhead after completing their higher education because they love where they have grown up. **They will hear that their voices matter.** They will feel that there is lots to do and that they are valued. They will feel safe and proud that they live in Barrhead.

#### SEE

- » Positivity
- » Community growth
- » People from around the world
- » Nature
- » Easy access to nature
- » Family
- » More understanding
- » Technology
- » Opportunity/jobs/employment
- » Themselves as part of the seniors community
- » Homegrown
- » Possibility

#### SAY & DO

- » Plans to stay and live locally
- » Volunteering and participating in the community
- » Plan to return with higher education
- » Mindful of environmental sustainability
- » Politically active and involved
- » Activities & Recreation

#### HEAR

- » Barrhead has great internet connectivity! (Can do higher education locally)
- » Lots of languages
- » Nature
- » Arts and culture
- » Laughter
- » Financial wellness/security
- » Opinion/voice matters
- » Affirmations
- » Yes you can

#### THINK & FEEL

- » Lots to participate in
- » Lots of possibilities
- » Pride in being from here
- » Safe
- » National identity
- » Community support
- » Spiritual connectedness
- » Connected!
- » Valued
- » Accepted
- » Healthy Atmosphere
- » Safe



## BUSINESS OWNER PERSONA

Business Owners will see growth and new opportunities, with locals owning franchises as well as new, home-grown businesses. They will be more competitive in response to community demand. They will provide more training to staff and job opportunities for young people in the community. **They will enjoy seeing that those young people want to start their own businesses** as well. They will feel that residents of Barrhead appreciate what they do and **want those residents to choose local.**

## SEE

- » Opportunities to expand
- » See an increase in customers
- » Recognize corporate contribution to the community
- » See the downtown core maintained with stores and encouraged when possible
- » Business succession
- » Locals owning franchises
- » New and sustainable Development
- » Growth
- » Diversity
- » Industry
- » Increase in Tourism
- » More

## SAY &amp; DO

- » Provide good personal service
- » Provide training for staff
- » Hire locals if possible
- » Hire and mentor youth Being competitive
- » Welcoming
- » Job Training
- » Student involvement

## HEAR

- » That we are providing a good service
- » That youth want to start thier own business
- » Community
- » Diverse
- » Barrhead has a big bandwidth to support their business needs
- » Community pride
- » Positive feedback
- » People want flexibility
- » People want consistency
- » People want affordability

## THINK &amp; FEEL

- » A hope to see the residents appreciate what we do
- » The business should grow
- » Residents should shop local
- » Understand that they can not say yes to everyone
- » Optimism
- » Supported

## FARMER PERSONA

Farmers feel both valued and threatened in 2029 Barrhead. Their traditions, which founded this community are under threat, but they do feel optimistic about the future. They see the town growing, perhaps eating into the agricultural land, but they also see their children staying because of the growth and opportunities. There are new opportunities for them in crops like hemp and cannabis. The **growing trend to eat locally and sell locally creates better connections with the community, so they feel more valued as producers.**

## SEE

- » Town expanding and taking up some farm land
- » Children don't move to city – move to town because of growth and opportunity
- » More opportunity for local produce
- » Secondary agriculture industry
- » Growth
- » Opportunity
- » Family Farms
- » Help is Available

## SAY &amp; DO

- » Grow different types of crops (e.g. hemp, cannabis)
- » Hire locals as farm hands with increased availability of people
- » Offer info sessions and tours to school student and newcomers etc.
- » They/we are a part of the community
- » Promoting what they produce
- » Feed locally

## » Shop locally

## » Diversified

## HEAR

- » Environmental and lifestyle pressure (organic, vegan, gluten free)
- » You are important
- » Growth
- » Thank you
- » You are valued
- » You are supported

## THINK &amp; FEEL

- » Feel thier livelihood is threatened
- » Feel thier values and traditions are threatened
- » Lots of possibilities
- » National pride in being from Canada, and from Barrhead
- » Community support
- » Spiritual connectedness
- » Connected!
- » Valued
- » Accepted
- » Healthy Atmosphere
- » Educated
- » Optimistic about their future
- » Part of the community

### FAMILY PERSONA

Families seek out and stay in Barrhead because of its lifestyle and green spaces. They will see facilities like the museum, libraries and galleries as well as the fantastic pool and skateboard park. **They see all faiths and cultures accepted and valued. They hear that Barrhead is a like a large, extended family.**

#### SEE

- » Go visit the arts
- » Visual art gallery
- » Arts council
- » Museum
- » Library
- » Cleaner sidewalk
- » Community in bigger blooms
- » Healthy (green) Environment / conscientious
- » Itself reflected in culture around the community
- » Familiar faces of generations staying and contributing and growing

#### SAY & DO

- » Lets go swim in the great pool
- » Lets go to the splash park
- » New skateboard park
- » Inflatable soccer field
- » Why are taxes so high?
- » Transportation improvement

- » Family activities together – recreation, entertainment, culture
- » All spirituality and culture is appreciated here

#### HEAR

- » Difficulty finding a good job market
- » Birds on nature trails
- » Barrhead is a great place to be a family
- » Is an extended family
- » Regardless of your definition of family

#### THINK & FEEL

- » Safe environment
- » Excited about education system
- » Happy with green spaces and sports
- » Choice/churches
- » Affordable housing
- » Not hungry or homeless
- » Safe, low crime, affordable housing, good healthcare
- » Accepted

## 1.5 SWOT LIST

### STRENGTHS

- » Alberta Distance Learning Centre, Alberta's largest school
- » Street festivals and rodeos
- » Sports facilities allowing tournaments
- » A Town Council committed to moving Barrhead forward
- » New pool facility
- » Farming history
- » Outdoor recreation opportunities

### WEAKNESSES

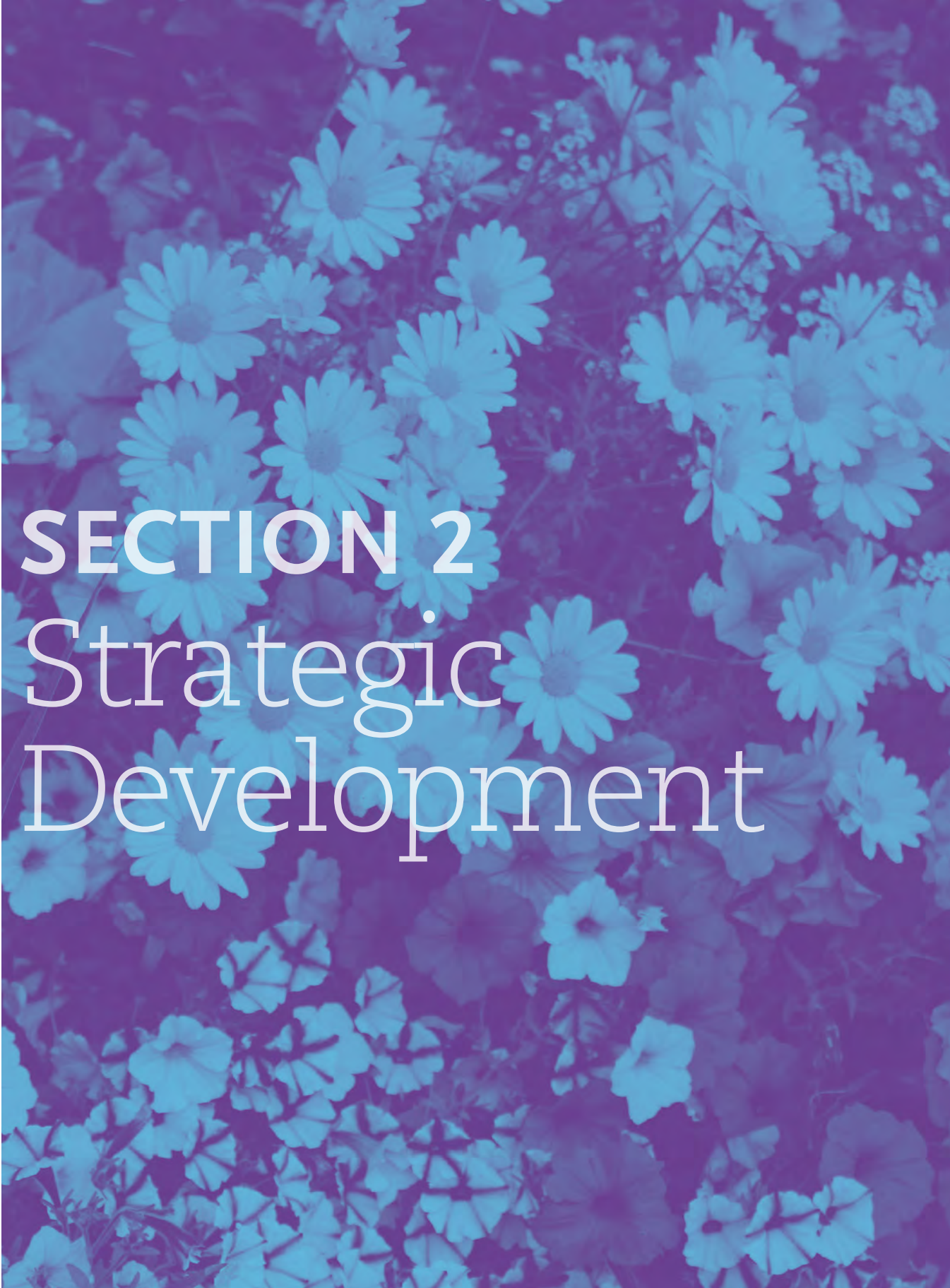
- » Lack of business diversity
- » Lack of attraction for youth to stay
- » Lack of housing diversity
- » Inconsistent messaging
- » Poorly distinguished and defined brand
- » Lack of brand story to address needs
- » Limited tax base, both residential and commercial
- » Distance from larger centres
- » Limited range of hotels/ lodgings
- » Poor internet connectivity

### OPPORTUNITIES

- » Grow distance education as a central focus for Barrhead
- » Focus on youth to encourage them to contribute to the town in both volunteer and skill development
- » Empower more women to develop businesses and lead in the community
- » Develop a culture of mentoring, with seniors leading youth and youth giving back
- » Develop multicultural connections for all seasons, to share and involve everyone
- » Use the passion for wellness that exists in the healthcare community to be able to say that "Barrhead IS wellness"
- » Trying new cash crops
- » LED board for announcements
- » Car shows and auto events
- » Grow existing or new events

### THREATS

- » The attraction of bigger cities with entertainment and jobs
- » Aging out of farmers
- » Global pressures on food exports
- » Funding pressures for health and senior care
- » Tourism attractions that offer more
- » Investment opportunities that go elsewhere
- » Lack of available land for business
- » Other towns that are enhancing infrastructure, including internet services



# SECTION 2

## Strategic Development



## 2.1

## TARGET MARKETS

### URBAN CENTRES

Reaching out to Edmonton, Red Deer, Calgary, Saskatoon and other urban centres in Canada and abroad to families and individuals wanting to have a better balance of lifestyle, in particular a LOHAS\* segment.

### LOCAL BUSINESSES

Supporting local businesses and farms through branding initiatives (e.g. improving street and shop presence and retail experience through “Be a Host” learning opportunities, or providing farm-gate support and local farmers market events).

### BUILDING COMMUNITY

Appeal to a broad audience, from youth to young adults, middle-age and seniors. Demonstrate that the Town of Barrhead is a relevant, tech-savvy hub with educational opportunities, business-friendly, a fun place to live, learn, work and age in place. A healthy, wellness aware community, Barrhead offers a balanced lifestyle, with fresh air, a natural environment, away from big-city issues and concerns.

### GEOGRAPHIC CONTEXT

Often with defining the town border from its neighbours, within the context of a county for example, there is a greater administrative distinction than what may be defined in the hearts and minds of its residents and stakeholders.

To illustrate, one does not wipe one's feet at the edge of the town before stepping into it. The edges are a bit blurry and people should be made to feel welcome rather than excluded. With this in mind, it is important through the engagement process, and with drafting profiles for target audience empathy maps, that we remain aware that there is less a geographic and more a political line to be observed.

These political lines should be respected, but not at the peril of isolating the town from its environs and stakeholders. People can clearly see beyond the borders, and similarly the opportunities and brand assets of a place do not start and stop in a finite manner. In fact, collaboration and sharing of resources should be encouraged, in particular if it is as beneficial and simple as the view next door.

*\* Lifestyles of Health and Sustainability (LOHAS) is a demographic defining a particular market segment related to sustainable living, “green” ecological initiatives, and generally composed of a relatively upscale and well-educated population segment.*

2.2 SWOT ANALYSIS MATRIX

OPPORTUNITIES

STRENGTHS

S/O STRATEGIES

Barrhead's centrality in Alberta and proximity to Edmonton makes it an ideal destination for tournaments, festivals and rodeos. Tapping into youth leadership and senior mentorship will provide a unique approach to creating and attracting these events.

Barrhead's valuable female leadership and growing multicultural community want to be involved, so promoting events and businesses that will appeal to a broader segment of the community will strengthen Barrhead's brand traction and distribution.

WEAKNESSES

W/O STRATEGIES

Use the passion for wellness that exists in Barrhead's healthcare community to create a brand reflecting that "Barrhead is wellness", and promote healthy living support for all ages, backgrounds and cultures.

Create opportunities for new cash crops and business diversity, encouraging youth and young families to stay and thrive, to enhance both a residential and commercial tax base.

THREATS

S/T STRATEGIES

Rather than competing with large urban centres for entertainment and related tourism, Barrhead offers rural stakeholder and recreation opportunities in town, as well as ready access to the natural endowments of the region with a balanced lifestyle many people now look for.

With new facilities (like the pool and community amenities), golfing, educational opportunities and other healthy lifestyle options, a family-focused wellness-oriented brand will attract a new crop of residents and visitors looking for a better place to raise and keep family well.

T/W STRATEGIES

Ensure that key messages and branding is consistent, unique and well-defined in relation to competitive towns to encourage investment and funding.

Improve the range and quality of amenities, such as accommodation, business and retail offerings, by encouraging local business improvement, quality internet access, increased competition and education.



The objective of this strengths, weaknesses, opportunities and threats (SWOT) matrix is to strategize clear brand strategies in order to take advantage of opportunities and leverage strengths to overcome weaknesses and threats.

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2.3 OBJECTIVES

Create a communications and marketing tool kit that can be nimbly adapted to increase the visibility of Barrhead's downtown, while supporting local businesses and regional stakeholders with a memorable brand.

Align the Barrhead brand with diverse and healthy activities, tournaments, music and arts festivals through co-branding with digital or analog communications.

Improve Barrhead's reputation of being an open and learning community, embracing change and new opportunities through sponsorship and endorsement. Encourage personal growth and self-expression.

Provide a consistent and strong visual brand that reflects Barrhead's focus on family and wellness, serving a diverse community of all ages, backgrounds and cultures.

Create a media-rich brand launch campaign that reaches out to a LOHAS audience, with a view to encouraging local investment and tourism.

Empower people in Barrhead to be brand ambassadors through easy to apply graphic branding initiatives and messaging.

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2.4 GOAL

Be a brand focused on family and life balance, attuned to Barrhead's healthy amenities, events and natural endowments.

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2.5 KEY MESSAGES

End the rat-race and **find better balance** with a lifestyle that offers health and wellness in a community that supports diversity and freedom to grow your own way.

From farm to fork, Barrhead offers fresh food and sustainable living for families looking for **healthier options**.

Poised for growth and success, Barrhead is wired to support economic opportunities for people with vision.

**We are open for business.**

The people of Barrhead are resilient, fun-loving, energetic, giving, friendly, polite and out-going. They make you **feel welcome**.

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2.6 BRAND ESSENCE

Friendly, Natural, Active, Honest, Generous

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2.7 BRAND STORY

The Town of Barrhead stands proud, in north central of Alberta, poised for growth and ripe with opportunity. With its roots in agriculture, farm fresh isn't just a tagline; it's a lifestyle. Small businesses are neighbours thriving in an atmosphere of community and collaboration. It's a town where people say "good morning" and mean it. You can settle here with family in mind, and balance life between urban work and country living. A place of wellness, diversity and compassion – this is Barrhead.

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2.8 TAGLINE OPTIONS

Grow your own way  
You're welcome  
Grow Your Horizons



The following recommendations are a means to achieve the strategic brand objectives outlined for the Town of Barrhead. Separated into two sections: *Getting Started* and *Going Forward*. The latter comprises an extended set of tactics that will add value to the Town's brand experience but may be outside the scope of deliverables.

#### GETTING STARTED

##### LOGO + IDENTITY SYSTEM

Functionally, the approach is to build an easy to apply system that has the ability to adapt to evolving needs while maintaining a cohesive look for the Town. This will provide an opportunity to keep the identity growing over time. The use of the brand will be demonstrated with the application of brand elements alone and together that allow flexibility and creative latitude.

The key to the identity will be clarity and clean communications that will make for efficiencies, speed of delivery and flexibility across all media formats.

Typefaces will reinforce a welcoming, inclusive approach to design. Accessible typefaces are recommended, with a high x-height that are easily read in identity applications, publications and advertising.

##### TAGLINE

We consider your tagline to be an integral component of the brand moving forward. We will work with the internal team to settle on this important component in the upcoming refinement phase. The tagline is typically a more temporal brand element than the logo and should have a life span of ± five years before a review.

##### BRAND GUIDELINES

An inspiring brand book will be developed that not only includes a set of guidelines to govern the use of the logo and corresponding elements, but convey the spirit of the Town of Barrhead brand. The book will be a guide for anyone working with the brand so they know how to implement it. These guidelines will include different logo applications and lock downs, logo dos and don'ts, colour and type rules and usage, image usage and style, as well as several sample templates and digital assets.

##### ACCESS TO BRANDING MATERIALS

Logo, identity, collateral templates and guidelines will be accessible and central so stakeholders know how to access them and can easily get the right template, logo or business paper for the right purpose. A web-based access point is recommended. This will save time, money and stakeholder frustration while reinforcing the brand and maintaining consistency.

##### DEPLOYMENT

Aligning with suppliers for printed media, manufacturing and other physical materials who operate their business with sustainability in mind is recommended. We will also strive to gain and maintain, or recommend, the highest quality in printed materials, web craftsmanship as well as with other trades.

We recommend using up business cards or letterhead either as note paper, phone messages or bookmarks and other uses that come up around the Town offices internally.

### GOING FORWARD

#### LAUNCH

Launching the new brand in communication with the Province, Tourism Alberta and surrounding communities will build a more positive understanding of the Town's services and assets for tourists, residents and day workers.

Mounting an event is recommended, inviting residents, businesses, dignitaries from the surrounding region as well as media. Invite media from urban centres like Edmonton, Red Deer, Calgary and Saskatoon. Make it fun and instill pride!

Encourage those who attended brand development workshops to attend, and thank them for their participation with branded certificates or other swag.

#### COMMUNICATIONS

A thorough communications plan and audit is core to implementing the strategic initiatives outlined here. It will help in planning budgets in order to get the best value with limited funds. Planning to utilize partnerships and co-branding on promotional pieces as well as social media, web, future LED board, etc., will provide savings and also help with developing brand champions.

Effective communication around the brand will also help to clarify the general public's perception of the Town and its aspirations. Empower people in Barrhead, leaders, public, businesses and Town staff to be brand ambassadors through easy to apply graphic branding initiatives and messaging in retail display, social media, reciprocal linking and word-of-mouth.

Being consistent in verbal and written messaging and visual communications is critical to ensure the brand is maintained and builds equity.

#### MARKETING

We recommend developing an active advertising campaign for social media as well as focused traditional media, targeting the larger centres of Edmonton, Red Deer, Calgary and Saskatoon.

Develop case studies of local success stories, businesses and facilities, Olympic champions and respected families in the community in order to convey the vibrancy of the community.

Employ thought leaders, champions and spokespeople willing to really go to bat for the Town. These people can promote the Town not only on a civic level, but on an emotional level that connects with external audiences. This will help launch the new brand by creating a buzz.

Actively post events to Tourism Alberta to be featured on their website.

Support local businesses and farms through branding initiatives (e.g. improving street and shop presence and retail experience through "Be a Host" learning opportunities, or providing farm-gate support and local farmers market events). Encourage retailers to "step up their game" in terms of their own brand interactions with more consistent and well-considered store fronts, engagement accumen and working together to promote the downtown core.

#### INFRASTRUCTURE

Use vehicles and other infrastructure to promote the Town of Barrhead brand. The Agrena facility is a central and high-value asset that can operate as a brand launch point and on-going centre for connecting the community with the brand.

#### WAYFINDING

Developing a welcoming and effective wayfinding system is a critical component of any civic brand.

A wayfinding system design is not just a public works project. A good wayfinding system developed by professional designers is a worthwhile investment. Studies have shown that wayfinding increases retail sales and services substantially, by an average of 18%.

It is critical that the wayfinding system include signage that "connects the dots," providing signage to each destination. Federal funding support with transportation grants and local matching funds should be explored.

Making the town core visually appealing by adding branded banners and working with empty shop property owners to liven up windows or vacant lots in addition to creating effective gateway signage, will be key to revitalization and bringing the residential community together with the businesses and services. Beyond the wayfinding, connections through streetscape design and development, furnishings and other tactics will support the business and community infrastructure. Furthermore, this will support events, bring continuity and galvanize the brand with stakeholders.

Encouraging businesses to extend hours (open and closing times) and planning events in the core, will re-energize the Town centre and give a reason for people to shop and build community outside of working hours. Our observation was that early morning and peak shopping times, were when most shops seem to close.

### TRADE SHOW EXHIBIT

Develop an interactive, tactile and sensory experience for tradeshows. This could be a simple backdrop that promotes the Town's highlights and sets the community apart from others. This booth can be used at tourism shows, malls, events and may be displayed in the Town office when not in use.

### VIDEO

Develop branded video trailers for use in social media, exhibits, presentations, movie houses, television and other media promoting the Town.

### CELEBRATING CULTURE

Further develop and promote existing cultural and heritage events and use them to promote the Town's new brand.

Develop an identification system for cultural events whether it's through signage, plaques, stickers or other methods. Use the trade show booth at these events.

Similarly, provide graphical posters, window labels or bumper stickers to promote the Town's brand.

### WEBSITE

The Town's website is the community's first touchpoint for visitors and potential businesses and residents. As a hub for Town services, tourism, business and general public it needs to tell the brand story in evocative ways.

The website has to work for those who are tech savvy as well as those simply looking for a telephone number.

Active tracking of analytics and site usage will aid in ongoing search engine optimization (SEO) development and improvements to the website.

Continue to develop social media streams on the homepage to connect the community to the website and actively with events and activities.

Utilize the website as the primary method to distribute the brand guidelines and templates.

Make the website a showpiece for the Town of Barrhead. It is your gateway to the world and should be treated as an important tool, not only for civic business, but for economic development and tourism.

Set up a venue on the website to discuss the needs and changing environment of the community for residents. Use online questionnaires and polls to collect data.

### EMAIL

Email signatures should be limited to Town branding and corporate information. Should other partnerships and initiatives be promoted, it should be done through either the body of the message or through a simple link to the website.

Preferably, the logo used in the signature should be hosted online, rather than sent as an attachment.

We recommend the development of an e-newsletter tool to communicate with residents and to promote the community, its events and opportunities to a broader audience.

### SOCIAL MEDIA

Online social networking should continue to be a key component moving forward. Consider LinkedIn for business opportunities. Evaluate Instagram as a method to build an audience more compelled by imagery, while providing opportunities for the public to become more involved through posting.

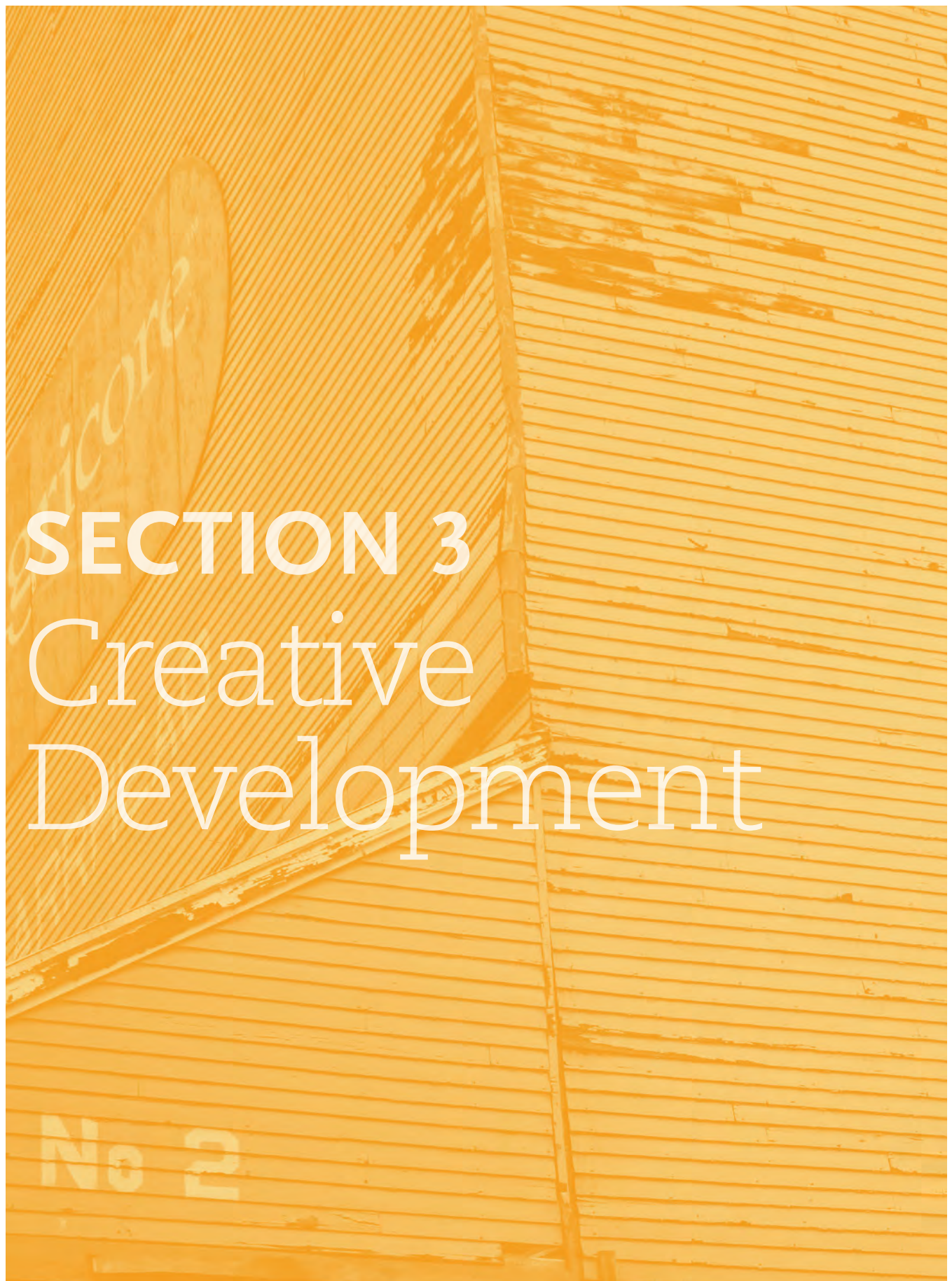
Consider using Hootsuite or other compiler to help consolidate and time releases of messages/platforms to mitigate staff time.

Encourage others (thought leaders, tourism industry leaders) to start a buzz about the Town, reinforcing values, a broader mandate and providing objective comment. Encourage leaders to actively follow and like Town posts.

Inspire Town residents to actively promote the community through the development of content submissions and posts (e.g. Instagram as noted above).

Utilize social media for contests and promotions in order to spread word of mouth and potentially generate stories and content.





# SECTION 3

## Creative Development



# BARRHEAD

TOWN OF  
**BARRHEAD**  
ALBERTA



The detail of a cowboy boot's stitching. The clean utilitarian design of power tools. The beauty of the lines on a classic car. These are the inspiration for a brand that is at once modern and yet classically western. Distinct with the arrowhead serifs on the B and D framing the wordmark, make it completely unique without going too

far in the direction of decorative typography. The treatment of the two side by side Rs further serve to make the wordmark unique and suggest an active, fun community. Marketing materials feature the space, or room to do what you want, to spread your wings, lay down roots or stay and play.





**BARRHEAD**



**BARRHEAD**

*Town of*



**BARRHEAD**

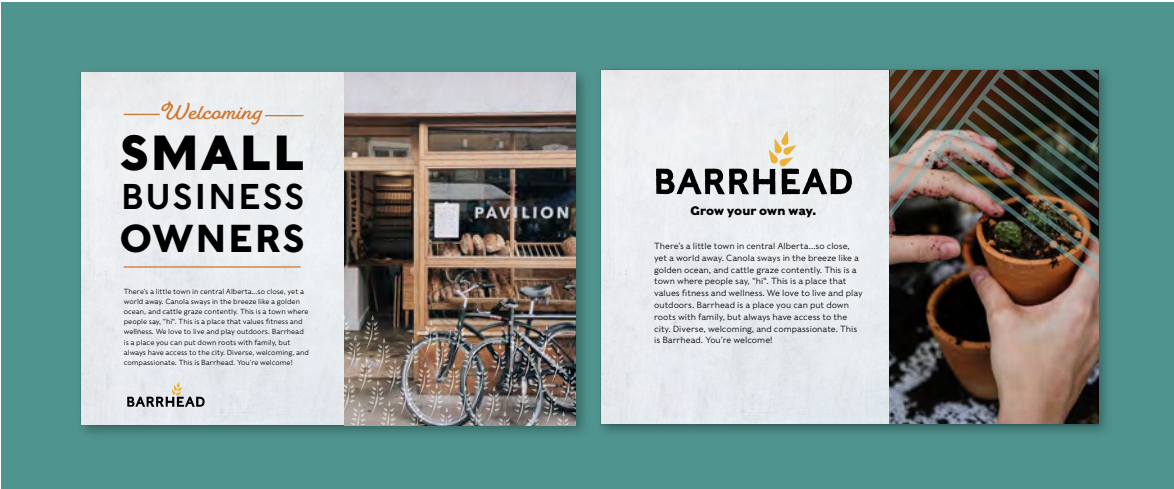
This direction focuses on creating an identity that merges a modern aesthetic with rustic nuances to reference the history of the town. Being a town that played a role during the gold-rush era, referencing wood type became an inspiration for typography and layouts.

The logo uses a modern clean looking typeface for ease of legibility. Rustic hints of wood type are injected around the rough edges of the Wordmark. The yellow embellishment on the word mark is meant to reference the growth.

The colours were chosen as a means to reflect open green spaces, hence the greens, and as a way to reference the history, with the golden yellow and rustic orange. The iconic 8ft heron and grain elevators determined the blues in the color palette. Patterning was incorporated as a graphic element. These patterns were inspired by the environment of Barrhead and patterns that can be seen in farming fields while looking from an aerial view. These patterns reference agriculture and the environment and are done in a

clean way to add a more modern looking element. The image treatment used is a layered effect to add texture over the image and add a slight weathered/rough look.

The typography on marketing material is meant to appear like a block, referencing older modes of typesetting and old posters while keeping the type clean and crisp for a bit more of a modern feel. The same format can be used on any marketing material and with any image.





3.1 ROUGH DIRECTION 3

TOWN OF  
**BARRHEAD**  
ALBERTA

TOWN OF  
**BARRHEAD**

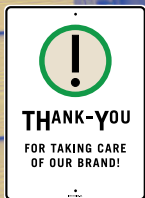
Barrhead stands out as a town full of character and craft. With a community rich in industry experience, this direction uses a community-centred design approach to capture the balance of hard-working professionals, small families, and young professionals that make up the town. A typographic logo with custom letterforms and soft edges, paired with

complimentary subtext creates a versatile wordmark, endlessly flexible with taglines or phrases like: 'Welcome to Barrhead' to add character to each application. The colour palette is inspired by the familiar scenes surrounding the town: rolling hills of golden grain and bright blue skies. With the addition of varied tints of colour and transparency,

these colours become part of the Barrhead identity. Simple patterns, textures, and image treatments tie this identity together, creating distinction from neighbouring communities, and building on the friendly, and bright community approach. Novecento Slab is used as a simple differentiator between formal business units and promotional materials.

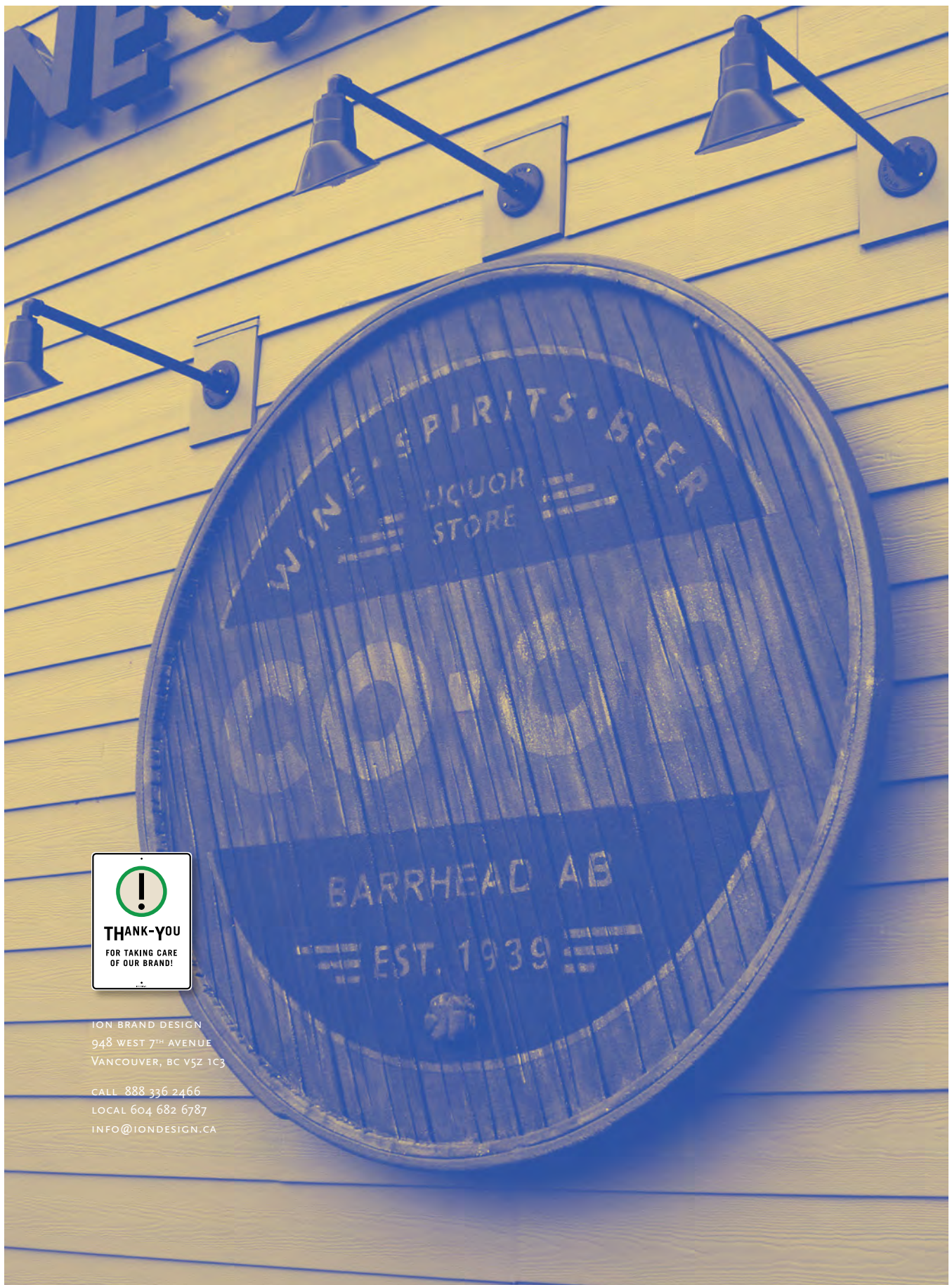






ION BRAND DESIGN  
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# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** Violence/Bullying/Harassment Policy

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## **1.0 PURPOSE:**

For Council to approve the revised Violence/Bullying/Harassment Procedure.

## **2.0 BACKGROUND AND DISCUSSION:**

Council previously approved Policy 12-017 on the topic of violence, abuse and harassments with detailed procedures. The Town's Joint Health & Safety Committee reviewed the existing procedures and have suggested a number of changes.

The main changes are focused on the following:

- Enhanced definition section
- New section for roles and responsibilities
- New section on Policy Review statement

## **3.0 ALTERNATIVES:**

- 3.1 Council approves the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, as presented.
- 3.2 Council instructs Administration to provide further information to the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, and to bring back the information at the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The Violence/Bullying/Harassment Policy along with the overall Health and Safety Plan affects every municipal Department and staff member.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

A Health and Safety Plan is mandated by the Province.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

To ensure the Town's Health and Safety Plan is kept current to Provincial legislation.

**8.0 ATTACHMENTS:**

8.1 Current Policy 12-017

8.2 Proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017

**9.0 RECOMMENDATIONS:**

Council approves the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 12-017-1**

**EFFECTIVE:** January 1, 2012

**REVISED:**

**POLICY TITLE:** VIOLENCE POLICY

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** January 1, 2012

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**POLICY STATEMENT:**

The Town of Barrhead believes in the prevention of violence and promotes a violence-free workplace in which all people respect one another and work together to achieve common goals. Any act of violence committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

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**PURPOSE:**

To prevent violence in the workplace.

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# **TOWN OF BARRHEAD**

## **PROCEDURE STATEMENT**

**(Policy 12-017)**  
**Violence/Bullying/Harassment Policy**

**Effective Date: January 1, 2012**

**Revised:**

**Abuse** cited in this policy shall also comprise of violence, harassment and bullying.

### **1. Policy**

- 1.1 The Town of Barrhead believes in the prevention of abuse and promotes an abuse free environment in which all people respect one another and work together to achieve common goals. Any act of abuse committed by or against any employee, student, volunteer, client or member of the public is unacceptable conduct and will not be tolerated. It is mandatory that any instances of abuse be reported.
- 1.2 The Town of Barrhead is committed to:
  - Investigating reported incidents of abuse in a prompt, objective and sensitive manner
  - Taking necessary corrective action
  - Providing appropriate support to victims
- 1.3 No individual shall be penalized in any way for making a complaint or giving evidence in an abuse investigation unless the information given is proven to be malicious and without foundation.

### **2. Defininitions**

- 2.1 **Bullying:** a conscious, willful, deliberate, repeated and hostile activity or behavior that may be marked by the intent to intimidate, offend, degrade, or humiliate a particular person or group. Bullying may include, but limited to the following:
  - a) Verbal Bullying- name calling, put-downs sarcasm, teasing, spreading rumors, religion, threats, making reference to ones culture, ethnicity, race, homophobic tendencies, (prejudiced behavior against a person's actual or perceived gender identity or gender expression), or other unwanted comments.

- b) Social Bullying – exclusion, gossip, ganging up, mobbing, scapegoating, humiliation others, gestures or graffiti intended to put others down.
- c) Physical Bullying – hitting, poking, pinching, chasing shoving, coercing, damaging property, or destroying.
- d) Cyber Bullying – the use of technology to intimidate, put down or spread rumors about someone or supporting deliberate, hostile and hurtful behavior towards an individual or groups of individuals. It can occur within a peer group or between groups.

**2.2 Discrimination:** is treatment or consideration of, or making a distinction in favor of or against a person based on the group, class, or category to which the person is perceived to belong. This includes, but is not limited to, differential treatment or any action or policy having an adverse impact an individual or group of individuals based on Protected Grounds.

### **2.3 Harassment:**

- a) Is a form of discrimination and includes any behavior or practice, including sexual harassment, which is deemed inappropriate by its adverse effect on an individual's employment, job performance or personal dignity.
- b) Includes, but is not limited to, unwelcome behavior, physical contact, comments, jokes, gestures, posters, articles or treatment in general that offends, demeans, or causes personal humiliation, or embarrassment regardless or the intent of the action.
- c) Harassment does not include consensual relationships, mutually welcome social invitations or interactions, or constructive feedback about work performance.

**2.4 Protected Grounds:** The Alberta Human Rights Act prohibits discrimination based on the protected grounds of race, colour, ancestry, place of origin, religious beliefs, gender, age, physical disability, mental disability, marital status, family status, source of income, sexual orientation, gender identify, and gender expression.

### **2.5 Sexual Harassment:**

- a) Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of sexual nature.
- b) Sexual Harassment can include such things as pinching, patting, rubbing or leering, “dirty” jokes, pictures or pornographic materials, comments, suggestions, innuendoes, request or demands of a sexual nature.

**2.6 Violence:** the threatened, attempted or actual conduct of a person that causes or is likely to cause physical injury or, a mental injury that results in a medically-

diagnosed incapacity for that person to work. Violence may include but is not limited to the following:

- a) Stranger violence- when the individual is not known to the worker or the Town of Barrhead, or both.
- b) Worker to worker violence – when the incident involves two or more Town of Barrhead workers.
- c) Client or Customer to Worker Violence – when a customer or client becomes violent while interacting with a Town of Barrhead worker.
- d) Domestic Violence – is a pattern of coercive tactics, which can include physical, psychological, sexual, economic or emotional abuse, perpetrated by one person against an adult intimate partner, with the goal of establishing and maintaining power and control over the victim.

**2.7 Worker:** means a person engaged in an occupation, including a person who performs or supplies service for no monetary compensation for an organization or employer and for greater certainty includes a self-employed person, but does not include a student in learning activities conducted by or within an education institution for which no compensation is paid to the student.

### **3. Purpose**

The purpose of this policy and procedures is to ensure that:

- Individuals are aware of the seriousness with which the Town of Barrhead views abuse
- Disciplinary and/or corrective action shall be imposed in the event of such confirmed behavior
- Individuals are advised of the assistance available to them and the recourse they may take should they believe they are subjected to, or become aware of situations involving abuse

### **4. Scope**

This policy applies to all Town of Barrhead Workers in the following places:

- a) Town Buildings, Facilities, Sites, Offices or work environments
- b) Locations visited by workers while traveling on Town related business; including but not limited to conferences, meetings, vendor/supplier or customer sites, and
- c) Locations of work based social gatherings.



## **5. Confidentiality**

Any individual to whom information concerning a complaint of abuse is entrusted, is to share such information on a “need to know” basis, and otherwise to maintain strict confidentiality regarding such information.

It is the responsibility of any individual who becomes aware of an incident of abuse not to disclose details of the incident to any third party without prior consultation with the victim.

## **6. Roles and Responsibilities**

### **6.1 Worker**

Each worker has a responsibility to ensure that their work environment is safe and secure. Workers must report any violent acts occurring or that may occur in the workplace, including threats and warning signs of violent behavior. Workers must immediately inform their supervisor if they:

- a) have been threatened
- b) have been subjected to a violent act, bullying or harassment at work or during the course of their work
- c) have witnessed a threat or violent act, bullying or harassment against or by a worker.
- d) Have reason to believe that they, another worker, a member of the public or Town property may become the target of violence, bullying or harassment.

Workers who do not feel comfortable reporting the situation to their supervisor can report directly to any supervisor, their health and safety representative, or committee member. If a situation presents an imminent threat to a worker’s safety, a worker must call 9-1-1 and ask for assistance from the RCMP.

Workers must refrain from causing or participating in harassment or violence.

### **6.2 Supervisors & Managers**

Supervisors must, as far as reasonably practicable, ensure workers under the supervisor's supervision are not subject to harassment or violence at work site.

Incidents of Violence, Bullying and harassment shall be reported by the Supervisor or Manager, or both to the Chief Administrative Officer to ensure an effective investigation takes place and an appropriate response is developed.

### 6.3 **Chief Administrative Officer**

6.3.1 The C.A.O. in consultation with the Department Head will determine the appropriate person responsible for conducting the investigation as each case must be determined on its own merit.

6.3.2 Facts and circumstances will be investigated using the following procedure:

- Interviewing the complainant and the alleged offender individually as soon as possible
- Interviewing any witness individually and upholding confidentiality at all costs
- Documenting the findings accurately and completely
- Documentation surrounding the investigations of abuse will constitute part of an employee's personnel file but will be placed in a sealed envelope at the conclusion of investigation.
- Stating an opinion as to the validity of the complaint
- Making recommendations for disposition of the complaint following legal consultation if required

6.3.3 In the event the complaint is justified, appropriate action will be taken.

6.3.4 Within two weeks of receiving the complaint, the supervisor will complete the "Worksite Abuse Supervisor's Report" form and submit it to the Chief Administrative Officer, outlining how the incident was resolved. Any employee who has filed a complaint of abuse is to be free from intimidation, coercion, dismissal, or threats of any kind against them. Any incidents of retaliation against an employee are to be reported immediately to the C.A.O. Disciplinary action will apply for acts of retaliation against an employee who has made a complaint.

6.3.5 At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights

## **7. Complaint Procedure for worker**

- 7.1 An employee who believes he/she has been the subject of abuse of any kind has a responsibility to make their objections clearly known to the offender directly, or with the assistance of a third party. The employee may contact their immediate supervisor, co-worker or safety officer for assistance. The employee shall document this meeting and the witness signs it.

- 7.2 The Town of Barrhead “Worksite Abuse Complainant’s Report” form should be utilized to report incidents of abuse. The form is to be submitted to the immediate supervisor. The complainant must make a careful written record of any incident, noting the date and time, nature of the behavior, and the names of any persons who witnessed the behavior. Issues will be dealt with in a confidential manner. In the event the alleged abuser is the immediate supervisor, the employee shall submit the completed form to the supervisor’s manager.
- 7.3 If the abuse continues, the complainant may contact the C.A.O. Documentation must follow.
- 7.4 At any time during the above process, or if the behavior continues or corrective action is not taken to the satisfaction of the employee, the individual may file a complaint with the Alberta Human Rights Commission, Alberta Human Resources and Development or the RCMP.

## **8. Consequences of non-compliance**

Workers failing to adhere to the items contained in this policy shall be subject to discipline or appropriate action. What appropriate action shall depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidence may also be referred to the RCMP for investigation.

The Town of Barrhead shall take appropriate action to ensure a safe workplace. Contractors, suppliers, volunteers, and members of the public exhibiting violence, bullying or harassment towards our employees will be subject to discontinuation of business with the individuals or organizations, issuance of trespass notices or the matter being referred the RCMP.

## **9. Policy Review Statement**

This policy shall be reviewed within 3 years, after an incident of Violence or Harassment occurs or JHSC recommends a review. Review will be by the JHSC and/or others and submit changes through the CAO for approval.

### **References**

Alberta Occupational Health and Safety Code Section 27

Violence and harassment in the Alberta workplace resource publication

[https://www.albertahumanrights.ab.ca/education/Pages/e\\_learning.aspx](https://www.albertahumanrights.ab.ca/education/Pages/e_learning.aspx)



# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** Blue Heron Bowling Condition Assessment

---

## **1.0 PURPOSE:**

For Council to receive the Blue Heron Bowling Alley Condition Assessment Report, as information.

## **2.0 BACKGROUND AND DISCUSSION:**

During the May 28, 2019 Council Meeting, Council passed the following motion:

*That Council accept the proposal from Associated Engineering dated May 22, 2019 to conduct a complete building condition assessment of the Barrhead Bowling Alley, at a cost of \$20,550.00 plus GST, to be funded from the Bowling Alley Capital Reserve.*

(Reference: Resolution: 171-19)

The report outlines the following repair schedules:

➤ Non-compliance related to current building Codes	24,350.00
➤ Immediate Priority Items	2,000.00
➤ High Priority Items	113,900.00
➤ Medium Priority Items	95,500.00
➤ Low Priority Items	<u>616,600.00</u>
Total	852,350.00

Administration has reviewed the report and will be making a presentation during the 2020 capital budget deliberation in some detail.



### **3.0 ALTERNATIVES:**

- 3.1 Council receives the Blue Heron Bowling Alley Condition Assessment Report dated September, 2019, as information.
- 3.2 Council instructs Administration to provide further information on the Blue Heron Bowling Alley Condition Assessment Report dated September, 2019 and to bring back the information at the next Council Meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

The immediate priority items, as outlined in the report will be addressed by Town's administration this year which will be accommodated within our 2019 operational budget.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable

### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable

### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable

### **8.0 ATTACHMENTS:**

- 8.1 The Blue Heron Bowling Alley Condition Assessment Report dated September 2019.

### **9.0 RECOMMENDATIONS:**

Council receives the Blue Heron Bowling Alley Condition Assessment Report dated September 2019, as information.

(original signed by the CAO)  
Edward LeBlanc  
CAO



Associated  
Engineering

GLOBAL PERSPECTIVE.  
LOCAL FOCUS.

**DRAFT**

## REPORT

### Town of Barrhead

### Blue Heron Bowling Alley Condition Assessment



**BEST  
MANAGED  
COMPANIES**  
Platinum member

SEPTEMBER 2019

A Carbon  
Neutral  
Company

**BEST  
MANAGED  
COMPANIES**  
Platinum member

Platinum  
member

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## EXECUTIVE SUMMARY

Associated Engineering Alberta Ltd. (AE) completed a visual review and condition assessment of the Blue Heron Bowling Alley, on June 25, 2019.

The objectives of this report are as follows:

- Evaluate the condition of the exterior aprons and grading around the building;
- Evaluate the condition of the structural systems of the building;
- Evaluate the condition of the building mechanical systems and components, including ventilation, humidity control, heating, cooling and domestic water plumbing fixtures;
- Evaluate the condition of the electrical systems and components, including the existing lighting system, emergency lighting, fire alarm system, security system, and electrical distribution;
- Provide comments and observations regarding Alberta Building Code conformance of the building components;
- Compile site observations and provide a prioritized list of repairs with probable costs; and
- Determine the remaining life of the building.

The following provides a summary of findings of the assessment pertaining to the latest Alberta Building Code. It is assumed that the current non-compliances have met code requirements at the time of construction, and thus, have been grandfathered to date but may need to be addressed during a major upgrade or if ordered by the authority having jurisdiction. It is a best practice for owners to update their buildings to the current codes, especially when considered a high risk to the public's health and safety.

### Non-compliances Related to Current Building Codes (\$24,350)

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Arch.	Code	Building	Safety: Hazardous Substance Assessment of VAT tiles (subsequent remediation plan to remove or control the hazard will be an additional cost)	Immediate	\$700
Arch.	Code	Building	Safety: Ensure 1hr fire separation of Janitor's Room	Immediate	\$500
Arch.	Code	Building	Safety: Ensure 1hr fire separation of Electrical Room	Immediate	\$500
Arch.	Code	Building	Safety: Install exterior concrete aprons at NE and South Exit Doors	Immediate	\$2,000
Elec.	Code	Building	Replace Exit lights with New Pictogram Signs (c/w emergency lights and battery pack)	Immediate	\$9,000
Elec.	Code	Building	Replace Exterior Receptacle with GFCI receptacle (c/w WP cover, remove exterior conduits and wiring).	Immediate	\$3,000
Elec.	Code	Building	Replace Receptacles within 1.5m of Sink with GFCI receptacle	Immediate	\$750



Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Elec.	Code	Building	Review wiring above T-Bar Ceiling and secure as required	Immediate	\$1,000
Mech.	Code	Building	Install Domestic Water Backflow Preventor	High	\$1,900
Mech.	Code	Building	Replace Washroom Lavatory Faucets with Sensor Faucets for Plumbing Code	Low	\$5,000
<b>TOTAL</b>					<b>\$24,350</b>

The following tables provide a summary of findings related to overall condition and are lists by priority; Immediate, High, Medium and Low. "Immediate" priorities are considered risks to the public's safety, "High" is within 1 to 5 years, "Medium" within the next 6 to 10 years, and "Low" is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

#### Immediate Priority Items (\$2,000)

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Civil	Condition	Building	Install appropriate lid for exterior sump pit	Immediate	\$500
Mech.	Condition	Building	Replace missing passive Roof Vent and nearby Roof Insulation	Immediate	\$1,500
<b>TOTAL</b>					<b>\$2,000</b>

#### High Priority Items (\$115,400)

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Civil	Condition	Building	Install sump pump for the exterior subgrade drainage system	High	\$500
Arch.	Condition	Building	Vinyl siding repairs and sealant of exterior walls	High	\$1,500
Arch.	Condition	Building	Main Entrance Door Assembly: Replace cracked glazing panels, apply new weather-stripping, door sweeps and sealants. Repair or replace door closer on interior vestibule door	High	\$2,300
Arch.	Condition	Building	Inspection and repair of NE exit door assembly and block wall around opening	High	\$2,000
Arch.	Condition	Building	Inspection and repair of South exit door assembly	High	\$1,800
Arch.	Condition	Building	Install new flashings and sealants around Clerestory Windows	High	\$1,200
Arch.	Condition	Building	Repair or replace all downspouts and install splash pads	High	\$2,000

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Arch.	Condition	Building	Replace rusted roof fasteners, damaged flashings, and deteriorated gaskets and sealants	High	\$4,200
Arch.	Condition	Building	Replace interior door mutes. Repair or replace Service Aisle Door	High	\$700
Arch.	Condition	Building	Replace VAT Tile Flooring with new 3 mm VCT Tile Flooring. Quote does not include cost of Hazardous Materials Abatement	High	\$4,500
Arch.	Condition	Building	Repair uneven flooring at Boot room entrance and behind Snack Bar	High	\$1,000
Arch.	Condition	Building	Replace stained and broken ceiling tiles	High	\$500
Arch.	Condition	Building	Repaint ceiling in Service Aisle	High	\$4,000
Struc.	Condition	Building	Prepare and re-seal interior surfaces of masonry block wall around NE exit door.	High	\$500
Mech.	Condition	Building	Replace aging Domestic Water Heater, Associated Flue and Piping Connections	High	\$8,600
Mech.	Condition	Building	Replace Gas Piping on Roof and Provide Proper Supports and Painting	High	\$7,100
Mech.	Condition	Building	Replace aging Washroom Exhaust Fan	High	\$2,000
Mech.	Condition	Building	Vacuum Clean Ductwork and Grilles. Implement Duct Cleaning as part of a Routine Maintenance Program	High	\$6,000
Elec.	Condition	Building	Electrical HVAC Support (HVAC unit replacement, disconnects, and dedicated rooftop receptacles)	High	\$4,000
Elec.	Condition	Building	Replace Exterior Lights with LED (c/w photocell)	High	\$18,000
Elec.	Condition	Building	Replace Main Electrical Distribution Panels (maintain amp rating and amount of breaker spaces)	High	\$43,000
<b>TOTAL</b>					<b>\$115,400</b>

#### Medium Priority Items (\$95,500)

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Arch.	Condition	Building	Replace vinyl siding and fibreboard siding	Medium	\$8,000
Arch.	Condition	Building	Install barrier-free door operators at Main Entrance	Medium	\$8,000
Arch.	Condition	Building	Exterior Doors: Periodic inspections and repairs	Medium	\$1,000
Arch.	Condition	Building	Periodic regular roof inspections and allocate for typical maintenance repairs	Medium	\$5,000

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Arch.	Condition	Building	Replace carpeting throughout facility	Medium	\$12,000
Arch.	Condition	Building	Replace ceiling tiles in Janitor, Electrical and Locker Rooms	Medium	\$2,500
Arch.	Condition	Building	Barrier-Free: Install code-compliant Entry Doors to the Washrooms	Medium	\$5,000
Arch.	Condition	Building	Barrier-Free: Install code-compliant features and fixtures in each Washroom	Medium	\$6,000
Struc.	Condition	Building	Patch hole in floor in Janitor's Room	Medium	\$1,000
Struc.	Condition	Building	Surface patch freeze/thaw damage of interior surfaces of exposed foundation of East and South walls	Medium	\$2,000
Elec.	Condition	Building	Replace all Interior Lights with LED	Medium	\$45,000
<b>TOTAL</b>					<b>\$95,500</b>

**Low Priority Items (\$616,600)**

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Arch.	Condition	Building	Replace Clerestory Window System with new Aluminum Framing, Glazing, Metal Flashings and Sealants	Low	\$5,500
Arch.	Condition	Building	Replace all exterior door systems including Main Entrance Doors Frames and Glazing, both exit doors	Low	\$14,500
Arch.	Condition	Building	Replace Asphalt Roofing System sections	Low	\$35,000
Arch.	Condition	Building	Remove Low Slope Metal Roofing Systems, including removal of existing metal roofing and flat roofing systems and replace with new low slope roof system	Low	\$500,000
Mech.	Condition	Building	Repair Existing Insulation on Domestic Water Piping	Low	\$2,500
Mech.	Condition	Building	Insulate Original Building Domestic Water Piping	Low	\$9,000
Mech.	Condition	Building	Clean Janitor's Room Floor Drain and Mop Sink	Low	\$100
Mech.	Condition	Building	Repair Supply Air Duct Insulation	Low	\$5,000
Mech.	Condition	Building	Update Aesthetics of Grilles and Registers	Low	\$7,000
Elec.	Condition	Building	Install Fire Alarm System	Low	\$38,000
<b>TOTAL</b>					<b>\$616,600</b>

The estimated costs for addressing the objectives expressed above have been tabulated in the following summary table and broken down by discipline and ranking priority:

**Table ES-1**  
**Recommendation Summary**

<b>Rank \ Disc.</b>	<b>Civil</b>	<b>Arch</b>	<b>Struct</b>	<b>Mech</b>	<b>Elec</b>	<b>Total</b>
<b>Immediate</b>	<b>\$500</b>	<b>\$3,700</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$13,750</b>	<b>\$19,450</b>
<b>High</b>	\$500	\$25,700	\$500	\$25,600	\$65,000	<b>\$115,800</b>
<b>Medium</b>	\$0	\$47,500	\$3,000	\$0	\$45,000	<b>\$95,500</b>
<b>Low</b>	\$0	\$555,000	\$0	\$28,600	\$38,000	<b>\$621,600</b>
<b>Totals</b>	<b>\$1,000</b>	<b>\$631,900</b>	<b>\$3,500</b>	<b>\$55,700</b>	<b>\$161,750</b>	<b>\$853,850</b>



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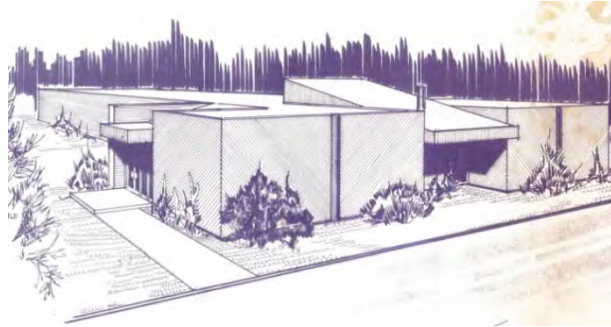


# 1 INTRODUCTION

## 1.1 Background

The bowling alley was constructed in 1978 and comprises of eight bowling lanes, spectator area, snack bar, washrooms, office, meeting room, locker room, and mechanical rooms. The facility provides an overall area about 705 m<sup>2</sup>.

The building is constructed with a combination of masonry and timber stud load-bearing walls, and a flat timber roof with built-up roofing membrane.



**Figure 1-1**  
**Blue Heron Bowling Alley**

With the current state of the facility, the Town of Barrhead is seeking direction on the building's future.

## 1.2 Scope of Work

AE carried out visual review of the Blue Heron Bowling Alley on June 25, 2019. The assessment of the building was focused on the following scope:

- Evaluate the condition of the exterior aprons and grading around the building;
- Evaluate the condition of the structural systems of the building;
- Evaluate the condition of the building mechanical systems and components including ventilation, humidity control, heating, cooling and domestic water plumbing fixtures;
- Evaluate the condition of the electrical systems and components including the existing lighting system, emergency lighting, fire alarm system, security system, and electrical distribution;
- Provide comments and observations regarding Alberta Building Code conformance of the observed building components;
- Compile site observations and provide a prioritized list of repairs with probable costs; and
- Determine the remaining life of the building.

Our team consolidated the site photos and field notes, which have been compiled into this assessment report. The report also contains conceptual estimates of probable costs for the repair of deficiencies found within the facility, along with a priority ranking.



The recommendations are noted and ranked in order of priority as follows:

**Table ES-1**  
**Recommendation Ranking Chart**

Rank	Urgency
Immediate Priority	Considered to be a risk to the public's safety or are considered urgent for the building's integrity
High Priority	Within 1 to 5 years
Medium Priority	Within 6 to 10 years
Low Priority	Within 11 to 20 years

## 2 CIVIL

### 2.1 Description

AE performed a visual review of the site grading, located directly adjacent to the building and the related concrete aprons.

### 2.2 Concrete Aprons

There are cracked concrete aprons at the main entrance. These cracked concrete pads currently do not pose a tripping hazard and are generally in good condition.



**Figure 2-1**  
**Main Entrance Concrete Apron**

No concrete aprons are located at the secondary North and South egress doors of the alley. It is recommended that aprons be installed to assist in adequate egress conditions, if required. Refer to the Architectural section for further recommendations.

### 2.3 Grading

The facility is surrounded by grass-covered soil directly adjacent to all walls. The grassed areas separate the building from the paved parking lots to the North and East, the paved road to the West, and an adjacent building to the South.

Overall site grading appeared to be satisfactory. A swale located North of the structure drains towards the East parking lot. The swale appears to drain the water away from the building as intended, with slight ponding occurring in the swale at specific locations. Flooding within the parking lot was also noted where the swale drains, although should not have any negative effects on the structure itself.

A second swale is located near the West end of the South wall and drains toward the street and appears to be draining appropriately.



**Figure 2-2**  
**Viewing North Swale**



**Figure 2-3**  
**Viewing South Swale**

A buried drainage system has been installed along the South and East faces of the structure and lead to an exterior sump located at the Northeast corner of the structure. The system was installed to mitigate flooding in the recessed portion of the building and has been working since installation. A pump was not currently installed in the sump and it is recommended that one be installed in case water collection occurs. A manhole lid is also being used as a lid for the corrugated pit and is unstable with an inadequate fit. It is recommended that the lid be replaced with a suitable lid intended for the application to mitigate unwanted access and potential falling hazard.



**Figure 2-4**  
**Viewing Buried Drainage**  
**Sump and Lid**



**Figure 2-5**  
**No Pump is Currently Installed**  
**Within the Sump Pit**

## 2.4 Downspouts and Splashpads

A building has downspouts to convey water from the roof to the ground around and away from the building. Many downspouts are damaged and require repair or have been cut mid-height. Some downspouts do not have splash pads to dissipate the kinetic energy of the water and some splash pads are misaligned and some direct water towards the building. Over time, the water from these downspouts may erode backfilled material surrounding the building. This may create local low points, which encourages ponding of water near the building, thus increasing the likelihood of ingress of water into the building.

It is recommended that new downspout outlets, with concrete splash pads, be installed to ensure that discharge from these downspouts is discharged away from the building's wall. Refer to the Architectural section of this report for further recommendations.



**Figure 2-6**  
Example of Damaged Downspout  
Without Splash Pad



**Figure 2-7**  
Example of Cut Downspout  
Without Splash Pad

## 2.5 Recommendations

Recommendations accompanied by ranking priority and an estimated probable cost related to civil work are presented in Table 2-1. The costs are inclusive of 15% architectural consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "High" is within 1 to 5 years, "Medium" is within the next 6 to 10 years, and "Low" is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 2-1**  
Estimated Costs for Civil Upgrades

Disc.	Type	Asset	Work Description	Priority	Estimated Cost
Civil	Condition	Building	Install sump pump for the exterior subgrade drainage system	High	\$500
Civil	Condition	Building	Install appropriate lid for exterior sump pit	Immediate	\$500
<b>TOTAL</b>					<b>\$1,000</b>





### 3 ARCHITECTURAL

#### 3.1 Envelope

##### 3.1.1 Exterior Walls

As per the site observations and existing construction drawings, the exterior wall of the bowling lanes section of the building is 8" (200 mm), painted concrete block, with horizontal reinforcement every second course, and is filled with waterproof loose-fill insulation. The exterior wall of the administration area of the building is vinyl siding on 1" x 6" cedar siding, building paper,  $\frac{3}{8}$ " plywood sheathing, R-12 Batt insulation c/w vapour barrier, 2" x 6" studs @ 16" O/C,  $\frac{5}{8}$ " fire-rated gypsum board. The exterior walls of the Clerestory build out is fibreboard siding, 1" x 4" Cedar siding, building paper,  $\frac{3}{8}$ " plywood sheathing, R-12 Batt insulation, 2" x 6" studs @ 16" O/C,  $\frac{5}{8}$ " fire-rated gypsum board. Overall exterior walls are in acceptable condition except for deficiencies as follows:

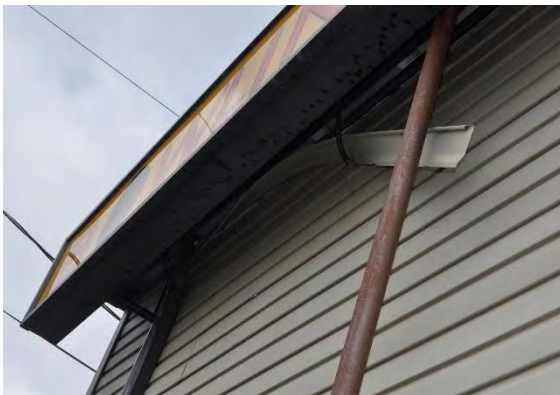
- Multiple areas of the vinyl siding are damaged or have loose or missing panels. Unsealed penetrations, staining, UV and water damage were observed.
- The vinyl siding on the South elevation of the building is showing signs of UV damage.
- There is damaged siding at grade on the South elevation of the building.
- Siding is falling off the South, West and North elevations of the building.
- There is missing siding and unsealed penetrations on the Northwest side of the building.



**Figure 3-1**  
Signs of UV Deterioration



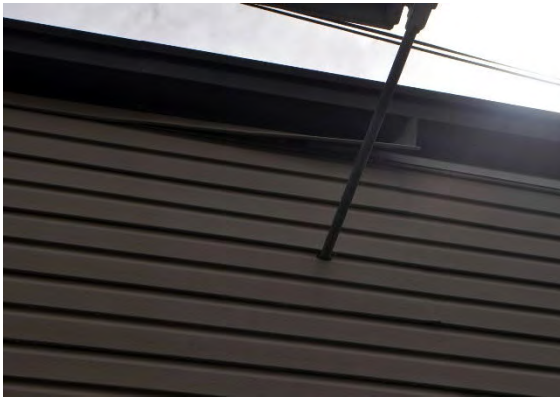
**Figure 3-2**  
Damaged Vinyl Siding



**Figure 3-3**  
Damaged Vinyl Siding



**Figure 3-4**  
Damaged Vinyl Siding



**Figure 3-5**  
**Damaged and Missing Vinyl Siding**  
**Unsealed Penetration**



**Figure 3-6**  
**Missing Vinyl Siding Unsealed Cable**  
**Penetration**

- There is a metal conduit attached to the Northeast corner of the building that penetrates through the gutter. Rainwater runs down this pipe and is staining and damaging the siding and grade below.



**Figure 3-7**  
**Electrical Mast Through Gutter**



**Figure 3-8**  
**Stained Siding & Unsealed**  
**Penetrations**



**Figure 3-9**  
**Damaged Siding Corner Trim**

### **3.1.2 Exterior Doors and Openings**

The Main Entrance doors and frame to the facility are prefinished aluminum doors and frames. Overall the main entrance doors and frames are in unacceptable condition including deficiencies as follows:

- The weather-stripping and door sweeps are damaged and deteriorated.
- Some of the glazing has peel and stick tinting that has begun to break down and peel off.



**Figure 3-10**  
**Main Entrance – Peel & Stick Tinting**



**Figure 3-11**  
**Threshold & Door Sweep**

- The right exterior door and one of the interior glazing panels have cracked glazing.
- The vestibule door assembly has one inoperable door closer.



**Figure 3-12**  
**Main Entrance – Cracked Glazing**



**Figure 3-13**  
**Inoperable Door Closer (Vestibule)**

There are two exit doors in the building. They are painted, insulated hollow metal doors and frames. Both doors are in unacceptable condition including deficiencies as follows:





**Figure 3-14**  
**South Exit Door No Landing**



**Figure 3-15**  
**Northeast Exit Door No Head Flashing**

- Northeast Exit Door Condition:
  - There is no landing apron at this exit door. The difference in level from threshold to grade creates a potential tripping hazard when exiting the building.
  - There is no head flashing with end dams to divert water causing a gap to develop between the exterior door frame and the concrete block wall.



**Figure 3-16**  
**No Landing Apron, Deteriorated Door Sweep**

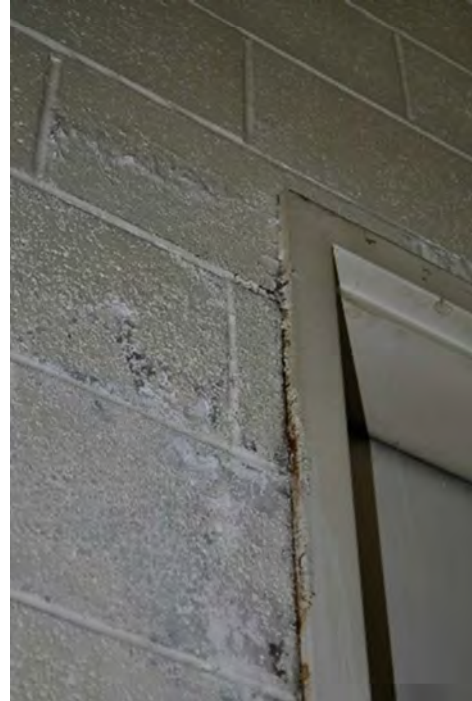


**Figure 3-17**  
**Gap Between Frame and Masonry Block Wall**

- The door closer is inoperable in its current condition.
- The weather-stripping and door sweep have deteriorated to a point that rainwater is infiltrating around the entire door and daylight can be seen beneath the door.
- The door frame and hardware show signs of water infiltration.



**Figure 3-18**  
**Door Closer and Water Staining**



**Figure 3-19**  
**Door Frame Rust and Wall Condition**

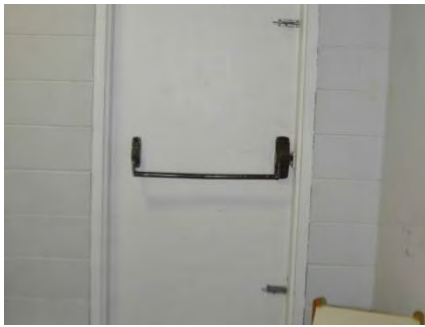


**Figure 3-20**  
**Rusted Hardware**



**Figure 3-21**  
**Deteriorated Weather-stripping**

- South Exit Door Condition:
  - There is no landing apron at this exit door. The difference in level from threshold to grade creates a potential tripping hazard when exiting the building.
  - Push bar opener is bent but still functional. There are two, barrel bolts installed on the door.
  - The door does not fit well in door frame and is difficult to push open.
  - Weather-stripping is deteriorated.



**Figure 3-22**  
**Bent Push Bar, Barrel Bolts**



**Figure 3-23**  
**Door Fit in Frames**



**Figure 3-24**  
**Weather-stripping**

- Windows are double-glazed panels in a prefinished aluminum frame. Overall windows and frames are in unacceptable condition including deficiencies as follows:
  - Clerestory Windows:
    - There are no head flashings with end dams above the windows to divert rainwater from the fibreboard siding away from the window assembly.
    - There are added side flashings that are not installed or sealed effectively against rainwater infiltration.
    - There are multiple applications of various sealants around the windows. The sealants have deteriorated and show signs of water infiltration.
    - The windows have been coated over the exterior and the coating has deteriorated and started to crack and peel.



**Figure 3-25**  
**Clerestory Windows No Head Flashing**



**Figure 3-26**  
**Clerestory Window Side Flashing and Sealant**





**Figure 3-27**  
Clerestory Windows Flashing, Sealants and  
Cracking and Peeling Coating Over Glazing



**Figure 3-28**  
Clerestory Window Flashings, Sealants and  
Cracking & Peeling Coating Over Glazing

- The Snack Bar area windows have been covered over from the exterior with 2" x 4" framing, plywood and vinyl siding. Frames and glazing appear to be in acceptable condition.



**Figure 3-29**  
Snack Bar Windows



**Figure 3-30**  
Snack Bar Windows Exterior

### 3.1.3 Roof Systems

The facility was constructed in 1979. As per the existing drawings, the original bowling lanes section of flat roof was constructed with a metal deck on open web metal joists, ½" gypsum board, 2" rigid insulation and a Class "A" built-up roofing system.

The two flat roof sections over the western portions of the building were constructed with 2 x 10 joists on 16 centres, ¾" fir tongue and groove plywood sheathing, 2" rigid insulation and a Class "A" built-up roofing system.



The sloped roof areas over the clerestory windows and main entrance were constructed with 2x10 joists on 16" centres, R-20 batt insulation with vapour barrier,  $\frac{3}{8}$ " plywood sheathing and cedar shakes on building paper.

The low-sloped standing seam metal roofing system was added in 1985. This metal roof system was installed over the original building's roof structure. Access to the void space between original and newer roof system was not available.

The roof sections over the clerestory windows and the main entrance were re-roofed in 2013 with asphalt shingles. None of the roof areas show signs of leaking and are considered to be in acceptable condition except for deficiencies noted below:

- Some of the existing downspouts do not extend to grade and there are no splash pads in place to prevent erosion of the landscaping and to divert water away from the building foundations.
- The gutter system appears to be in acceptable condition overall, except for deteriorated sealant at gutter section connections and the buildup of organics in the base of the troughs.



**Figure 3-31**  
**Downspout Extension Missing**

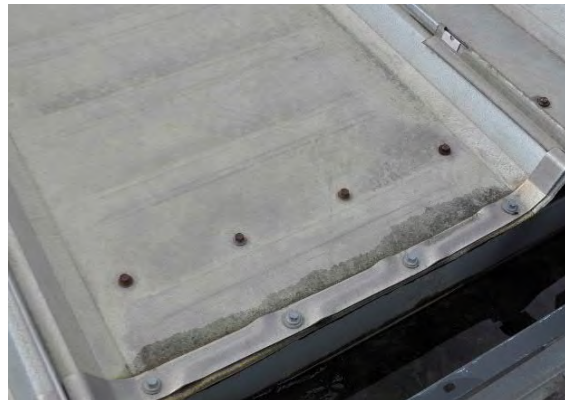


**Figure 3-32**  
**Gutter Connection**

- Many of the metal roofing system fasteners were rusted, suggesting the use of non-galvanized or dissimilar metal fasteners.



**Figure 3-33**  
**Low Slope Metal Roofing System**



**Figure 3-34**  
**Rusted Metal Panel Fasteners**

- Prefinished sheet metal flashings have deteriorating finish. Many of the overlapping sections were missing fasteners and joint sealant.
- Clerestory peak roof flashings have pulled or missing fasteners. The flashings are lifting away from the asphalt shingles and have deteriorated sealants.



**Figure 3-35**  
**Flashing Joint/Deteriorating Finish**



**Figure 3-36**  
**Clerestory Roof Peak Flashings**

- Clerestory roof vents have rusted or are missing fasteners.



**Figure 3-37**  
**Flashing Joint/Pulled Fasteners**



**Figure 3-38**  
**Clerestory Roof Vents**

- There are multiple layers of dissimilar joint sealant on the metal roof to clerestory wall junctions. Most of this sealant has deteriorated and separated from the flashings and fibre board.
- The fibreboard siding on the clerestory roof build out is showing signs of deterioration due to moisture infiltration.





**Figure 3-39**  
**North Clerestory Wall Sealant**



**Figure 3-40**  
**Clerestory Fibreboard Siding**

- The metal flashing at the top of the main entrance roof section is losing its finish and has started to rust.
- Gasket material between the metal roofing panels and the metal flashing beneath has deteriorated.
- The access ladder connections through the metal roofing panels are rusted and the sealant has separated.



**Figure 3-41**  
**North Entrance Roof Rusted Flashing**



**Figure 3-42**  
**Deteriorated Gasket Material**



**Figure 3-43**  
**Roof Access Ladder Connection**



**Figure 3-44**  
**Roof Access Ladder Connection**

## 3.2 Interior Finishes

### 3.2.1 Interior Walls and Partitions

All interior walls and partitions are painted concrete block walls or painted gypsum board on 2" x 4" studs. Washroom walls have a ceramic tile finish to a height of 4 feet over the gypsum board and studs. Overall interior walls and partition walls are in acceptable condition except for the following deficiencies:

- The concrete block wall at the Northeast Exit Door shows signs of water infiltration.



**Figure 3-45**  
Water Infiltration Damage

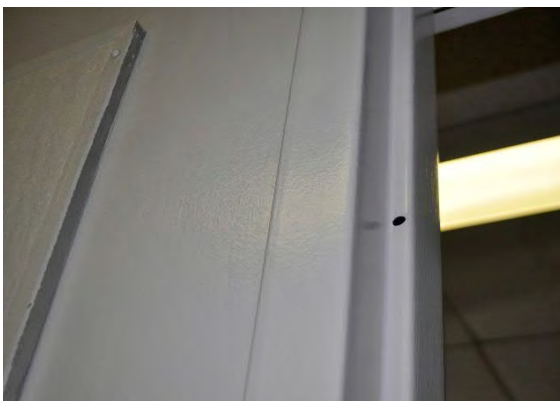


**Figure 3-46**  
Moisture Damage

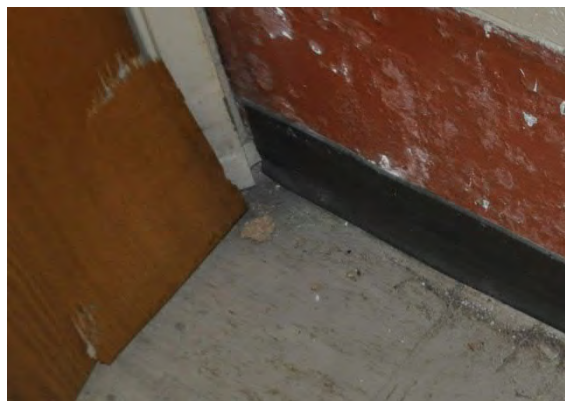
### 3.2.2 Interior Doors

Most of the interior doors are painted, hollow metal, swing doors with pressed metal frames, except for the service doors to the service aisle, which are hollow core, wood doors, with pressed metal frames and the door to the manager's office, which is a hollow metal door, with glazing panel and pressed metal frame. Overall, the interior doors are in acceptable condition, except for the following:

- Some of the metal door frames are missing the mutes.
- The wood door at the North entrance to the Service Aisle is damaged.



**Figure 3-47**  
Missing Door Mutes



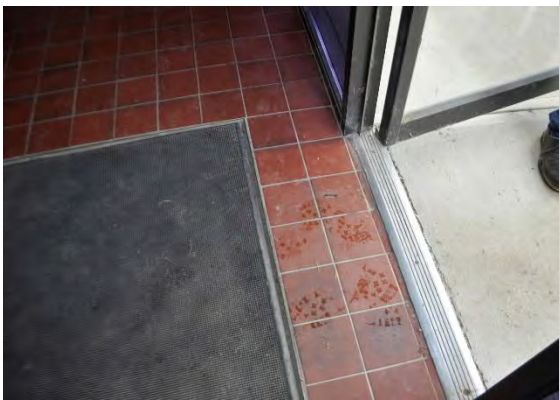
**Figure 3-48**  
Damaged Wood Door at Service Aisle



### 3.2.3 Floor Finishes

Both Washrooms were renovated and completed in May 2019 with new (12" x 12") ceramic tile. Bathroom floors are in good condition. The original VAT Tile in the meeting room has been either replaced or overlaid with vinyl sheet flooring. The vinyl sheet flooring is in good condition. VAT Tile in the rest of the building is past its lifecycle expectancy. Red quarry tile (4" x 4"), glue down carpet and carpet with rubber backing in the entrance vestibule, boots change room and snack bar/spectator viewing areas are in acceptable condition except for the following deficiencies:

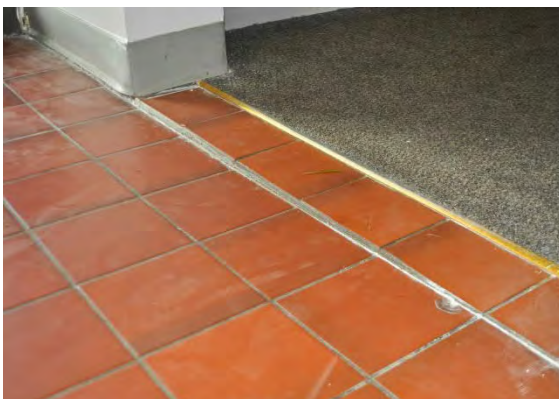
- The subfloor at the opening from the boots change room has lifted and created an uneven surface which poses a tripping hazard. The same lifting is evident at the glazed wall sections in the Snack Bar area.
- The carpeting throughout the building show signs of wear and tear indicating that it is at the end of its lifecycle expectancy.



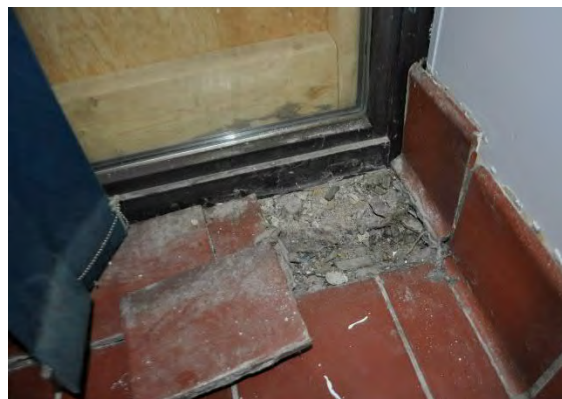
**Figure 3-49**  
**Vestibule Flooring**



**Figure 3-50**  
**Boots Change Room**



**Figure 3-51**  
**Transition from Boots Change Room**



**Figure 3-52**  
**Subfloor Lifting in Snack Bar Area**

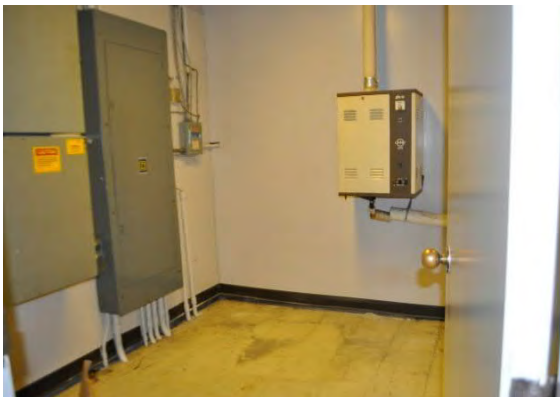
- There is original Vinyl Asbestos Tile (VAT) flooring with rubber base in the Janitor's Room, Locker Room, Mechanical/Storage Room, Service Aisle and Manager's Office. VAT Tile contains asbestos and can pose a health hazard if broken or damaged. Most of the tiles are in acceptable condition except for missing and broken tiles in the Janitor's Room, stained and damaged tiles in the Locker Room, Electrical/Storage Room and the South entry to the Service Aisle.



**Figure 3-53**  
**Janitor's Room Mop Sink Flooring**



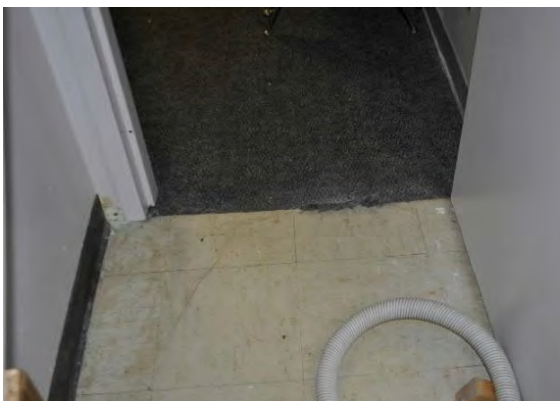
**Figure 3-54**  
**Janitor's Room Floor Drain Tiles**



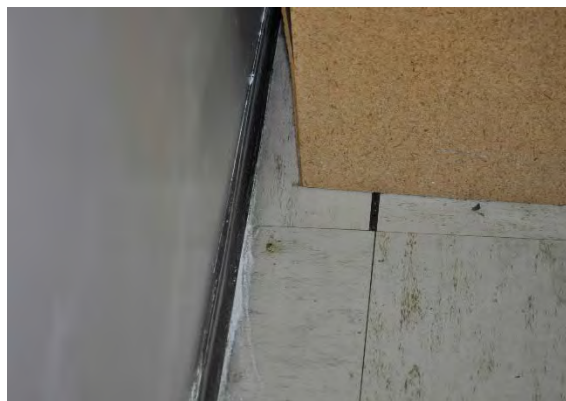
**Figure 3-55**  
**Mechanical/Storage Room Stained Tiles**



**Figure 3-56**  
**Mechanical Room - Damaged Tile**



**Figure 3-57**  
**Locker Room Entry Stained Tiles**



**Figure 3-58**  
**Locker Room West Wall - Damaged Tile**





**Figure 3-59**  
**Service Aisle Entrance Damaged Tile**

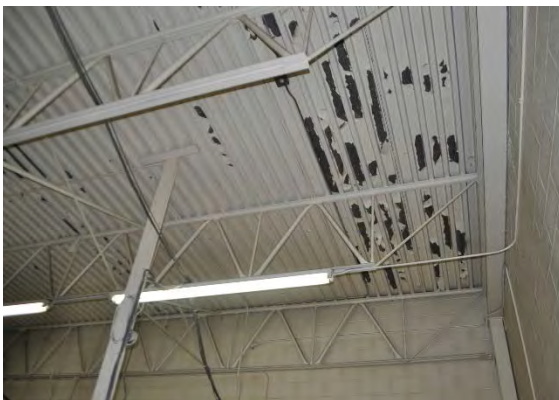


**Figure 3-60**  
**Service Aisle VAT Floor Tile**

### 3.2.4 Ceiling Finishes

There are acoustic ceiling tiles in the Main Entrance, Spectator Area, above the bowling lanes and in interior rooms, painted gypsum board ceilings and bulkheads in the Snack Bar Area and Washrooms, exposed ceiling with open web steel joists and painted metal deck in the service aisle. All ceilings are in acceptable condition, except for the following deficiencies:

- Peeling paint on most of the Service Aisle metal deck ceiling.
- A few stained or broken acoustic ceiling tiles in each area they are installed.
- Older deteriorated acoustic ceiling tiles in the Janitor's and Storage Room areas.



**Figure 3-61**  
**Service Aisle - Peeling Paint**



**Figure 3-62**  
**Broken Tile**



**Figure 3-63**  
**Stained Ceiling Tiles**

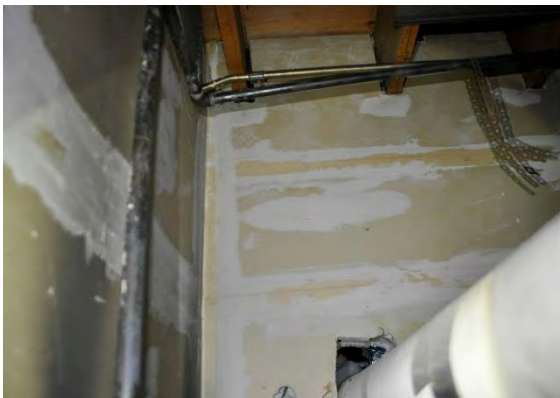


**Figure 3-64**  
**Stained Ceiling Tiles**

### 3.3 Building Code Violation

#### 3.3.1 Fire Separations

- Fire separation of Janitor's Storage Room must be not less than one hour, in accordance with ABC 2014, Section 3.3.1.21 Janitor's Rooms.
  - Fire rating on existing door and frame is not confirmed. Fire rating tag has been painted over.
  - Penetrations are not fire stopped and fire sealed in accordance with ABC 2014, Section 3.1.9 Penetrations in Fire Separations and Fire Rated Assemblies.



**Figure 3-65**  
**Unsealed Penetrations**



**Figure 3-66**  
**Armoured Cabling Not Fire Sealed**

- Fire separation of mechanical/storage room must be not less than one hour, in accordance with ABC 2014, Section 3.6.2.1 Fire Separations Around Service Rooms:
  - Fire rating on existing door and frame is not confirmed. Fire rating tag has been painted over.
  - Penetrations are not fire stopped and fire sealed in accordance with ABC 2014, Section 3.1.9 Penetrations in Fire Separations and Fire Rated Assemblies.

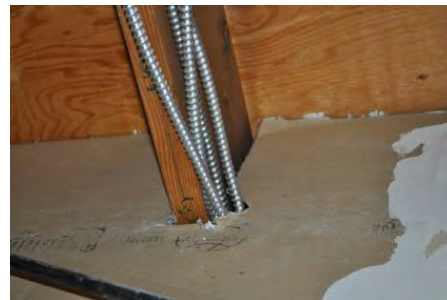




**Figure 3-67**  
**Mech Room Roof Joists**  
**(Not Fire Sealed)**



**Figure 3-68**  
**Mech Room Pipe**  
**(Not Fire Sealed)**



**Figure 3-69**  
**Armoured Cabling**  
**(Not Fire Sealed)**

### 3.3.2 Exits

- Door closer at the Northeast Exit Door is inoperable.
- The Northeast Exit Door Stairs and Platform are in good condition but are blocked by debris and clutter.
- Main Entrance Doors do not have barrier-free door operators.
- Threshold at the Main Entrance Doors is more than 13 mm height from the finished sidewalk.

### 3.3.3 Barrier-Free Requirements

- Both the Men's and Women's Washrooms were renovated, in May 2019.
- Washroom door clear openings are less than the 850 mm (34") minimum requirement.



**Figure 3-70**  
**Bathroom Entry Door Size (Ladies')**



**Figure 3-71**  
**Bathroom Entry Door Size (Men's)**

- Mirror height is approximately 950 mm. Mirrors are not tilted from the vertical.
- Lavatory front edge clearance is less than the required 735 mm for barrier-free access.
- There is no insulation or guarding on lavatory supplies and drain piping.
- Water closet stalls have less than 1500 mm diameter turning space.
- Water closet stalls are not equipped with grab bars.

- Toilet seat height is not barrier-free height of 400 mm minimum.



Figure 3-72  
Lavatories and Mirrors



Figure 3-73  
Water Closet Stall and Toilet

### 3.4 Recommendations

#### 3.4.1 Recommendations (Immediate Priority)

As a result of the findings, based on observations on site, it is recommended the following actions and subsequent investigations take place immediately:

- A Hazardous Substance Assessment is recommended for the areas where VAT Tiles are installed. There are broken and deteriorated tiles throughout the building but especially in the Janitor's Room. VAT Tiles contain asbestos and pose a serious health concern. <https://www.canada.ca/en/employment-social-development/services/health-safety/prevention/asbestos.html> - "A proper hazardous substance assessment by a qualified person must be used to determine the presence of any asbestos and the risks of the asbestos being disturbed (friable vs. non-friable). This is especially important before entering an attic or crawl space and/or performing any types of renovation." A remediation plan can then be created and implemented, with the assistance of a qualified person with training and experience in working with asbestos, to remove or control the hazard.
- Ensure 1hr fire separation of Janitor's Room.
  - Remove paint from Fire Rating Tag on existing door to ensure it is a ¾ hour fire rated door, frame, and hardware to meet building code requirements. If not ¾ hour Fire Rated assembly, then replace with new.
  - All penetrations in a fire rated assembly must be fire stopped and fire sealed.
- Ensure 1hr fire separation of Electrical/Storage Room.
  - Remove paint from Fire Rating Tag on existing door to ensure it is a ¾ hour fire rated door, frame, and hardware to meet building code requirements. If not ¾ hour Fire Rated assembly, then replace with new.
  - All penetrations in a fire rated assembly must be fire stopped and fire sealed.
- Install exterior landing aprons at Northeast Exit Door and South Exit Door. Remove barrel bolt locking devices from the South Exit Door. Ensure that Interior Exit Stairs and Platform at Northeast Exit Door are free of clutter and debris.

### 3.4.2 Recommendations (High Priority)

As a result of the findings, based on observations on site, it is recommended the following actions and subsequent investigations take place within the next 1 to 5 years:

- **Exterior Walls:**
  - Repair all areas of vinyl siding where missing or damaged. Seal all penetrations, and holes in exterior walls.
- **Main Entrance Doors:**
  - Repair or replace vestibule door closer that is not functional.
  - Replace cracked glazing panels in the main entrance door assembly.
  - Replace all weather-stripping, door sweeps and sealants.
- **Northeast Exit Door:**
  - Further investigation is recommended to determine the extent of damage to the concrete block wall and the door, frame and hardware. Repair or replace damaged materials and make good.
  - Install header flashing utilizing a reglet into the concrete block to insert new prefinished metal drip flashing complete with end dams to protect from rainwater infiltration.
  - Replace door hardware, weather-stripping and door sweep.
- **South Exit Door:**
  - Make fit adjustments to the door and/or frame. The door is too tight in the frame, making it difficult to open and close properly.
  - Install header flashing utilizing a reglet into the concrete block to insert new prefinished metal drip flashing complete with end dams to protect from rainwater infiltration.
  - Replace weather-stripping and door sweep.
  - Replace damaged hardware.
- **Windows: Clerestory Windows:**
  - Install header flashing with end dams.
  - Remove existing vertical flashing and replace with new.
  - Remove existing sealants and replace with new sealant.
- **Roofing:**
  - Gutters and Downspouts: Extend the existing downspouts to grade or replace with new, to divert water away from the building. Install new downspout extensions at locations where existing is missing or damaged. Provide splashpads at all downspout locations.
  - Sealants: Most areas of the roofing joint sealants have deteriorated and should be removed and replaced with new sealant.
  - Gaskets: Inspect and replace, as necessary, all Metal Roof Panel system gaskets.
  - Fasteners: Remove all rusted Metal Roof Panel fasteners and replace with new corrosion resistant fasteners. Replace Access ladder fasteners with new corrosion resistant fasteners.
  - Clerestory Roof: Replace peak edge flashings with new flashings and end covers and reseal.
- **Interior:**
  - Interior Doors: Install door mutes where missing. Repair or replace Service Aisle Door.

- **Floor Finishings:**
  - The original VAT Tile flooring is aged beyond its lifecycle expectancy and should be removed. Safe removal and disposal of the VAT Tiles should only be done in accordance with recommendations from the Hazardous Substance Assessment Report, The Alberta Asbestos Abatement Manual and a qualified Hazardous Materials Abatement Consultant. Replacement of all the VAT tile flooring in the Manager's Office, Janitor's Room, Mechanical/Storage Room, Locker Room, and the Service Aisle with new 3 mm VCT tiles is recommended.
  - The subfloor at the exit from the Boots room has lifted and created an uneven surface which poses a tripping hazard. Quarry tile should be removed, and the subfloor floated, or ground, to create an even surface not less than the width of the wall opening. Reinstall Quarry Tile or replace with colour matching ceramic tile.
- **Other Finishings:**
  - Replace stained and broken ceiling tiles.
  - Service Aisle Ceiling Finish - Remove flaking paint, prep and repaint ceiling.

### 3.4.3 Recommendations (Medium Priority)

As a result of the findings, based on observations on site, it is recommended that the following actions and subsequent investigations take place within the next 6 to 10 years:

- **Exterior Walls:**
  - There are sign of UV deterioration of the vinyl siding system, especially on the South and West elevations. Over time vinyl siding starts to dry out and warp, and cracks are likely to develop. Cracks can lead to water infiltration of the wall components. The vinyl siding should be periodically inspected and repaired as needed. This vinyl siding system is nearing the end of its lifecycle and should be replaced within the next 6 to 10 years.
  - The hardboard siding on the Clerestory buildout is past its lifecycle period and should be inspected frequently for further signs of deterioration and replaced when the vinyl siding system is replaced.
  - The concrete block walls appear to be in good condition including the paint and expansion joint sealants. The expansion joints should be inspected periodically for signs of deterioration and repaired as needed.
- **Exterior Doors:**
  - Follow up periodic inspections and repairs are recommended to maintain the exterior door systems for the next 6 to 10 years.
- **Roofing:**
  - Periodic inspections and repairs are recommended to maintain the roofing systems for the next 6 to 10 years.
- **Finishes:**
  - Carpet: The carpet throughout the building has reached the end of its lifecycle period. It should be replaced within the next 6 to 10 years.
  - Acoustic Ceiling Tiles: The ceiling tiles in the Janitors Room, Locker Room and Electrical/Storage Rooms have reached the end of their lifecycle period. They should be replaced within the next 6 to 10 years, if not sooner.



- **Barrier-Free Access:**

- Install Barrier-Free door operators on the Main Entrance Doors and Vestibule Doors. Level the front entry threshold to within 13 mm tolerance.
- Install Barrier-Free access doors with a minimum of 850 mm clear opening at the entrances to the washrooms.
- Install Barrier-Free Water Closet Stalls with a 1500 mm turning diameter.
- Install Barrier-Free Door Pulls and Grab Bars in washrooms.
- Install Barrier-Free Height Toilets, of not less than 430 mm +/- 30 mm, when measured from the floor to the surface of the toilet seat.
- Ensure Barrier-Free mirror of not more than 1000 mm above the floor or tilted from the vertical.
- Ensure lavatories have minimum front edge clearance of 735 mm and maximum rim height of 865 mm.
- Install insulation or guarding on lavatory supplies and drain piping.

### 3.4.4 Recommendations (Low Priority)

As a result of findings based on observations on site, it is recommended that the following actions and subsequent investigations take place within the next 11 to 20 years:

- **Windows:**
  - Replace Clerestory Window System with new Aluminum Framing, Glazing, Metal Flashings and Sealants.
- **Exterior Doors:**
  - Replace all Exterior Door Systems - including Main Entrance Doors, Frames and Glazing, and both exit doors.
- **Roof:**
  - Replace Asphalt Roofing Systems over Clerestory Build Out and Main Entrance.
  - Replace Low Slope Metal Roofing Sections, including removal of existing metal roofing and original flat roofing systems, installation of new engineered roofing system.

## 3.5 Estimate of Probable Costs

Recommendations accompanied by ranking priority and an estimated probable cost related to Architectural work are presented below in Table 3-1. The costs are inclusive of 15% architectural consulting fee and 30% contingency. "Immediate" are considered risks to the public's safety, "High" is within 1 to 5 years, "Medium" is within the next 6 to 10 years, and "Low" is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 3-1**  
**Estimated Costs for Architectural Work Upgrades**

Disc.	Type	Work Description	Priority	Estimated Cost
Arch.	Code	Safety: Hazardous Substance Assessment of VAT tiles (subsequent remediation plan to remove or control the hazard will be an additional cost)	Immediate	\$700
Arch.	Code	Safety: Ensure 1hr fire separation of Janitor's Room	Immediate	\$500

Disc.	Type	Work Description	Priority	Estimated Cost
Arch.	Code	Safety: Ensure 1hr fire separation of Electrical Room	Immediate	\$500
Arch.	Code	Safety: Install exterior concrete aprons at NE and South Exit Doors	Immediate	\$2,000
Arch.	Condition	Vinyl siding repairs and sealant of exterior walls	High	\$1,500
Arch.	Condition	Main Entrance Door Assembly: Replace cracked glazing panels, apply new weather-stripping, door sweeps and sealants. Repair or replace door closer on interior vestibule door	High	\$2,300
Arch.	Condition	Inspection and repair of NE exit door assembly and block wall around opening	High	\$2,000
Arch.	Condition	Inspection and repair of South exit door assembly	High	\$1,800
Arch.	Condition	Install new flashings and sealants around Clerestory Windows	High	\$1,200
Arch.	Condition	Repair or replace all downspouts and install splash pads	High	\$2,000
Arch.	Condition	Replace rusted roof fasteners, damaged flashings, and deteriorated gaskets and sealants	High	\$4,200
Arch.	Condition	Replace interior door mutes. Repair or replace Service Aisle Door	High	\$700
Arch.	Condition	Replace VAT Tile Flooring with new 3 mm VCT Tile Flooring. Quote does not include cost of Hazardous Materials Abatement	High	\$4,500
Arch.	Condition	Repair uneven flooring at Boot room entrance and behind Snack Bar	High	\$1,000
Arch.	Condition	Replace stained and broken ceiling tiles	High	\$500
Arch.	Condition	Repaint Ceiling in Service Aisle	High	\$4,000
Arch.	Condition	Replace vinyl siding and fibreboard siding	Medium	\$8,000
Arch.	Condition	Install barrier-free door operators at Main Entrance	Medium	\$8,000
Arch.	Condition	Exterior Doors: Periodic inspections and repairs	Medium	\$1,000
Arch.	Condition	Periodic regular roof inspections and allocate for typical maintenance repairs	Medium	\$5,000
Arch.	Condition	Replace carpeting throughout facility	Medium	\$12,000
Arch.	Condition	Replace ceiling tiles in Janitor, Electrical and Locker Rooms	Medium	\$2,500
Arch.	Condition	Barrier-Free: Install code-compliant Entry Doors to the Washrooms	Medium	\$5,000
Arch.	Condition	Barrier-Free: Install code-compliant features and fixtures in each Washroom	Medium	\$6,000
Arch.	Condition	Replace Clerestory Window System with new Aluminum Framing, Glazing, Metal Flashings and Sealants	Low	\$5,500
Arch.	Condition	Replace all exterior door systems including Main Entrance Doors Frames and Glazing, both exit doors	Low	\$14,500
Arch.	Condition	Replace Asphalt Roofing System sections	Low	\$35,000
Arch.	Condition	Remove Low Slope Metal Roofing Systems, including removal of existing metal roofing and flat roofing systems and replace with new low slope roof system	Low	\$500,000
<b>TOTAL</b>				<b>\$631,900</b>



## 4 STRUCTURAL

### 4.1 Description

Based on record drawings and the visual assessment of the structure, the structure consists of two main building systems which differ between the bowling lanes and general use areas.

The structure of the bowling lanes comprises of the following:

- Steel roof deck on open web steel joists (OWSJ) supported by steel beams and columns on the South wall, and masonry wall on the North;
- Exterior masonry walls with waterproof loose fill insulation;
- Concrete foundation consisting of strip footings; and
- Concrete slab-on-grade floor slab.

The general use portion of the facility is constructed from:

- Timber roof joists topped of sheathing to provide flat roofs;
- Timber roof joists topped of sheathing, supported on glue laminated beams to provide sloped roofs;
- Timber framed exterior and interior load bearing walls on concrete strip footings; and
- Concrete slab-on-grade floors.

### 4.2 Assessment

#### 4.2.1 Foundations

The structure's foundations are provided by reinforced concrete strip footings. The foundations were not visible for inspection due to their location in soils. With no visible signs of concern regarding settlement and heaving of foundations; it is assumed that these items are in satisfactory condition.

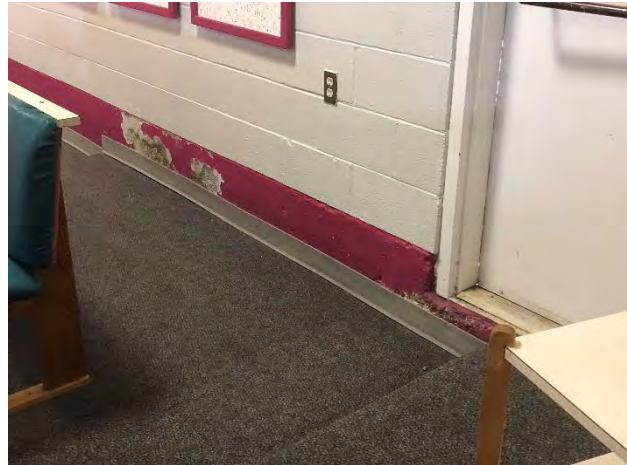
Groundwater collection system appears not to be part of the original construction. A structure without a collection system has a greater risk of soil saturation, flooding, and frost heave. Hence, an external sub-drainage system was installed around the perimeter of the bowling alley to mitigate flooding. Refer to the civil section of this report for recommendation. There has been no history of frost heaving of the structure; therefore, it is assumed that it performs adequately.

The interior faces of the exposed portion of South and East foundation walls of the bowling lanes has shown signs of efflorescence and freeze-thaw surface damage. It is suggested that these areas be repaired by the removal of loose aggregate, surface patch, and reseal the surface.





**Figure 4-1**  
**Efflorescence Damage of East Wall**



**Figure 4-2**  
**Efflorescence Damage of South Wall**

#### **4.2.2 Grade Supported Concrete Slabs**

Floor surfaces of the facility are provided by concrete slabs-on-grade bearing on compacted granular backfill. Many areas of the floor surfaces are covered by floor finishes; therefore, they were not visible for inspection.

Some obvious signs of slab settlement were noted throughout the building as follows:

- Slight settlement in the tiled surface near the Main Entrance and in the Storage Room.
- Substantial settlement near the foundation joint of the South window of the Snack Bar located along the West wall.
- Substantial settlement of about 60 mm from top of foundation to floor slab in the Electrical Room with no severe damage noted in VCT tile finish.

Although the slabs show varying amounts of settlement in these locations, there are currently no concerns for structural integrity, at the time of this inspection. Record drawings indicate that the slabs-on-grade are not connected to the foundations; therefore, the slab-on-grade can move freely without causing additional loading to the foundations. The Town may consider leveling these areas, when replacing the floor finishes with the use of a self-leveling floor topping.



**Figure 4-3**  
**Slight Settle in the Tiled Surface Near the**  
**Main Entrance and in the Storage Room**



**Figure 4-4**  
**Substantial Settlement Near the Foundation Joint**  
**of the Window of the Snack Bar**



**Figure 4-5**  
**Viewing Settlement Along Wall**  
**in Electrical Room**



**Figure 4-6**  
**Approximately 60 mm of Settlement**  
**in Electrical Room**

A portion of the slab in the Janitor's Room, near the mop sink, has been damaged and requires patching with an effective concrete patching method.



**Figure 4-7**  
**Area Requiring Concrete Patching in Janitor's Room**

### **4.2.3 Load Bearing Wall Systems**

The structure's load bearing wall systems comprise of timber stud, concrete masonry unit (CMU), and structural steel framing with CMU infill walls (non-loading bearing). The following sections describe their conditions.

#### **4.2.3.1 Timber Wall Framing**

The general administration areas consist of standard load bearing timber stud wall construction.

Although the timber elements of the walls are hidden behind wall finishes, the conditions of the timbers were not visible, therefore not visible for assessment. AE reviewed their visible finishes for evidence of moisture damage and foundation settlement to determine their expected conditions to our best judgement. There were no concerning observations noted.

#### **4.2.3.2 Concrete Masonry Walls**

The bowling lanes structure is mainly constructed of insulated CMU walls and are generally in good condition with the following noted deficiencies:

- The exterior block surfaces are sealed by a painted surface and appears to be weathered and requires resealing with a masonry sealing product that will continue to protect from saturation. Refer to the Architectural section of this report for recommendation.
- A corner has chipped at the Northeast corner of the structure and should be patched and sealed.
- Interior surfaces around the Northeast Exit Door of the bowling lanes show signs of weathering. This may be caused by inadequate seal and weather-stripping of the door and the frame. It is recommended to provide new door seals and reseal damaged surfaces.





**Figure 4-8**  
**Viewing Exterior Wall Sealer**



**Figure 4-9**  
**Viewing Chipped Northwest Corner**



**Figure 4-10**  
**Viewing Northeast Exit Door**



**Figure 4-11**  
**Viewing Damage Around Northeast Exit Door**

#### **4.2.3.3 Structural Steel Framing**

Structural steel frames are located on the South wall and West roof line of the bowling lanes and carries the roof system above. The visible columns were assessed and appeared to be in good condition.

#### **4.2.4 Roof Framing**

The facilities roofs comprise of structural steel and timber systems. The following sections describe their conditions.



#### 4.2.4.1 Steel Roofing Systems

The bowling lanes roof is constructed from steel roof decking, open web steel joists (OWSJ), and supporting beams located at the South wall.

Overall the system appeared to be in good condition except for the interior surface damage of the paint above the pin equipment. The painted surface has flaked off the galvanized steel decking, but the decking appears to be in good condition.



**Figure 4-12**  
**Viewing Flaking Paint of Roof Decking**  
**Above Pin Equipment**



**Figure 4-13**  
**Viewing Flaking Paint of Roof Decking**  
**Above Pin Equipment**



**Figure 4-14**  
**Viewing OWSJ Above Ceiling Space**  
**Above Bowling Lanes**



**Figure 4-15**  
**Viewing Steel Pick Up Beam at South Wall**  
**of Bowling Lanes**

#### 4.2.4.2 Timber Roofing Systems

The roof of the administration areas is constructed of timber sheeting on dimensional timber roof joists bearing on either timber stud walls or glue-laminated beams. The roof systems are finished with a combination of suspended and drywall finishes. Spot checks were performed, and the visible areas appeared to be dry and in good condition.



**Figure 4-16**  
Viewing the Typical Condition of Timber Roofing



**Figure 4-17**  
Viewing the Typical Condition of Timber Roofing

### 4.3 Recommendations

Recommendations accompanied by ranking priority and an estimated probable cost related to structural work are presented in Table 4-1. The costs are inclusive of 15% engineering consulting fee and 30% contingency. “Immediate” are considered risks to the public’s safety, “High” is within 1 to 5 years, “Medium” is within the next 6 to 10 years, and “Low” is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 4-1**  
**Estimated Costs for Structural Upgrades**

Disc.	Type	Work Description	Priority	Estimated Cost
Struc.	Condition	Prepare and re-seal interior surfaces of masonry block wall around NE exit door.	High	\$500
Struc.	Condition	Patch hole in floor in Janitor's Room	Medium	\$1,000
Struc.	Condition	Surface patch freeze/thaw damage of interior surfaces of exposed foundation of East and South walls	Medium	\$2,000
			<b>TOTAL</b>	<b>\$3,500</b>



## 5 BUILDING MECHANICAL

### 5.1 Description

The building mechanical assessment includes the heating, ventilation and plumbing systems of the building. The mechanical review includes age, function, general condition and code compliance of the existing building systems. AE has reviewed the original building drawings, visually observed the existing systems located on-site, and has spoken with the operations staff to understand the condition of the existing systems.

### 5.2 Plumbing System

#### 5.2.1 Domestic Water Overview

The water entry for the building has a size of approximately 25 mm (1") and is in the Mechanical Room on the Southwest side of the building.

Downstream of the water meter, domestic water distribution piping serves the domestic water heater and mop sink in the adjacent Janitor's Room, a kitchen-style sink for the concession area, and two Men's/Women's Washrooms on the Northwest corner of the building.

This building is not equipped with a sprinkler system.

Generally, the plumbing system appears to be in fair working order, and all plumbing fixtures appear to be functioning as intended. A more detailed assessment of each plumbing system component is given below.

##### 5.2.1.1 Domestic Water Entry

The 25 mm (1") building water entry is equipped with a Neptune E-Coder R900 water meter, and a manual shut-off valve. There is no backflow prevention device for the water entry. It is recommended to install a backflow prevention device on the water entry in accordance with the current version of the National Plumbing Code.



**Figure 5-1**  
**Typical LAV Found in Men and Women's**  
**Washroom by Main Entrance**



### 5.2.1.2 Domestic Water Distribution Piping

The Men's/Women's Washrooms were renovated with new domestic water distribution piping in 2017. The domestic hot/cold piping to the Washrooms is new and has been insulated within the ceiling space. Based on visual inspection, some portions of the insulation are falling off due to minimal taping being used during the installation. It is recommended to repair the existing insulation.



**Figure 5-2**  
**Insulation on New Domestic Water Piping**

The remainder of the hot/cold distribution piping appears to be original to the building and is not insulated. This original domestic water piping is showing moderate surface oxidation, which is considered typical for piping of this age. No evidence of pipe leaks was identified, and the surface corrosion is not likely to cause problems in the near future. It is recommended to add insulation to the original portions of domestic water piping to reduce the load on the water heating and to minimize condensation from occurring on the cold-water piping.

In general, identification painting or banding is not present on the piping within the building.

### 5.2.1.3 Plumbing Fixtures

The building has recently renovated the Men's/Women's Washrooms, which are equipped with new flush-tank water closets, handle-operated lavatories and a handle-operated urinal in the Men's Washroom. At the time of the investigation, one of the lavatories were left running by a school group that had visited the building. Per the National Plumbing Code 2015, lavatories in public washrooms must be capable of automatically shutting off water flow when the lavatory is not in use. Although this code applies only to newly installed fixtures, the owner should consider replacing the handle-operated faucets with infrared sensors in the interest of water conservation.

The new washroom fixtures appear to be plumbed to code, complete with domestic water shutoffs and vent piping on the combined sanitary drain.



**Figure 5-3**  
**Washroom Lavatories**



**Figure 5-4**  
**Washroom Lavatory Plumbing**



**Figure 5-5**  
**Washroom Urinal**



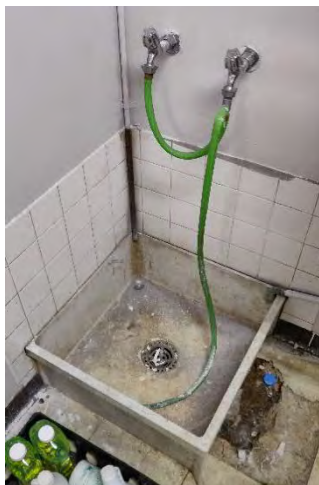
**Figure 5-6**  
**Washroom Water Closet**

The reception area of the building has a stainless-steel two-compartment sink with manual faucet. Although dated, the existing sink and faucet appears to be in fair working condition.

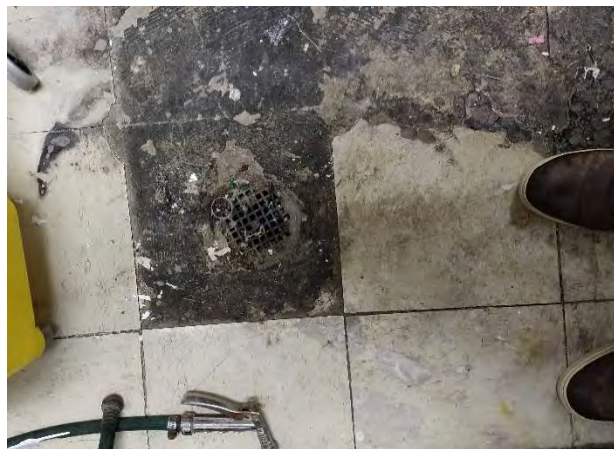


**Figure 5-7**  
**Insulation on New Domestic Water Piping**

The Janitor's Room is equipped with a mop sink with individual hot/cold wall hydrants with hose connections. Condensate drains from the nearby domestic water heater and humidifier are drained into the mop sink. There are paint flakes and dirt build-up in the mop sink basin. The Janitor's Room also has a floor drain, located in a broken vinyl floor tile, which has a grating partially blocked with debris. These fixtures appear to be functional but should be cleaned and cleared of debris.



**Figure 5-8**  
**Reception Sink**



**Figure 5-9**  
**Janitor's Room Floor Drain**

There are two exterior wall hydrants with threaded connections for landscaping use, located on the North and South sides of the building. The wall hydrants appear to be in good condition.

#### **5.2.1.4 Domestic Hot Water Heater**

The domestic hot water system is fed by a State Industries atmospheric gas-fired domestic water heater with a rated gas input of 36 MBH. The water heater is circa 2005 and appears to be in working condition. However, the life expectancy of a gas-fired tank water heater is about 15 years, which means that the installed tank may be near its end of life.

The flue vent for the water heater is constructed of galvanized steel and is showing evidence of moderate condensate leaking at elbows. The piping connections to the water heater are showing evidence of surface corrosion typical of the original uninsulated domestic water distribution piping.

It is recommended to replace the heater as it is likely to fail within the next five years due to age. When the water heater is replaced, it is recommended to replace the flue vent and associated piping connections with new materials. The new water heater flue should be routed in a manner which minimizes the number of elbows.



**Figure 5-10**  
**Domestic Water Heater**

### **5.2.2 Sanitary Drainage**

The sanitary system consists of a buried sloped piping system which drains into a sewage main. The buried sanitary piping could not be observed visually. However, the building operator indicated that they have experienced no problems with the sanitary system for the building.

### **5.2.3 Storm Drainage**

The original storm water system for the building consisted of roof drains which were piped in the ceiling space to a catch basin on the East side of the building. When the new flat roofing system was installed, the existing storm piping was abandoned in the ceiling space. The condition of the existing storm piping was not assessed as it is not in use. A new gutter system is installed, which consists of splash-to-grade downspouts in several locations around the perimeter of the building. Refer to the Architectural section for condition of the gutter rainwater system.

### **5.2.4 Natural Gas**

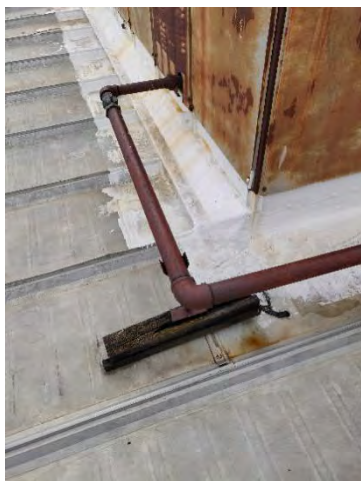
The building is served by a single gas meter on the Southwest corner of the building, provided by the AltaGas. According to the meter tag, the meter is rated for an incoming supply pressure of 25 PSI and supplies low-pressure gas to the building with a rated gas load of 340 CFH. However, the gas load for the installed mechanical systems is 880 CFH, according to the original building drawings. Therefore, the owner is cautioned that the existing gas meter may be unable to handle any significant increase in gas load if new gas-fired appliances are installed in the building. The gas meter appears to have been replaced at some point since the gas piping connections to the meter are painted and do not show the same degree of surface corrosion as the rest of the gas distribution piping.





**Figure 5-11**  
**Gas Meter Installation**

Downstream of the gas meter, gas distribution piping is run up to the roof to serve the main packaged air system. The distribution piping is original to the building and has significant surface corrosion and pitting. The gas piping is supported on the roof by a combination of original steel stand-offs screwed into the new roof deck and wood dunnage, which is beginning to rot. It is recommended to replace the existing piping with new painted steel and supports with new sleeper-style rubber standoffs.



**Figure 5-12**  
**Improper Gas Roof Support**



**Figure 5-13**  
**Surface Corrosion of Gas Piping**

## **5.3 HVAC System**

### **5.3.1 HVAC Overview**

The building is served by a single packaged roof-top unit which has an indirect gas-fired heat heating section and a direct expansion (DX) coil served by an air-cooled condenser. An electric steam humidifier is installed inside the building which feeds a steam-grid located in the main supply air duct in the ceiling space. A roof-mounted down-blast exhaust fan handles washroom exhaust. The interstitial space between the original and new roofing systems is ventilated by passive “whirlybird” roof vents.

### 5.3.2 Roof-Top-Unit

The gas-fired Climate Master packaged roof-top unit appears to be original to the building. The name-plate for the unit is illegible and the sheet metal construction is showing significant corrosion. The mixed-air unit has an 880 MBH heating capacity, which appears to be sized for 100% outside air, and feeds the supply air distribution ductwork for all areas of the building. Air is returned to the unit through a ceiling plenum.

During the investigation, it was noted that the packaged condensing unit fans were operating, but the compressor was not running. Based on conversations with building staff, the cooling system does not function, and interior temperatures are often uncomfortably high during the summer months. The gas-fired heating section is operational, and the staff have no concerns with heating during the winter.

The roof-top unit is controlled by an electronic thermostat located on a column in the reception area of the bowling alley. There is a second nearby thermostat which appears to be disconnected. The original controls panel for the roof-top unit is in the Mechanical Room.

It is recommended to replace the roof-top unit due to age and to restore functionality to the air conditioning system.



**Figure 5-14**  
**Roof-Top Unit**



**Figure 5-15**  
**Thermostat for Roof-Top Unit Control**

It could not be confirmed when the air filters on the roof-top unit were last replaced. It is recommended to check the status of the air filters and replace them if required. Filter replacement should be made part of a routine maintenance program if not already in place.

### 5.3.3 Humidification

The building is equipped with a 20 kW Nortec electric humidifier feeding a steam-grid located in the main supply air duct in the ceiling space, which is not functional. The humidification system is important for maintaining the wood surface of the bowling lanes. Staff have also reported that static discharge on the electronics for the pin-setters have caused failures and downtime in the past. Currently, the staff are using a series of six portable plug-in humidifiers and fill them by hand to maintain the indoor humidity around 55%.

The original steam piping is insulated, but the insulation is showing evidence of moisture damage. The condition of the installed steam grid in the supply air duct was inaccessible and was therefore not observed. It is recommended to replace the humidification system in entirety, including the humidifier, steam piping, steam grid and controls.



**Figure 5-16**  
**Electric Humidifier**



**Figure 5-17**  
**Portable Humidifiers in Bowling Area**

#### **5.3.4 Washroom Exhaust Fan**

The Men's/Women's Washrooms in the building are served by a single roof-mounted Domex down-blast exhaust fan. The installation date of this fan is not known, but it appears to be approximately 10 years old. The estimated lifespan of a roof-mounted exhaust fan is about 20 years. The exhaust fan appears to be working as intended and staff indicated that they do not have any concerns with its function. Despite the age of the fan, there is no requirement to replace it as this time as it can simply be replaced-in-kind upon failure.



**Figure 5-18**  
**Washroom Exhaust Fan**

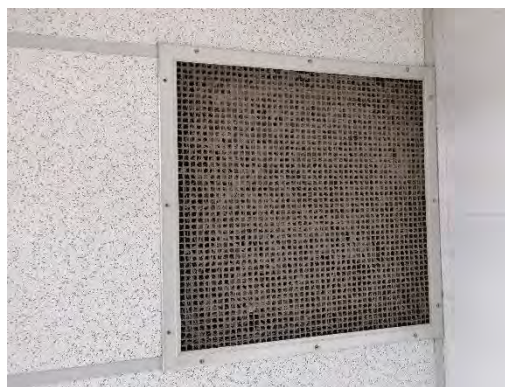
### 5.3.5 Ductwork and Grilles

The supply air distribution ductwork for the building is constructed from galvanized steel and appears to be in generally good condition. Multiple spot checks indicate that the ductwork was generally insulated with fiberglass insulation. However, due to a poor taping job, much of the insulation is falling off and is not serving its intended purpose. Since the insulation is easily accessible through the suspended ceilings throughout the facility, it is recommended to repair and re-tape the insulation throughout the building.



**Figure 5-19**  
**Typical Duct Insulation in Ceiling**

During the investigation, it was noted that there was a significant amount of dust buildup within the ceiling space. Although this level of dust is considered normal for a building of this age, the ducts do not appear to have been recently cleaned. Return air grilles in the suspended ceiling show significant dust buildup on the grille face. Since the return air main is direct to the roof-top-unit, indoor air quality and HVAC system performance could be improved by a thorough duct cleaning. Duct cleaning should be scheduled as part of a routine maintenance program if not already in place.



**Figure 5-20**  
**Dust Buildup on Grille Face**

In general, HVAC grilles and registers appear to be in relatively good condition but are of dated visual appearance. There is no requirement to update the grilles and registers at this time, but this work may be considered as part of a future renovation.



### 5.3.6 Roof Venting

The interstitial space between the original roof deck and the new roofing system is vented by six passive “whirlybird” roof vents. Five of the passive roof vents appear to be acceptable condition and spin freely. One of the vents, however, is missing. Rainwater is entering the interstitial space through the missing vent and has saturated insulation installed above the original roof deck. This is a low-cost item and should be corrected immediately to prevent further leaking and potential mold growth.



**Figure 5-21**  
**Missing Roof Vent**

### 5.4 Fire Protection

There is no sprinkler system installed in this building.

Fire extinguishers are located on the North and South sides of the bowling alley area and behind the reception desk. The fire extinguishers are mounted on wall hangers at all locations. The fire extinguisher installation appears to be code compliant. Extinguishers have generally been inspected within the past year and appear to be properly tagged.



**Figure 5-22**  
**Typical Fire Extinguisher**

## 5.5 Recommendations

Recommendations have been prioritized in the following Table 5-1, accompanied by ranking priority and an estimated probable cost related to mechanical work. The costs are inclusive of 15% engineering consulting fee and 30% contingency. “Immediate” are considered risks to the public’s safety, “High” is within 1 to 5 years, “Medium” is within the next 6 to 10 years, and “Low” is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 5-1**  
**Estimated Costs for Building Mechanical Upgrades**

Disc.	Type	Work Description	Priority	Estimated Cost
Mech.	Code	Install Domestic Water Backflow Preventor	High	\$1,900
Mech.	Condition	Replace aging Domestic Water Heater, Associated Flue and Piping Connections	High	\$8,600
Mech.	Condition	Replace Gas Piping on Roof and Provide Proper Supports and Painting	High	\$7,100
Mech.	Condition	Replace aging Washroom Exhaust Fan	High	\$2,000
Mech.	Condition	Vacuum Clean Ductwork and Grilles. Implement Duct Cleaning as part of a Routine Maintenance Program	High	\$6,000
Mech.	Condition	Replace missing passive Roof Vent and nearby Roof Insulation	Immediate	\$1,500
Mech.	Condition	Repair Existing Insulation on Domestic Water Piping	Low	\$2,500
Mech.	Condition	Insulate Original Building Domestic Water Piping	Low	\$9,000
Mech.	Code	Replace Washroom Lavatory Faucets with Sensor Faucets for Plumbing Code	Low	\$5,000
Mech.	Condition	Clean Janitor's Room Floor Drain and Mop Sink	Low	\$100
Mech.	Condition	Repair Supply Air Duct Insulation	Low	\$5,000
Mech.	Condition	Update Aesthetics of Grilles and Registers	Low	\$7,000
<b>TOTAL</b>				<b>\$55,700</b>

## 6 ELECTRICAL

### 6.1 General

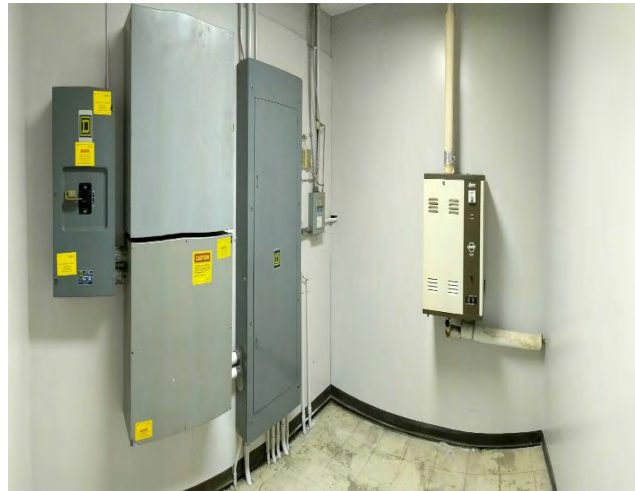
The electrical assessment included all general electrical and lighting systems for end-of-life, functionality and general power distribution layout. In general, the existing electrical panels are dated and need to be replaced. The existing lighting is original and should be replaced. A security/camera security system, public address (PA) system, and a sound system is not installed. These items are not required per code but recommended best practice for a public place. A fire alarm system is not installed or required by code. However, it is recommended to provide asset protection. Some areas will require additional emergency lighting as well as exit signs will need to be installed on all exit doors.

### 6.2 Utility Power

The building utility meter is in a cabinet in the Southwest Main Storage Room. The main 120/208V, 3 phase, 4 wire utility service feeds a 400A rated breaker which feeds a 400A rated main distribution panel (Panel A). Panel A feeds an 8cct sub panel located in the same room and Panel B located in the Service Aisle Room.



**Figure 6-1**  
Utility Pole Mounted Transformer



**Figure 6-2**  
Main Electrical Distribution



**Figure 6-3**  
**Utility Meter**



**Figure 6-4**  
**Main Breaker**

The existing size of the utility transformer is unknown and would need to be verified with the utility. The existing utility feed appears to be in good working order.

### 6.3 120V/208V Distribution

The 120/208V distribution appears to be in working order, though it was not tested for functionality. As this building was constructed in 1978, the main distribution equipment is almost 40 years old and past its expected life expectancy.

A rule of thumb for breaker end of life is 30 years with regular maintenance. Once equipment has reached their approximate end of life, the probability of failure increases with time. For example, after 30 years, approximately one out of 20 breakers may not function as intended. Replacement parts may be more expensive, not readily available and hard to find. It is recommended to replace the main electrical distribution equipment (panels, main breaker, etc.) within the next five years. The existing cables can remain in place and be re-used, as long as they are sized properly, as per CEC.

Some of the electrical wiring located above the T-Bar ceiling was observed to not be secured/supported as per CEC requirements. Not all areas above the T-Bar ceiling were inspected. It is recommended an electrician inspects the wiring above the T-Bar to ensure it is all supported as required by code.





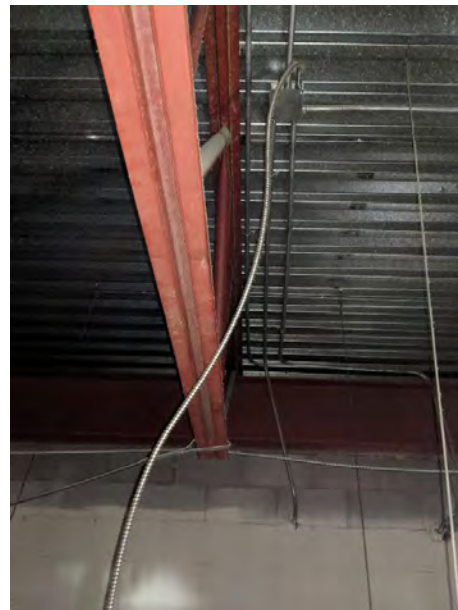
**Figure 6-5**  
**Panel A**



**Figure 6-6**  
**8cct Sub Panel**



**Figure 6-7**  
**Panel B**



**Figure 6-8**  
**Cable Not Supported Per Code**

### 6.3.1 Receptacles

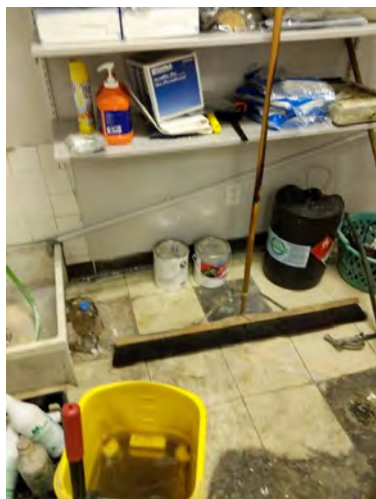
Receptacles throughout the facility were not tested for functionality, however, they were observed for code compliance.

The exterior receptacle located by the front entrance does not have a proper WP cover in place. The existing receptacle is not GFI type and it was not powered from a GFI breaker. The exterior receptacle must have a weatherproof cover as per CEC Section 26-708, GFCI protection is recommended as best practice. It is recommended the receptacle is replaced immediately with a GFI type weatherproof receptacle to meet code.

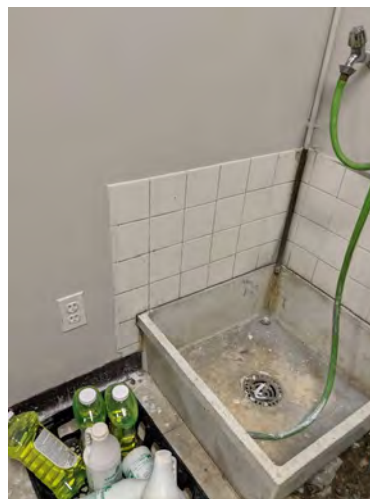


**Figure 6-9**  
**Exterior Receptacle**

Receptacles located within 1.5 m of a sink or water source must have GFI protection, currently none of the receptacles located in the janitor room have GFI protection. It is recommended to immediately replace these receptacles with GFI type receptacles to meet CEC section 26-704.



**Figure 6-10**  
**Receptacles Without GFI Protection**



**Figure 6-11**  
**Receptacles Without GFI Protection**

### **6.3.2 HVAC Power**

Currently, there is one rooftop unit, which appears to be original. The electrical connections were not able to be accessed at that time, therefore, it was not confirmed if a disconnect and dedicated 20A receptacle was in place. For any new HVAC units located on the roof that are replaced, they will require a local disconnect installed within 3 m of each unit as well as a 20A dedicated receptacle (Weatherproof, GFI protected) located within 7.5 m of a rooftop-mounted HVAC unit (as per CEC 28-604 (5) and 26-710 requirements).

## **6.4 Security System, Fire Alarm Devices, and Communications**

Currently, the building does not contain a fire alarm system or security system. Based on the building classification and Section 3.2.4.1 of the ABC, if the total occupant load is less than 300, with no more than 150 above the first storey, the building will not require a fire alarm system. A fire alarm system is recommended, although not required, as it provides asset protection.

There is no code requirement for a security system, it is typically installed if the client prefers it. Although a security system is not required, it is always recommended.

The facility does not have a Public Address (PA) System or a sound system in place. Since the facility is a small building, a PA system may not be necessary, however, a new sound system would provide user entertainment. It is not a code requirement to have a PA or sound system.

Currently, the facility does not have internet or WIFI. The facility only has standard telephone service. If the facility is to be upgraded, internet/WIFI is recommended for user entertainment as well as remote operation if needed.

## **6.5 Lighting**

The costs for LED lighting have reduced greatly over the years. The cost difference between installing a T5 fixture compared to an LED fixture is minimal. The energy savings between a T12 and T5 can be up to 30%, and for LEDs it can be greater. Maintenance costs are also substantially less for LEDs compared to T5s. Over a 20-year period, re-lamping, ballast replacement, and cleaning costs for T5s are approximately four times as much as LED fixtures. It is recommended that the fixtures be replaced with LED fixtures to reduce energy and maintenance costs over a 20-year period. Newer lighting control technology may also provide the facility with more user friendly/entertaining lighting.

### **6.5.1 Exterior Lighting**

As the site was visited during the day, all exterior lights were off and unable to be confirmed if in working order. Lights appear original and are old, aged, broken, filled with dirt and in need of replacement. Lights fixture above exit doorways should be replaced with new LED fixtures to provide adequate lighting. Currently, the exterior lights are controlled by a photocell. Upgrading the exterior lighting within to LED will also provide cost savings and reduce long-term maintenance costs.





**Figure 6-12**  
**Exterior Lighting**



**Figure 6-13**  
**Exterior Lighting**

There are multiple locations on the West side of the building where previous electrical connections for lighting appears to be abandoned in place. Some of the connections have exposed wiring. It is not known if the wiring is powered. It is recommended the conduits and exposed wiring be removed and penetrations sealed.



**Figure 6-14**  
**Abandoned Conduit and Exposed Wiring**  
**(West Side)**



**Figure 6-15**  
**Abandoned Conduit**  
**(West Side)**





**Figure 6-16**  
**Exposed Wiring (North Side)**

### **6.5.2 Interior Lighting**

Overall, the interior lights appear to be a combination of fluorescent and incandescent sources. The age of the interior lights is unknown; however, they appear to be original. Not all lights appear to be in working order with some areas underlit and some areas with flickering lights.

The following deficiencies were noted:

- Lighting in the Main Entrance Locker Area are flickering;
- Multiple lights in the original Locker Room (by Electrical Room) are not working;
- Lights in the Service Aisle Room are not working; and
- Lights in the Bowling Alley are not working

The ballasts should be replaced every five to eight years. It is currently unknown when the fluorescent fixtures were last serviced. The existing lights will begin to fail more frequently because of lamp and ballast failure.

The existing slider type lighting controls appear to be in place and being used, it is recommended these are replaced along with the lights to allow for more diverse lighting control. Currently, the wall-mounted lights in the Bowling Alley are not functional, with the light switch unable to be located. It has not been confirmed, but it is believed the power/control for the Bowling Alley wall-mounted lights has been diverted to the black light fixtures.



**Figure 6-17**  
**Bowling Alley Lights Not Working**



**Figure 6-18**  
**Service Aisle Room Lights Not Working**

### 6.5.3 Emergency Lighting and Exit Signs

Emergency lighting is installed throughout the building, but not all areas meet ABC Section 3.2.7.3 “Emergency Lighting”. There are multiple areas where additional emergency lighting is required.

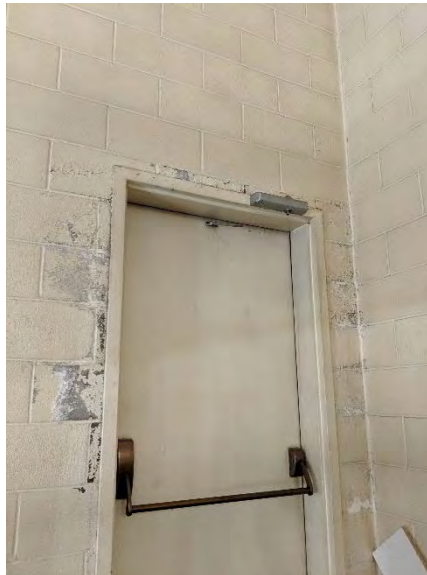
Not every exit has an exit sign installed, as per ABC Section 3.4.5 “Exit Signs”. Some of the existing exit signs are not lit or are barely lit, which does not meet code requirements. The exit door for the service aisle room does not have an exit sign.

The following areas were noted to be deficient in emergency lighting or exit signs:

- Walkways along each side of Bowling Alley has no emergency lighting (if this is used as a main egress path);
- Service Aisle Room exit door does not have an exit sign; and
- Main Entrance exit sign not lit.

It is recommended that all exit signs are replaced as soon as possible with green “running man” (pictogram) style signs.

The emergency lighting deficiencies can be resolved with replacing the nearby exit sign with a new pictogram sign that has built-in emergency lighting.



**Figure 6-19**  
Service Aisle Room Missing Exit Sign

## 6.6 Recommendations

Recommendations accompanied by ranking priority and an estimated probable cost related to electrical work are presented in Table 6-1. The costs are inclusive of 15% engineering consulting fee and 30% contingency. “Immediate” are considered risks to the public’s safety, “High” is within 1 to 5 years, “Medium” is within the next 6 to 10 years, and “Low” is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 6-1**  
Estimated Costs for Electrical Upgrades

Disc.	Type	Work Description	Priority	Estimated Cost
Elec.	Code	Replace Exit lights with New Pictogram Signs (c/w emergency lights and battery pack)	Immediate	\$9,000
Elec.	Code	Replace Exterior Receptacle with GFCI receptacle (c/w WP cover, remove exterior conduits and wiring)	Immediate	\$3,000
Elec.	Code	Replace Receptacles within 1.5m of Sink with GFCI receptacle	Immediate	\$750
Elec.	Code	Review wiring above T-Bar Ceiling and secure as required	Immediate	\$1,000
Elec.	Condition	Electrical HVAC Support (HVAC unit replacement, disconnects, and dedicated rooftop receptacles)	High	\$4,000
Elec.	Condition	Replace Exterior Lights with LED (c/w photocell)	High	\$18,000
Elec.	Condition	Replace Main Electrical Distribution Panels (maintain amp rating and amount of breaker spaces)	High	\$43,000
Elec.	Condition	Replace all Interior Lights with LED	Medium	\$45,000
Elec.	Condition	Install Fire Alarm System	Low	\$38,000
			<b>TOTAL</b>	<b>\$161,750</b>

## 7 SUMMARY OF RECOMMENDATIONS

A summary of the prioritized recommendations and probable costs is presented below. “Immediate” are considered risks to the public’s safety, “High” is within 1 to 5 years, “Medium” is within the next 6 to 10 years, and “Low” is within the next 11 to 20 years. Values are probable costs in 2019 dollars and are assumed to be combined with other scope items.

**Table 7-1**  
**Summary of Estimated Costs**

Disc.	Type	Work Description	Priority	Estimated Cost
Arch.	Code	Safety: Hazardous Substance Assessment of VAT tiles (subsequent remediation plan to remove or control the hazard will be an additional cost).	Immediate	\$700
Arch.	Code	Safety: Ensure 1hr fire separation of Janitor’s Room.	Immediate	\$500
Arch.	Code	Safety: Ensure 1hr fire separation of Electrical Room.	Immediate	\$500
Civil	Condition	Install appropriate lid for exterior sump pit.	Immediate	\$500
Mech.	Condition	Replace missing passive Roof Vent and nearby Roof Insulation.	Immediate	\$1,500
Arch.	Code	Safety: Install exterior concrete aprons at NE and South Exit Doors.	Immediate	\$2,000
Elec.	Code	Replace Exit lights with New Pictogram Signs (c/w emergency lights and battery pack).	Immediate	\$9,000
Elec.	Code	Replace Exterior Receptacle with GFCI receptacle (c/w WP cover, remove exterior conduits and wiring).	Immediate	\$3,000
Elec.	Code	Replace Receptacles within 1.5m of Sink with GFCI receptacle.	Immediate	\$750
Elec.	Code	Review wiring above T-Bar Ceiling and secure as required.	Immediate	\$1,000
Arch.	Condition	Vinyl siding repairs and sealant of exterior walls.	High	\$1,500
Arch.	Condition	Main Entrance Door Assembly: Replace cracked glazing panels, apply new weather-stripping, door sweeps and sealants. Repair or replace door closer on interior vestibule door.	High	\$2,300
Arch.	Condition	Inspection and repair of NE exit door assembly and block wall around opening.	High	\$2,000
Arch.	Condition	Inspection and repair of South exit door assembly.	High	\$1,800
Arch.	Condition	Install new flashings and sealants around Clerestory Windows.	High	\$1,200
Arch.	Condition	Repair or replace all downspouts and install splash pads.	High	\$2,000
Arch.	Condition	Replace rusted roof fasteners, damaged flashings, and deteriorated gaskets and sealants.	High	\$4,200
Arch.	Condition	Replace interior door mutes. Repair or replace Service Aisle Door.	High	\$700



Disc.	Type	Work Description	Priority	Estimated Cost
Arch.	Condition	Replace VAT Tile Flooring with new 3 mm VCT Tile Flooring. Quote does not include cost of Hazardous Materials Abatement.	High	\$4,500
Arch.	Condition	Repair uneven flooring at Bootroom entrance and behind Snack Bar.	High	\$1,000
Arch.	Condition	Replace stained and broken ceiling tiles.	High	\$500
Arch.	Condition	Repaint ceiling in Service Aisle.	High	\$4,000
Civil	Condition	Install sump pump for the exterior subgrade drainage system.	High	\$500
Elec.	Condition	Electrical HVAC Support (HVAC unit replacement, disconnects, and dedicated rooftop receptacles).	High	\$4,000
Elec.	Condition	Replace Exterior Lights with LED (C/W photocell).	High	\$18,000
Elec.	Condition	Replace Main Electrical Distribution Panels (maintain amp rating and amount of breaker spaces).	High	\$43,000
Mech.	Code	Install Domestic Water Backflow Preventor.	High	\$1,900
Mech.	Condition	Replace aging Domestic Water Heater, Associated Flue and Piping Connections.	High	\$8,600
Mech.	Condition	Replace Gas Piping on Roof and Provide Proper Supports and Painting.	High	\$7,100
Mech.	Condition	Replace aging Washroom Exhaust Fan.	High	\$2,000
Mech.	Condition	Vacuum Clean Ductwork and Grilles. Implement Duct Cleaning as part of a Routine Maintenance Program.	High	\$6,000
Struc.	Condition	Prepare and re-seal interior surfaces of masonry block wall around NE exit door.	High	\$500
Arch.	Condition	Replace vinyl siding and fibreboard siding.	Medium	\$8,000
Arch.	Condition	Install barrier-free door operators at Main Entrance.	Medium	\$8,000
Arch.	Condition	Exterior Doors: Periodic inspections and repairs.	Medium	\$1,000
Arch.	Condition	Periodic regular roof inspections and allocate for typical maintenance repairs.	Medium	\$5,000
Arch.	Condition	Replace carpeting throughout facility.	Medium	\$12,000
Arch.	Condition	Replace ceiling tiles in Janitor, Electrical and Locker Rooms.	Medium	\$2,500
Arch.	Condition	Barrier-Free: Install code-compliant Entry Doors to the Washrooms.	Medium	\$5,000
Arch.	Condition	Barrier-Free: Install code-compliant features and fixtures in each Washroom.	Medium	\$6,000
Elec.	Condition	Replace all Interior Lights with LED.	Medium	\$45,000

Disc.	Type	Work Description	Priority	Estimated Cost
Struc.	Condition	Patch hole in floor in Janitor's Room.	Medium	\$1,000
Struc.	Condition	Surface patch freeze/thaw damage of interior surfaces of exposed foundation of East and South walls.	Medium	\$2,000
Arch.	Condition	Replace Clerestory Window System with new Aluminum Framing, Glazing, Metal Flashings and Sealants.	Low	\$5,500
Arch.	Condition	Replace all exterior door systems including Main Entrance Doors Frames and Glazing, both exit doors.	Low	\$14,500
Arch.	Condition	Replace Asphalt Roofing System sections.	Low	\$35,000
Arch.	Condition	Remove Low Slope Metal Roofing Systems, including removal of existing metal roofing and flat roofing systems and replace with new low slope roof system.	Low	\$500,000
Elec.	Condition	Install Fire Alarm System.	Low	\$38,000
Mech.	Condition	Repair Existing Insulation on Domestic Water Piping.	Low	\$2,500
Mech.	Condition	Insulate Original Building Domestic Water Piping.	Low	\$9,000
Mech.	Code	Replace Washroom Lavatory Faucets with Sensor Faucets for Plumbing Code.	Low	\$5,000
Mech.	Condition	Clean Janitor's Room Floor Drain and Mop Sink.	Low	\$100
Mech.	Condition	Repair Supply Air Duct Insulation.	Low	\$5,000
Mech.	Condition	Update Aesthetics of Grilles and Registers.	Low	\$7,000
<b>TOTAL</b>				<b>\$853,850</b>

## 8 REMAINING LIFE

In general, a building of this construction typically has an expected life of approximately 50 years. It is AE's understanding that the building was constructed in the 1978. With the structures current age of 41 years, it has served 82% of its expected life. It is possible for buildings to exceed their expected life depending on overall quality of construction and the performance of regular maintenance.

With the information gathered, it is estimated that the remaining life of the building is approximately **20 to 30 years**, if the recommendations are followed and regular maintenance is continued.

Based on 2019 costing data, to construct a new building of the existing size (705 m<sup>2</sup>) with modern construction would have an estimated construction cost of about **\$2.96 million**, including engineering fees and demolition.

## CLOSURE

This report was prepared for the Town of Barrhead to provide recommendations for repairs and modernization of the Blue Heron Bowling Alley. All work was collaborated with Shallon Touet, Director of Parks and Recreation.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,  
Associated Engineering Alberta Ltd.

Kevin Danyluk, P.Eng.  
Structural Engineer

Carl Latonas, P.Eng.  
Mechanical Engineer

James Sharpe, P.Eng., PM  
Electrical Engineer

Grace Zhang, AAA, MRAIC, LEED® AP  
Grace Architecture

<b>ASSOCIATED ENGINEERING</b> <b>QUALITY MANAGEMENT SIGN-OFF</b> Signature: _____ Date: _____
<b>APEGA Permit to Practice P 3979</b>









# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** The Blue Heron Boardwalk Site Assessment Summary Report

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## **1.0 PURPOSE:**

For Council to receive the Blue Heron Boardwalk Site Assessment Summary Report as information.

## **2.0 BACKGROUND AND DISCUSSION:**

Included in the 2019 Capital Budget was an allocation of 20,000.00 to undertake an assessment of the Town's Boardwalk.

The boardwalk portion of the walking trail was constructed in 2005.

On page 1 of the attached assessment report, it states in part, the following:

*"Based on field observations and structural calculations, it appears that the rails, cantilevered walkway boards and foundation for the walkway DO NOT MEET the requirements of the 2019 Alberta Building Code. Due to the significant number of elements that are under-designed, it is recommended that the structure be immediately closed to the public and demolished as soon as possible."*

I contacted our legal counsel and was advised that to avoid any potential litigation, the Town is forced to adhere to the report's recommendation.

During the 2020 Capital Budget deliberation, Administration will present potential alternate structure/modified walkway for Council's review and consideration.

## **3.0 ALTERNATIVES:**

3.1 Council receives the Blue Heron Boardwalk Summary Report dated August 22, 2019, as information and instruct Administration to proceed with the demolishing of the existing Boardwalk.

- 3.2 Council instructs Administration to provide further information on the Blue Heron Boardwalk Site Assessment Summary Report dated August 22, 2019 and to bring back the information at the next Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

At the time of preparing this report, Administration anticipates that the demolition would be undertaken by our own forces. However, depending on the complexity of the required work, private contractor(s) may be required. In any event, Administration will undertake the demolition in the most cost-effective avenue.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

The Town is mindful that they must provide safe and secured facilities/structures to its citizens and visitors.

**8.0 ATTACHMENTS:**

- 8.1 The Blue Heron Boardwalk Site Assessment Summary Report dated August 22, 2019.

**9.0 RECOMMENDATIONS:**

Council receives the Blue Heron Boardwalk Summary Report dated August 22, 2019, as information and instruct Administration to proceed with the demolishing of the existing Boardwalk.

Edward LeBlanc  
CAO



## Site Assessment Summary

### **The Blue Heron Boardwalk** Town of Barrhead, Alberta



Attention:  
Mr. Shallon Touet  
Director of Parks and Recreation  
Town of Barrhead  
E: [stout@barrhead.ca](mailto:stout@barrhead.ca)  
T: 780-674-2532

**August 22, 2019**

**Final Client Draft**



## **1.0 INTRODUCTION**

The Town of Barrhead retained Associated Engineering (AE) to complete a structural, environmental and landscape architectural assessment of the Blue Heron Boardwalk. The Boardwalk is a popular recreational destination within the Town of Barrhead, AB and is located near 48 Avenue and 53 Street on the north bank of the Paddle River near 10-20-59-3-W5M.

The exact date of walkway construction is not known; it is assumed construction was completed in 2005 without any known environmental or structural engineering consultation. The Town retained AE to specifically assess environmental and structural engineering compliance associated with:

- i) The existing boardwalk's Code and environmental permitting; and,
- ii) To recommend any remedial procedures needed to meet the Code requirements for potential trail upgrades.

Record drawings for the boardwalk were not available for review prior to the site review.

## **2.0 FIELD OBSERVATIONS**

A thorough walkthrough of the Blue Heron Boardwalk was completed on May 28, 2019. Items reviewed included:

- the handrail and deck boards, as well as the portions of the walkway at grade to view the joists, columns, and foundation;
- the entire project area for any known environmentally sensitive areas that should be considered during design and identify regulatory approvals that may be required.

A subsequent desktop environmental review was also conducted during the week of June 3 to 7, 2019.

An earlier landscape architectural on-site investigation was conducted on May 16, 2019 to review:

- the study area within the larger urban design and recreational framework of the Town; and,
- all outdoor recreational trail and amenity feature opportunities that the study area may present.

Our detailed assessment reports can be found in:

- Appendix A – Structural Engineering Assessment; and,
- Appendix B – Environmental Site Assessment.

## **3.0 EXISTING BOARDWALK RECOMMENDATIONS**

AE has completed the following site investigations and assessments. Detailed reports can be found in the appendices of this document. Respective discipline recommendations are as follows:

### **Structural:**

Based on field observations and structural calculations, it appears that the rails, cantilevered walkway boards and foundation for the walkway DO NOT MEET the requirements of the 2014 Alberta Building Code. Due to the significant number of elements that were under-designed, it is recommended that the structure be immediately closed to the public and demolished as soon as possible. Please refer to separate structural engineering assessment report found in Appendix A of this document.



### **Environmental:**

The operation of the boardwalk in the current state DOES NOT REQUIRE environmental permits. However, any upgrades will require permits/ approvals depending on the final alignment footprints (both permanent disturbance area and temporary construction workspace); permit requirements shall be revisited once the boardwalk upgrade/ trail replacement concept has been developed. Please refer to separate environmental assessment report found in Appendix B of this document.

### **Landscape Architecture:**

The Blue Heron Boardwalk provides a critical pedestrian and active transportation route for the Town of Barrhead. Although an existing concrete sidewalk connection exists along 48 Avenue, many of the recreational users divert off of the roadway and travel along the entirety of the existing boardwalk system. Most noteworthy is that the Blue Heron Boardwalk provides a critical trail linkage for recreational users. To elaborate, the existing boardwalk FUNCTIONS AS A CENTRAL LINK within the Town's overall trail system joining together the east and west parts of Barrhead. Removal of this trail connection will force users to travel along adjoining streets and increase the potential for conflicts with vehicles and residents.

## **4.0 RE-IMAGINING THE BLUE HERON BOARDWALK**

The ultimate demolition and removal of the existing Blue Heron Boardwalk for safety reasons need not be the finality of an extremely vital recreational asset and a much-cherished community destination. The Blue Heron Boardwalk can be re-imagined – by melding all its positive impacts with existing opportunities already found on site.

Skeptics may wonder what true benefit is there in having trail systems or boardwalks within a community. They look nice, yes, but do they add real, tangible value to the Town of Barrhead? The answer is a resounding - yes. Multi-use trail systems have a consistent, positive impact both in the community and in the economy. Constructing trails and boardwalks in the community is a worthwhile long-term investment.



Existing Conditions.

### **4.1 Positive Impacts of Trails and Boardwalks:**

So, what is the positive impact of multi-use trails and boardwalks and how does the local economy benefit?





### 1. Increased Property Values

Proximity to trails and boardwalks is a top requested amenity for home owners and potential buyers according to the National Association of Realtors. Plots of land adjacent to trails and open spaces can offer homeowners a significant increase in property value. Though the impact for a single property may be relatively small, the impact across entire neighbourhoods stacks up to something significant — sometimes to hundreds of thousands of dollars. Both property values and taxes see an increase when homes are located near trail and boardwalk systems.



### 2. Environmental Benefits

By providing a safe means of travel for bicyclists and pedestrians, a multi-use trail design can provide an alternative to vehicular travel that is emission and cost-free. Connected trail and boardwalk systems offer reliable means to travel short distances without requiring gasoline. In addition, they preserve vital open areas and floodplains. If wetland areas and floodplains can function normally, residential and commercial areas are less likely to flood; thereby, insurance rates decrease, as does the astronomical cost of property damages every year.

### 3. Provides Free Recreation and Transportation Opportunities

Once a trail or boardwalk is in place, it offers an area for people to play, exercise and relax. Moreover, a safe space is given to children, cyclists and other pedestrians to travel through their community without fear of traffic dangers or the growing cost of vehicular transportation. Trails and boardwalk systems make this lifestyle possible.



### 4. Increased Jobs and Revenue in Local Businesses

With the number of recreational bikers and visitors increasing throughout the Province, communities like Barrhead with established trail systems can help create local jobs and increase revenue and traffic to local businesses. Retail and snack shops, as well as restaurants, benefit from their proximity to trails and boardwalks and will encourage new user-oriented businesses (bike shops, equipment rentals, etc.) to move in founded upon visitor spending.

### 5. Reduction of Medical Costs

A sedentary lifestyle has shown to greatly influence health and well-being negatively. Walking or biking a few times a week has shown to improve overall health, even in otherwise inactive individuals. This, in turn, decreases health care costs. A multi-use trail design, then, can provide a free means of healthy exercise for those in urban and rural areas alike.







## **6. Revitalization of Economically Depressed Areas**

Trails and open spaces have long been used to aid in the revitalization of economically depressed areas, particularly in older areas of a community. Occupancy rates and demand have shown an increase in these existing areas with the implementation of new open spaces and trail systems, as they offer attractive amenities both commercially and residentially.

In summary, the cost of creating and maintaining multi-use trails and boardwalks pales in comparison to the economic benefits the trail and boardwalk system creates.

### **4.2 Vision:**

Although, financed and built through private funds and volunteers – the boardwalk system has been used by residents for well over 20 years and has grown into a valued community landmark. However, due to the significant number of structural elements that were under-designed and the boardwalk's non-compliance to the current Alberta Building Code (2014), it is recommended that the whole structure be immediately closed to the public and demolished as soon as possible.

Yet, the Town need not endure significant community loss due to the boardwalk's removal, as there are considerable positive attributes that can be protected and improved upon. By re-imagining the Blue Heron Boardwalk simply as a hard surface 'trail' (as opposed to maintenance intensive timber passage) that can provide the same positive recreational contribution and connectivity for the community.

By following the former system's coarse alignment and reconstructing a hard-surfaced multi-use trail with supportive amenities and adjoining trailheads, its:

- i) connectivity within a larger recreational trail system for the Town of Barrhead can be maintained;
- ii) nostalgic viewpoints can be enhanced and expanded upon; and,
- iii) central location and accessibility into the downtown core can all be preserved.

## **5.0 TRAIL RE-CONSTRUCTION OPPORTUNITIES**

AE has provided re-construction alternatives for this future new 'Trail' segment. As depicted in *Figure 1.0*, we have shown the opportunity for three (3) distinctive user experiences along the current boardwalk system alignment and the Water Treatment Plant Service Road – called the River Walk, the Tree Walk and Shared-Use Trail.

### **5.1 River Walk:**

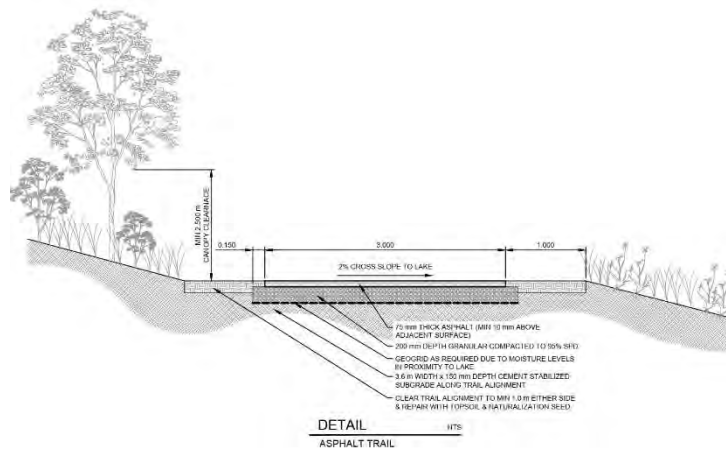
This portion of new multi-use trail is recommended to be 3.0 metres in width and its surface comprised of asphalt or compacted stone fragments. It is practicable for constructing this trail portion on top of existing site grades through slight cut and fill applications. No existing overland surface water travel patterns will be impacted by this new trail portion. The user experience is purposely planned to be 'nearer' to the Paddle River and in direct 'contact' with the enclosed woodland's understory environment.



**75mm thick Asphalt Trail Re-Construction:** along previous alignment and back from water's edge.



Precedent Image – asphalt trail.



## 5.2 Tree Walk:

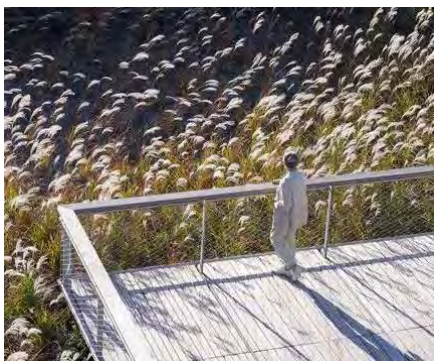
This portion of the new trail is also recommended to be 3.0 metres in width, but should be built with pressure-treated boardwalk or mesh grating on elevated construction systems. Current site grades have long slopes and height differences ranging upwards of 2.0 – 3.0 metres. In this area, it is advised to avoid asphalt trail construction to allow existing overland surface water travel patterns to flow underneath a raised boardwalk or mesh grate trail system. The user experience is purposely planned to be ‘elevated’ and intentionally ‘upwards’ amongst the woodland’s tree canopy.

### 5.2.1 Raised Boardwalk or Mesh Grating Re-Construction Options:

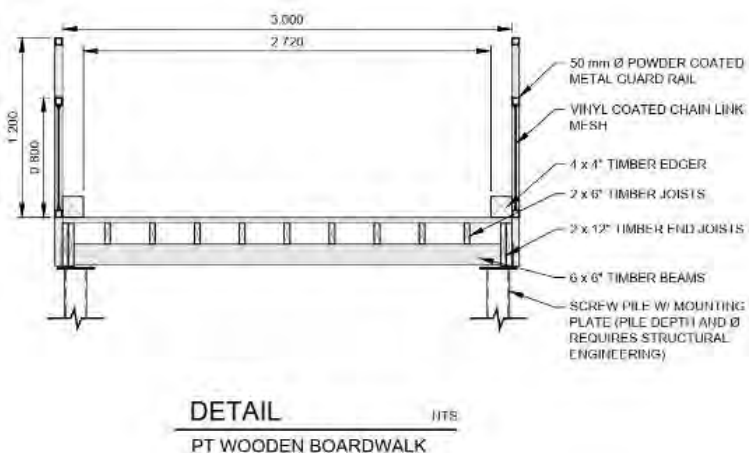
Following discussions with the Town two upgrade concepts were explored by AE for application in this proposed trail segment.

#### Concept 1: Elevated Boardwalk and Screw Piles:

PT Wooden Timber System w/ Chain Link Railing



Precedent Image – boardwalk.



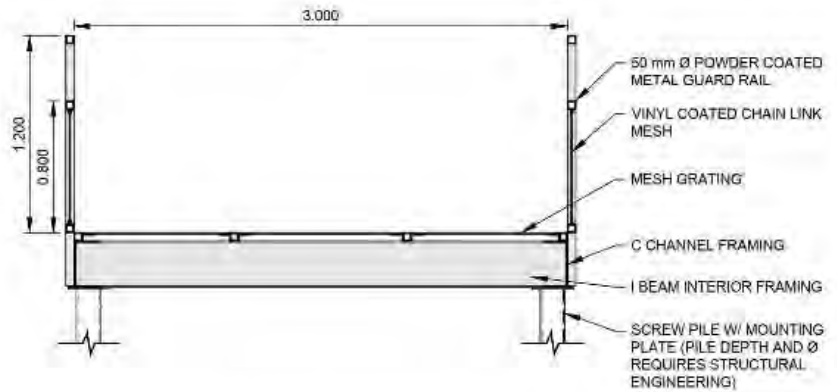


## Concept 2: Elevated Mesh Grating and Screw Piles:

Mesh Grating System w/ Chain Link Railing



Precedent Images - grating

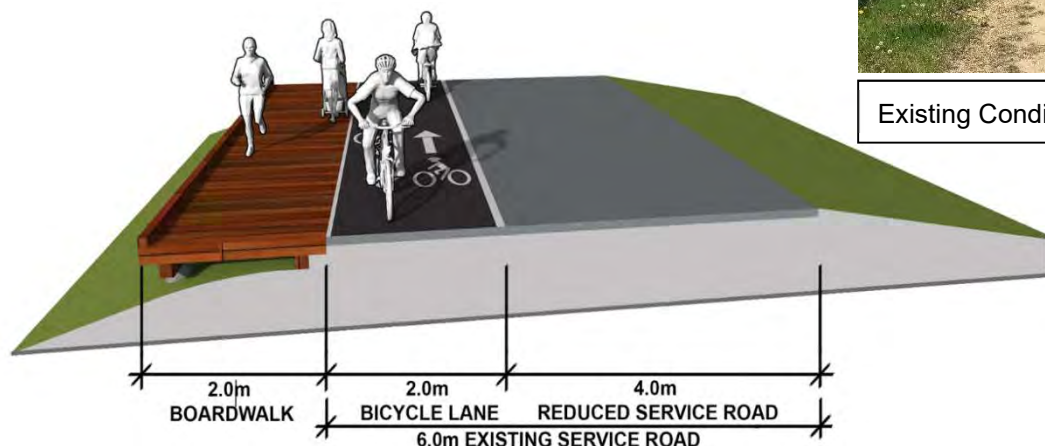


DETAIL  
MESH GRATING WALKWAY  
NTS

### 5.3 Shared-Use Trail:

The Blue Heron Trail can be cost-effectively lengthened to include the existing Water Plant Service Road. We envision a shared-use trail opportunity where the present 6.0-metre-wide road can be separated with a 2.0-metre-wide bicycle lane for active transportation users.

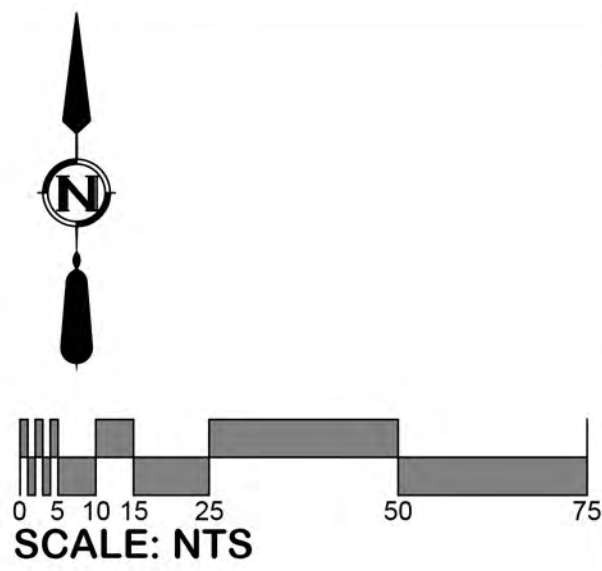
A 2.0-metre-wide boardwalk planned for pedestrians will also parallel the bicycle lane and service road. The user experience is intended to be 'peripheral' to the Paddle River along an open space corridor with controlled vantage points into the adjacent woodland riverine slopes.



Existing Conditions.

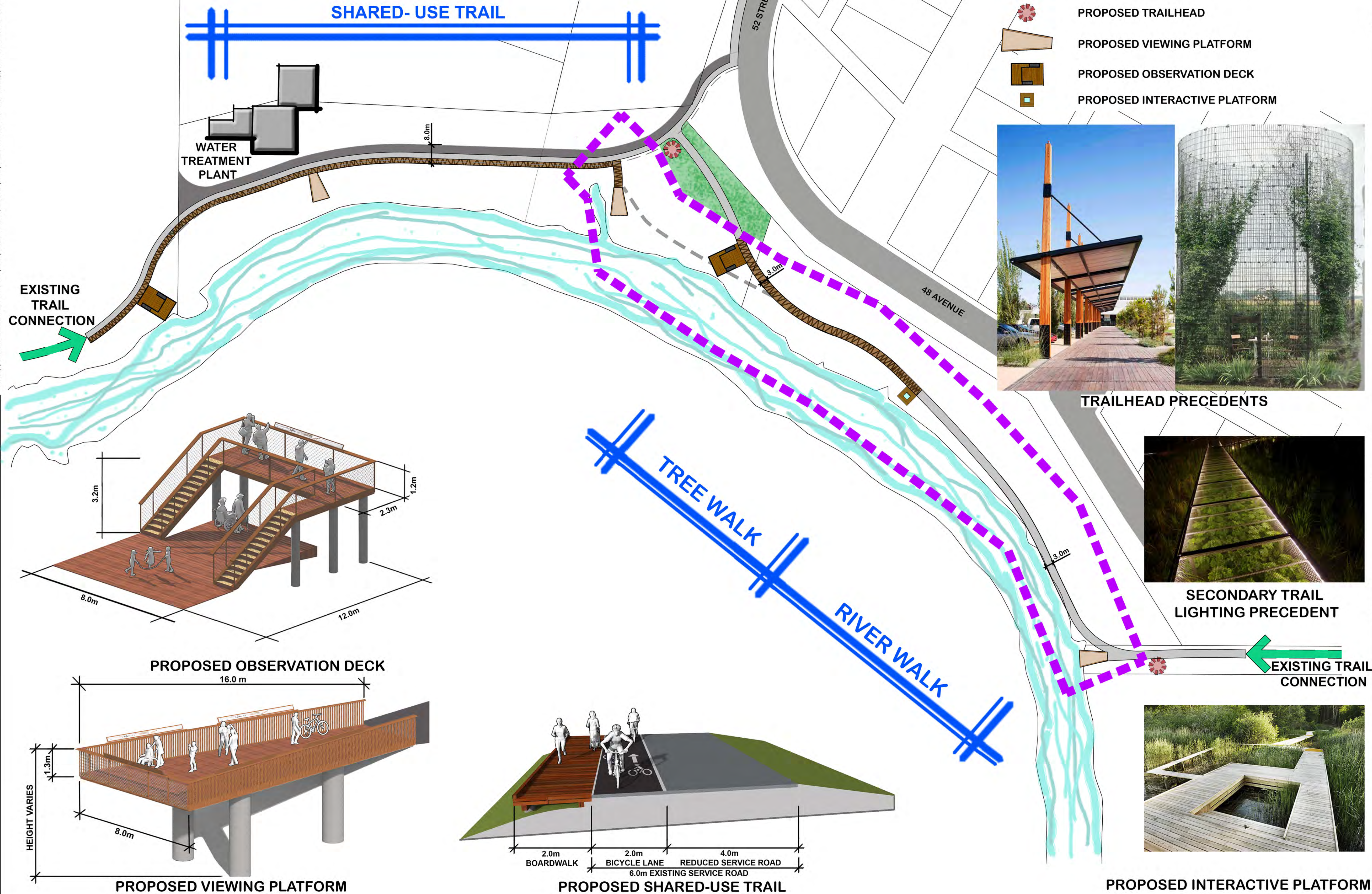


IF NOT 50 mm ADJUST SCALES  
SCALE(S) SHOWN ARE INTENDED FOR ANSI D (22x34) SIZE DRAWINGS. TABLOID (11x17) SIZE DRAWINGS ARE 1/2 OF SCALE(S) SHOWN UNLESS NOTED OTHERWISE



## LEGEND

- EXISTING BOARDWALK ALIGNMENT
- EXISTING TRAIL CONNECTION
- PROPOSED TRAIL ALIGNMENT
- PROPOSED BOARDWALK RECONSTRUCTION
- PROPOSED SHARED - USE TRAIL
- PROPOSED TRAILHEAD
- PROPOSED VIEWING PLATFORM
- PROPOSED OBSERVATION DECK
- PROPOSED INTERACTIVE PLATFORM



TRAILHEAD PRECEDENTS



SECONDARY TRAIL LIGHTING PRECEDENT



PROPOSED INTERACTIVE PLATFORM

PRELIMINARY/  
FOR DISCUSSION  
NOT FOR CONSTRUCTION  
DRAFT

ISSUED FOR CLIENT REVIEW

REV	DATE	DESIGN	DRAWN	DESCRIPTION
-----	------	--------	-------	-------------

TOWN OF BARRHEAD  
PARKS AND RECREATION

FIGURE 1.0  
THE BLUE HERON BOARDWALK  
TRAIL ASSESSMENT  
2019-3508-00

SCALE: AS SHOWN

DRAWING	REVISION	SHEET
PROJECT SCOPE		/





## 6.0 IMPROVED TRAIL AMENITIES AND FEATURES

### 6.1 Trailheads:

In our understandings of landscapes - trailheads often stand out as something special. A 'trailhead' is the point at which a trail begins, where the 'trail' is often intended for hiking, biking, horseback riding, or off-road vehicles.

A trailhead is connected to passing from one part or phase of a trail system, onto the next. Trailheads are both important in wayfinding, as a place to gather, to rest, to discover and to plan your recreational route. How the trailhead is placed and designed can make a huge difference to the user's experience and on how to make the location become a very special place. Their placement of unexpected and recognizable trailheads can make the entire user experience much more memorable along this segment of the Blue Heron Trail.

The principal goal when creating trailheads is to create distinctive places that a wide variety of people will use and enjoy throughout the year. In combination with other place-making techniques, trailheads can become open spaces where we gather, interact, and most of all build the social and emotional ties that hold our communities together. A sundry of cost effective built-forms, materials and mapping can augment existing trail signing on-site.



Precedent Images – trailheads.



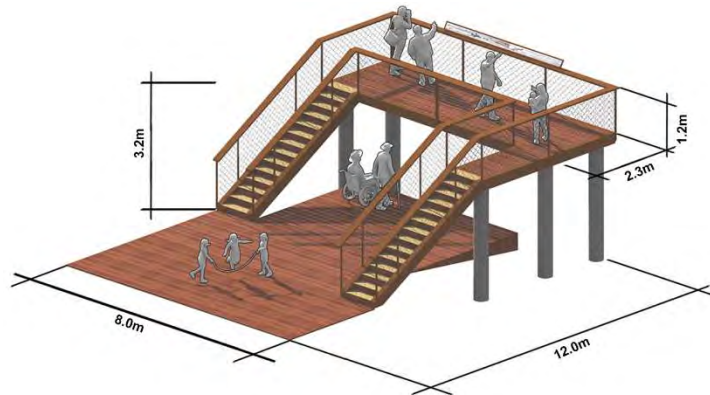
Existing Conditions.

### 6.2 Observation Decks:

Central to the re-construction of the Blue Heron Trail was the idea of introducing and highlighting the dignity of the observation deck – by creating high points along this proposed trail segment that are accessible to the public. It was also the perfect opportunity to leave visitors feeling completely immersed in the local riverine landscape with unobstructed views of the Paddle River in both directions.

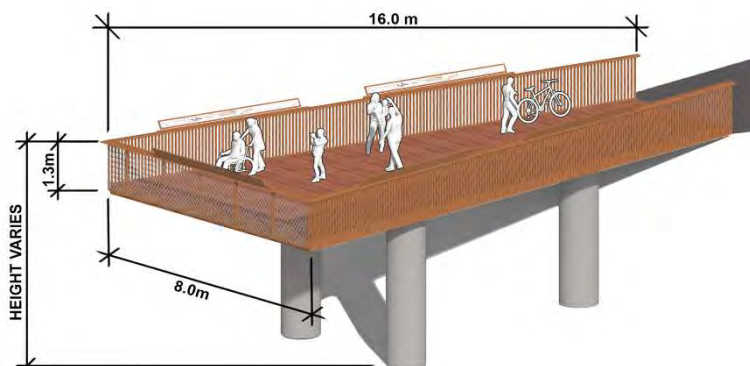


Faced with the reality that it would not be cost-effectively possible to take all visitors to the top platform, we used this limitation in our favor to heighten the experience. Our idea was to disrupt the visitor's expectations. So, rather than one quick journey, the visitor has the option of a covered, at-grade observation deck or is guided upwards by two sets of steps to an elevated top observation deck.



### 6.3 Viewing Platforms:

The inclusion of dramatic viewing platforms that hang over the riverbanks of the Paddle River is a unique, heart-thumping opportunity to stand as close as possible to the water's edge; as well as, experience the riverine landscape surrounding it.



The viewing platforms are universally accessible to all users from the Blue Heron Trail. In addition, the viewing platforms could have interpretive information displays where one can learn about the landscape, wildlife, and culture surrounding Barrhead. These locations will be great social places to learn about the rich history of the Town and those who have lived off the adjacent lands since before recorded history.

Finally, these viewing decks also can be used as a beautiful location for wedding ceremonies, bird watching or photographic locations.

### 6.4 Interactive Platform/ Floating Dock:

Learning is a lifelong endeavour. Currently, the Town of Barrhead offers many family programs and events throughout the community. An interactive platform is planned along this segment of the proposed trail to augment the Town's recreational programs and events for youths, adults/ seniors, educators and naturalists, plus heighten the trail experience for users in a fun and hands-on manner.

The interpretive platform is envisioned as a safe and engaging, one-of-a-kind location to 'contact' and 'touch' the waters of the Paddle River. Expected recreational outcomes will be to help to promote better physical, mental and social health through experience of the natural world.

The platform could also double as a seasonal, floating boat dock (non-motorized). This initiative builds upon the Paddle River as a natural connection that increases options for water access, allowing regional travel opportunities along the river and supporting broader eco-tourism initiatives.



Precedent Image – platform.



Precedent Image – dock.



Precedent Image -learning

## 7.0 FEASIBILITY COSTING

We are including a range of unit costing to support the viability and cost effectiveness of implementing this new segment of the Blue Heron Trail.

### Range of material unit costs per linear metre:

1. Asphalt Trail w/ Geo-grid = ~\$200- 250/ linear metre
2. PT Wooden Boardwalk = ~\$600-700/ linear metre
3. Metal Grating System = ~\$850-950/ linear metre

**Table 1. BLUE HERON TRAIL RE-CONSTRUCTION, Construction Cost Estimate**

Estimate Item	Cost	Assumptions
		Approximate new length: 238 Linear metres. ~38% length as boardwalk and ~62% length as asphalt trail.
		The following are included in the price:
	= \$37,000 asphalt + \$63,000 boardwalk	- Tree clearing/grubbing;
		- 300 mm depth excavation;
		- Compacted subgrade w/ cement stabtn. (13 kg/m2);
		- 200 mm depth granular installation & compaction;
		- Geo-grid reinforcing fabric;
		- 75 mm depth asphalt pavement;
		- Finish grading; and,
		- 150 mm depth topsoil & seeding.
Construction Cost	Total = \$100,000 X 30% contingency (\$30,000)	
	<b>Cost = ~\$130,000</b>	
		The following is NOT included in the estimated price:
		- trail amenities and features.
		- metal screw piles.
		- way-finding improvements or signing



		Scope of work includes:
Consultant Cost	\$32,000	• engineering and landscape architectural fees.
	\$10,500	• Survey Team (2 persons & truck) includes conversion/Lidar study
	Cost = ~\$42,500	* Does not include: tender or construction administration services. * Does not include geotechnical assessment.
		Scope of work includes:
Environmental Assessment and Permitting Cost	Cost = ~\$10,250	• Delineate the River/Wetland Boundaries (field-delineation and purchase of high-quality aerial imagery)
		• Assess wetland classification and impacts; • Wetland Assessment Impact Form (WAIF) produced by an Authenticating Professional under the Wetland Policy, acceptable for a Supplemental Information Report for the <i>Water Act</i> Approval (assume minor and temporary wetland impacts only).
Total	~\$182,750 CDN	

Notes:

- **Screw piles are not included in our estimate.** Length, type and quantity of screw piles will be founded upon further geotechnical assessments. Costs shall to be added to trail repairs indicated in Table 1.0.
- Does not include third-party geotechnical assessments.
- Improved Trail amenities and features highlighted in Section 6.0 are not included in our estimate. These features can be phased into the new trail segment as capital construction monies become available.
- In terms of construction priority phasing, the primary focus shall be on maintaining the central trail connection. The shared-use trail and amenities shall be secondary project priority focuses.





## Appendix A – Structural Engineering Assessment

## 1 INTRODUCTION

The Town of Barrhead retained Associated Engineering (AE) to complete a structural assessment of Blue Heron Trail walkway, located near 48 Avenue and 53 Street, along the Paddle River. The purpose for this assessment was to determine the existing walkways' Code compliance and to recommend any remedial procedures needed to meet the Code requirements.

The exact date of walkway construction is not known; it is assumed construction was completed in 2005. Record drawings for the walkway were not available for review prior to the site review.

## 2 FIELD OBSERVATIONS

A walkthrough of the Blue Heron Trail walkway was completed on May 28, 2019. The items reviewed were the handrail and deck boards, as well as the portions of the walkway at grade to view the joists, columns, and foundation. The walkway varies in elevation to a maximum of 1,800 mm above grade. A typical walkway support cross-section was used throughout. Movement of the structure while walking was typical throughout sections that were greater than 900 mm above ground; this movement was magnified at the highest portions of the walkway.

The wood used throughout the original construction was S-P-F No. 2, with treated ACQ sawn lumber for the below walkway portion. Wood grade observations are based on the tags and stamps currently on the wood. New lumber that has been used for repairs has the same grade as the original construction. Nails were the primary fastener used in the original construction with screws are now being used for repairs throughout.

Railings and walkway boards are showing signs of typical weathering for lumber of this age. A significant amount of splitting and warping has occurred on the handrails. Loosening of nail connections has occurred throughout and boards are no longer square or fit tight in many areas. Approximately five of the rail verticals are damaged and will not safely support any weight. Some of the blocking used in the vertical rail supports has split and sections are missing.

Joists have experienced the least amount of weathering and still have a visual green preservative coating. The edge joists at either side of the walkway have a 38 x 89 mm bracing support. At approximately five locations, the braces are either missing or damaged, and are no longer functioning as intended.

Columns supporting the structure are 89 x 89 mm sawn timber. Columns are braced in both directions by 38 x 89 mm members, nailed column-to-column laterally and column-to-joist lengthwise. Foundations for the columns are what appear to be generic steel deck posts, based on portions that were visible. Typically, this type of product will include a bottom plate that bears on the soil. During the review, AE could not confirm the dimension of the bearing plate. Several columns are off-plumb; this is likely due to shifting and settlement of the steel deck posts. This movement of the post is likely due to frost heave effects and consolidation of native soil under the steel deck posts.

## 3 CODE REVIEW

Relying on field measurements, structural analysis of the existing walkway was performed. Calculations were done to verify if the individual wood members could carry the loading requirements in the 2014 Edition Alberta Building Code. Handrails were checked with loading, as outlined in Section 4 of the ABC. The walkway and supporting members were

checked with the applicable environmental loading and live load of 4.8 kPa. Table 3-1 summarizes the results of the analysis.

**Table 3-1  
Analysis Results**

Member	Compressive	Shear	Flexural
Top Rail	n/a	Pass	Fail
Mid Rail	n/a	Pass	Fail
Vertical Rail	Pass	Pass	Fail
Standard Walkway Board	n/a	Pass	Pass
Walkway Board Cantilevered	n/a	Fail	Fail
Joist	n/a	Pass	Fail
Column	Pass	Pass	n/a
Foundation (Steel Deck Post)	Fail	n/a	n/a

Notes:

1. If a member is marked fail in any column it should be replaced, reinforced with another member or reduce the span.
2. Exact make or product number was not available for the steel deck posts. An assumption based on available similar products in the market was used to determine the adequacy of the steel posts.

## 4 RECOMMENDATIONS

Based on field observations and structural calculations, it appears that the rails, cantilevered walkway boards and foundation for the walkway do not meet the requirements of the 2014 Alberta Building Code. Due to the significant number of elements that were under-designed, it is recommended that the structure be immediately closed to the public and demolished as soon as possible.

## CLOSURE

This report was prepared for the Town of Barrhead to provide a structural review of the Blue Heron Trail walkway.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,  
Associated Engineering Alberta Ltd.



Bryden Coonan, E.I.T.  
Structural Engineer-in-Training



Richard Walters, P. Eng.  
Manager, Buildings Structural

<b>ASSOCIATED ENGINEERING</b>	
<b>QUALITY MANAGEMENT SIGN-OFF</b>	
Signature:	<u>Anna Holmice</u>
Date:	<u>June 17, 2019</u>

<b>APEGA Permit to Practice P 3979</b>
--



## PHOTO REPORT

<b>Client:</b>	Town of Barrhead	<b>File No.:</b>	2019-3508
		<b>Date:</b>	May 28, 2019
<b>Location:</b>	Barrhead, AB	<b>By:</b>	B. Coonan
<b>Description:</b>	Blue Heron Trail Assessment	<b>Page:</b>	1 of 4



Photo 1  
View of general walkway  
and rail weathering



Photo 2  
View of general condition of  
below walkway lumber



Photo 3  
View of typical foundation



## PHOTO REPORT

<b>Client:</b>	Town of Barrhead	<b>File No.:</b>	2019-3508
		<b>Date:</b>	May 28, 2019
<b>Location:</b>	Barrhead, AB	<b>By:</b>	B. Coonan
<b>Description:</b>	Blue Heron Trail Assessment	<b>Page:</b>	2 of 4



Photo 4

Broken walkway board  
at vertical rail post



Photo 5

Damaged mid-horizontal



Photo 6

Damaged top rail



## PHOTO REPORT

<b>Client:</b>	Town of Barrhead	<b>File No.:</b>	2019-3508
		<b>Date:</b>	May 28, 2019
<b>Location:</b>	Barrhead, AB	<b>By:</b>	B. Coonan
<b>Description:</b>	Blue Heron Trail Assessment	<b>Page:</b>	3 of 4



Photo 7  
View of vertical rail brace  
no longer nailed



Photo 8  
View of repairs made  
to walkway board



Photo 9  
Loosening nail connections



## PHOTO REPORT

<b>Client:</b>	Town of Barrhead	<b>File No.:</b>	2019-3508
		<b>Date:</b>	May 28, 2019
<b>Location:</b>	Barrhead, AB	<b>By:</b>	B. Coonan
<b>Description:</b>	Blue Heron Trail Assessment	<b>Page:</b>	4 of 4



Photo 10  
View of warping rail and  
loose connections



Photo 11  
Typical out-of-plumb post





## Appendix B – Environmental Site Assessment



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Associated Engineering Alberta Ltd.

500, 9888 Jasper Avenue  
Edmonton, Alberta, Canada, T5J 5C6

June 7, 2019  
File: 2019-3508

TEL: 780.451.7666  
FAX: 780.454.7698  
www.ae.ca

Shallon Touet  
Director of Parks and Recreation  
Town of Barrhead  
5014-50 Avenue  
Box 4189  
Barrhead, AB  
T7N 1A2

**Re: BLUE HERON BOARDWALK ENVIRONMENTAL REVIEW**

Dear Mr. Touet:

The Blue Heron Boardwalk is a popular destination on the north bank of the Paddle River and at the south end of the Town of Barrhead, AB in 10-20-59-3-W5M. We understand that the boardwalk was built in approximately 2005 without any known environmental consultation. The Town retained Associated Engineering (AE) to assess environmental compliance associated with the structure and identify regulatory approvals that may be required for potential upgrades.

AE conducted a site visit on 21 May 2019 and a desktop review to search the project area for any known environmentally sensitive areas that should be considered during design and identify regulatory approvals that may be required.

**Baseline Environment**

**Vegetation.** The boardwalk is built in the riparian area of the Paddle River, with dominant vegetation including paper birch (*Betula papyrifera*), prickly rose (*Rosa acicularis*), Saskatoon (*Amelanchier alnifolia*), smooth brome (*Bromus inermis*), trembling aspen (*Populus tremuloides*), white spruce (*Picea glauca*), and willows (*Salix* spp.). A search for rare plants within the Alberta Conservation Information Management System revealed rose moss (*Rhodobryum ontariense*), is historically recorded within the same legal land section as the project. However, the last recorded observation of the plant in the area was in 1966.

**Wetlands and Watercourses.** The project footprint does not contain wetlands, as it does not meet wetland vegetation, soil, and hydrology requirements. An ephemeral draw runs under the boardwalk, however, this does not qualify as a wetland. The current boardwalk footprint does not overlap with any watercourses based on the site visit and a review of the Fish and Wildlife Management Information System.

**Historical Resources.** The project is not in a Historical Resource Value listing, and further permits/approvals would not be anticipated to be required under the *Historical Resources Act*.

**Wildlife.** The boardwalk structure and mature trees surrounding the boardwalk provide nesting habitat for various bird species. Incidental wildlife observations were as follows: two American robin (*Turdus migratorius*) nests were found on the boardwalk structure (three eggs in one of the nests); signs of beaver (*Castor canadensis*) use in the area, as well as a wasp nest. Results of a Fish and Wildlife

A Carbon  
Neutral  
Company





Management Information System database search for species recorded within 1 km of the project area are presented in Table 1; fish species are applicable to the Paddle River, but boardwalk upgrades outside of the river would only be expected to have indirect (e.g., sediment) impacts that could be mitigated.

**Table 1**  
**Fisheries and Wildlife Management Information System species recorded within 1 km of the project**

Class	Latin Name	Common Name	Species at Risk Act <sup>1</sup>	COSEWIC Status <sup>2</sup>	Alberta Wild Species Status <sup>3</sup>
Amphibians	<i>Anaxyrus hemiophrys</i>	Canadian toad	-	Not at Risk	May Be at Risk
Mammals	<i>Myotis lucifugus</i>	Little brown bat	Endangered	Schedule 1 - Endangered	May Be at Risk
Fish	<i>Lota lota</i>	Burbot	-	-	Secure
	<i>Hiodon alosoides</i>	Goldeye	-	-	Secure
	<i>Couesius plumbeus</i>	Lake chub	-	-	Secure
	<i>Catostomus catostomus</i>	Longnose sucker	-	-	Secure
	<i>Esox lucius</i>	Northern pike	-	-	Secure
	<i>Percopsis omiscomaycus</i>	Trout-Perch	-	-	Secure
	<i>Stizostedion vitreum</i>	Walleye	-	-	Secure
	<i>Catostomus commersonii</i>	White sucker	-	-	Secure

<sup>1</sup>Species at Risk Act, S.C. 2002, c.29

<sup>2</sup>Committee on the Status of Endangered Wildlife in Canada (COSEWIC 2019)

<sup>3</sup>Alberta Wild Species General Status Listing – 2015 (AEP 2019)



### Regulatory Planning

The operation of the boardwalk in the current state does not require environmental permits. Any upgrades will require permits/ approvals depending on the final repair footprints (both permanent disturbance area and temporary construction workspace); permit requirements will be revisited once the boardwalk upgrade or replacement concept has been developed. Based on a preliminary review, the following approvals may be required (Table 2).

**Table 2. Regulatory Permits Anticipated for Boardwalk Repairs.**

Act	Permit Type	Trigger	Timeline
<i>Water Act</i>	Approval	Boardwalk repair or replacement would take place within the riparian area/ floodplain of the Paddle River.  A <i>Water Act</i> Approval would be anticipated to be required for major repairs, based on the definition of “water body” and “activity” in the Act <sup>1</sup> ; this could be confirmed with Alberta Environment and Parks depending on the extent of repair work, and whether there would be a likelihood of erosion and sedimentation. Minor repairs may not require an Approval.	6-8 months
<i>Public Lands Act</i>	Disposition and Temporary Field Authorization (TFA)	Boardwalk structures below the ordinary high water mark occupy Crown land (i.e., bed and shore of the Paddle River). The permanent occupation of Crown land requires a licence of occupation/ disposition (e.g., DLO); temporary occupation, such as construction activities, require a TFA, at the discretion of the Alberta Environment and Parks lands officer (sites without dispositions are sometimes denied “early-entry” TFAs).	8-12 months (disposition)  2 weeks (TFA)
<i>Fisheries Act</i>	Assessment, review, or authorization	Sedimentation within fish habitat (Paddle River) resulting from project activities is prohibited, any instream activities would require an assessment, review, or authorization. The restricted activity period for the fish species found in the Paddle River is February 1 – July 15.	Variable

General recommendations for design phase of the project:

- Engage with regulatory agencies early on in concept design to determine *Water Act* and *Public Lands Act* permit details.
- Initiate regulatory permit applications as soon as possible following concept design, to minimize timeline impacts on project construction.
- Minimize impacts to native vegetation, particularly mature trees.

<sup>1</sup> “activity” means ... constructing, maintaining, removing or disturbing ground, vegetation, or carrying out any undertaking ... in or on any water body, that ... causes ... or may cause siltation of water or the erosion of any bed or shore of a water body”;

“water body” means any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent or occurs only during a flood...”





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- Any tree or vegetation clearing should be planned outside of the migratory bird breeding window (April – August). Wildlife as well as their home, nest, or den cannot be disrupted.
- Plan to complete boardwalk replacement outside of the nesting period for migratory birds (mid-April – late August) and non-migratory birds (great horned owls are known to begin nesting as early as mid February in Alberta) and/or remove nesting structures outside of the breeding periods to discourage birds from nesting during construction.
- Review all applicable environmental regulations for compliance considerations during tender and construction phases of the project (e.g., weed management, erosion and sediment controls, wildlife, etc.)

If you have any questions or concerns, please do not hesitate to contact the undersigned (587-686-0365).

Yours truly,

A handwritten signature in black ink that reads 'T. Lowe'.

Taylor Lowe, MES, BIT  
Environmental Scientist

A handwritten signature in black ink that reads 'Kristen Andersen'.

Kristen Andersen, P.Biol., PWS, CPESC  
Senior Environmental Scientist

Attachment: Site Photos



## References

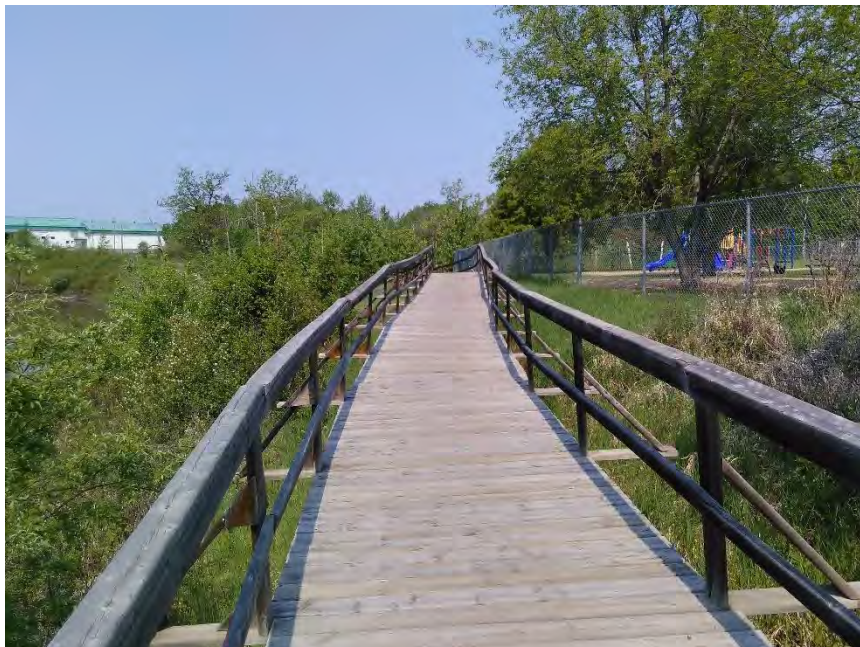
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## Site Photos



**Photo 1**

The boardwalk is bordered by a park on the north side and Paddle River on the south.  
Photo taken on 21 May 2019 facing west.



**Photo 2**

The west trailhead of the boardwalk. A steep slope separates the structure from the Paddle River.  
Photo taken on 21 May 2019 facing northeast.





**Photo 3**

Abundant shrubs and trees around the boardwalk.  
Photo taken on 21 May 2019 facing south.



**Photo 4**

Robin's nest located underneath the boardwalk. A nest with eggs was found in a similar location.  
Photo taken on 21 May 2019.





**Photo 5**

Evidence of beaver use in the area.

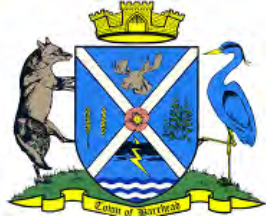
Taken at the east trailhead of the boardwalk on 21 May 2019.



**Photo 6**

Potential ephemeral draw running under the boardwalk towards Paddle River to the south.

Photo taken on 21 May 2019 facing south.



## C.A.O Report

**To:** Town Council

**Date:** October 8, 2019

**Re:** October 8, 2019 Council Meeting

- On September 11<sup>th</sup> I attended the BARCC Steering Committee meeting for the upcoming Crime Prevention Trade Show meeting along with Mayor McKenzie and Director Touet.
- On September 12<sup>th</sup>, I met with AUMA representatives along with Director Vickery and staff to review existing AUMA programs.
- On September 16<sup>th</sup>, I attending the Municipal Excellent award presentation by the Minister of Municipal Affairs to BARCC.
- On September 19<sup>th</sup> I attended and participated in the regular Joint Health & Safety Meeting
- September 25<sup>th</sup> – the 27<sup>th</sup>, attending the annual AUMA Conference
- On September 30<sup>th</sup> I attended the BARCC Steering Committee meeting for the Crime Prevention Trade Show meeting along with Mayor McKenzie, Director Touet and the Town's Communication Co-ordinator

### Administrative Services:

- Meeting with all Department Heads to prepare the 2020 preliminary Operating and Capital Budgets

### Enforcement Services:

- The Department currently has 37 open files under review/investigation:
  - 28 files– traffic offences
  - 7 files – Bylaw related issues
  - 2 file – Animal Control issue

There has been a significant increase in the number of traffic related files due to increased school zone presence, as well as an increase in Bylaw Traffic matters regarding unattached holiday trailers.

The Department had installed new radios and are functioning well. The system will greatly enhance officer safety and overall communication.

The Department has one file proceeding to trial in November regarding an unresolved unsightly Lot file.

### **Fire Protection Services:**

➤ Incidents from September 1 – September 30

- Fires – 1
- Rubbish or grass fires – 1
- Vehicle accidents – 3
- Ambulance Assist – 3
- Hazardous spills – 2
- Carbon monoxide alarms - 2
- False alarms – 3

Total calls – 15 Total Man Hours – 122 hours

➤ Training:

- Started the NFPA 1001 Level 2 firefighter - 14 students
- Started the NFPA 1041 Level 2 instructor – 2 students
- NFPA 1006 rescue awareness and rope technician student completed testing
- Advanced first aid skills
- Alta Gas, Natural gas and Carbon monoxide awareness
- Aerial pumping and Aerial ladder training

➤ Operations:

- Quotes for the new 1-ton wildland unit was received and tender awarded
- Medical stand-by for the Wild Rose Rodeo (through Grizzly Trail Fire and Rescue)
- New command truck has been decaled and awaiting lights and siren to be installed later this month.
- The SCBA air fill station has been repaired

- A grant application was submitted under the Medical First Responder Program for new suction device when responding to medical calls.

Membership is now 35 in total, 33 responding with 2 new recruits.

### **Recreation Services:**

- The Town received Five Blooms for the Community in Blooms organization for the 2019 season.
  - The Department attended the Regional Recreation Committee meeting in Athabasca and toured their recreation facility including the new aquatics center
  - Hosted the annual Wild Rose Rodeo final
  - Staff work on bring the ice rink back to operational status and cleaned the facility after the rodeo.
- Operational:
- Staff was coordinating the final grass cutting of the season at the cemetery.
  - The Department is winterizing flush toilets, spray pad and other maintenance items for the winter season.
  - Staff continue to co-ordinate ice schedule for all arena users
  - Reviewing all summer projects to ensure everything has been addressed
- Capital related projects:
- Attempting to install the solar lights prior to the winter season
- Upcoming activities:
- Staff are coordinating activities for the annual Pumpkin Walk.

### **Transportation Services:**

- Operational:
- The Department excavated and repaired two collapsed sewer service lines
  - finished up with last round of mowing
  - Canada and Alberta flags were taken down – making room for the Town's Christmas decorations.
  - Winter sand was hauled in and stockpiled – approx.. 420 tonnes.
  - Sweeper equipment demonstration was undertaken



- Completed backfilling sidewalk repairs
- The Department is working on the 2020 Operational and Capital Budget
- Back lane work has commenced, blading and graveling
- Continue to replace old commercial refuse bins for new style
- Department is starting to prepare equipment for the winter season
- Department hauling out compost material

➤ On-going projects

- Lagoon project moving forward, most of demolition has been completed in lab area of blower building
- Contractor has removed the out old aeration lines from cell #2 & 3. New line installation starting Oct. 4<sup>th</sup>.
- Re-scan of sewage lagoons to be complete the 7<sup>th</sup> of Oct.
- 90% of sewer mainline flushing and camera inspections completed.

➤ Up-coming project:

- Prep Christmas decorations for installation
- Working on the Town's C.O.R. safety audit
- Cleaning of potable water cells at the water plant
- Repairs to two more water main valves
- Start winterizing fire hydrants

(original report signed by the C.A.O.)

Edward LeBlanc

C.A.O.

**BARRHEAD & DISTRICT TWINNING COMMITTEE MEETING  
HELD WEDNESDAY, SEPTEMBER 11, 2019, AT 4:30 PM  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

**PRESENT** Chairperson Shelley Oswald (entered 4:45 pm), Elaine Dickie, Lynn Down, Yvonne Harris, Leah Jackson, Deb Schembri, Nadine Quedenbaum, Cr. Walter Preugschas and Cheryl Callihoo

**EXCUSED** Gail Hove

**OTHERS** Karen Christiansen

**CALL TO ORDER**

Vice Chairperson Deb Schembri called the meeting to order at 4:40 p.m.

**CONSIDERATION  
OF AGENDA**

The agenda was reviewed.

027-19 Moved by Deb Schembri that the Agenda be accepted as presented  
CARRIED UNANIMOUSLY

Karen Christiansen expressed an interest in the Twinning Committee and attended the meeting. The Committee welcomed Karen to the meeting.

Chairperson Shelley Oswald assumed the Chair at 4:45 p.m.

**CONFIRMATION  
OF MINUTES**

The Minutes of the Twinning Committee Meeting held April 8, 2019 were reviewed.

028-19 Moved by Lynn Down that the Minutes of the Twinning Committee Meeting held July 31, 2019 be accepted as presented.  
CARRIED UNANIMOUSLY

**A/JTMA CONFERENCE  
BARRHEAD 2019  
SEPTEMBER 20-21, 2019  
UPDATES**

Vice Chairperson Deb Schembri confirmed that she has obtained a liquor license for the Meet and Greet and that the Town would not be obtaining any artifices from the White Museum in Banff for the Conference.

Lynn Down advised that she has 8 wrist bands for the delegation to attend the Wildrose Rodeo.

Cheryl Callihoo will email the list of attendees to Chairperson Shelley Oswald.

The delegation Itinerary was discussed. Cr. Walter Preugschas advised that the delegates should wear casual clothes for the County Tour. Cheryl Callihoo will advise Miwa of this.

The Committee reviewed the Itinerary and the upcoming Twinning Conference details.

**NEXT MEETING**

The next meeting of the Twinning Committee will be the Call of the Chair in the Town of Barrhead Council Chambers.

**ADJOURN**

029-19            Moved by Chairperson Shelley Oswald to adjourn the meeting at 6:00 p.m.  
CARRIED UNANIMOUSLY



# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** Bylaw 09-2019, the Subdivision Authority Bylaw

---

**1.0 PURPOSE:**

Bylaw 09-2019, the Subdivision Authority Bylaw

**2.0 BACKGROUND AND DISCUSSION:**

Bylaw 15-2004, established Richard Neufeld as the Subdivision Approving Authority for the Town of Barrhead. Bylaw 09-2019, will allow Council to establish a Subdivision Approving Authority by resolution as well as updating the Bylaw to reflect current legislation.

**3.0 ALTERNATIVES:**

3.1 That Council give 09-2019, the Subdivision Authority Bylaw all three readings.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable



**8.0 ATTACHMENTS:**

8.1 Bylaw 09-2019, the Subdivision Authority Bylaw

**9.0 RECOMMENDATION:**

That Council give Bylaw 09-2019, the Subdivision Authority Bylaw 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

(original signed by the CAO)  
Edward LeBlanc  
CAO

## **BYLAW 09-2019**

### **BEING A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE SUBDIVISION AUTHORITY OF THE TOWN OF BARRHEAD.**

**WHEREAS** pursuant to Part 17 of the *Municipal Government Act*, RSA 2000, c. M-26, the purpose of Part 17 is to provide a means whereby plans and related matters may be prepared and adopted to achieve orderly, economical, and beneficial development, use of land and patterns of human settlement;

**AND WHEREAS** pursuant to section 623 of the *Municipal Government Act*, RSA 2000, c. M-26, council must by bylaw establish a subdivision authority to exercise subdivision powers and duties on behalf of the municipality;

**AND WHEREAS** pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, a subdivision authority may include one or more of all members of council, a designated officer, a municipal planning commission and any other person or organization;

**NOW THEREFORE** the Council of the Town of Barrhead, duly assembled, enacts as follows:

#### **1. Short Title**

- 1.1. This Bylaw shall be known as the "Subdivision Authority Bylaw".

#### **2. Definitions**

In this Bylaw:

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time.
- 2.2. "Council" means the Council of the Town of Barrhead.
- 2.3. "Land Use Bylaw" means Town of Barrhead Bylaw 09-2019 as amended, repealed or replaced from time to time.
- 2.4. "Municipal Government Board" means the Board established pursuant to section 486 of the Act.
- 2.5. "Subdivision and Development Appeal Board" means the Board established to hear subdivision and development appeals pursuant to section 627 of the Act.
- 2.6. "Subdivision Authority" means the Subdivision Authority established pursuant to this Bylaw.

#### **3. Establishment of Subdivision Authority**

- 3.1. The Subdivision Authority of the Town of Barrhead is hereby established.
- 3.2. The Subdivision Authority shall consist of one person or organization appointed by resolution of Council.
- 3.3. If the appointed person or organization is unable or unwilling to exercise subdivision powers and duties on behalf of the Town of Barrhead, Council shall appoint another person or organization by resolution.
- 3.4. Council may remove the person or organization from the position of Subdivision Authority by resolution at any time.

#### **4. Term of Office**

- 4.1. Subject to Section 3.4 of this Bylaw, the Subdivision Authority shall be appointed by Council for a term of one year and may be reappointed upon the expiry of the term.

#### **5. Fees**

- 5.1. The fees to be charged by the Subdivision Authority in connection with any steps involved in the subdivision of land shall be set by Council by resolution.

**6. Powers and Duties**

- 6.1. The Subdivision Authority is authorized to exercise subdivision powers and duties on behalf of the Town of Barrhead in accordance with the Act, its regulations and the Land Use Bylaw.
- 6.2. The Subdivision Authority may delegate any of its responsibilities, except the authority to refuse or approve subdivisions, with or without conditions, to another person or organization.
- 6.3. The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.
- 6.4. The Subdivision Authority shall maintain a record of all applications it receives and all decisions it makes, copies of which shall be available to the Chief Administrative Officer of the Town of Barrhead and Council upon request.
- 6.5. The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with the Act, its regulations, this Bylaw, the Land Use Bylaw, and any other Town of Barrhead bylaws.
- 6.6. The Subdivision Authority shall have the authority to sign subdivision decisions.
- 6.7. The Subdivision Authority may, with the written consent of the applicant, communicate electronically with the applicant in accordance with the Act.
- 6.8. The Subdivision Authority may extend the time for endorsement of subdivision plans and the time for registration of subdivision plans in accordance with the Act for an additional one year period. No additional time extensions shall be allowed.
- 6.19. The Subdivision Authority has the authority to agree that any or all of the land that is to be taken as environmental reserve is instead to be the subject of an environmental reserve easement for the protection and enhancement of the environment in accordance with the Act.

**7. Repeal**

- 7.1. This bylaw repeals and replaces Bylaw 15-2004 dated October 12<sup>th</sup> 2004.

**READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2019,**

\_\_\_\_\_  
Dave McKenzie, Mayor

\_\_\_\_\_  
Edward LeBlanc, Chief Administrative Officer

**READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2019,**

\_\_\_\_\_  
Dave McKenzie, Mayor

\_\_\_\_\_  
Edward LeBlanc, Chief Administrative Officer

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2019.**

\_\_\_\_\_  
Dave McKenzie, Mayor

\_\_\_\_\_  
Edward LeBlanc, Chief Administrative Officer



Item No. 11(a)

## REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 8, 2019

**Re:** Correspondence Item

---

**Item # 1** From the Barrhead Bowling Association dated September 23, 2019 inviting the Town to their 40<sup>th</sup> Anniversary celebration scheduled for Saturday November 2, 2019.

Recommendation:

That That Council accept the invitation to the 40<sup>th</sup> Anniversary of the Blue Heron Bowling Alley as information and that administration advise the Bowling Association of those Members of Council attending the Celebration.

(original signed by the C.A.O.)

Edward LeBlanc  
CAO



Barrhead Bowling Association  
Box 4142, 5501 49 Street, Barrhead, AB T7N 1A1

September 23, 2019

Barrhead Bowling Association  
Box 4142,  
5501 49 Street,  
Barrhead, AB T7N 1A1  
780-674-2828  
Email: smsett@outlook.com

To Dave Mackenzie and Town Council

The Barrhead Bowling Association appreciates your continued support and interest in our bowling alley. We are very proud to reach out to the Reeve and Council, asking you to join us in celebrating the 40<sup>th</sup> Anniversary of the Blue Heron Bowling Alley.

We are a proud member of the community and hope to be providing services to our entire community for years to come. The Barrhead Bowling Association provides services to our entire community which includes Junior, Handicap, Senior and Adult Leagues as well as open bowling for the public.

We cordially invite you to come and help us celebrate the 40<sup>th</sup> Anniversary of the Blue Heron Bowling Alley. Everyone's welcome; enjoy refreshments, snacks and free bowling.

Date: SATURDAY NOV 2, 2019

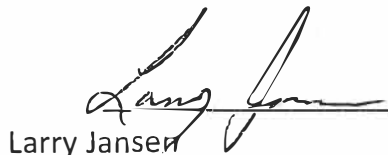
TIME: 7 PM to 9 PM

Location: 5501 49 St., Barrhead

Sincerely

  
Sharan Setterington

Secretary

  
Larry Jansen

President