

Northwest Recreation Board
Regular Meeting Agenda
December 8, 2025 at 6:30pm Via Zoom

Item No. 1. Call to Order

Chairman's Statement:

This meeting is being livestreamed and will be available on the Foothills County Website.

Item No. 2. Introductions

Division 3 Councillor, Laura Kendall, guest, and Northwest Recreation Board members.

Item No. 3. Agenda – December 8, 2025

Additions or Deletions:

Item No. 4. Council Members Acknowledgement – R. Bell

Item No. 5. Minutes– R. Bell

5.1 June 2, 2025 minutes

5.2 October 6, 2025 meeting cancellation

Item No. 6. Business

6.1 NWREC Board - JKA

a. Board member resignation

b. Board Composition – JKA

6.2 Millarville Sports Association – J. Jahnke

6.3 Fundraising update – JKA

Item No. 7. Round Table

Facilities – update from J. Porter

Representative Reports

Council

Division 3 – L. Kendall

Division 4 – S. Oel

Division 5 – A. Alger

Millarville Sports Association – J. Jahnke

Millarville Racing and Agriculture Society - S. Checkley

Division 3 – N. Seaman, R. Bell

Division 4 – K. Trottier

Division 5 – vacant

Item No. 8. Business arising out of meeting

Action Items

Item No. 9. Meeting Schedule – JKA

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

February 3 - AGM (6pm), February 3 – Regular meeting (6:30 pm following AGM), April 7, June 2,
~~October 6, December 1~~, **December 8.**

Proposed 2026 Meeting Schedule

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

February 2 - AGM (6pm), February 2 – Regular meeting (6:30 pm following AGM), April 6, June 1, October 5, December 7

Item No. 10. Next Meeting: February _____, 2026 @ 6:30pm

Item No. 11. Adjourn Meeting

Northwest Recreation Board Regular Meeting Minutes

The Northwest Recreation Board met on June 2, 2025 via Zoom at 6:30pm.

Board Members in Attendance:

Robert Bell, Board Member, Chairperson (Div 3)
Division 3 Councillor Barb Castell
Division 4 Councillor Suzanne Oel
Kim Trottier, Board Member (Div 4)
Sylvia Checkley, Board Member (MRAS, MAL, Div 5)

Staff in Attendance:

Jeff Porter – Manager of Parks & Recreation
Johanna Kortenschyl-Allan –
Community and Recreation Coordinator
Garity Stanley –
Legislative Services Assistant - Zoom Moderator

Regrets:

Division 5 Councillor Alan Alger
Jarrod Jahnke, Board Member, Vice Chairman
(MSA, MAL, Div 4)
Kimberley Smith Epp, Board Member (Div 3)
Nancy Seaman, Board Member (Div 3)

Item No. 1. - Call to Order

The meeting was called to order by R. Bell at 6:33pm. Quorum was met with five members present.

R. Bell reminded the Board that the meeting is being live-streamed, and a recording of the meeting will be available on the County's website.

Item No. 2. - Agenda

2.1 Additions or Deletions to Agenda - nil

2.2 Adoption of June 2, 2025 Agenda

MOVED by B. Castell to approve June 2, 2025 Northwest Recreation Board Meeting Agenda as presented.

-CARRIED UNANIMOUSLY

Item No. 3. – Minutes

3.1 Adoption of April 7, 2025 minutes

MOVED by B. Castell to adopt approve the April 7, 2025 Northwest Recreation Board Meeting Minutes as presented.

-CARRIED UNANIMOUSLY

Item No. 4. - Business

4.1 Fundraising Update

J. Kortenschyl-Allan provided that the Fund Raising Campaign was active with the location of the forms at <https://www.foothillscountyab.ca/community/recreation-boards/north-west-foothills-recreation-board>
This is where all NWREC information is available.

The board discussed availability of Fundraising Campaign Forms, locations for distribution, tributes/acknowledgements, signage, tour/event, participation at other community events for exposure

MOVED by S.Oel to accept the Castell to acknowledge the June 2, 2025 Fundraising Campaign Update as presented.

-CARRIED UNANIMOUSLY

MOVED by S.Oel to launch a tribute working group comprised of three NWREC board members and one staff member to provide the board with options regarding acknowledgment of donors to the current Fundraising Campaign.

-CARRIED UNANIMOUSLY

4.2 Tour/Event discussed

The board discussed several options pending the fundraising sign being installed. If there are no community events to coordinate with, planning for the spring might be better so NWREC fundraising can be part of a MSA or other community event.

Item No. 5. Round Table

5.1 Facilities

J. Porter provided the gate has been left open again on several occasions. The code will be changed to help reduce vandalism. The Scott Daniel Seamen statue has been reinstalled in the park. There are other park signs that have also been vandalised. During the summer the park gate is unlocked, but the gate from the parking lot into the rest of the park is locked, except for the walk-through passage. The gate to the park is locked during the winter.

5.2 Member Reports

Board Member reports are attached to minutes.

MOVED by B. Castell to accept the representative reports and place on file for information purposes.

-CARRIED UNANIMOUSLY

Item No. 6. – Business arising out of meeting

6.1 New Action Items

1. www.nwfoothillsrec.com is the source for the fundraising information and donation form
2. Social media – post pictures after onsite tour
3. Tour and or Event – coordinate with existing and upcoming community events
4. Millarville Market/ community exposure opportunities
5. Mowing and staking of the proposed multi-sport field location
6. Tributes working group
7. Signage – fundraising and general

1. Rocks for playground on hold pending sponsorship funding

MOVED by S. Checkley to acknowledge the new action items.

-CARRIED UNANIMOUSLY

Item No. 7. Next Meeting

Next Meeting is October 6, 2025 at 6:30pm

MOVED by B. Castell to move the December 1, 2025 meeting to December 8, 2025.

-CARRIED UNANIMOUSLY

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February 3 - AGM (6pm), February 3 – Regular meeting (6:30 pm following AGM), April 7, June 2, October 6, ~~December 1~~, December 8, 2025.

Item No. 9. Adjournment

R. Bell adjourned the meeting at 7:21pm.

Chairman

Secretary

NWREC Representative Reports June 2, 2025

Division 3 Update – April 2025 – B. Castell

Highway 22 going south from Highway 549 all the way down to Diamond Valley, is under repair. Delays are to be expected. Many travelers are opting to go down Racetrack Road and need to remember the speed limit on Foothills County roads are all 80 km unless otherwise posted.

For all the gardeners out there, the Millarville Horticulture Club is having their annual plant sale at the Quonset at the Millarville Racing & Agriculture Society on this Thursday, June 5 at 7 p.m. sharp. If you want member grown plants for a cheap price, be there on the dot. Plants sell out in 10 minutes.

I went to the Celebration of Life for Dr. Greg Powell, Saturday, May 31 at 2 p.m. at the BMO Centre.

What an amazing tribute to a truly remarkable man. Over 600 people and many more online, honoured the life of Dr. Greg Powell, founder of STARS.

STARS was founded in 1985. Since then, thousands of people owe their lives to this incredible man.

His three children, co-workers, STARS family, close friends, and wife, Linda gave us an incite into this special man.

A true visionary.

Division 4 Update – S. Oel

Priddis Community Association:

- The outdoor tennis and pickleball courts are in full use and much attended
- Volunteer run library, located in the old schoolhouse, is open 3 days a week.
- Priddis garage sale was held on Saturday May 10. Great turn out.
- Community clean up took place on May 25.
- Second annual community pickleball tournament is planned for Saturday June 21 at our community courts.
- PCA's Stampede Breakfast, biggest community event, is planned for Sunday July 6 from 8am-noon with a local vendor market, live music, horse drawn wagon rides, face painting, a petting zoo, other special animal guests and a vendor market.
- Major rink repairs are being planned to address the current state of the rink structure and boards. Working on funding.

Priddis Greens: PGCA is actively setting up events in 2025. Our new board member will share details...

Hawk's Landing: HLCA held their AGM at the end of April. Stolen signs were replaced. Working on community social events and community beautification.

Priddis Creek Estates: PCEA is holding their 2025 AGM in June. Continue maintenance on grounds and building.

West Foothills: WFCA held their AGM in May. Many topics of interest in WF these days. Water, access to transfer stations, emergency preparedness.

Fish Creek Watershed Association: is hosting a Creek Walk in June. Have also posted educational signs in the Division 4 area to identify creeks and riparian sites in the Hamlet of Priddis.

AGM Season: for other Division 4 community associations is upon us. FireSmart, emergency planning, etc., are topics on the agendas. CAs are also requesting community yearly clean-up grants and support for upcoming Stampede Breakfast events or Canada Day events.

Division 5 Update – A. Alger

The DeWinton Community Association is hosting the 43rd annual Canada Day Breakfast at the De Winton Hall – rain or shine. Pancakes, ham and all the fixin's! more information at www.Dewintonca.com

Millarville Sports Association Update – J. Janke

Baseball registration was up, but seemingly at the expense of soccer, which was down. Everyone is looking forward to a new soccer field however, as the fields at the school are pretty rough and unlevel. We will be doing a casino fundraiser early in 2026.

Millarville Racing and Agricultural Society – S. Checkley – nil ?

- Spring Market May 10th was very successful.
- Millarville Market starts Saturday June 21 until early October.
- Getting Ready for the 120th Running of the Millarville Races on July 1st, 2025.
- There are many ongoing equine activities, clinics, and riding lessons.
- The arena construction underway to the entrance that include washrooms, storage and offices. Updates can be viewed on the website <https://www.millarvilleracetrack.com/>

Division 3 – K. Smith Epp - nil

Division 3 – N. Seaman - nil

Division 3 – R. Bell –

There are various people using the park. The park looks quite nice with the benches.

Division 4 – K. Trottier

- Three new families were welcomed to our community over the past few months and currently we have two villas for sale.
- Our fall and winter pub nights have now changed to Pop Up Happy Hours which are held in resident backyards for a few hours of conversation and fun.
- Ladies Who Lunch held lunches at Von Essen in Bragg Creek, the Lakehouse in Calgary and we will meet in June at the Saskatoon Berry Farm.
- The annual FireSmart clean up May 19 - 26th and resident potluck was held at the end of the week to celebrate a job well done and another year of accreditation.
- The Priddis Greens Services Co-op Ltd. (PGSCL) held their annual AGM in April.
- The Priddis Greens Community Association (PGCA) will hold their AGM at the end of June.
- We have a resident bear roaming the backyards and golf course and while this is an awesome sight to see, the danger is also recognized. Residents have been strongly urged to take all bird feeders down and remain cautious when walking pets. Mom and babies have also been seen on the Priddis Greens Road.
- We will be having a Stampede Potluck in July with Alex Hughes as the live entertainment!

CES – Parks and Recreation



Topic: NWREC Board Member Resignation

Report Prepared By: Johanna Kortenschyl-Allan, Community and Recreation Coordinator, NWREC Secretary

PURPOSE OF REQUEST

To provide the Northwest Recreation Board with board member resignation notice.

BACKGROUND

Northwest Recreation Board Member Kimberly Smith Epp was appointed on February 12, 2025 and provided formal notice of resignation effective June 4, 2025.

REQUEST OF THE BOARD

Proposed Motion: to acknowledge the formal resignation of board member Kimberley Smith Epp effective June 4, 2025.

Appendix

1. Formal Resignation Letter – K. Smith Epp

Appendix 1: Formal Resignation Letter – K. Smith Epp

From: Kimberly Smith Epp [REDACTED]
Sent: June 4, 2025 4:42 PM
To: Johanna Kortenschyl-Allan <Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca>
Subject: Re: NWRec board resignation.

Thank you.
Kimberly Smith Epp

On Wed, Jun 4, 2025, 4:30 PM Johanna Kortenschyl-Allan <Johanna.Kortenschyl-Allan@foothillscountyab.ca> wrote:

Good Afternoon Kimberly,
Your notice of resignation from the Northwest Recreation Board has been received.

Kind Regards,
Johanna

Work Days - Tuesday to Friday



Johanna Kortenschyl-Allan, BSc, CLGM
Community and Recreation Coordinator,
Community and Emergency Services Building
40B 64137 HWY 543 E, Foothills County
Direct 403-603-6244

Foothills County Administrative Building
309 Macleod Trail SW, Box 5605, High River, AB T1V 1M7
Office 403-652-2341 Fax 403-652-7880

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From: Kimberly Smith Epp [REDACTED]
Sent: June 4, 2025 3:55 PM
To: Johanna Kortenschyl-Allan <Johanna.Kortenschyl-Allan@FoothillsCountyAB.ca>
Subject: NWRec board resignation.

Hi Johanna.

As per my conversation with Jeff Porter, Foothills County, please accept my resignation on this board.

Thank you,

Kimberly Smith Epp

CES – Parks and Recreation



Topic: NWREC Board Composition

Report Prepared By: Johanna Kortenschyl-Allan, Community and Recreation Coordinator, NWREC Secretary

PURPOSE OF REQUEST

To provide the Northwest Recreation Board information about board composition.

BACKGROUND

January 13, 2011

The Northwest Recreation Board (NWREC) was formed in 2011 by bylaw 127/2010. NWREC is a Committee of Council

“Membership of the Board shall consist of a maximum of nine (9) members appointed by Council as follows:

- a. Three (3) representatives from Council consisting of elected official from electoral divisions 3, 4, and 5;
- b. Four (4) Members in Good Standing from either division 3, 4, or 5. and
- c. Two (2) Members at Large from the MD of Foothills No. 31; and

5.2 The Board shall consist of a Chair and eight (8) directors.

5.3 All members of the Board shall be residence in the Municipal District of Foothills No. 31 and not be in arrears of the payment of taxes.

Traditionally the two “Members at Large” have been from the Millarville Sports Association (MSA) and the Millarville Racing and Agricultural Society (MRAS).

As a note, quorum for the board is five.

Vacant positions on Committees of Council are advertised annually based on terms that expire. The vacancies are posted on the County’s website and in the Western Wheel. Interested residents from Foothills County submit applications for Council to review and make appointments to the committees and boards.

The current vacancies are for a community member from Division 5 and MRAS. MRAS held an AGM on December 1, 2025. Traditionally MRAS provides a member to represent the society on NWREC.

REQUEST OF THE BOARD

Proposed Motion: to acknowledge the board composition report for information purposes.

CES – Parks and Recreation	
	TOPIC: Northwest Recreation Board – Fundraising Update – December 2025
REPORT PREPARED and PRESENTED BY: Johanna Kortenschyl-Allan, Community and Recreation Coordinator, NWREC Secretary.	

PURPOSE OF REQUEST

To provide the Northwest Recreation Board with a Fundraising Campaign Update and discuss any fundraising topics.

BACKGROUND

The Northwest Recreation Board has amenity projects that require community fundraising activities. The board has had previous discussions surrounding ways to inform and invite the community to provide donated funds for the purpose of the following projects:

1. Multi-Sport Field
2. Amenities: Natural playground Picnic Shelter

April 3, 2025

Fundraising campaign officially posted on Social Media.

April 16, 2025

First Donation \$100

December 8, 2025 Update:

General Donation Update						
Donation Month	Number of Donations	Total Month Donations	General Donations (No Preference)			
April 2025	1	\$100	\$100			
Total	1	\$100	\$100			
Multi-Sport Field Update				Amenities Update		
Donation Month	Number of Donations	Total Month Donations	Multi-Sport Field Donations	Number of Donations	Total Month Donations	Amenities Donations
April 2025	0	\$0	\$0	\$0	\$0	\$0

Items for Discussion:

1. Hardcopies of Fundraising Campaign Form
2. Locations and distribution
3. Location of form and updates online <https://www.foothillscountyab.ca/community/recreation-boards/north-west-foothills-recreation-board>
4. Social Media – December 2025 Appeal for donations with information regarding tax receipts to be issued in Jan/Feb 2026

5. Working Group – Tributes
6. Event/Tour - Spring
7. Signage update
8. Other items

REQUEST OF THE BOARD

MOVED by _____ to accept the December 8, 2025 Fundraising Campaign discussion and update as presented.

Other:

APPENDICES

APPENDIX 1: Fundraising Sign

APPENDIX 2: Fundraising Campaign Form

APPENDIX 1 Fundraising Sign





FUNDRAISING CAMPAIGN

DONATION FORM

The Northwest Recreation Board is currently raising funds toward a Multi-Sport Field and Park Amenities (including Picnic Shelter and Natural Playground) in the Seaman Sports Park near Millarville. To donate to these projects please complete the form below and include it with your donation. For a TAX RECEIPT, donations must be **over \$100** with cheques made payable to FOOTHILLS COUNTY.

YOUR DONATION:

Date: _____

Donor Name: _____

Donor Address: _____

Phone Number: _____ Email Address: _____

Donation Amount : \$ _____ **FOOTHILLS COUNTY General Receipt #** _____

*Thank You for
Your Support!*

My donation to :

☐ Multi-Sport Field ☐ Park Amenities **OR** ☐ No Preference _____

Donor Signature

MAIL TAX RECEIPT TO: (issued in January /February of next year)

Name: _____

Address: _____

Please mail the completed form and cheque payable to **Foothills County** (memo line : **NWREC donation**):

Foothills County, 309 Macleod Trail SW, Box 5605, High River, AB T1V 1M7

In Person Cheque, Cash, and Credit Card donations at the Administrative Office in High River.

Donations by ☐ Credit Card **or** ☐ Electronic Fund Transfer (please select one)

1. Complete the form and email to NWREC@FoothillsCountyAB.ca Subject Line: NWREC donation

2. A Credit Card Authorization or EFT form will be sent to you to complete and return to:

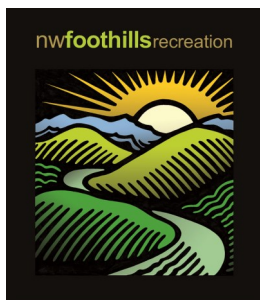
accounting@foothillscountyab.ca or **FAX: 403-652-7880**

Questions? or Other Sponsorship Opportunities in SSP, please contact Northwest Recreation

NWREC@FoothillsCountyAB.ca | 403-603-6244 | nwfoothillsrec.com



nwfoothillsrecreation



Northwest Recreation

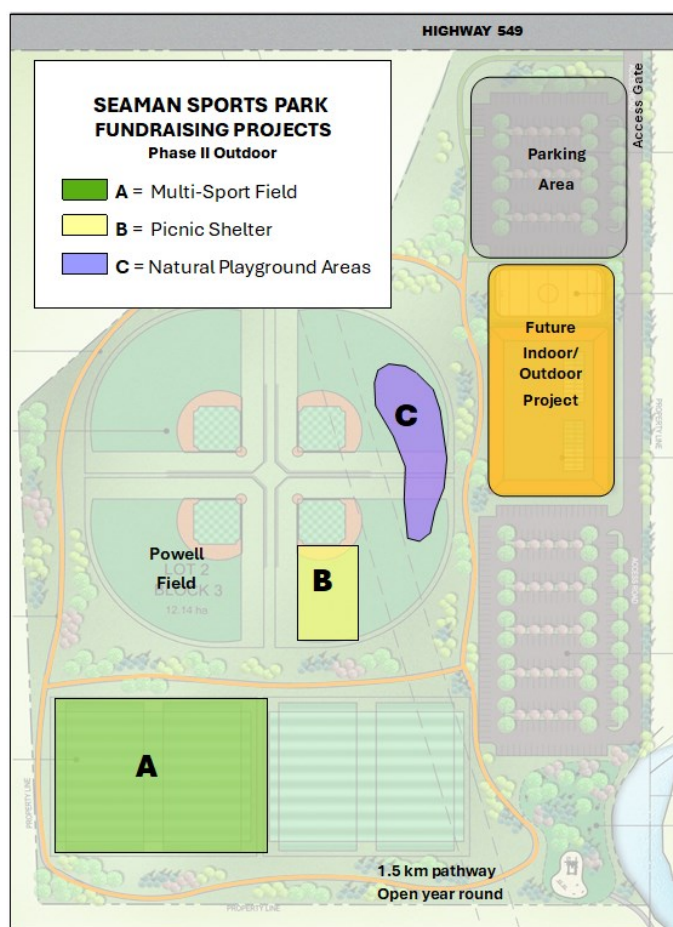
The Northwest Recreation Board (NWREC) was founded in 2010 to explore and develop recreation projects within Council Divisions 3, 4 and 5 of Foothills County (Millarville, Priddis, Red Deer Lake & De Winton Areas). NWREC is a Committee of Foothills County Council.

Our Mission

To work with the residents and established Associations within Foothills County, Divisions 3, 4, and 5, to identify their recreation requirements and engage the communities in the development and provision of recreational facilities without impacting taxes.

Welcome to Seaman Sports Park!

Seaman Sports Park (SSP) is located directly south of Highway 549, approximately 0.8 km east of HWY 549 and Highway 22 intersection. Visitors to the SSP have access to a parking area, pathway, and seasonal washroom facilities. The Millarville Sports Association (MSA) manages bookings of the two regulation size baseball diamonds in the park; visit MSA millarvillesports.ca for further information. The park and pathway are open during the winter, but the gates are closed because the driveway, grounds, and pathway are not maintained. Please note that park users enter and use the park at their own risk. Pets are to be leashed at all times in the park.



The current park amenities are the result of sponsors, donors, and volunteers that have included the Scott Daniel Seaman Memorial Fund at the Calgary Foundation, the Seaman Family, Millarville Sports Association, the Legacy Community Foundation, the Crescent Point Community Foundation, Community Members and Foothills County.

We are grateful to and thank the Community for their continued commitment to SSP!

Next Steps Together

We hope the community enjoys this facility while working together towards the next phase of the Seaman Sports Park! We invite you to become involved and join us as we begin planning and fundraising for a multi-sport field (goal of \$150,000) and park amenities that include a natural playground and picnic shelter (goal of \$100,000).

Help Us Reach Our Goals!



Keeping You Informed

We look forward to having some fun while working with you to reach our goals. We will publish updates about upcoming events, fundraising and project progress through our Facebook page and other means to make sure you get all the details.

[@NWFoothillsRec](https://www.facebook.com/NWFoothillsRec) nwfoothillsrec.com

Help Us Reach Our Goals

Your involvement is welcome! Help us with your tax-deductible donation (tax receipts issued for over \$100).

For Other Sponsorship Opportunities in SSP please contact NWREC@FoothillsCountyAB.ca or 403-603-6244

CES – Parks and Recreation



Topic: Action Items – December 2025

Report Prepared By: Johanna Kortenschyl-Allan, Community and Recreation Coordinator, NWREC Secretary

PURPOSE OF REQUEST

To provide the Northwest Recreation Board with an updated Action List

BACKGROUND

From previous meetings:

1. www.nwfoothillsrec.com is the source for the fundraising information and donation form - *complete*
2. Tour and or Event – coordinate with existing and upcoming community events (First Practice?) – *Spring 2026*
3. Social media – post pictures after onsite tour – *Spring 2026*
4. Millarville Market/ community exposure opportunities -
5. Mowing and staking of the proposed multi-sport field location -
6. Tributes working group - *update*
7. Signage – fundraising – *waiting for installation*
8. Signage – general -

ON HOLD

- *Rocks for playground on hold pending sponsorship funding*

New Items from this meeting:

-

REQUEST OF THE BOARD

Proposed Motion: to acknowledge the action item list and place on file for information purposes.

Appendix

1. Donation Form



FUNDRAISING CAMPAIGN

DONATION FORM

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YOUR DONATION:

Date: _____

Donor Name: _____

Donor Address: _____

Phone Number: _____ Email Address: _____

Donation Amount : \$ _____ **FOOTHILLS COUNTY General Receipt #** _____

*Thank You for
Your Support!*

My donation to :

☐ Multi-Sport Field ☐ Park Amenities **OR** ☐ No Preference _____

Donor Signature

MAIL TAX RECEIPT TO: (issued in January /February of next year)

Name: _____

Address: _____

Please mail the completed form and cheque payable to **Foothills County** (memo line : **NWREC donation**):

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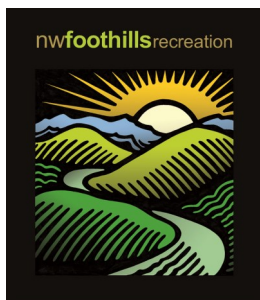
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nwfoothillsrecreation



Northwest Recreation

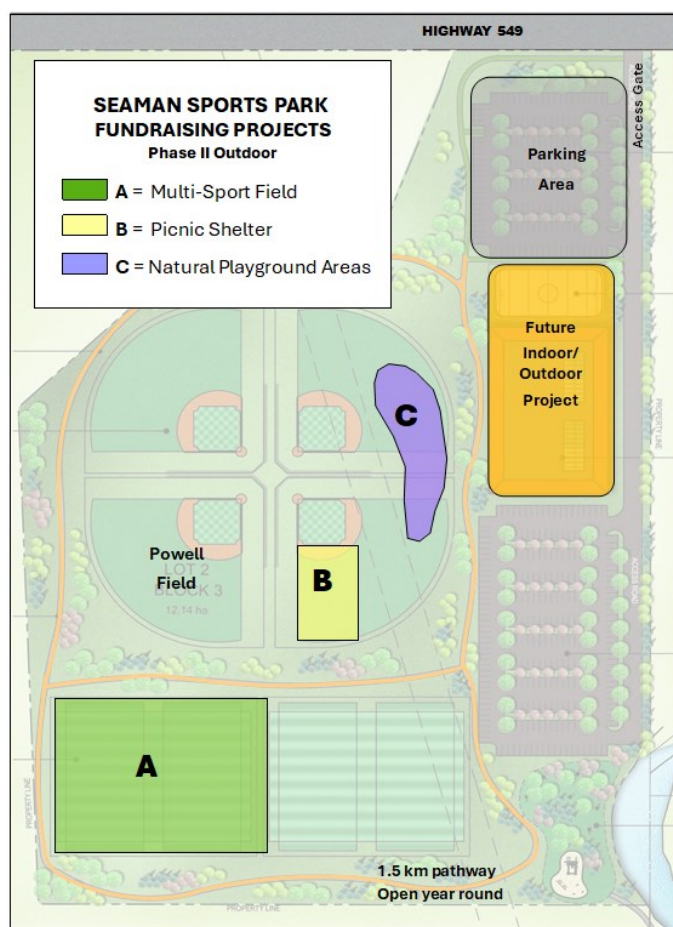
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