



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, OCTOBER 26, 2021 AT 6:30 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 12, 2021
 - (b) Special Meeting Minutes – October 15, 2021
4. Public Hearings
5. Delegations
6. Old Business
 - (a) Meeting with the Minister of Municipal Affairs
 - (b) 08-2021 – Cemetery Bylaw
 - (c) Gift Baskets for new businesses
7. New Business
 - (a) Bank Statement for the month ended August 31, 2021 and September 30, 2021
8. Reports
 - (a) Council Reports
9. Minutes
 - (a) F.C.S.S. Regular Board Meeting Minutes – September 16, 2021
10. Bylaw
 - (a) Bylaw 09-2021 Designated Officers Bylaw

11. Correspondence Items

(a) Letter from the Barrhead Community Victim Services, dated Oct 04, 2021

12. For the Good of Council

13. Tabled Items

14. Closed Session

(a) Pursuant to Section 16 Land and Section 24(1) Legal of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, OCTOBER 12, 2021,
IN THE TOWN OF BARRHEAD AGRENA'S CHARLES GODBERSON ROTARY ROOM

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, Cheryl Callihoo, Director of Development & Legislative Services, Jennifer Mantay, Financial Assistant and Jennifer Pederson, Communication Coordinator

Others: Barry Kerton, Barrhead Leader

ABSENT

CALL TO ORDER

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

AGENDA

The agenda was reviewed.

336-21

Moved by Cr. Klumph that the agenda be accepted with the following additions:

- Add - 7(e) Gift Baskets for new businesses
- Add - 8(a) Yellowhead Regional Library Board
- Add - 8(a) Community Futures Yellowhead East

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of September 28, 2021, were reviewed.

337-21

Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of September 28, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION – SENATE
CANDIDATE PAM
DAVIDSON**

To provide information to Council on the upcoming Senate candidate Pam Davidson virtual presentation scheduled for 5:31 pm.

338-21

Moved by Cr. Klumph that Council accepts the virtual presentation from the Senate candidate Pam Davidson, as information.

CARRIED UNANIMOUSLY

**AGRENA PROJECT –
RETROFIT UPGRADES TENDER**

For Council to review and consider the submitted tenders for the Agrena Retrofit upgrade Project.

339-21

Moved by Cr. Penny that Council tables the tender for the Agrena Retrofit Project until such time as Administration can confirm the grant level from Municipal Climate Change Action Centre and to bring back the information at the next Council Meeting.

CARRIED UNANIMOUSLY

**UTILITY ACCOUNT
WRITE-OFFS**

For Council to authorize the outstanding inactive utility account write-offs.

340-21 Moved by Cr. Smith that Council authorizes Administration to write-off outstanding utility accounts for 2020 and 2021, in the amount of \$415.11, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**ACCOUNTS RECEIVABLE
WRITE-OFFS**

For Council to authorize the outstanding accounts receivable write-offs.

341-21 Moved by Cr. Klumph that Council authorizes Administration to write-off outstanding Accounts Receivable Accounts in the amount of \$1,790.00, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**EDUCATION FACILITIES
PROPERTY TAX EXEMPTION
APPLICATION**

For Council to receive as information Pembina Hills School Division Property Tax Exemption application for rental property.

342-21 Moved by Cr. Penny that Council accept as information the Non-Profit community Organization Property Tax Exemption application as indicated on the listing provided.

CARRIED UNANIMOUSLY

343-21 Moved by Cr. Penny that Council accepts that pursuant to Section 17 of AR281/1988, Council waive the annual application process for the Non-Profit community Organization on the listing provided for a period of 3 years.

CARRIED UNANIMOUSLY

GIFT BASKETS

Cr. Kluin was wondering if the Town has a welcoming basket for new businesses.

Ed LeBlanc, CAO is coordinating with the Chambers and will follow up and update the Council at the next Council meeting.

344-21 Moved by Cr. Kluin that Council requested Administration to bring a report back to Council with information on a welcoming basket for new businesses.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of October 12, 2021, were reviewed:

- Agricultural Society
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Yellowhead Regional Library Board
- Community Futures Yellowhead East

345-21 Moved by Cr. Oswald that the following Reports to Council as of October 12, 2021, be accepted as information:

- Agricultural Society
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Yellowhead Regional Library Board
- Community Futures Yellowhead East

CARRIED UNANIMOUSLY

CAO REPORT

For Council to approve the C.A.O Report, as information.

346-21 Moved by Cr. Kluin that Council approves the C.A.O report, as presented.

CARRIED UNANIMOUSLY

347-21 Moved by Cr. Smith that Council direct Administration to draft a letter to the Minister of Health on the concerns regarding medical assist in the Northern zone areas.

CARRIED UNANIMOUSLY

COUNCIL ACTION LIST

For Council to approve the Council Action List on Resolutions as of September 28, 2021, as presented.

348-21 Moved by Cr. Klumph that Council approves the Council Action List on Resolutions as of September 28, 2021, as information

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Oswald wished all Candidates well on the upcoming election and thanked Council for their time on Council.

Cr. Penny wished all Candidates well on the upcoming election and thanked Council for their time on Council.

Cr. Penny heard the Town will be receiving a refugee family from Sudan in November.

Cr. Assaf thanked Cr. Penny and Cr. Oswald for all their contributions to Council and they will be missed.

Cr. Klumph thanked Cr. Penny and Cr. Oswald for all their contributions to Council and thanked all of Council for their guidance over the last 4 years and thanked staff for their support.

Cr. Kluin thanked Council and staff for their support.

Cr. Smith thanked Council and staff for their support.

Mayor McKenzie thanked Council and staff for their support.

RECESSED

349-21 Moved by Cr. Assaf to recess the meeting at 6:20 p.m.

CARRIED UNANIMOUSLY

RECONVENED

350-21 Moved by Cr. Penny to reconvene the meeting at 7:03 p.m.

CARRIED UNANIMOUSLY

**DELEGATION – JENNIFER
PEDERSON, COMMUNICATION
COORDINATOR**

To provide further information to Council on “Better in Barrhead” web-site.

351-21 Moved by Cr. Kluin that Council accepts the presentation from Jennifer Pederson on “Better in Barrhead “web-site, as information.

CARRIED UNANIMOUSLY

**CLOSED SESSION –
FOIP ACT SECTIONS 16 & 24**

352-21 Moved by Cr. Smith that Council go in closed session at 7:41 p.m.

Jennifer Pederson, Communication Coordinator left when Council was in closed session.

CARRIED UNANIMOUSLY

353-21 Moved by Cr. Assaf that Council accepts the purchase price \$45,000 for Lot 8, Block 11, Plan 8279ET, as presented.

OUT OF CLOSED SESSION

354-21 Moved by Cr. Smith that Council come out of closed session at 8:16 p.m.

CARRIED UNANIMOUSLY

ADJOURN

355-21 Moved by Cr. Kluin that the Council Meeting be adjourned at 8:17 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD
TOWN COUNCIL HELD FRIDAY, OCTOBER 15, 2021, AT 1:00 p.m.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Ed LeBlanc, CAO and Shallon Touet, Director of Parks and Recreation

Others: Barry Kerton, Barrhead Leader

ABSENT Cr. D. Kluin

The required waiver notice for the Special Council Meeting was endorsed by all members of Council present.

CALL TO ORDER

Mayor McKenzie called the meeting to order at 12:56 p.m.

AGENDA

The agenda was reviewed.

356-21 Moved by Cr. Penny that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**AGRENA PROJECT –
RETROFIT UPGRADES TENDER**

For Council to review and consider the submitted tenders for the Agrena Retrofit upgrade Project.

357-21 Moved by Cr. Penny Council awards the Agrena retro-fit upgrade tender to Trane Canada ULC in the amount of \$1,298,600.00 (excluding G.S.T.).

CARRIED UNANIMOUSLY

ADJOURN

358-21 Moved by Cr. Klumph that the Council Meeting be adjourned at 1:01 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 26, 2021

Re: Meeting with the Minister of Municipal Affairs during the AUMA Fall Convention

1.0 **Purpose:**

For Council to provide further direction to Administration in respect to identifying topics of discussion for a potential meeting with the Minister of Municipal Affairs during the November 17-19 AUMA Fall Convention.

2.0 **Background and Discussion:**

During the July 13, 2021 Council Meeting, the attached e-mail dated July 8th, 2021 was part of the correspondence on the agenda.

Although Council, at the time had no specific items for discussion, Council passed a resolution requesting a meeting with the Minister.

On July 15th Administration made the formal request to Municipal Affairs along with a follow-up on July 30th.

The matter was re-visited with Town Council during their meeting of August 10, 2021. After some deliberations, Council passed the following resolution:

Moved by Cr. Klumph that Council instructs Administration to place the July 8th e-mail from Alberta Municipal Affairs relating to a potential meeting with the Minister of Municipal Affairs during the 2021 AUMA Fall Convention on the October 26th Council meeting agenda.

(Resolution 275-21)

On October 21st, as a result of a more recent follow-up from our office, we were advised that due to the large number of meeting requests received, the Minister is unable to meet with our Council during the Convention.

Municipal Affairs also advised that should the Town believe a meeting with the Minister is still necessary, our Administration could contact the Minister's Office to request an opportunity to meet at a later date.

3.0 Alternatives:

- 3.1 Council receives Administration's report on the July 8th e-mail from Alberta Municipal Affairs relating to a potential meeting with the Minister of Municipal Affairs during the 2021 AUMA Fall Convention, as information.
- 3.2 Council directs Administration to contact Alberta Municipal Affairs relating to a potential meeting with the Minister of Municipal Affairs and provide their office with specific agenda items, as directed.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

The opportunity to connect with the Minister of Municipal Affairs.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

- 8.1 – E-mail dated July 8, 2021 from Alberta Municipal Affairs.

9.0 Recommendations:

Council receives Administration's report on the July 8th e-mail from Alberta Municipal Affairs relating to a potential meeting with the Minister of Municipal Affairs during the 2021 AUMA Fall Convention, as information.

(original signed by the CAO)
Edward LeBlanc
CAO

Edward LeBlanc

From: Mike Decker <Mike.Decker@gov.ab.ca> on behalf of MA MSL Engagement Group <MA.MSLEngagementGroup@gov.ab.ca>
Sent: July 8, 2021 1:36 PM
Cc: Mike Decker
Subject: 2021 AUMA Convention - Meeting with Minister of Municipal Affairs

Dear Chief Administrative Officers:

We are writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2021 AUMA Fall Convention, scheduled for November 17-19, 2021. It is our hope that these meetings will be in person.

We understand there may be newly elected officials on council and the meeting requirements may change following the municipal elections. However, should your municipality wish to meet with Minister McIver during the convention, please submit a request by email to MA.MSLEngagementGroup@gov.ab.ca no later than September 10, 2021.

In your meeting request, please be sure to include two specific policy items or issues your municipality would like to discuss with the Minister.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with which Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention, but may be considered for future meeting opportunities.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Sincerely,

Mike Decker/Stakeholder Relations Team
Municipal Affairs

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: October 26, 2021
Re: Bylaw 08-2021, Cemetery Bylaw

1.0 PURPOSE:

To present further information relating to Bylaw 08-2021, Cemetery Bylaw for Council's consideration and formal adoption of the Bylaw.

2.0 BACKGROUND AND DISCUSSION:

The following is an excerpt of Administration's report presented during the September 28, 2021 Council Meeting:

Bylaw 13-99, Cemetery Bylaw has been in effect for close to twenty-two years. Our Director of Corporate Services and our Director of Parks and Recreation along with his staff undertook an in-depth review of the bylaw.

During this review the Cemeteries Act, Revised Statutes of Alberta 2000, Chapter C-3 was referenced to determine necessary legislative changes that should be incorporated. The revised bylaw includes additional definitions, and a number of sections were added to provide further clarity on the respective responsibilities of the owners of the individual cemetery plots, columbarium units and niches, within the Town's cemeteries. The Town's maintenance and perpetual care responsibilities were also revised to be more clearly stated.

One of the more significant changes was to allow the burial of up to three (3) urns in a grave plot from one (1) or two (2) as identified in various sections of the existing Bylaw 13-99.

Also, it should be noted that the Plot fees have not been amended in the new bylaw at this time, as it was important to bring it up to date with the existing bylaw being approved in 1999. The Plot fees will be reviewed during upcoming budget discussions in the spring.

The significant additions and changes from the current Bylaw have been highlighted in green shown on the attached draft Bylaw 08-2021.

After the presentation and discussion, Council passed the following motion:

That Council tables the first reading of Bylaw 08-2021, Cemetery Bylaw and instructs Administration to provide further information at the next Council meeting.

(Resolution No. 328-21)

Unfortunately, Administration was unable to present this matter during the October 12th Council Meeting, as we were still waiting for a reply to our inquiry from other jurisdictions. Attached is a summary of the information received.

3.0 ALTERNATIVES:

- 3.1 That Council give all three readings to Bylaw 08-2021, Cemetery Bylaw, at this Council meeting.
- 3.2 That Council tables the first reading of Bylaw 08-2021, Cemetery Bylaw and instructs Administration to provide further information at the next Council meeting.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

With the passage of Bylaw 08-2021, it updates the various components to the general operations of the Town's Cemetery Services.

8.0 ATTACHMENTS:

- 8.1 Bylaw 08-2021, Cemetery Bylaw
- 8.2 Bylaw 08-2021, Schedule A – Rates
- 8.3 Bylaw 08-2021, Schedule B – Cemetery Plot Sale Contract
- 8.4 Bylaw 13-99, Cemetery Bylaw & Schedules
- 8.5 Comparison fees from other jurisdictions.

9.0 RECOMMENDATION:

Administration awaits further direction from Town Council.

(original signed by the CAO)
Edward LeBlanc
CAO

**BYLAW 08-2021
CEMETERY BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO DEVELOP A BYLAW FOR THE MAINTENANCE AND CONTROL OF THE BARRHEAD MUNICIPAL CEMETERY

WHEREAS, the Town of Barrhead is the registered owner of a certain parcel of land in part of NE-22-59-3-W5M;

WHEREAS, it is deemed expedient to adopt regulations for the maintenance and control of the Town of Barrhead Municipal Cemetery;

NOW THEREFORE, the Council of the Town of Barrhead, in the Province of Alberta, duly assembled, hereby enacts as follows:

A. TITLES AND DEFINITIONS

1. This Bylaw may be cited as the "Town of Barrhead Cemetery Bylaw".
2. In this Bylaw, unless the context otherwise requires, the word, term or expression:
 - a) **"ACT"** shall mean the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3 and amendments thereto.
 - b) **"ADMINISTRATOR"** shall mean the CAO of the "Town of Barrhead" or a person authorized to act as an agent for the Town of Barrhead.
 - c) **"ASH INTERMENT"** means the act of burying cremated remains. The act includes the digging of the Grave, placement of the ashes and backfilling of the Grave. Also means the act of placing cremated remains in the Columbarium.
 - d) **"BLOCK"** means a group of Plots (Graves) without a walkway or roadway between them.
 - e) **"CAO"** shall mean the person appointed as the Chief Administrative Officer of the Town of Barrhead.
 - f) **"CEMETERY"** shall mean the Barrhead Municipal Cemetery located in part of NE-22-59-3-W5M, which includes the Barrhead Community Cemetery, Eastlawn Cemetery, and Russo Greek Orthodox Cemetery.
 - g) **"CEMETERY CARETAKER"** means an employee or department of the Town of Barrhead charged with the care and control of the Cemetery.
 - h) **"COLUMBARIUM"** means a structure designed for storing the ashes of human remains that have been cremated. The Town has an agreement with the owner of the Columbarium regarding ownership of the structure and eventual transfer of ownership to the Town.
 - i) **"CONCRETE FOUNDATION"** means a piece of rectangular concrete which is placed to support a Monument.
 - j) **"COUNCIL"** shall mean the Council of the Town of Barrhead duly assembled.
 - k) **"CREMAINS"** means ashes of cremated human bodies.
 - l) **"CREMATION URN"** means a container or vessel to hold the cremated remains or ashes of human bodies. Cremation Urns are owned by the purchaser and the Town is not responsible or liable for the care, replacement or insurance coverage of the said Urn.
 - m) **"FEES"** shall mean a schedule of Fees as established by Council and amended from time to time.
 - n) **"GRAVE"** means a Plot designed for the burial of human remains or ashes.
 - o) **"GRAVE LINER"** means a concrete, metal, fiberglass or wooden rough box placed in a Grave to house a casket.

- p) **“IMMEDIATE FAMILY MEMBER”** shall mean the spouse, mother, father, daughter, son, brother or sister, of the owner of a Plot.
- q) **“INDIGENT”** shall mean a person without means, support, or known relatives requiring burial at the Cemetery.
- r) **“INFANT/CHILD CEMETERY”** means the area located in the northeast corner of the Eastlawn Cemetery.
- s) **“INTERMENT”** means the act of burying human remains.
- t) **“INURNMENT”** means the act of burying an urn containing human Remains.
- u) **“MONUMENT”** means a structure in the Cemetery erected or constructed on any Grave or Plot, for memorial purposes; a headstone, tombstone, upright or vertical Monument, pillow Monument, a flat Monument, that is made of granite, marble, bronze, or other material acceptable to the Town. All of these are supported by a Concrete Foundation which is somewhat lower but level with the surrounding ground contour of that particular Grave. Monuments are owned by the purchaser and the Town is not responsible or liable for the care, replacement or insurance coverage of the said Monument.
- v) **“NICHE”** means a single compartment within a Columbarium specifically designed to hold a statue or a cremation urn. The Town has an agreement with the owner of the Columbarium regarding the Perpetual Care Funds collected and forwarded to the Town upon sales of the Niche(s). Statues or cremains urns are owned by the purchaser and the Town is not responsible for the care, replacement or insurance coverage of the said statue or cremation urn.
- w) **“OPEN and CLOSE”** means the digging of the Grave, the placement of the Grave Liner or vault, backfilling of the Grave, site clean-up and placement of funeral decorations and reestablishment of grass as soon as practicable afterwards. This applies to the digging of a cremation Grave by manual or mechanical means. This also applies to the opening and closing of a Niche in the Columbarium.
- x) **“PERPETUAL CARE”** shall mean the preservation, improvement and maintenance of Cemetery Plots and Town owned Columbarium structures. This does not include any care, replacement or insurance coverage for any Monument, Niche plaque, statues, Cremains urns or other temporary or permanent structures located in the Cemetery and not owned by the Town.
- y) **“PERPETUAL CARE FUND”** shall mean funds received from the owner for the purpose of providing general maintenance of the Cemetery Plots and Columbarium.
- z) **“PLOT”** means a clearly delineated parcel of land, numbered and marked on the Cemetery plan and duly registered in the Cemetery files, located at the Town Office.
- aa) **“PURCHASER”** shall mean the person who purchases or owns a plot at the Cemetery or their executor. This shall also include the Executor of the Estate of the Purchaser when enacted.
- bb) **“RESERVE PLOT”** means a Plot or number of Plots which are to be reserved for the burial of one or more deceased persons.
- cc) **“RUNNERS”** means the Concrete Foundation installed by the Town to support Monuments. These foundations are continuous in fashion.
- dd) **“TOWN”** shall mean the Town of Barrhead, a Corporate Body of the Province of Alberta.

B. DUTIES OF ADMINISTRATOR

- a) The Administrator shall keep and maintain plans of the Cemetery and all records in connection therewith.
- b) In addition to the lands described in this bylaw, the Town may, from time to time, designate certain other lands, whether adjoining or abutting the said lands, for cemetery purposes and these lands shall be regulated and controlled in accordance with this Bylaw.
- c) The Town Office, or the Designated Funeral Home as authorized by the Town, shall conduct the Sales of Plots in the Cemetery.

- d) Issue to the Purchaser a Cemetery Plot sales contract, Schedule "B" and collect any and all Fees as specified in Schedule "A" of this Bylaw.
- e) Enforce all obligations of the Town pursuant to the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3 and any amendments thereto.
- f) Lists of recent Interments, ownership of reserved plot(s), etc. shall not be given to any commercial establishment, employee or agents thereof.

C. REGULATIONS

1. SALE OF PLOTS

- a) Council is authorized to adopt by resolution, the Fees and charges for the sale of a Plot in the Cemetery, as deemed necessary. Said Fees and charges are to apply in all cases and are to include perpetual upkeep of the Plot(s), whether occupied or otherwise, but not to include the placing, removal or maintenance of Monuments or Grave markers. Fees and charges shall be those listed in Schedule "A" attached hereto, as amended from time to time.
- b) Any Perpetual Care Fees collected shall be placed in the "Perpetual Care Fund" held by the Town. This fund shall be used solely for the upkeep of the Cemetery.
- c) The Cemetery Plot Sale Contract, for any Plot sold, shall be signed by the Administrator, or the Designated Funeral Home as authorized by the Town, and delivered to the Purchaser(s).
- d) Full Size Plots: 5 feet x 10 feet

Child Size Plots:	3 feet x 10 feet	Interment - 1 casket or Urn
Infant Size Plots:	3 feet x 5 feet	Interment - 1 casket or Urn

(located in the designated area in Eastlawn Cemetery, if this type of plot is chosen by the Purchaser)
- e) Cemetery plans showing the area for burial purposes, including a record of all Interments and Reserved Plots will be kept at the Town Office.

2. RESERVED PLOT(S)

- a) At the time that a Plot(s) is/(are) reserved, payment of all applicable Fees and charges will apply.
- b) Those persons owning Plot(s) in the Cemetery who do not wish to utilize them, may resell the Plot, at their own discretion, on the open market, however, the Town must be notified in writing and given the first right of refusal. No transfer shall be valid unless it is duly registered with the Town.
- c) Any Plot to be purchased back by the Town, will be at the CAO or designates discretion, and will be at the original purchase price. A copy of the purchase receipt must be provided to the Town.

3. COLUMBARIUM NICHE SALES

- a) The Columbarium Niche Sales Contract, shall be signed by the Funeral Home, as the owner of the Columbarium while Niche sales are being conducted, and delivered to the Purchaser(s). A copy of the Columbarium Niche Sales Contract is also provided to the Town.
- b) The Perpetual Care Fees collected, on behalf of the Town, on the sale of the Niche will be forwarded to the Town.
- c) Any Perpetual Care Fees collected shall be placed in the "Perpetual Care Fund" held by the Town. This fund shall be used solely for the upkeep of the Columbarium.

4. INTERMENTS AND INURNMENTS

- a) No human remains shall be buried within the limits of the Town of Barrhead except within a registered or designated cemetery.

- b) Burial permits are required for all Interments of human remains and Inurnment of Cremains. The Town must be notified of all Interments and Inurnments.
- c) Applications must be made at least two working days prior to the time established for burial. This notification may be waived when the body to be interred died from a contagious disease or if special circumstances so require.
- d) Every Purchaser obtaining a Plot or Plots in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith.
- e) Any person signing an order for Interment will be held responsible for all charges in connection with such Interment. Such persons shall, in addition, be held responsible for compliance with the regulation governing erection of Monuments applicable to that part of the Cemetery in which the Interment is made.
- f) Funeral Directors must provide the necessary lowering devices and Grave Liners (if necessary) and make their own arrangements for the placing of mats, wreaths, flowers, and other ornamental objects on or around the Grave.
- g) Only concrete, metal, fiberglass or wooden Grave Liners shall be permitted and shall be identified when ordering an Interment. Grave Liners are not supplied by the Town.
- h) If sold as a single Plot, the Plot is restricted to the burial remains of one (1) body in a casket, or one (1) body in a casket and not more than three (3) urns of cremated remains, or three (3) urns in the same Plot.
- i) If sold as a double depth Plot, the Plot will accommodate two (2) bodies in separate caskets, at the same time or at different times in such a manner that one (1) casket is placed immediately above the other and purchased specifically for this purpose on the opening for the first casket. The first casket must be buried at no less than 9 feet and encased in a concrete Grave Liner. The double depth Plot may also include the interment of not more than three (3) urns of cremated remains.
- j) The burial of destitute or Indigent Persons and unclaimed bodies may be placed in such a section or sections of the Cemetery as may be designated by the Town.
- k) Interment will not be permitted in sections where written records are insufficiently accurate to confirm either ownership or occupancy.
- l) The Opening and Closing of the Plot shall be the responsibility of the Purchaser and will be performed by an operator approved by the Town.

5. DISINTERMENTS

- a) Pursuant to Section 11 of the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3, disinterment, of a body shall not take place until a disinterment permit has been issued in accordance with section 42 of the Vital Statistics Act.
- b) Every Purchaser obtaining a Plot or Plots in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith including disinterment or removal of a body, or re-interment, when requested.
- c) In case of disinterment, and/or re-interment in another Plot in the Cemetery, the excavations shall be performed by an operator approved by the Town.
- d) In case of disinterment of a Grave in the Town Cemetery for re-interment in another cemetery not administered by the Town, the excavation for the disinterment shall be performed by an operator approved by the Town.

6. MONUMENTS

- a) Only one (1) Monument will be allowed on each burial Plot on a Concrete Foundation located at the head of the Plot. Requests for additional Monument(s) to be located on the same burial plot may be granted, but will be subject to receiving prior approval from the Town. Any additional Monuments to be placed on the Plot must be located in a manner to not interfere with the Perpetual Care of the Plot.
- b) Minimum dimensions of any Monument shall be 16" x 10" x 3".

- c) Full length Grave covers shall not be allowed.
- d) Should any Monument or other structure placed or erected on the Plot be in a state of disrepair the Town may, after providing notice in writing to the owner or his/her executor, at his/her last known address, have the structure removed from the Cemetery, if the owner or his/her executor does not have the structure repaired in accordance with the said notice.
- e) The Town will not be responsible for any damage which may be caused in any way whatsoever to any permanent or temporary Monument, improvement or memorial designs placed in the Cemetery.

7. MAINTENANCE OF PLOTS(S) AND CEMETERY

- a) Wreaths, flowers and other removable mementos placed upon the Plots and any stand, holder, or receptible for these items must be regularly maintained by the owner of the Plot or by any family members.
- b) In order to ensure neatness, and preserve the beauty of the Cemetery, the Town will be responsible of the overall maintenance of the Cemetery and may remove any items deemed unsightly or in need of maintenance.
- c) Every person found in violation of any of the following regulations, under Section 76 of the Cemeteries Act, by the Cemetery Caretaker, shall be expelled from the Cemetery grounds and may be subject to prosecution under Section 77 of the Cemeteries Act:
 - i. Willfully destroys, mutilates, defaces, injures, or removes any Monument, tombstone or marker, or any structure, railing, or fence within the Cemetery, or burial Plot, or
 - ii. Willfully destroys, breaks or injures any tree, shrub or plant in the said Cemetery, or
 - iii. Willfully plays any game or sport, or
 - iv. Willfully discharges or carries a firearm except firearms at a military funeral, or
 - v. Willfully or unlawfully disturbs persons assembled for the purpose of burying a body in the said Cemetery, or
 - vi. Willfully commits a nuisance, or
 - vii. Behaves in an indecent or unseemly manner in the said Cemetery.
 - viii. Contravenes a provision of the Act

and is guilty of an offence and liable to a fine of not less than \$500 and not more than \$100,000 or an amount equal to 3 times the amount obtained by the person as a result of the offence, whichever is greater, or to imprisonment for not more than 2 years or to both a fine and imprisonment.

- d) The Cemetery Caretaker shall have the sole control of all matters within the Cemetery that are concerned with maintaining the Cemetery in a neat and pleasing condition, and to that end is hereby authorized to regulate and control the Cemetery. The owner of a Plot and the public shall observe all rules and regulations passed from time to time by the Town.
- e) No person shall turn loose, ride or allow to go at large, any animal or pet in the said Cemetery.
- f) The Town will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to, any Monument, marker or part thereof, or any other article placed on a Plot, or to a Plot itself.
- g) All work being conducted in the immediate vicinity of a Plot shall cease while a service or Interment is being conducted and all trucks, equipment and workers shall withdraw from view from the location of the service.

- h) No person shall be permitted to drive any vehicle upon the roadway within the Cemetery at a speed exceeding 15 km/h. The owner of any vehicle shall be responsible for any damage done by the vehicle within the boundaries of the Cemetery.
- i) No person shall park a vehicle on grassed areas of the Cemetery, other than the designated parking areas.
- j) No person shall ride a snowmobile, all-terrain vehicle, motorcycle or horse in the Cemetery unless they are a part of a funeral procession.
- k) No person shall ride a bicycle over the Plots, nor lean it against any Monument, nor leave it on any Plot.
- l) The Town, its agents or employees shall not be responsible for any injury resulting to any Person who enters the Cemetery.
- m) The Cemetery Caretaker is authorized to remove, or have removed, any weeds, grass, funeral designs or floral pieces, which may become wilted or faded, or any other article or thing which, is unsightly, dangerous, detrimental, diseased or obstructs the ability to maintain the Cemetery.
- n) Flowers, potted plants and funeral designs will be permitted on the Plot from the day of the burial for a period of fourteen (14) calendar days. The noted items are permitted on the Plot if they remain in good condition, but following this time period, will be removed if found to be in poor condition or in disrepair.
- o) All flowers, potted plants and funeral designs must be placed on the Concrete Foundation or Runner areas of Plots.
- p) Installation of any temporary structures, benches or the like must receive prior approval from the Town. The Town, at its sole discretion, will review and determine the structures suitability, material composition and placement in the Cemetery. Should the structure be found to be in poor condition or in disrepair the Town will attempt to contact the owner, family member or executor if known, to replace, repair or remedy the situation. In the instance that the structure remains in poor condition or in disrepair the Town will remove it.
- q) The Cemetery Caretaker is authorized to remove, any trees situated on or about the Cemetery that by means of their roots or branches, become detrimental to adjacent Plots, walks or driveways, prejudicial to the general appearance of the grounds, or dangerous to the public.
- r) No person shall erect upon a Plot any fence, railing, wall, border, hedge, or the like.
- s) No items are to be placed on the top surface of the Columbarium structure.
- t) The Town may construct, erect or place in the Cemetery such structures, developments, and improvements as deemed necessary for the operation of the Cemetery.

7. MISCELLANEOUS

- a) No person shall disturb the quiet and good order of the Cemetery by noise or any other improper conduct.
- b) All persons are prohibited from walking on Plots, or picking flowers or shrubs within the Cemetery.
- c) No animals shall be buried within the Cemetery.
- d) The Administrator in consultation with the Cemetery Caretaker may reserve from use any portion of the Cemetery which in their opinion is undesirable for use because of locations or contour.

D. GENERAL PROVISIONS

- a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- b) Bylaw 13-99, Cemetery Bylaw is rescinded.
- c) This Bylaw shall come into force and take effect upon third and final reading.

Read a first time this ____ day of _____, A.D., 2021.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this ____ day of _____, A.D., 2021.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this ____ day of _____, A.D., 2021 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

SCHEDULE "A"

CEMETERY BYLAW 08-2021
FEE SCHEDULE

Cemetery (Main Sections):

	<u>Plot</u>	<u>Perpetual Care</u>	<u>Total</u>
Single Plot	\$300.00	\$100.00	\$400.00 + GST
Double Depth Plot	\$300.00	\$100.00	\$400.00 + GST

Infant/Child Cemetery Section (Eastlawn):

	<u>Plot</u>	<u>Perpetual Care</u>	<u>Total</u>
1/4 Plot	\$75.00	\$25.00	\$100.00 + GST
1/2 Plot	\$150.00	\$50.00	\$200.00 + GST

SCHEDULE "B"

CEMETERY PLOT SALE CONTRACT

No. _____

This agreement made in triplicate the _____ day of _____, 20_____.

BETWEEN: The Town of Barrhead AND _____
Box 4189 _____
Barrhead, AB T7N 1A2 _____
(hereinafter called the "Town") (hereinafter called the "Purchaser")

WHEREAS the Town is the registered owner of certain lands being in the Province of Alberta, and known as:
Barrhead Community Cemetery, Eastlawn Cemetery, Russo-Greek Orthodox Cemetery, all part of NE 22-59-3-W5M
(hereinafter called the "Cemetery")

AND WHEREAS the Purchaser wishes to obtain a plot in the Cemetery: Single Plot: _____ Double Depth Plot: _____

Burial For: _____ Reserved For: _____

Garden _____ Row _____ Plot _____

NOW THEREFORE, in consideration of the various covenants herein, the parties agree as follows:

- 1. The Town hereby agrees to provide to the Purchaser the plot for the fee of \$_____ plus GST, which is the final price and will include perpetual care in the amount of \$_____.
2. a) The Purchaser agrees to place a permanent grave marker on the plot within ONE year of the date of the first burial in the plot and will provide a marker of no less size than 16"X10"X3". All permanent markers are restricted to the existing concrete runner.
b) The Town will provide the concrete foundation known as a runner at the head end of the plot to accommodate the placement of the permanent marker. Grave covers are NOT permitted in the Cemetery.
3. The plot, if sold as a SINGLE PLOT, is restricted to the burial of the remains of:
a) ONE body in a casket, which will be encased in no less than a wooden grave liner
b) ONE body in a casket which will be encased in no less than a wooden grave liner, and not more than THREE urns of cremated remains in the same plot at a future date
c) A maximum of THREE urns.
The Town must be notified of any future inurnment.
4. The plot, if sold as a DOUBLE DEPTH PLOT, is restricted to the burial of the remains of two bodies in caskets, the first of which must be buried no less than 9 feet and encased in a concrete grave liner, and not more than THREE urns. The Town must be notified of any subsequent burials.
5. Scattering of cremated remains is not allowed on the plot, however may be permitted in designated scattering areas within the Cemetery.
6. The opening and closing of the plot will be the responsibility of the Purchaser and will be performed by an operator approved by the Town.
7. Cancellation Rights (For Pre-Purchased Plot Only)
a) You may cancel this contract at any time for any reason. You may cancel without charge or penalty at any time during the period from the day you enter into the contract until 30 days after you receive a copy of the contract. After 30 days, you may still have to pay for interment space and for any Cemetery services that have already been supplied, performed or delivered, as the case may be.
b) In the event the 30 day cancellation period has expired and the Purchaser does not wish to utilize the plot, the purchaser may resell the plot at their own discretion on the open market, however the Town must be notified in writing and given first right of refusal. Any plot bought back by the Town will be at the original purchase price.
c) If you cancel this contract, the seller has 15 days to refund any money you are owed. To cancel, you must give notice of cancellation to the owner of the Cemetery or Columbarium, at the address shown in the contract. You should give the notice of cancellation by method that will allow you to prove that you gave notice, such as registered mail, fax, courier or by personal delivery.

IN WITNESS HEREOF the parties have affixed their hands and seal of the date first written above.

Purchaser

Town of Barrhead Representative – Signature

Witness

Town of Barrhead Representative – Printed Name

Section 16 and 32(c) of the Freedom of Information and Protection of Privacy Act

BY-LAW 13-99

CEMETERY BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO DEVELOP A BYLAW FOR THE MAINTENANCE AND CONTROL OF THE BARRHEAD CEMETERY

WHEREAS the Town of Barrhead is the registered owner of a certain parcel of land in part of NE-22-59-3-5.

WHEREAS, it is deemed expedient to adopt regulations for the maintenance and control of the Town of Barrhead Municipal Cemetery.

NOW THEREFORE, the Council of the Town of Barrhead in the Province of Alberta, duly assembled, hereby enacts as follows:

A. TITLES AND DEFINITIONS:

1. This Bylaw shall be referred to the “Town of Barrhead Cemetery Bylaw.”
2. In this Bylaw, unless the context otherwise requires, the word, term or expression:
 - a. “Act” shall mean the Cemeteries Act Revised Statutes of Alberta, Chapter C-2 and amendments thereto.
 - b. “Administrator” shall mean the Municipal Administrator of the Town of Barrhead, or a person authorized to act as agent for the Town of Barrhead.
 - c. “Cemetery” shall mean the Barrhead Municipal Cemetery located in part of NE-22-59-3-W5M, which are the Barrhead Community Cemetery, East Lawn, and Russo Greek Orthodox Cemeteries.
 - d. “Council” shall mean the Council of the Town of Barrhead duly assembled.
 - e. “Columbarium” shall mean a structure for the storing of ashes.
 - f. “Fees” shall mean a schedule of fees as established by Council and amended from time to time.
 - g. “Immediate Family Member” shall mean the spouse, mother, father, daughter or son of the owner of a plot.
 - h. “Infant/Child Cemetery” is located in the northeast corner of the Eastlawn Cemetery.
 - i. “Purchaser” shall mean the person who purchases and owns a plot at the cemetery or their executor.
 - j. “Perpetual Care” shall mean the preservation, improvement and maintenance of cemetery plots and columbarium.
 - k. “Perpetual Care Fund” shall mean funds received from the owner for the purpose of providing general maintenance of the cemetery plots and columbarium.

1. "Plot" shall mean a clearly delineated parcel of land, numbered and marked on the Cemetery Plan and duly registered in the Cemetery Files.

- m. "Town" shall mean Town of Barrhead, a Corporate Body of the Province of Alberta.

B. DUTIES OF ADMINISTRATOR:

- a) The Administrator shall keep and maintain plans of the Cemetery and all records in connection therewith.
- b) Conduct all sales of plots in the Cemetery.
- c) Issue to the Purchaser a Cemetery Plot Sale Contract, Schedule "B," and collect any and all fees as specified in Schedule "A" of this Bylaw.
- d) Enforce all obligations of the Town pursuant to the Cemeteries Act, being Chapter C-2 of the Revised Statutes of Alberta, 1980 and any amendments thereto.

C. REGULATIONS:

1. SALE OF PLOTS

- a) Council is hereby empowered and authorized to adopt by resolution the fees and charges for the sale of a plot in the Cemetery as deemed necessary. Said fees and charges are to apply in all cases and are to include perpetual upkeep of the plot(s), whether occupied or otherwise, but not to include the maintenance, placing or removal of tombstones or grave markers. Fees and charges shall be those listed in Appendix "A" attached hereto, as amended from time to time by resolution.
- b) Any charges for perpetual care shall be placed in a "Perpetual Care Fund." This fund shall be used solely for the upkeep of the Cemetery.
- c) The Cemetery Plot Sale Contract for any plot sold shall be signed by the Administrator and delivered to the Purchaser(s).

2. RESERVED PLOT(S)

- a) At the time that a plot(s) is reserved, payment of all applicable fees and charges will apply.
- b) Those persons owning plot(s) in the cemetery who do not wish to utilize them, may resell the plot at their own discretion on the open market, however the Town must be notified in writing and given first right of refusal.
- c) Any plot bought back by the Town will be at the original purchase price.
- d) Lists of recent interments, etc. shall not be given to any commercial establishment, employee or agents thereof.

3. INTERMENTS

- a) No human remains shall be buried within the limits of the Town of Barrhead except within the Cemetery defined in the Bylaw or future amendments thereto.

- b) Applications must be made at least two working days prior to the time established for burial. This notification may be waived when the body to be interred died from a contagious disease or if special circumstances so require.
- c) Every Purchaser obtaining a plot or plots in a cemetery shall be held responsible for the cost thereof and for all charges in connection therewith including disinterment or removal of a body when requested. Any person signing an order for interment will be held responsible for all charges in connection with such interment. Such persons shall, in addition, be held responsible for compliance with the regulations governing erection of monuments applicable to that part of the cemetery in which the interment is made.
- d) Undertakers must provide the necessary lowering devices and rough boxes (if necessary) and make their own arrangements for the placing of mats, wreaths, flowers, and other ornamental objects on or around the grave.
- e) If sold as a single plot, the plot is restricted to the burial remains of one body in a casket, or one body in a casket and not more than one urn of cremated remains, or two urns in the same plot.
- f) If sold as a double depth plot, the plot will accommodate two bodies in separate caskets at the same time or at different times in such a manner that one casket is placed immediately above the other and purchased specifically for this purpose on the opening for the first casket. The first casket must be buried at no less than 9 feet and encased in a concrete grave liner.
- g) If anyone wishes to inter a body in a plot not owned by him, he shall obtain written permission from the owner of the plot in which such interment is to be made, or from the legal representative of the owner of such plot and notify the Town of such interment.

4. DISINTERMENTS

- a) Pursuant to Section 12 of the Cemeteries Act R.S.A., disinterment, except for re-burial in the same grave at greater depth, will not be allowed unless permission is first obtained for that purpose at the office of the Director of Vital Statistics, and if given, such permission shall be in writing. Written permission must also be obtained by the Administrator
- b) In case of disinterment for re-interment in another plot in the cemetery, the excavations shall be performed by an operator approved by the Town.
- c) In case of disinterment of a grave in the Town Cemetery for re-interment in another cemetery, the excavation shall be performed by an operator approved by the Town.

5. MONUMENTS

- a) Only one monument will be allowed on each burial plot.
- b) No monuments, tablets, cross, plaque, base cap or structure shall be placed on the plot other than on a concrete foundation located at the head of the plot.
- c) Minimum height of any monument shall be 16" X 10" X 3".
- d) Full length grave covers shall not be allowed.

- e) The opening and closing of the plot shall be the responsibility of the Purchaser and will be performed by an operator approved by the Town.
- f) Should any tombstone, monument or other structure placed or erected on the plot be in a state of disrepair the Town may, after providing notice in writing to the owner or his/her executor, at his/her last known address, have the said structure removed from the cemetery, if the said owner or his/her executor does not have the same repaired in accordance with the said notice.
- g) The Town will not be responsible for any damage which may be caused in any way whatsoever to any improvement or memorial designs placed in the cemetery.

6. MAINTENANCE OF PLOT(S) AND CEMETERY

- a) Wreaths, flowers and other removable mementos placed upon the plots and any stand, holder, or receptacle for these items must be regularly maintained by the owner of the plot or any family members.
- b) In order to ensure neatness, and to preserve the beauty of the cemetery, the Town will be responsible for the overall maintenance of the cemetery and may remove any items deemed unsightly or in need of maintenance.
- c) Any person who:
 - a) willfully destroys, mutilates, defaces, injures, or removes any monument, tombstone or marker, or any structure, railing, or fence within the cemetery, or burial plot, or
 - b) willfully destroys, breaks or injures any tree, shrub or plant in the said cemetery, or
 - c) willfully plays any game or sport, or
 - d) willfully discharges or carries a firearm except firearms at a military funeral, or
 - e) willfully or unlawfully disturbs persons assembled for the purpose of burying a body in the said cemetery, or
 - f) willfully commits a nuisance, or
 - g) behaves in an indecent or unseemly manner in the said cemetery,
 - h) contravenes a provisions of the Act,

is guilty of an offence and is liable to a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Hundred Thousand Dollars (\$100,000.00), or imprisonment for not more than two years or both a fine and imprisonment.

- d) No person shall turn loose, ride or allow to go at large any animal in the said cemetery.

- e) No person shall be permitted to drive a vehicle upon the roadway within the cemetery at a speed greater than fifteen kilometers per hour. The Administrator shall have the authority to prohibit the entrance of vehicles into the cemetery when roads are unfit for travel. The owner of any moving vehicle shall be responsible for any damage done by such vehicles within the boundaries of the cemetery.
- f) The Town shall have the right to prohibit the entry of any person or persons who do not have related business at the cemetery.

7. MISCELLANEOUS

- a) No person shall disturb the quiet and good order of a cemetery by noise or any other improper conduct.
- b) All persons are prohibited from walking on plots, or picking flowers or shrubs within the cemetery.
- c) Workmen shall cease work when a burial is taking place in the cemetery.
- d) No recreational vehicles (i.e. bikes, motorbikes, all terrain vehicles, snowmobiles) will be allowed to enter the cemetery.
- e) No animals shall be buried within the cemetery.
- f) Council may reserve from use any portion of the cemetery which in their opinion is undesirable for use because of locations or contour.

D. INTERPRETATIONS AND AMENDMENTS:

- a) Any matters not dealt with in the Bylaw nor in Appendices attached hereto and made part of the Bylaw, shall be dealt with by the Administrator in the manner that he deems most appropriate, having consideration for the appearance of the cemetery, and the scope and intent of this Bylaw.
- b) Council is hereby authorized to amend Appendices by resolution, as may be required from time to time. Any amendments to the Appendices shall be provided to all interested persons.
- c) This Bylaw shall come into force and have effect on the date of it being read a third time and passed.

Read a first time this 27th day of September, 1999.

Read a second time this 25th day of October, 1999.

Read a third time this 25th day of October, 1999 and passed.

TOWN OF BARRHEAD

Mayor, Sid Gurevitch

Municipal Secretary, Cheryl Callihoo

SCHEDULE "A"

FEE SCHEDULE

Main Cemetery:

	<u>Plot</u>	<u>Perpetual Care</u>	<u>Total</u>
Single Plot	\$300.00	100.00	\$400.00
Double Depth Plot	\$300.00	100.00	\$400.00

Infant/Child Cemetery Section (East Lawn):

	<u>Plot</u>	<u>Perpetual Care</u>	<u>Total</u>
¼ Plot	\$75.00	25.00	\$100.00
½ Plot	\$150.00	50.00	\$200.00

CEMETERY RATES 2021

PLOTS	Adult		Child		Infant		Open Summer		Open Winter		Cremation		Columbarium Niche		Field of Honor
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	
Town of Barrhead	\$ 300.00		\$200.00 for 1/2 plot		\$100.00 1/4 plot										\$ 300.00
Town of Canmore	\$ 2,640.75	\$ 5,544.00	\$ 2,640.75	\$ 5,544.00									\$ 1,711.50	\$ 3,423.00	no charge
Town of Didsbury	\$ 525.00	\$ 1,050.00									\$ 420.00	\$ 840.00	\$ 1,470.00	\$ 1,890.00	no charge
Town of Mayerthorpe	\$ 420.00				under 12 months no fee								\$ 1,000.00		no charge
Town of Okotoks	\$ 1,449.00	\$ 3,262.35									\$ 556.50	\$ 919.80	\$ 2,189.25	\$ 3,613.05	50% of regular rate
Town of Taber	\$ 892.50										\$ 892.50		\$ 315.00		
Town of Vermillion	\$ 635.25										\$ 635.25		\$ 1,270.50		
Town of Westlock	\$600.00 - \$800.00 depending on location												\$650.00 - \$1000.00 depending on location		
Town of Whitecourt	\$ 456.00	\$ 570.00											\$ 854.00	\$ 969.00	no charge
INTERMENTS	Adult		Child		Infant		Open Summer		Open Winter		Cremation		Columbarium Niche		Field of Honor
	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	Resident	Non-resident	
Town of Barrhead							\$ 1,100.00		\$ 1,200.00				\$ 150.00		\$ 1,100.00
Town of Canmore	\$ 1,297.80	\$ 2,066.40	\$ 999.60	\$ 1,590.75									\$ 199.50		\$ 1,297.80
Town of Didsbury							\$ 472.50		\$ 630.00			\$ 210.00	\$ 157.50		no charge
Town of Mayerthorpe					\$ 212.50		\$ 425.00		\$ 525.00						\$ 425.00
Town of Okotoks	\$ 835.80	\$ 556.50									\$ 333.90		\$ 278.25		
Town of Taber	\$ 666.75										\$ 241.50				
Town of Vermillion	\$ 648.90										\$ 425.26				
Town of Westlock							\$300.00 - \$600.00 depending on location						\$ 171.00		\$ 300.00
Town of Whitecourt							\$ 513.00						\$ 854.00	\$ 969.00	\$ 513.00

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: October 26, 2021
Re: Gift Baskets for new Businesses

1.0 Purpose:

To provide information to Council, as requested in relation to providing a welcoming basket to new businesses.

2.0 Background and Discussion:

When the October 12, 2021 Agenda was being considered by Council, Councillor Kluin requested that Gift Basket for new businesses be placed on the agenda.

At the time of the discussion, Councillor Kluin inquired if the Town has a welcoming basket for new businesses.

I advised Council that our Administration was coordinating this new program with the local Chamber of Commerce.

Council passed the following resolution:

Moved by Cr. Kluin that Council requested Administration to bring a report back to Council with information on a welcoming basket for new businesses.

(Resolution No. 344-21)

In recent communication with the Chamber they advised they are "... excited to contribute to this initiative and is currently working on a promotional "item" to include in the Town's package".

Once we receive the information from the Chamber we will incorporate into a welcoming/information basket for all new businesses.

3.0 Alternatives:

3.1 Council receives Administration's report on the welcoming basket program for new businesses, as information.

3.2 Council receives Administration's report on the welcoming basket program for new businesses as information and instructs Administration to provide further information at the next Council Meeting.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

None

9.0 Recommendations:

Council receives Administration's report on the welcoming basket program for new businesses, as information.

(original signed by the CAO)
Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: October 26, 2021

Re: Bank Statement – for month ending August 31, 2021
Bank Statement - for month ending September 30, 2021

1.0 PURPOSE:

To approve the Monthly Bank Statements for the month ended August 31, 2021 and September 30, 2021.

2.0 BACKGROUND AND DISCUSSION:

Not applicable.

3.0 ALTERNATIVES:

3.1 That Council approves the Monthly Bank Statement for the months ending August 31, 2021 and September 30, 2021, as presented.

3.2 That Council tables the Monthly Bank Statement for the months ending August 31, 2021 and September 30, 2021 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement

9.0 RECOMMENDATION:

That Council approves the Monthly Bank Statement for the months ending August 31, 2021 and September 30, 2021, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED AUGUST 31, 2021**

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCT	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	760,526.21	7,218,877.90	0.00
Receipts	0.00	1,408,481.15	
Interest	129.19	4,324.81	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	0.00	
SUBTOTAL	760,655.40	8,631,683.86	0.00
Disbursements	0.00	1,202,138.05	
Debentures/Interest	0.00	0.00	
School Requisition	0.00	0.00	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	2,554.69	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	760,655.40	7,426,991.12	0.00

PER BANK:			
Balance at end of month	760,655.40	7,606,144.38	0.00
Outstanding Deposits	0.00	39,260.63	
SUBTOTAL	760,655.40	7,645,405.01	0.00
Outstanding Cheques	0.00	218,413.89	
NET BALANCE AT END OF MONTH	760,655.40	7,426,991.12	0.00

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED SEPTEMBER 30, 2021**

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCT	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	760,655.40	7,426,991.12	0.00
Receipts	15,797.41	3,303,966.20	
Interest	126.29	4,708.01	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	85,519.14	
SUBTOTAL	776,579.10	10,821,184.47	0.00
Disbursements	0.00	1,189,996.03	
Debentures/Interest	0.00	145,284.50	
School Requisition	0.00	0.00	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	509.25	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	776,579.10	9,485,394.69	0.00

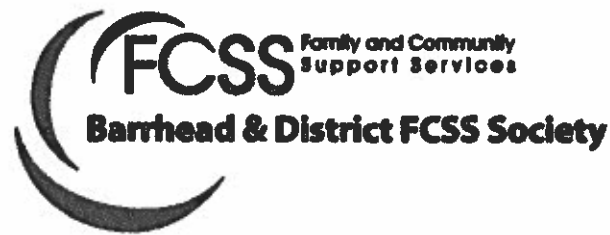
PER BANK:			
Balance at end of month	776,579.10	9,006,129.64	0.00
Outstanding Deposits	0.00	617,090.29	
SUBTOTAL	776,579.10	9,623,219.93	0.00
Outstanding Cheques	0.00	137,825.24	
NET BALANCE AT END OF MONTH	776,579.10	9,485,394.69	0.00

**TERM DEPOSIT SUMMARY
FOR MONTH ENDED SEPTEMBER 30, 2021**

<u>Financial Institution</u>	<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
	-			
Total	\$ -			

**COUNCIL REPORTS
AS OF OCTOBER 26, 2021**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u> X </u>
Barrhead Cares Coalition	Cr. Kluin	<u> X </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<u> </u>
Barrhead & District Social Housing Association	Cr. Penny	<u> </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	<u> </u>
Barrhead Attraction & Retention Committee	Cr. Penny	<u> </u>
Barrhead Regional Airport Committee	Mayor McKenzie	<u> </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	<u> </u>
Capital Region Assessment Services Commission	Cr. Penny	<u> </u>
Chamber of Commerce	Cr. Kluin	<u> </u>
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	<u> </u>
Economic Development Committee	Committee of the Whole	<u> </u>
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)	<u> </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Penny	<u> </u>
Inter-municipal Development Committee		<u> </u>
Library Board	Cr. Klumph (Alt. Cr. Oswald)	<u> </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	<u> </u>
Regional Landfill Committee	Cr. Klumph and Cr. Penny	<u> </u>
Subdivision & Development Appeal Board	Cr. Penny	<u> </u>
Twinning Committee	Cr. Oswald	<u> </u>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Penny)	<u> </u>



APPROVED

Oct 14, 2021

**Barrhead & District Family and Community
Support Services Society
Thursday, SEPTEMBER 16, 2021
Regular Board Meeting
MINUTES**

Present:

Jane Wakeford – Chair
 Mark Oberg – Secretary/Treasurer
 Karen Gariepy – Executive Director
 Carol Lee – Recording Secretary
 Nancy Kenyon – Bookkeeper (financial committee meeting only)
 Judy Bradley Leslie Penny
 Bill Lane Marsha Smith Vicki Kremp Dausen Kluin

Absent: Dan Garvey – Vice Chair, Sally Littke, Ron Kleinfeldt (computer trouble), Sharen Veenstra

1) Call to Order

The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:33 am., by Chair, Jane Wakeford.

2) Acceptance of Agenda – Additions/Deletions

53-21 Moved by Bill Lane to accept the agenda, with the addition of 5d) New Covid Measures and 5e) Front Desk Phones, motion seconded by Leslie Penny.

Carried

3) Staff Presentation REBECCA CREBER – Youth Program

Rebecca showed the board her new brochure and highlighted several of her programs.

- From January to August 2021, the Youth Program has served 165 youth
- 4 person programs and 17 virtual programs ran
- CARE Program – have receive 3 applications and approved all three
- Care Coalition – 7 programs with 102 youth served
- In October, will run the program Keep Connected on Wednesdays with Cheri Jantz
- Red Cross Programs very popular, Babysitting and Home Alone, will run these in the new year
- Expecting delays for 'in person' programming, will follow the Covid Protocols

The Board thanked Rebecca for doing a great job!

4) Items for Approval**a) Minutes for the regular Board meeting of the Barrhead & District FCSS June 17, 2021**

54-21 Moved by Leslie Penny to accept the minutes of the regular Board meeting, June 17, 2021. Motion seconded by Bill Lane.

Carried

b) Financial Statements

55-21 Moved by Mark Oberg and seconded by Bill Lane to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, August 31, 2021, as presented.

Carried

FYI – The next Casino is scheduled for the first quarter of 2022, however, we do not have a specific date

56-21 Moved by Mark Oberg that we transfer \$60,000 from the General High Yield Savings Account into the General Cash Flow Account. Motion seconded by Leslie Penny.

Carried

57-21 Moved by Mark Oberg to transfer \$5930.75 from Community Covid Donations Account into 80/20 Budget for subsidized counselling. Motion seconded by Judy Bradley.

Carried

5) New Business**a) Policy Changes**

58-21 Leslie Penny moved to approve the changes to Policy 2005-300-06, that states "prior to purchases over \$1500 to a maximum of \$3000 for the Food Bank, approval must be granted by Executive Director. Purchases over \$3000 must have one the of the Board Executive approve prior to purchase". Motion seconded by Bill Lane.

Carried

59-21 Dausen Kluin moved to approve the changes to Policy 2011-300-07, that states "the petty cash to be increased to \$500 and that no cheques will be written for less than \$30, except in special circumstances". Motion seconded by Leslie Penny.

Carried

60-21 Judy Bradley moved to approve the changes to Policy 500-13-2015, that states "staff members using their personal vehicle for work related purposes are required to carry a minimum of 2 million liability coverage". Motion seconded by Marsha Smith.

Carried

The Board approved for ED Karen to go ahead and assess remaining Policies and make recommendations.

b) September 30th - Truth & Reconciliation Day

61-21 Leslie Penny moved that the Executive Director, at her discretion, hold a training session for staff on or around September 30 each year to honour Truth and Reconciliation. The office will be closed during the training, this is not a day off, and a sign on the door will indicate the time the office will be closed to the public. Staff are encouraged to wear something orange. Motion seconded by Mark Oberg.

Carried

c) FCSSAA Conference – Call for Resolutions (letter)

For information

6) Old Business**a) ADT Securities – Tabled to October meeting****7) Items for Information**

- a. Director's Report
- b. Staff Reports

8) Board Development

- a. Nothing currently

9) In camera

62-21 Bill Lane moved to go 'in camera' at 10:55 a.m., Leslie Penny seconded the motion

63-21 Leslie Penny moved to come out of 'in camera' at 11:10 a.m., motion seconded by Dausen Kluin.
Carried

10) Next Meeting: Changed from Thursday, October 21 to Thursday, October 14th, 2021 due to the municipal election.

11) Adjournment

64-21 Mark Oberg moved to adjourn the meeting at 11:13 a.m

Carried

**Barrhead & District Family and Community Support Services Society
Regular Board Meeting of September 16, 2021**

 Chairperson

 Recording Secretary

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: September 28, 2021
Re: Bylaw 09-2021, Designated Officer Bylaw

1.0 **PURPOSE:**

To present Bylaw 09-2021, Designated Officer Bylaw for Council's consideration and formal adoption.

2.0 **BACKGROUND AND DISCUSSION:**

The following is an excerpt of Section 210 of the Municipal Government Act:

Designated officers

210(1)

A council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

(2) Council may give a position established under subsection (1) any title the council considers appropriate.

(3) The bylaw must include which of the powers, duties and functions referred to in subsection (1) are to be exercised by each position.

The Town's current Bylaw 3-2016 establishes two designated officer positions. However, with the upcoming retirement of our Director of Corporate Services/Deputy CAO effective October 29th Administration prepared a revised bylaw to re-allocate the Deputy CAO duties from the Director of Corporate Services to the Director of Development & Legislative Services.

3.0 ALTERNATIVES:

3.1 That Council give all three readings to Bylaw 09-2021, Designated Officer Bylaw.

3.2 That Council tables the first reading of Bylaw 09-2021, Designated Officer Bylaw and instructs Administration to provide further information at the next Council meeting.

4.0 FINANCIAL IMPLICATIONS:

Not Applicable

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

8.1 – Draft Bylaw 09-2021, Designated Officer Bylaw

9.0 RECOMMENDATION:

That Council give all three readings to Bylaw 09-2021, Designated Officer Bylaw.

(original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 09 -2021
DESIGNATED OFFICER BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, ESTABLISH THE POSITION OF DESIGNATED OFFICERS.

WHEREAS pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, a Council may, by Bylaw, establish the position and responsibilities of Designated Officers;

WHEREAS pursuant to Section 209 of the Municipal Government Act the Chief Administrative Officer (CAO) may delegate any of the CAO's powers, duties or functions under this or any other enactment or by bylaw to a designated officer or an employee of the Municipality.

NOW THEREFORE the Municipal Council of the Town of Barrhead in the Province of Alberta, duly assembled, enacts as follows:

1. That two positions of designated officers for the Town of Barrhead be established.
2. This Bylaw shall be referred to as the Designated Officer Bylaw.
3. Director of Corporate Services
 - (a) The position of Director of Corporate Services, as Designated Officer, is hereby established;
 - (b) The Director of Corporate Services:
 - (i) ensures the revenues of the Municipality are collected and controlled and receipts are issued in the manner directed by Council;
 - (ii) ensures all money belonging to or held by the Municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designed by Council;
 - (iii) ensures the accounts for authorized expenditures referred to in Section 248 are paid;
 - (iv) ensures accurate records and accounts are kept of the financial affairs of the Municipality, including the things on which a Municipality's debt limit is based and the things included in the definition of debt for that Municipality;
 - (v) ensures the actual revenues and expenditures of the Municipality compared with the estimates in the operating or capital budget approved by reported to Council as often as Council directs;
 - (vi) ensures money invested by the Municipality is invested in accordance with Section 250 of the Act;
 - (vii) ensures financial budget processes, borrowing and financial statements are carried out in accordance with Part 8;
 - (viii) ensures assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;
 - (ix) ensures tax recovery processes and public auctions held to recover taxes are carried out in accordance with Part 10;
 - (x) directs and manages administrative staff;
 - (xi) oversees training and development of administrative staff;
 - (xii) manages and maintains IT infrastructure & software applications;
 - (xiii) supervises Human Resource (HR) services on behalf of the Town
 - (xiv) has signing authority on behalf of the Town.
 - (c) The Director of Corporate Services shall perform any other duties and functions as assigned to him/her by the Chief Administrative Officer.
 - (d) Pursuant to Section 212 of the Municipal Government Act the Director of Corporate Services may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to any employee of the Municipality, unless otherwise legislated by this or any other bylaw or enactment.

DESIGNATED OFFICER BYLAW

4. Director of Development & Legislative Services/Deputy CAO

(a) The position of Director of Development & Legislative Services as a Designated Officer/ Deputy CAO is hereby established.

(b) The Director of Development & Legislative Services:

- (i) ensures all minutes of Council meetings are recorded in the English language, without note or comment;
- (ii) ensure the names of the Councillors present at Council meetings are recorded;
- (iii) ensures the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- (iv) ensures the Bylaws and Minutes of Council meetings and all other records and documents of the Municipality are kept safe;
- (v) ensures the preparation and compilation of agenda packages is completed on a timely and efficient basis, in accordance with the needs of Council;
- (vi) prepares bylaws for Council approval;
- (vii) certifies copies of bylaws, resolutions or records of the municipality
- (viii) acts as FIOP coordinator on behalf of the Town;
- (ix) acts as Clerk of the Assessment Review Board;
- (x) acts as Returning Officer for all local authorities election requirements;
- (xi) acts as Business License inspector on behalf of the Town;
- (xii) acts as the Assistant Director of Disaster Service;
- (xiii) acts as Development Officer on behalf of the Town;
- (xiv) reviews, evaluates & prepares decisions on development applications;
- (xv) prepares agreements related to the Land Use Bylaw;
- (xvi) ensures all requirements for adoption, amendments & implementation of planning documents, bylaws and development permits are met;
- (xvii) enforces the Land Use Bylaw, MDP and other statutory documents pursuant to Part 17 of the Municipal Government Act;
- (xviii) acts as GIS coordinator on behalf of the Town;
- (xix) has signing authority on behalf of the Town.

(c) The Director of Development & Legislative Services shall perform any other duties and functions as assigned to him/her by the Chief Administrative Officer and act as Chief Administrative Officer in his/her absence.

(d) Pursuant to Section 212 of the Municipal Government Act the Director of Development & Legislative Services may delegate any of the officer’s powers, duties or functions under this or any other enactment or bylaw to any employee of the Municipality, unless otherwise legislated by this or any other bylaw or enactment.

5. That the Town of Barrhead Bylaw 03-2016 is hereby rescinded; and

6. That this Bylaw shall take effect on the day of its final passing and signing.

Read a first time this ____ day of _____, 2021.

Read a second time this ____ day of _____, 2021.

Read a third time this ____ day of _____, 2021 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward Leblanc

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: October 26, 2021
Re: Correspondence Item

Item (a) Letter from the Yellowhead Regional Library, dated October 1, 2021, including the draft 2022 budget, as information.

Recommendation:

That Council accepts the letter from the Yellowhead Regional Library, dated October 01, 2021, as information.

Item (b) Letter from Barrhead Community Victim Services, dated October 4, 2021, requesting from the Town of Barrhead for the 2021 \$1,000.00 contribution.

Background information:

As the Town's financial contribution of \$1,000.00 is included in the 2021 operating budget as a specific line item, Administration will process the noted contribution.

Recommendation:

That Council accept the letter from the Barrhead Community Victim Services, dated October 4, 2021, requesting the Town's annual funding for the Barrhead Community Victim Services in the amount of \$1,000.00, as information.

Item (c) Letter from Kyle Hughes, dated October 21, 2021, regarding public health concerns at the Barrhead regional Aquatic Centre and requesting a pass refund.

Background information:

The following is an excerpt of Policy 72-002 Recreation Facility Rentals & Rates Policy:

Pass Refund Policy - Non-Medical Withdrawals

Unusual circumstances will be considered and will be subject to approval by the Director of Parks and Recreation or his delegate.

Based on the current policy in place, the Recreation Department has commenced the process to refund Mr. Hughes a refund equivalent to the balance of the unused days of his monthly pass.

Recommendation:

That Council accepts the letter from Kyle Hughes, dated October 21, 2021, regarding public health concerns at the Barrhead Regional Aquatic Centre, as information.

(Original signed by the CAO)
Edward LeBlanc
CAO



October 1, 2021

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose the draft 2022 budget. The Executive Committee reviewed the budget on September 13 and a motion was carried recommending the YRL Board approve the 2022 budget. The Board meets October 4 to review the budget and December 6 to vote on it.

In accordance with the YRL Master Membership Agreement, you may appoint a representative (trustee) to the YRL Board. To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation session for newly appointed and returning trustees and alternates. This half-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, and information about the role of Alberta Municipal Affairs Public Library Services Branch.

Upcoming Meetings and Training		
YRL Board Meeting	October 4, 2021	10:00 a.m. - 12:00 p.m.
YRL Board Organizational Meeting	December 6, 2021	10:00 a.m. - 12:00 p.m.
YRL Trustee/Alternate Orientation	January 24, 2022	9:00 a.m. - 12:30 p.m.

If you have any questions or would like more information, please do not hesitate to contact me at kpalichuk@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Yours truly,

Karla Palichuk, Director
Yellowhead Regional Library

Attachments: Draft 2022 Budget
Board Overview and Appointments
Board Appointment Form (Word & PDF)

Copy: YRL Trustees and Alternates

Yellowhead Regional Library
DRAFT 2022 Operating Fund Budget

REVENUE

	2021	2022	VARIANCE	
	\$	\$	\$	
R1 Additional Allotment	95,000	95,000	-	Additional allotment purchased by member libraries; offset in Line E19: Purchases - Allotment.
R2 Additional Services	500	500	-	Wild Card Promotions and other incidentals.
R3 Contract Services	78,000	78,000	-	TRAC Central Site Agreement.
R4 Interest	33,000	17,000	(16,000)	Estimate based on projected cashflow for 2022; interest accrued on funds from Infrastructure grant completed at end of 2020.
R5 Local Appropriations	1,316,485	1,354,480	37,995	Based on \$4.46 per capita on Alberta Treasury Board and Finance population estimates: 303,695 for YRL region.
R6 Non-allotment Sales	175,000	175,000	-	Reflects trend for volume of non-allotment purchase; offset in Line E21: Purchases - Non-allotment.
R7 Operating Grant	1,390,506	1,390,506	-	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita. Includes Library Services Grant paid out to member libraries and offset in Line E11: Library Grant Disbursements.
R8 Other Grants	26,432	26,432	-	PLSB provides the On-reserve/On-settlement Grant; offset in Line E16: On-reserve/On-settlement Grant.
R9 School System Levy	156,392	156,392	-	Based on \$14.44 per full-time equivalent (FTE) student on Alberta Education population figures; reflects trend of relatively stable student populations.
R10 Summer Reading Program	5,400	0	(5,400)	Prizes program was through YRL, libraries can purchase from TD-SRC directly now; offset in Line E24: Summer Reading Program.
R11 Workshop Revenue	17,500	32,450	14,950	Received from workshop and annual in-person conference delegates to help with cost recovery; offset in Line E28: Workshops.
TOTAL REVENUE	\$ 3,294,215	\$ 3,325,760	\$ 31,545	

**Yellowhead Regional Library
DRAFT 2022 Operating Fund Budget**

EXPENSES Part 2

	2021	2022	VARIANCE	
E17 Printing and Promotion	4,750	4,750	-	Printing of annual report, plan of service and other communication materials; promotional items featuring new visual identity.
E18 Professional Services	128,000	143,000	15,000	Annual audit fees increased; consulting including plan of service and compensation grid review; incidental legal; IT/web service contracts.
E19 Purchases - Allotment	315,981	333,602	17,621	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries based on Alberta Treasury Board and Finance estimate increases and Alberta Education populations respectively; includes additional allotment purchased by member libraries, offset in Line R1: <i>Additional Allotment</i> .
E20 Purchases - HQ Collections	240,000	222,500	(17,500)	Online content; most negotiated by The Alberta Library for members; dependent on USD exchange rates; hoopla reductions.
E21 Purchases - Non-allotment	175,000	175,000	-	Offset in Line R6: <i>Non-allotment Sales</i> .
E22 Staff Travel Expenses/Recruitment	8,500	6,000	(2,500)	Less in-person meetings, more virtual; non-IT staff travel (fuel, meals, hotels); recruitment-related costs for securing qualified staff.
E23 Staff Professional Development	17,000	24,137	7,137	Continuing education; technical and other training; conferences; negotiated employment contract.
E24 Summer Reading Program	6,000	0	(6,000)	No longer providing cost recovery service for prizes; offset in Line R10: <i>Summer Reading Program</i> .
E25 Telephone and Utilities	96,200	96,200	-	Off-site data service fees; utility costs.
E26 TRAC Expenses	187,500	197,000	9,500	YRL's share of TRAC budget; increased TRAC purchases of software licenses and online content; hardware upgrade.
E27 Trustee Expenses	27,500	22,500	(5,000)	Board of Trustee, Executive Committee, advocacy and ad-hoc meeting costs; limited catering and less mileage with hybrid meetings.
E28 Workshops	26,500	20,500	(6,000)	Workshop options reduced; annual conference; income reflected in Line R11: <i>Workshop Revenue</i> .
TOTAL EXPENSES	\$ 3,293,218	\$ 3,378,016	\$ 84,798	

Operating Fund Surplus (Deficiency)	\$ 997	\$ (52,256)	\$ (53,253)
Revenue Over Expenses	18.72	19.50	0.78
Staffing FTE (Full-time equivalent)			
Capital Asset Purchase New staff vehicle	\$ 40,000		



2021 Board Overview and Appointments

Mission Statement

- Yellowhead Regional Library (YRL) provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural and recreational needs of their communities.

Government Oversight

- YRL is required by the [Alberta Libraries Act](#) to be governed by a library system board comprised of appointed trustees from each member municipality and school division.
- YRL is required by the [Alberta Libraries Regulations](#) to establish an executive committee of not more than 10 persons when the board has more than 20 members.

Appointments

- Each member municipality and school division may appoint a trustee and alternate.
 - Appointee(s) can be an elected official, library board member or a community member.
 - Should strongly believe in, and be committed to, the importance of libraries.
 - Should be knowledgeable and skilled in one or more area of governance: advocacy, finance, personnel, policy and/or services.
- As per YRL policy, the Executive Committee comprises five seats from municipalities with over 15,000 in population, four seats apportioned by municipality type, and one school division seat.
 - Trustees must be prepared to stand for and/or elect the Executive Committee.

Term

- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- The Board meets four times per year, typically in March, June, October and December.
 - Upcoming meetings: October 4 and December 6.
- The Executive Committee meets six times per year, typically in February, April, May, August, September and December.
 - Upcoming meeting: December 6 following the Board meeting.
- YRL meetings are scheduled on Mondays from 10:00 a.m. to noon.

Roles and Responsibilities

- The Board approves the annual budget, auditor, audited financial statements and recommendations for modifications to the YRL Master Membership Agreement.
- The Executive Committee frames policy, sets priorities, develops goals and objectives, and employs qualified staff to administer the library.

General

For additional trustee and board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at lhaak@yrlab.ca or 780-962-2003, extension 221.



Municipality or School Division			
Effective Date		Term Length	year(s)

YRL Board Trustee			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Trustee		
Name			
Mailing Address			
Home address *			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

YRL Board Alternate			
May attend board meetings when trustee cannot.			
<input type="checkbox"/>	< Select to decline appointing a YRL Board Alternate		
Name			
Mailing Address			
Home address *			
Email			
Alternate Email			
Cell		Business	
Home		Fax	

Return to Laurie Haak at lhaak@yrl.ab.ca or fax 780-962-2770

* The Canada Revenue Agency (CRA) requires a home address, complete if different from mailing address.



October 4, 2021

Town of Barrhead
5014 – 50th Avenue
Barrhead, Alberta T7N 1L1

Attention: Mayor McKenzie and Barrhead Town Council,

Barrhead Community Victim Services Unit Association (BCVSUA) has recently heard from the Office of Alberta Justice and Solicitor General that the provincial government is still processing results of the review of victim services. Therefore, BCVSUA is, currently, unable to share with Barrhead Town Council the provincial government's vision for victim assistance programming. However, BCVSUA is hopeful Town Council will honor our request for the 2021 \$1000 contribution. Your support allows Barrhead Victim Services to continue assisting victims of crime and trauma in our community.

Thank you, in advance, for continuing to support Barrhead Community Victim Services. Once we receive word from Alberta Justice, BCVSUA will find a time to meet with Town Council to share information about the "new" victim service delivery model.

If council has any questions, please contact Kristina Kyllonen, Program Manager, at 780-674-4848.

Sincerely,

Kristina Kyllonen
Program Manager
Barrhead Community Victim Services Unit Association

Margaret Osborne
Board Chairperson
Barrhead Community Victim Services Unit Association

Edward LeBlanc

From: kyle hughes
Sent: October 21, 2021 4:35 PM
To: Edward LeBlanc
Subject: Letter to Council Re: Public Health Concern

Town of Barrhead Council,

Thank-you for accepting this letter. My name is Kyle Hughes, many of you know me through various collaborations within the Town. What you may not know is that I battle a multitude of ailments which make being infected with COVID-19 or prolonged hospital stays an extremely undesirable situation.

The Barrhead Aquatics Center has been a lifeline to me as part of a physiotherapy program. I have enjoyed going to the pool on a near daily basis once its operations resumed and wish to continue however, because of the Parks & Recreation staff not enforcing masking requirements, the pool is not a safe environment.

This COVID-19 situation is a serious one for me. I had major surgery on Sept. 21st 2020 and will require more major surgery soon. Keeping my health is of paramount concern to me with so much ongoing bodily trauma. Despite my own measures such as compliance with mandates and two-shot vaccination, it doesn't mean as much when the surrounding community doesn't do the same.

I am also painfully aware of the consequences of this pandemic. On January 9th, 2021 was the first death in my immediate family, my grandmother Martha, and it was due to COVID-19. Over the next 7 months I have lost 25% of my direct family. One quarter is gone. While not all were directly COVID-19 related, the pandemic impacted those moments. When my other grandmother Myrna passed away on July 9th, I was unable to be in the room with her. Because of hospital restrictions by AHS only two members of a family were allowed to be present. It crushed me not to be able to be by her side during her last moments on this Earth.

I am asking for the Town Council to review their position regarding enforcement of masking requirements at the Town Recreation facilities or to issue me a refund for my final month of a pool pass in September of this year.

Director Shallon Touet has said they will not be enforcing masking as many anti-maskers frequent the pool. Despite saying a refund will be issued, he has pivoted this position and denied my refund. From the day I was told there would be no enforcement, I have not attended the pool for my own safety and the safety of the loved ones who remain.

I eagerly await your input on this matter following the October 26th council meeting.

Thank you for your time.

Kyle Hughes