



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, MARCH 12, 2019 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – February 26, 2019
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. – Ms. Terri Flemmer
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Resource Communities of Canada Coalition
 - (b) 2018 Audited Financial Statements
 - (c) MSI Amending Memorandum of Agreement
 - (d) 2017 Performance Indicators
 - (e) Alberta Health Communities Initiative Grant

8. Reports - The Council Reports

(a) Council Reports as of March 12, 2019

- Barrhead Agricultural Society
- Municipal Planning Commission

(b) Department Head Report

9. Minutes

(a) Barrhead Agricultural Society – February 26, 2019

(b) Barrhead & District Family & Community Support Services Society – January 17, 2019

(c) Barrhead & District Social Housing Association – January 8, 2019

(d) Barrhead & District Twinning Committee – February 11, 2019

(e) Yellowhead Regional Library Board Meeting – November 5, 2018

10. Bylaws

(a) There are no Bylaws

11. Correspondence

(a) Information Items

(i) Alberta Municipal Services Corporation – Municipally focused insurance program

(ii) YRL Board Executive Committee Highlights – February 11, 2019

12. For the Good of Council

13. Tabled Items

14. In-Camera

(a) Land – Pursuant to Section 24 of the FOIP Act

(b) Land – Pursuant to Section 24 of the FOIP Act

(c) Land – Pursuant to Section 24 of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, FEBRUARY 26, 2019,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Cheryl Callihoo, Director of Development & Legislative Services

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

ABSENT Kathy Vickery, Interim CAO

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

AGENDA The agenda was reviewed.

049-19 Moved by Cr. Penny that the agenda be accepted with the following additions:

- 8(a) Barrhead Regional Airport Committee Report
- 8(a) Community Futures Yellowhead East Report

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Town Council Regular Meeting of February 12, 2019, were reviewed.

050-19 Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of February 12, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Ms. Rita Lyster at 5:30 p.m.

Ms. Rita Lyster presented a video to Council on the recent Peace River Skills weekend.

Ms. Rita Lyster discussed with Council the upcoming Barrhead Skills Weekend Event for Post Secondary Health Care Students. She is hoping to bring all the local Doctors for a “Meet and Greet” with the students. There will be 56 Post Secondary Health and Medical students in Barrhead on March 9-10, 2019.

Ms. Lyster reviewed the itinerary and activities the students will be involved in during their visit and asked for Council’s support, by funding the costs associated with the weekend event and suggested that a swim pass be offered to the students for 1 of the days of their visit.

Discussion took place.

EXITED Mayor McKenzie and Council thanked Ms. Rita Lyster for her presentation and she exited the Chambers at 5:55 p.m.

051-19 Moved by Cr. Assaf that Council provides funding up to \$500.00 towards the Barrhead Skills Weekend for Post Secondary Health Care Students.

CARRIED UNANIMOUSLY

052-19 Moved by Cr. Assaf that Council provide swim passes for the Barrhead Skills Weekend for Post Secondary Health Care Students arriving March 9-10, 2019 and have Administration ask the County of Barrhead to help with the costs of the swim passes.

CARRIED UNANIMOUSLY

**CAPITAL REGIONAL ASSESSMENT SERVICES
COMMISSION (CRASC) – ARB MEMBER**

As requested by the Capital Regional Assessment Services Commission (CRASC), Mr. Raymond Ralph must be appointed separately as the Chairman was reviewed.

053-19 Moved by Cr. Penny that Council acknowledge the request from the Capital Regional Assessment Services Commission (CRASC) and appoint Mr. Raymond Ralph as the Chair of the Assessment Review Board for a term ending December 31, 2019.

CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended January 31, 2019, was reviewed.

054-19 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended January 31, 2019, as information.

CARRIED UNANIMOUSLY

**CAPITAL REGIONAL
ASSESSMENT SERVICE
COMMISSION
(CRASC)**

The Capital Regional Assessment Services Commission (CRASC) renewal agreement was reviewed.

055-19 Moved by Cr. Penny that Council authorize the Interim CAO to sign the renewal agreement with the Capital Regional Assessment Services Commission (CRASC) Memorandum of Agreement 2019-2021.

CARRIED UNANIMOUSLY

**VOLUNTEER APPRECIATION
FUNDING REQUEST**

A letter from the Volunteer Appreciation Planning Committee requesting funding was reviewed.

056-19 Moved by Cr. Kluin that Council provide \$1,800.00 funding towards the 2019 Volunteer Appreciation Evening as requested by the Volunteer Appreciation Planning Committee.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of February 26, 2019, were reviewed:

- Barrhead Cares Coalition
- Barrhead Regional Airport Committee Report
- Chamber of Commerce
- Community Futures Yellowhead East Report
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

057-19 Moved by Cr. Kluin that the following Reports to Council as of February 26, 2019, be accepted as information:

- Barrhead Cares Coalition
- Barrhead Regional Airport Committee Report
- Chamber of Commerce
- Community Futures Yellowhead East Report
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

**INFORMATION
ITEM**

The following information item was reviewed:

- A request to consider an animal protection bylaw to protect wildlife as pets
- Communities in Bloom 2018
- Alberta Municipal Affairs – MSI Funding Terms

058-19 Moved by Cr. Smith that the information items be accepted as information.
CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Penny stated that she was a judge at the 4-H Public Speaking and commended Cr. Klumph's nieces and nephews on their public speaking.

Cr. Kluin congratulated the Misty Ridge Ski Fundraiser Event and stated that it was well attended.

Cr. Assaf congratulated all the nominees for the Business Excellence Awards.

**IN-CAMERA – LAND UPDATE
FOIP ACT SECTION 24**

059-19 Moved by Cr. Klumph that Council go in-camera at 6:28 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

060-19 Moved by Cr. Smith that Council come out-of-camera at 6:43 p.m.
CARRIED UNANIMOUSLY

ADJOURN

061-19 Moved by Cr. Assaf that the Council Meeting be adjourned at 6:43 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

Director of Development & Legislative
Services, Cheryl Callihoo



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Delegation

Summary

Delegation – Ms. Terri Flemmer at 5:30 p.m.

Overview

Ms. Flemmer will be meeting with Council to provide a presentation on the Healthy Community Initiative Project.

Recommendations

Recommendation #1

1. That Council accept the delegation as information.

Respectfully Submitted by:

Kathy Vickery
Interim CAO

Cheryl Callihoo

5:30 pm

From: Dave McKenzie
Sent: Tuesday, February 19, 2019 2:38 PM
To: Cheryl Callihoo
Subject: Fwd: Council meeting on March 12

Categories: Red Category

Hi Cheryl,
Could you please add Terri Flemmer from AHS to our March 12 Council Agenda, She will inform Council about the Healthy Community Initiative project that Barrhead has been approved for. Please let her know what time she can appear.

Thanks

Dave

Dave McKenzie
Mayor
Town of Barrhead
Cell: 780-305-9843
Email: dmckenzie@barrhead.ca
www.barrhead.ca



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Begin forwarded message:

From: Terri Flemmer
Date: February 19, 2019 at 12:01:56 PM MST
To: 'Dave McKenzie' <DMcKenzie@barrhead.ca>
Subject: Council meeting on March 12

Hi Dave

I would like to request to attend the Town Council meeting on March 12 to showcase the Healthy Community Initiative project.

Also, we were supposed to meet on the 13th; but didn't confirm it.

Let me know your timelines coming up, and we can set a time. I am away on March 1 – 4 – 5.

Talk soon

terri

Terri Flemmer
Health Promotion Facilitator
Barrhead Community Health Services
Ph: 780-674-3408

6203 49 Street
Barrhead, AB T7N1N4
Learn more about us at ahs.ca



5014-50Ave
PO Box 4189
Barrhead, AB
T7N 1A2

Healthy Albertans.
Healthy Communities.
Together.

January 24, 2019

Attention: *Dave McKenzie, Mayor Town of Barrhead;
Cheryl Callihoo, Director of Development and & Legislative Services*

Re: North Zone AHS Healthy Community Design Considerations for Municipal Strategic Development Planning

Communities in Alberta, Canada and around the world are recognizing the critical link between health and how our built environments are designed. Complete streets, connected and walkable neighbourhoods, and ensuring natural spaces are easily accessible are just a few of the examples of design principles that many communities are implementing to promote resident health. Designing communities to protect and promote health has many benefits, including promotion of healthy lifestyle choices, improved mental health & social environments, safety & injury prevention, as well as reducing health care costs due to preventable chronic diseases and cancer.

Alberta Health Services (AHS) North Zone Environmental Public Health & AHS North Zone Health Promotion advocates for the use of a population and public health perspective to inform planning and development considerations for the design of healthy communities. Beyond the conventional areas of public health and the built environment such as proper infrastructure for water and sewer, contaminated lands assessments, etc., our offices also consider these five health-related physical features of the built environment:

- Healthy Neighbourhood Design – Design that is complete, compact, and connected has a strong impact on healthy neighbourhood design and includes the integration of land uses that can impact the vibrancy of a community.
- Healthy Housing - Incorporating healthy housing principles into land use planning assists in fostering good mental and physical health while also improving the quality of life for residents.
- Healthy Transportations Networks - Opportunities for active life styles and community well-being will be supported through design that enables mobility for all ages and abilities in the community while prioritizing active transportation, safety and the use of public transit.
- Healthy Food Systems - A built environment that can support access to and availability of healthy foods for residents in all neighbourhoods which includes enhancing agricultural capacity and improving community-scale food infrastructure and services.
- Healthy Natural Environments - Communities that are designed to incorporate the natural environment into their design have a positive impact on the health and well-being of residents both physically and mentally.

We encourage your municipality to consider these principles within community planning and development. The AHS Environmental Public Health and Health Promotion offices are available to assist you with applying a population and public health lens to this work. A resource that has been helpful to many is BC Centre for Disease Control's "Healthy Built Environment Linkages: a toolkit for design, planning and health Version 2.0". Another valuable resource is the AHS Alberta Healthy Communities Hub which provides resources to connect, share and learn about the process to build healthy communities. This Hub assists in building supportive social, economic and physical environments that promote health and prevent cancer and chronic disease in a sustainable way.

<https://albertahealthycommunities.healthiertogether.ca/>. Alberta Health Services Environmental Public Health and Health Promotion are available to be advocates and resources to support your municipality with implementing healthy built environment principles into future development and planning. Our offices look forward to future collaborations with you on any future municipal strategic development planning and welcome any questions about these recommendations.

Sincerely ,



Jeff Hammer
Public Health Inspector/Executive Officer

780-674-3408 ext 222

Barrhead Community Health Services
6203-49 Street
Barrhead, AB
T7N 1A1



Terri Flemmer
Health Promotion Facilitator

780-674-3408 ext 237



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Resource Communities of Canada Coalition

Summary

Resource Communities of Canada Coalition

Overview

The President of the AUMA is requesting municipalities to support the Resource Communities of Canada motion and have provided us with a Notice of Motion template for Council's review.

Recommendations

Recommendation #1

That Council support the Resource Communities of Canada Coalition with the Notice of Motion.
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Respectfully Submitted by:

Kathy Vickery
Interim CAO

Cheryl Callihoo

From: Dave McKenzie
Sent: Tuesday, March 05, 2019 9:54 AM
To: Kathy Vickery; Cheryl Callihoo
Subject: Fwd: Amplify Our Municipal Voice For Responsible Resource Development
Attachments: image001.png; ATT00001.htm; image002.gif; ATT00002.htm; image003.png; ATT00003.htm; Resource Communities of Canada Template Motion.docx; ATT00004.htm

Hi,
Could we include this for our next Council meeting on March 12th.
Thanks
Dave

Dave McKenzie
Mayor
Town of Barrhead
Cell: 780-305-9843
Email: dmckenzie@barrhead.ca
www.barrhead.ca



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Begin forwarded message:

From: President <President@auma.ca>
Date: February 28, 2019 at 8:58:22 AM MST
To: Undisclosed recipients;;
Subject: **Amplify Our Municipal Voice For Responsible Resource Development**

Hello municipal colleagues,

Earlier this month, I met with our sister municipal associations across Western Canada to discuss forming a **Resource Communities of Canada** Coalition. We agreed there is a need to coordinate our Canadian municipal voice to:

- Advocate for a responsible resource industry.
- Ensure municipal perspectives are being heard on issues impacting resource development.
- Share factual information regarding resource development interests.

I invite you all to become involved in this movement. The Canadian resource industry is the backbone of our economy and is key to Canada's future prosperity. Whether you are a summer village or a large urban center, there are direct and indirect economic benefits that will impact your community. I ask that you pass a motion at your next Council meeting to support the Resource Communities of Canada Coalition to ensure our municipal voice is heard. I have attached a motion template for you to use.

Our first three major activities are:

1. **Education Campaign at FCM Conference in Quebec**

We want to enhance the support of energy infrastructure projects by educating elected officials and the public about the benefits of the resource and energy industry at the FCM Conference. We are currently working with a group of experts to solidify the messages and approach for the educational

campaign. Stay tuned in the coming weeks for more information on the campaign and how you can get involved.

2. **Bill C-69 Advocacy**

Although many people have termed Bill C-69 as the “pipeline” bill, we very are concerned that the proposed amendments to Bill C-69 will have a significant impact on municipalities, such as:

- Directly impacting municipal land-use planning, construction and maintenance of infrastructure.
- More municipal infrastructure projects falling under federal review.
- Additional financial and administrative costs being added to municipal operations.

I met with a group of independent Canadian senators on February 1st to discuss Bill C-69. This was important because the Canadian Senators can propose amendments before the House of Commons votes on the bill, likely during this session of parliament. We have also requested another meeting with the Senators in the near future.

3. **Formally Establish the Resource Communities of Canada**

Although activities are already underway, we do want to formalize our group with a detailed terms of reference. We will be focusing on this after the educational campaign at the FCM Conference.

There is great power in a structured and coordinated approach to represent municipal resource development interests across the country.

Please support the Resource Communities of Canada to ensure our municipal perspectives are heard by passing a motion at your next council meeting. Please let me know if your council passed the motion or if you have any questions by emailing president@auma.ca.

Best regards,

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca
Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-AUMA | www.auma.ca

Report Number: (Report Number)

Meeting: (Meeting Name)

Meeting Date: (Date)

NOTICE OF MOTION

RE: (Name of Municipality) Joining the Resource Communities of Canada Coalition

Sponsoring Councillor: (Name of Councillor)

WHEREAS responsible resource development is essential for the future of Canadian municipalities.

WHEREAS there is a need to coordinate the Canadian municipal voice to:

1. Advocate for a responsible resource industry.
2. Ensure municipal perspectives are being heard on issues impacting resource development.
3. Share factual information regarding resource development interests.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada have created a Resource Communities of Canada Coalition to facilitate a coordinated approach to represent municipal resource development interests across the country.

WHEREAS the Alberta Urban Municipalities Association (AUMA) and other municipal associations across Western Canada are asking municipalities to support the Resource Communities of Canada Coalition.

NOW THEREFORE BE IT RESOLVED THAT COUNCIL:

Approve (Name of Municipality) to support the Resource Communities of Canada Coalition.



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: 2018 Audited Financial Statements

Summary

The 2018 Audited Year End Financial Statements, following the audit of the financial records for the Town of Barrhead, are attached.

Overview

On January 22, 2019, Council was presented a preliminary financial statement to December 31, 2018. At that time the overall surplus was \$1,248.47. The 2018 Municipal Financial Information Return and the 2018 Financial Statements were prepared for the Auditor prior to his attendance.

The audit has been completed by Wayne Ellerington and there were no changes required to the Financial Statements. The overall surplus remains at \$ 1,248.47.

For the past few years the Annual General Meeting was held as part of a regular meeting of Council. It has been suggested that the date for the Annual Meeting be set for 7:00 p.m. during the regular Council Meeting on Tuesday, April 23, 2019.

It is recommended that the Auditor, Mr. Wayne Ellerington, be invited to the annual meeting to briefly review the financial statements and answer any questions of Council.

The Town's financial statements will be available on the Town's website and at the Administration Office.

Recommendation #1:

That Council accept the 2018 Audited Municipal Financial Information Return and 2018 Audited Financial Statement as presented and further that the Annual General Meeting be scheduled for Tuesday, April 23, 2019 at 7:00 p.m. in the Town of Barrhead Council Chambers.

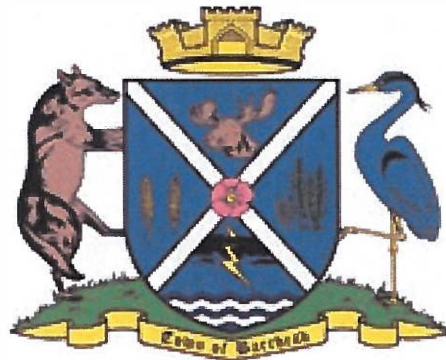
Respectfully Submitted by:

Kathy Vickery
Interim CAO

TOWN OF BARRHEAD

FOR THE YEAR ENDED

December 31, 2018



Report of the Chief Administrative Officer or Designated Officer

The information contained in this Municipal Financial Statement presents fairly, to the best of my knowledge, the information requested.

Name Kathy Vickery, Dir. of Corporate Services

February 12, 2019
Dated

TOWN OF BARRHEAD
FINANCIAL STATEMENTS
For the Year Ended December 31, 2018

CONTENTS

	<u>Page</u>
Auditors' Report	1
Consolidated Statement of Financial Position	2
Consolidated Statement of Operations	3
Consolidated Statement of Change in Net Financial Assets (Debt)	4
Consolidated Statement of Cash Flows	5
Schedule 1 - Schedule of Changes in Accumulated Surplus	6
Schedule 2 - Schedule of Tangible Capital Assets	7
Schedule 3 - Schedule of Property and Other Taxes	8
Schedule 4 - Schedule of Government Transfers	9
Schedule 5 - Schedule of Consolidated Expenses by Object	10
Schedule 6 - Schedule of Segmented Disclosure	11
Schedule 7 - Schedule of Salary and Benefits Disclosure	12
Schedule 8 - Schedule of Local Authorities Pension Plan	13
Schedule 9 - Schedule of Accumulated Surplus	14
Schedule 10 - Schedule of Debt Limits	15

To The Members of Council:

Ellerington **LLP**



Auditor's Report

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements for the Town of Barrhead, which comprise the statement of financial position as at December 31, 2018, and the statements of operations, change in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes


evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

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

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Barrhead as at December 31, 2018, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Barrhead, Alberta
February 12, 2019



ELLERINGTON LLP
CHARTERED ACCOUNTANT

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2018

	<u>2018</u> <u>\$</u>	<u>2017</u> <u>\$</u>
FINANCIAL ASSETS		
Cash and Temporary Investments (Note 2)	6,640,956	4,822,247
Receivables		
Taxes and Grants In Lieu of Taxes (Note 3)	125,245	230,941
Trade and Other Receivables	926,061	1,520,270
Land for Resale Inventory	-	-
Investments	30	30
Debt Charges Recoverable	-	-
Other Current/Long Term Assets	78,661	84,612
	<u>7,770,953</u>	<u>6,658,100</u>
LIABILITIES		
Accounts Payable and Accrued Liabilities	285,738	92,496
Deposit Liabilities	49,525	111,873
Deferred Revenue (Note 4)	1,371,512	745,665
Provision for landfill closure and post-closing costs (Note 5)	243,400	212,975
Long Term Debt (Note 7)	4,657,059	4,797,462
	<u>6,607,234</u>	<u>5,960,471</u>
NET FINANCIAL ASSETS (DEBT)	<u>1,163,719</u>	<u>697,629</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets	64,033,898	62,518,986
Inventory for Consumption	48,394	48,394
Prepaid Expenses	17,301	25,762
	<u>64,099,593</u>	<u>62,593,142</u>
ACCUMULATED SURPLUS (Schedule 1 and 9)	<u>65,263,312</u>	<u>63,290,771</u>

Contingencies - See Note 11

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF OPERATIONS
For the Year Ended December 31, 2018

	Budget (Unaudited)	2018 \$	2017 \$
REVENUES			
Net Municipal Taxes (Schedule 3)	5,177,547	5,166,735	4,918,575
Sales, User Charges, Franchise & Rentals	5,230,091	5,335,269	4,803,713
Government Transfers for Operating (Schedule 4)	1,838,504	1,727,262	1,540,727
Investment Income	58,496	110,467	71,699
Penalties and Costs on Taxes	60,000	55,775	62,286
Development Levies	10,000	4,375	23,404
Licenses, Permits and Fines	87,950	69,393	82,861
Contributed Assets	-	-	-
Other Revenues	479,348	403,125	1,836,833
TOTAL REVENUE	<u>12,941,936</u>	<u>12,872,401</u>	<u>13,340,098</u>
EXPENDITURES			
Council and Other Legislative	197,079	184,987	173,075
General Administration	1,028,849	969,514	949,014
RCMP	217,325	124,091	195,919
Fire	1,336,968	1,193,131	1,220,934
Disaster and Emergency Measures	250	107	-
Bylaw Enforcement	130,916	128,587	130,224
Common Services	591,113	384,808	363,505
Roads, Streets, Walks, Lighting	2,067,171	1,121,331	1,062,750
Airport	23,766	17,518	13,216
Storm Sewers and Drainage	157,776	21,888	19,123
Water Supply and Distribution	2,432,796	2,109,430	2,050,002
Wastewater Treatment and Disposal	543,678	253,650	202,394
Waste Management	778,633	749,343	678,088
Family and Community Support	430,423	430,423	415,423
Cemeteries	19,494	20,754	6,927
Land Use, Planning, Zoning and Development	141,167	127,061	105,485
Economic Development	158,445	140,154	45,582
Subdivision Land and Development	-	1,202	-
Parks and Recreation	3,065,078	2,457,432	1,898,327
Culture: Libraries, Museums, Halls	217,652	188,136	197,026
Amortization Expenditures	2,497,100	2,511,451	2,365,169
Loss (Gain) On Disposal of Capital Assets	-	2,367	56,814
Other Expenditures	-	-	-
TOTAL EXPENSES	<u>16,035,679</u>	<u>13,137,365</u>	<u>12,148,997</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE OTHER	<u>(3,093,743)</u>	<u>(264,964)</u>	<u>1,191,101</u>
OTHER			
Government Transfers for Capital (Schedule 4)	3,748,718	2,237,505	1,508,645
Unrestricted Fund Transfers	-	-	-
	<u>3,748,718</u>	<u>2,237,505</u>	<u>1,508,645</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	<u>654,975</u>	<u>1,972,541</u>	<u>2,699,746</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>63,290,771</u>	<u>63,290,771</u>	<u>60,591,025</u>
ACCUMULATED SURPLUS, END OF YEAR	<u>63,945,746</u>	<u>65,263,312</u>	<u>63,290,771</u>

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
For the Year Ended December 31, 2018

	Budget (Unaudited)	2018 \$	2017 \$
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	<u>654,975</u>	<u>1,972,541</u>	<u>2,699,746</u>
Acquisition of Tangible Capital Assets	(6,905,199)	(4,037,480)	(5,666,730)
Proceeds on Disposal of Tangible Capital Assets	-	10,250	21,400
Amortization of Tangible Capital Assets	2,497,100	2,511,451	2,365,169
(Gain) Loss on Sale of Tangible Capital Assets	<u>-</u>	<u>2,367</u>	<u>56,814</u>
	<u>(4,408,099)</u>	<u>(1,513,412)</u>	<u>(3,223,347)</u>
Acquisition of Prepaid Assets	-	8,461	(2,776)
Use of Prepaid Assets	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>8,461</u>	<u>(2,776)</u>
(INCREASE) DECREASE IN NET DEBT	<u>(3,753,124)</u>	<u>467,590</u>	<u>(526,377)</u>
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>697,627</u>	<u>697,627</u>	<u>1,224,004</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>(3,055,497)</u>	<u>1,165,217</u>	<u>697,627</u>

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2018

**NET INFLOW (OUTFLOW) OF CASH RELATED TO THE
FOLLOWING ACTIVITIES:**

	2018	2017
	\$	\$
OPERATING		
Excess (shortfall) of revenues over expenses	1,972,541	2,699,746
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization of tangible capital assets	2,511,451	2,365,169
Loss (Gain) on disposal of tangible capital assets	2,367	56,814
Non-cash charges to operations (net change)		
Decrease (increase) in taxes and grants-in-lieu receivable	105,696	(61,944)
Decrease (increase) in trade and other receivables	594,209	588,537
Decrease (increase) in prepaid expenses	8,461	(2,776)
Decrease (increase) in current/long term assets	5,951	26,010
Increase (decrease) in accounts payable and accrued liabilities	193,242	(928,969)
Increase (decrease) in deposit liabilities	(62,348)	3,915
Increase (decrease) in deferred revenue	625,847	(46,021)
Increase (decrease) in provision for landfill closure/post-closure	30,425	30,425
Cash provided by operating transactions	<u>5,987,842</u>	<u>4,730,906</u>
CAPITAL		
Acquisition of tangible capital assets	(4,037,480)	(5,666,730)
Sale of tangible capital assets	<u>10,250</u>	<u>21,400</u>
Cash applied to capital transactions	<u>(4,027,230)</u>	<u>(5,645,330)</u>
INVESTING		
Decrease (increase) in restricted cash or equivalents	<u>(623,787)</u>	<u>52,030</u>
Cash provided by (applied to) investing transactions	<u>(623,787)</u>	<u>52,030</u>
FINANCING		
Debt charges recovered	-	-
Long-term debt issued	-	-
Long-term debt repaid	<u>(140,403)</u>	<u>(136,078)</u>
Cash provided by (applied to) financing transactions	<u>(140,403)</u>	<u>(136,078)</u>
CHANGE IN CASH AND EQUIVALENTS DURING YEAR	1,196,422	(998,472)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>4,102,126</u>	<u>5,100,598</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>5,298,548</u>	<u>4,102,126</u>
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 2)	6,640,956	4,822,247
Less: restricted portion of cash and temporary investments (Note 2)	<u>(1,343,906)</u>	<u>(720,119)</u>
	5,297,050	(4,102,128)

TOWN OF BARRHEAD
SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
For the Year Ended December 31, 2018
Schedule 1

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2018 \$	2017 \$
BALANCE, BEGINNING OF YEAR	322,442	5,246,805	57,721,524	63,290,771	60,591,025
				-	-
Excess (deficiency) of revenues over expenses	1,972,541	-	-	1,972,541	2,699,746
Unrestricted funds designated for future use	(1,811,099)	1,811,099	-	-	-
Restricted funds used for operations	134,390	(134,390)	-	-	-
Restricted funds used for tangible capital assets	-	(1,360,732)	1,360,732	-	-
Current year funds used for tangible capital assets	(2,676,748)	-	2,676,748	-	-
Contributed tangible capital assets	-	-	-	-	-
Disposal of tangible capital assets	11,117	-	(11,117)	-	-
Annual amortization expense	2,511,451	-	(2,511,451)	-	-
Long term debt issued	-	-	-	-	-
Long term debt repaid	(140,403)	-	140,403	-	-
Capital debt used for TCA	-	-	-	-	-
Unrestricted fund transfers	-	-	-	-	-
	<u>1,249</u>	<u>315,977</u>	<u>1,655,315</u>	<u>1,972,541</u>	<u>2,699,746</u>
BALANCE, END OF YEAR	<u>323,691</u>	<u>5,562,782</u>	<u>59,376,839</u>	<u>65,263,312</u>	<u>63,290,771</u>

**TOWN OF BARRHEAD
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Schedule 2

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2018 \$	2017 \$
COST:								
BALANCE, BEGINNING OF YEAR	1,439,950	1,770,752	26,566,368	72,137,896	6,244,447	2,629,233	110,788,647	105,317,422
Acquisition of tangible capital assets	-	5,400	133,228	2,336,160	614,735	645,533	3,735,056	5,179,163
Construction-in-progress	-	-	132,237	118,219	51,968	-	302,424	487,567
Disposal of tangible capital assets	-	-	-	-	-	(96,300)	(96,300)	(195,505)
Write down of tangible capital assets	-	-	-	-	-	-	-	-
BALANCE, END OF YEAR	<u>1,439,950</u>	<u>1,776,152</u>	<u>26,831,833</u>	<u>74,592,275</u>	<u>6,911,150</u>	<u>3,178,466</u>	<u>114,729,827</u>	<u>110,788,647</u>
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	890,066	3,761,978	40,484,007	2,011,971	1,121,639	48,269,661	46,021,783
Annual amortization	-	74,763	490,216	1,517,229	283,471	145,772	2,511,451	2,365,169
Accumulated amortization on disposals	-	-	-	-	-	(85,183)	(85,183)	(117,291)
BALANCE, END OF YEAR	<u>-</u>	<u>964,829</u>	<u>4,252,194</u>	<u>42,001,236</u>	<u>2,295,442</u>	<u>1,182,228</u>	<u>50,695,929</u>	<u>48,269,661</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>1,439,950</u>	<u>811,323</u>	<u>22,579,639</u>	<u>32,591,039</u>	<u>4,615,708</u>	<u>1,996,238</u>	<u>64,033,898</u>	<u>62,518,986</u>
 2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>1,439,950</u>	<u>880,686</u>	<u>22,804,390</u>	<u>31,653,889</u>	<u>4,232,476</u>	<u>1,507,594</u>	<u>62,518,986</u>	

TOWN OF BARRHEAD
SCHEDULE OF PROPERTY AND OTHER TAXES
For the Year Ended December 31, 2018

Schedule 3

TAXATION	Budget (Unaudited)	2018 \$	2017 \$
Real Property Taxes	6,466,366	6,448,942	6,158,379
Linear Property Taxes	113,139	119,751	111,542
Government Grants In Lieu of Property Taxes	90,705	90,705	86,222
Special Assessment and Local Improvement Taxes	-	-	-
TOTAL TAXATION	<u>6,670,210</u>	<u>6,659,398</u>	<u>6,356,143</u>
REQUISITIONS			
Alberta School Foundation	1,431,774	1,431,774	1,358,630
Barrhead & District Social Housing	57,424	57,424	53,756
Designated Industrial Properties	213	213	-
Requisitions - Previous Year Underlevy	<u>3,252</u>	<u>3,252</u>	<u>25,182</u>
TOTAL REQUISITIONS	<u>1,492,663</u>	<u>1,492,663</u>	<u>1,437,568</u>
NET MUNICIPAL TAXES	<u>5,177,547</u>	<u>5,166,735</u>	<u>4,918,575</u>

TOWN OF BARRHEAD
SCHEDULE OF GOVERNMENT TRANSFERS
For the Year Ended December 31, 2018

Schedule 4

	Budget (Unaudited)	2018 \$	2017 \$
TRANSFERS FOR OPERATING:			
Provincial Government	482,117	482,117	456,525
Federal Government	10,800	4,896	6,588
Other Local Government	1,345,587	1,240,249	1,077,614
	<u>1,838,504</u>	<u>1,727,262</u>	<u>1,540,727</u>
 TRANSFERS FOR CAPITAL:			
Provincial Government	2,994,099	2,206,233	458,913
Federal Government	720,119	-	69,300
Other Local Government	34,500	31,272	980,432
	<u>3,748,718</u>	<u>2,237,505</u>	<u>1,508,645</u>
 TOTAL GOVERNMENT TRANSFERS	 <u><u>5,587,222</u></u>	 <u><u>3,964,767</u></u>	 <u><u>3,049,372</u></u>

TOWN OF BARRHEAD
SCHEDULE OF CONSOLIDATED EXPENSES BY OBJECT
For the Year Ended December 31, 2018

Schedule 5

CONSOLIDATED EXPENSES BY OBJECT	Budget (Unaudited)	2018 \$	2017 \$
Salaries, Wages and Benefits	4,698,384	4,542,202	3,994,365
Contracted and General Services	3,229,799	3,048,930	2,925,667
Purchases from Other Governments	158,375	79,812	156,014
Materials, Goods, Supplies and Utilities	1,854,075	1,844,903	1,587,346
Provision for Allowances	4,500	14,203	(17,910)
Transfers to Other Governments	350,876	358,009	363,042
Transfers to Local Boards and Agencies	536,179	536,179	517,968
Transfers to Individuals and Organizations	26,700	16,205	14,450
Bank Charges and Short Term Interest	2,000	2,513	1,157
Interest on Long Term Debt	150,166	150,166	154,490
Other Expenditures	30,425	30,425	30,425
Amortization of Tangible Capital Assets	2,497,100	2,511,451	2,365,169
Loss on Disposal of Tangible Capital Assets	-	2,367	56,814
TOTAL EXPENDITURES	13,538,579	13,137,365	12,148,997

TOWN OF BARRHEAD
SCHEDULE OF SEGMENTED DISCLOSURE
For the Year Ended December 31, 2018

Schedule 6

REVENUE	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Other	2018 \$
Net Municipal Taxes	5,166,735							5,166,735
Sales, User Charges, Franchise & Rentals	758,428	72,670	16,872	175,937	652,401	3,651,561	7,400	5,335,269
Government Transfers	1,957	841,323	1,527,885	4,200	498,677	725,302	365,423	3,964,767
Investment Income	-	-	20,985	-	7,000	71,928	10,554	110,467
Penalties and Costs on Taxes	55,775	-	-	-	-	-	-	55,775
Development Levies	-	-	-	4,375	-	-	-	4,375
Licenses, Permits and Fines	39,065	25,778	-	4,550	-	-	-	69,393
Other Revenues	10,124	107,363	12,914	-	94,227	176,156	2,341	403,125
	<u>6,032,084</u>	<u>1,047,134</u>	<u>1,578,656</u>	<u>189,062</u>	<u>1,252,305</u>	<u>4,624,947</u>	<u>385,718</u>	<u>15,109,906</u>
EXPENSES								
Salaries, Wages and Benefits	856,368	553,513	668,257	171,785	1,345,069	935,715	11,495	4,542,202
Contracted and General Services	215,931	313,324	375,869	54,091	463,980	1,616,476	9,259	3,048,930
Purchases from Other Governments	337	79,475	-	-	-	-	-	79,812
Materials, Goods, Supplies and Utilities	79,561	158,114	483,900	42,542	564,036	516,750	-	1,844,903
Transfers to Other Governments	-	340,491	17,518	-	-	-	-	358,009
Transfers to Local Boards and Agencies	-	-	-	-	105,756	-	430,423	536,179
Transfers to Individuals and Organizations	-	1,000	-	-	15,205	-	-	16,205
Interest on Long Term Debt	-	-	-	-	150,166	-	-	150,166
Other Expenditures	2,303	-	2,367	-	1,357	43,481	-	49,508
	<u>1,154,500</u>	<u>1,445,917</u>	<u>1,547,911</u>	<u>268,418</u>	<u>2,645,569</u>	<u>3,112,422</u>	<u>451,177</u>	<u>10,625,914</u>
NET REVENUE, BEFORE AMORTIZATION	4,877,584	(398,783)	30,745	(79,356)	(1,393,264)	1,512,525	(65,459)	4,483,992
Amortization Expense	<u>(39,933)</u>	<u>(123,616)</u>	<u>(1,139,506)</u>	<u>-</u>	<u>(533,178)</u>	<u>(675,218)</u>	<u>-</u>	<u>(2,511,451)</u>
NET REVENUE	<u><u>4,837,651</u></u>	<u><u>(522,399)</u></u>	<u><u>(1,108,761)</u></u>	<u><u>(79,356)</u></u>	<u><u>(1,926,442)</u></u>	<u><u>837,307</u></u>	<u><u>(65,459)</u></u>	<u><u>1,972,541</u></u>

TOWN OF BARRHEAD
SCHEDULE OF SALARY & BENEFITS DISCLOSURE
For Year Ended December 31, 2018

Schedule 7

SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Elected Municipal Officials, the Chief Administrative Officer and Designated Officers, as required by Alberta Regulation 313/2000, is as follows:

		<u>2018</u>	<u>2018</u>	<u>2018</u>	<u>2017</u>
		<u>Salary</u>	<u>Benefits & Allowance</u>	<u>\$</u>	<u>\$</u>
<u>Mayor</u>					
McKenzie, David		33,690	4,332	38,022	5,752
St. Pierre, Gerry		-	-	-	26,376
<u>Councillors</u>					
Assaf, Ty		19,740	5,887	25,627	24,985
Kluin, Dausen		20,570	4,317	24,887	6,919
Klumph, Rod		22,225	6,708	28,933	6,117
Oswald, Shelley		19,040	1,016	20,056	17,355
Penny, Leslie		20,340	1,549	21,889	25,593
Smith, Don		19,624	4,115	23,739	24,701
Ulmer, Roy		-	-	-	19,779
Warehime, Ryan		-	-	-	13,930
<u>Appointed Officer</u>					
Municipal Manager	(1)	176,305	46,071	222,376	217,940
Designated Officers	(2)	223,358	47,848	271,206	261,619

Salary includes regular base pay, lump sum payments and any other direct cash remuneration for meeting per diems.

Benefits & Allowances includes amounts paid for the Employer's share of all employee benefits and amounts paid for travel & subsistence while conducting Town Business.

TOWN OF BARRHEAD
SCHEDULE OF LOCAL AUTHORITIES PENSION PLAN
For Year Ended December 31, 2018

Schedule 8

LOCAL AUTHORITIES PENSION PLAN

Employees of the Town of Barrhead participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves over 250,000 people and approximately 500 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP fund. Contributions for current service are recorded as expenditures in the year in which they become

The Town of Barrhead is required to make current service contributions to the Plan of 10.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 9.39% of pensionable salary up to the year's maximum pensionable salary and 13.84% on pensionable salary above this amount.

Total current service contributions by the Town of Barrhead to the Local Authorities Pension Plan in 2018 were \$ 303,562.74 (2017 - \$ 277,428.95). Total current service contributions by the employees of the Town to the Local Authorities Pension Plan in 2018 were \$ 277,230.75 (2017 - \$ 255,372.58).

TOWN OF BARRHEAD
SCHEDULE OF ACCUMULATED SURPLUS
For the Year Ended December 31, 2018

Schedule 9

Accumulated surplus consists of restricted and unrestricted amounts
and equity in tangible capital assets

	2018	2017
	\$	\$
Unrestricted Surplus (Deficit)	323,691	322,442
Restricted surplus		
Tax Rate Stabilization	794,516	719,096
Roads	691,604	749,888
Water	1,189,138	1,137,629
Sewer	1,207,539	1,058,450
Garbage, Landfill, Recycling	197,694	347,059
Building replacement & renovations	606,397	632,036
Land Improvements	377,351	420,765
General Equipment replacement	498,542	181,881
	5,562,781	5,246,804
Equity in Tangible Capital Assets	59,376,840	57,721,525
TOTAL ACCUMULATED SURPLUS	65,263,312	63,290,771

**TOWN OF BARRHEAD
SCHEDULE OF DEBT LIMITS
For Year Ended December 31, 2018**

Schedule 10

DEBT LIMITS

Section 276 (2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Barrhead be disclosed as follows:

	2018	2017
	\$	\$
Total Debt Limit	19,308,602	20,010,147
Total Debt	4,657,059	4,797,462
Amount of Debt Limit Unused	14,651,543	15,212,685
Debt Servicing Limit	3,218,100	3,335,025
Debt Servicing	290,569	290,569
Amount of Debt Servicing Limit Unused	2,927,531	3,044,456

The debt limit is calculated at 1.5 times revenue of the municipality (as defined by Alberta Regulation 255/00) and the debt service limit is calculated at .25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be represented as a whole.

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Barrhead are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants ("CICA"). Significant aspects of the accounting policies adopted by the Town of Barrhead are as follows:

a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018**

d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

e) Debt Charges Recoverable

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

f) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

g) Inventories for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

h) Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as flow through and are excluded from municipal revenue.

**Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018**

i) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the Town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

j) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

k) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

l) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

	<u>Years</u>
Land Improvements	15 - 20
Buildings	25 - 50
Engineered structures	
Water System	35 - 65
Storm Sewer System	35 - 65
Wastewater System	15 - 40
Other Engineered Structures	15 - 40
Machinery and equipment	5 - 20
Vehicles	3 - 20

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are also recorded as revenue.

iii. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

2. CASH AND TEMPORARY INVESTMENTS

	2018 \$	2017 \$
Cash	1,133,927.03	757,141.88
Temporary Investments	<u>5,507,028.80</u>	<u>4,065,104.69</u>
	<u>6,640,955.83</u>	<u>4,822,246.57</u>

Temporary investments are short-term deposits with original maturities of 1 year or less.

Included in temporary investments are restricted amounts received and held for specific **capital** projects:

	2018 \$	2017 \$
FGTF - 2014 to 2016 (Def. Rev. - Lagoons)	712,139.00	720,119.00
FGTF - 2017 to 2018 (Def. Rev. - General)	517,254.00	0.00
<u>Municipal Sustainability Grant – To Be Allocated to</u> Future Project	<u>114,512.65</u>	<u>0.00</u>
	<u>1,343,905.65</u>	<u>720,119.00</u>

There are no items included in temporary investments which are restricted amounts received and held for specific **operating** projects.

3. RECEIVABLES

	2018 \$	2017 \$
Property Taxes		
Current Taxes and Grants in Place of Taxes	120,849.84	200,372.31
Arrears Taxes	<u>4,395.08</u>	<u>30,568.97</u>
	<u>125,244.92</u>	<u>230,941.28</u>
Less Allowance for Doubtful Accounts	<u>(0.00)</u>	<u>(0.00)</u>
	<u>125,244.92</u>	<u>230,941.28</u>
Other		
Trade Accounts	844,541.49	1,454,471.33
GST	<u>81,519.82</u>	<u>65,798.71</u>
	<u>926,061.31</u>	<u>1,520,270.04</u>
	<u>1,051,306.23</u>	<u>1,751,211.32</u>

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

4. DEFERRED REVENUE

	2018 \$	2017 \$
Agrena – Future Advertising Sign Rental	4,050.00	0.00
Prepaid Taxes	23,556.76	25,546.52
Municipal Sustainability Initiative –(General)- Capital	114,512.65	0.00
Federal Gas Tax Fund Grant (Sewer)- Capital	712,139.00	720,119.00
Federal Gas Tax Fund Grant (General)- Capital	<u>517,254.00</u>	<u>0.00</u>
	<u><u>1,371,512.41</u></u>	<u><u>745,665.52</u></u>

Businesses may enter into a 3 year or 5 year contract for advertising signs that are placed in the Agrena.

Prepaid taxes are recorded as credit balances on the tax roll. Operating and Capital Grants provide funding for specific projects for future years.

5. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

Alberta Environment law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post-closure activities for 40 years after closure using a discount rate of 4% and assuming annual inflation of 2%

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total air space capacity of the site is estimated at 235,300 cubic meters. The estimated remaining air space capacity of the landfill site is 224,000 cubic meters. The existing landfill site is expected to reach capacity in approximately the year 2030.

The Town has not designed assets for settling closure and post-closure liabilities. The Barrhead Regional Landfill is jointly owned by the Town of Barrhead and the County of Barrhead No. 11 with each municipality being responsible for 50% of the estimated total liability.

	2018 \$	2017 \$
Estimated Closure Costs	620,520.00	620,520.00
Estimated Post-Closure Costs	<u>863,500.00</u>	<u>863,500.00</u>
Estimated Total Liability	<u><u>1,484,020.00</u></u>	<u><u>1,484,020.00</u></u>
Estimated Capacity Remaining	<u>67.2%</u>	<u>71.3%</u>
Portion of Total Liability Remaining to be Recognized	<u><u>997,220.00</u></u>	<u><u>1,058,070.00</u></u>
Estimated Capacity Used	<u>32.8%</u>	<u>28.7%</u>
Total Accrued Liability Portion	<u><u>486,800.00</u></u>	<u><u>425,950.00</u></u>
Town of Barrhead 50% Accrued Liability Portion	<u><u>\$ 243,400.00</u></u>	<u><u>\$ 212,975.00</u></u>

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

6. CONTAMINATED SITES LIABILITY

On January 1, 2015, the Town adopted PS 3260 Liability for Contaminated Sites. The standard was applied on a retroactive basis and did not result in any adjustments to the financial liabilities, tangible capital assets or accumulated surplus of the Town.

7. LONG-TERM DEBT

	2018 \$	2017 \$
Tax supported debentures	4,657,058.67	4,797,461.78
Bank loans	<u>0.00</u>	<u>0.00</u>
	<u><u>4,657,058.67</u></u>	<u><u>4,797,461.78</u></u>

The current portion of the long-term debt amounts to \$ 140,403.11 (2017 - \$136,078.72).

Interest on long-term debt amounted to \$ 150,165.89 (2017 - \$ 154,490.28).

Principal and interest repayments are as follows:

	Principal \$	Interest \$	Total \$
2019	144,864.91	145,704.09	290,569.00
2020	149,468.51	141,100.49	290,569.00
2021	154,218.40	136,350.60	290,569.00
2022	159,119.23	131,449.77	290,569.00
2023	164,175.80	126,393.20	290,569.00
2024-2041	<u>3,885,211.82</u>	<u>1,199,745.68</u>	<u>5,084,957.50</u>
	4,657,058.67	1,880,743.87	6,537,802.50

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	2018 \$	2017 \$
Tangible Capital Assets (Schedule 2)	114,729,827.64	110,788,647.82
Accumulated Amortization (Schedule 2)	(50,695,929.42)	(48,269,661.42)
Long-term Debt (Note 6)	<u>(4,657,058.67)</u>	<u>(4,797,461.78)</u>
	<u><u>59,376,839.55</u></u>	<u><u>57,721,524.62</u></u>

9. SEGMENTED DISCLOSURE

The Town of Barrhead provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2018

10. TRUST FUNDS

	2018 \$	2017 \$
Columbarium Trust – Perpetual Care	<u>12,215.13</u>	<u>12,215.13</u>
	<u>12,215.13</u>	<u>12,215.13</u>

The Town of Barrhead has an agreement with Rose Garden Chapels Ltd. to hold, in trust monies paid for perpetual care for the columbarium. Once all blocks have been sold the Town will assume responsibility of the columbarium.

11. CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

12. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, debt charges recoverable, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities, requisition over-levy, and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

13. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2018

Municipality Name: TOWN OF BARRHEAD

CERTIFICATION

The information contained in this Financial Information Return is presented fairly to the best of my knowledge.

Kathy Vickery, Director of
Corporate Services

Print Name

February 12, 2019

Date

To The Minister of Municipal Affairs:

Ellerington **LLP**



Auditor's Report

Report on the Municipal Financial Information Return

We have audited the accompanying municipal financial information return of the Town of Barrhead as at December 31, 2018 and for the year then ended. The municipal financial information return has been prepared by administration based on the financial reporting provisions of Section 277 of the Municipal Government Act.

Administration's Responsibility for the Financial Statements

Administration is responsible for the preparation of the municipal financial information return in accordance with the financial reporting provisions of Section 277 of the Municipal Government Act, and for such internal control as administration determines is necessary to enable the preparation of the municipal financial information return that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the municipal financial information return. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the municipal financial information return, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the municipal financial information return in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by administration,

as well as evaluating the overall presentation of the municipal financial information return.

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

Opinion

In our opinion, the municipal financial information return presents fairly, in all material respects, the financial position of the Town of Barrhead as at December 31, 2018, and the results of its operations for the year then ended in accordance with the financial reporting provisions of Section 277 of the Municipal Government Act.

Restriction on Use

Without modifying our opinion, the municipal financial information return is prepared in accordance with the financial reporting provision of Section 277 of the Municipal Government Act and is to be used primarily for the provincial statistical purposes. As a result, the municipal financial information return may not be suitable for another purpose. Our report is intended solely for the Minister of Municipal Affairs and should not be used by parties other than the specified user or for any other purpose.

Other Matters

The Town of Barrhead has prepared financial statements for the year ended December 31, 2018, in accordance with Canadian Public Sector Accounting Standards on which we issued a separate auditors' report to the members of Council of the Town of Barrhead.

Barrhead, Alberta
February 12, 2019



ELLERINGTON LLP
CHARTERED ACCOUNTANT

FINANCIAL POSITION

Schedule 9A

		Total 1
Assets	0010	
Cash and Temporary Investments	0020	6,640,956
Taxes and Grants in Place of Taxes Receivable	0030	
. Current	0040	120,850
. Arrears	0050	4,395
. Allowance	0060	
Receivable From Other Governments	0070	373,168
Loans Receivable	0080	
Trade and Other Receivables	0090	552,893
Debt Charges Recoverable	0095	
Inventories Held for Resale	0130	
. Land	0140	
. Other	0150	
Long Term Investments	0170	
. Federal Government	0180	
. Provincial Government	0190	30
. Local Governments	0200	
. Other	0210	
Other Current Assets	0230	2,341
Other Long Term Assets	0240	76,320
	0250	
Total Financial Assets	0260	7,770,953
	0270	
Liabilities	0280	
Temporary Loans Payable	0290	40,182
Payable To Other Governments	0300	245,556
Accounts Payable & Accrued Liabilities	0310	49,525
Deferred Revenue	0340	1,371,512
Long Term Debt	0350	4,657,059
Other Current Liabilities	0360	
Other Long Term Liabilities	0370	243,400
	0380	
Total Liabilities	0390	6,607,234
	0395	1,163,719
Net Financial Assets (Net Debt)		
Non Financial Assets		
Tangible Capital Assets	0400	64,033,898
Inventory for Consumption	0410	48,394
Prepaid Expenses	0420	17,301
Other	0430	
	0440	64,099,593
Total Non-Financial Assets		
	0450	65,263,312
Accumulated Surplus		

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	322,442	5,246,805	57,721,524	63,290,771
Net Revenue (Expense)	0505	1,972,541			1,972,541
Funds Designated For Future Use.....	0511	-1,811,099	1,811,099		
Restricted Funds - Used for Operations.....	0512	134,390	-134,390		
Restricted Funds - Used for TCA.....	0513		-1,360,732	1,360,732	
Current Year Funds Used for TCA	0514	-2,676,748		2,676,748	
Donated and Contributed TCA.....	0516				
Disposals of TCA.....	0517	11,117		-11,117	
Annual Amortization Expense.....	0518	2,511,451		-2,511,451	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521	-140,403		140,403	
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Surplus - End of Year.....	0525	323,691	5,562,782	59,376,839	65,263,312

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

		Revenue		Expense
		1		2
Total General	0700	5,941,554		
Function	0710		1150	
General Government	0720		1160	
Council and Other Legislative	0730	1,092	1170	184,987
General Administration	0740	89,438	1180	1,009,447
Other General Government.....	0750		1190	
Protective Services	0760		1200	
Police	0770	164,238	1210	139,298
Fire	0780	857,119	1220	1,294,710
Disaster and Emergency Measures	0790		1230	107
Ambulance and First Aid	0800		1240	
Bylaws Enforcement	0810	25,778	1250	135,417
Other Protective Services.....	0820		1260	
Transportation	0830		1270	
Common and Equipment Pool	0840	45,503	1280	522,593
Roads, Streets, Walks, Lighting	0850	1,533,153	1290	2,007,818
Airport	0860		1300	22,107
Public Transit	0870		1310	
Storm Sewers and Drainage	0880		1320	134,900
Other Transportation	0890		1330	
Environmental Use and Protection	0900		1340	
Water Supply and Distribution	0910	2,763,090	1350	2,402,436
Wastewater Treatment and Disposal	0920	713,061	1360	554,199
Waste Management	0930	1,148,796	1370	831,006
Other Environmental Use and Protection	0940		1380	
Public Health and Welfare	0950		1390	
Family and Community Support	0960	365,423	1400	430,423
Day Care	0970		1410	
Cemeteries and Crematoriums	0980	7,400	1420	20,754
Other Public Health and Welfare	0990		1430	
Planning and Development	1000		1440	
Land Use Planning, Zoning and Development	1010	6,710	1450	127,061
Economic/Agricultural Development	1020	4,200	1460	140,154
Subdivision Land and Development	1030	173,777	1470	1,202
Public Housing Operations	1040		1480	
Land, Housing and Building Rentals	1050		1490	
Other Planning and Development.....	1060		1500	
Recreation and Culture	1070		1510	
Recreation Boards	1080		1520	
Parks and Recreation	1090	1,249,660	1530	2,987,459
Culture: Libraries, Museums, Halls	1100	2,644	1540	191,287
Convention Centres	1110		1550	
Other Recreation and Culture.....	1120		1560	
Other Utilities	1125		1565	
Gas	1126		1566	
Electric	1127		1567	
Other	1130	17,270	1570	
Total Revenue/Expense	1140	15,109,906	1580	13,137,365
Net Revenue/Expense			1590	1,972,541

FINANCIAL ACTIVITIES BY TYPE / OBJECT

Schedule 9D

		Total
		1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal)	1720	5,166,735
Business	1730	
Business Revitalization Zone	1740	
Special	1750	
Well Drilling	1760	
Local Improvement	1770	
Sales To Other Governments	1790	
Sales and User Charges	1800	4,238,917
Penalties and Costs on Taxes	1810	55,775
Licenses and Permits	1820	46,378
Fines	1830	23,015
Franchise and Concession Contracts	1840	719,044
Returns on Investments	1850	110,467
Rentals	1860	377,308
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	1,500
Contributed and Donated Assets	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	4,896
Provincial Government Unconditional Transfers	1910	
Provincial Government Conditional Transfers	1920	2,688,350
Local Government Transfers	1930	1,271,521
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	4,375
Other Revenues	1970	401,625
Total Revenue:	1980	15,109,906
Expenses	1990	
Salaries, Wages, and Benefits	2000	4,542,202
Contracted and General Services	2010	3,048,930
Purchases from Other Governments	2020	79,812
Materials, Goods, Supplies, and Utilities	2030	1,844,903
Provision For Allowances	2040	14,203
Transfers to Other Governments	2050	358,009
Transfers to Local Boards and Agencies	2060	536,179
Transfers to Individuals and Organizations	2070	16,205
Bank Charges and Short Term Interest	2080	2,513
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	150,166
Amortization of Tangible Capital Assets	2110	2,511,451
Net Loss on Sale of Tangible Capital Assets	2125	2,367
Write Down of Tangible Capital Assets	2127	
Other Expenditures	2130	30,425
Total Expenses:	2140	13,137,365
Net Revenue (Expense):	2150	1,972,541

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative	2210				
General Administration	2220	34,864		39,933	
Other General Government.....	2230				
Protective Services	2240				
Police	2250			15,207	
Fire	2260	35,547		101,579	
Disaster and Emergency Measures	2270				
Ambulance and First Aid	2280				
Bylaws Enforcement	2290			6,830	
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool	2320	16,872		135,418	
Roads, Streets, Walks, Lighting	2330		1,452,938	886,487	
Airport	2340			4,589	
Public Transit	2350				
Storm Sewers and Drainage	2360			113,012	
Other Transportation	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution	2390	2,427,168	213,191	293,006	
Wastewater Treatment and Disposal	2400	586,229	88,702	300,549	
Waste Management	2410	547,037	393,991	81,663	
Other Environmental Use and Protection	2420				
Public Health and Welfare	2430				
Family and Community Support	2440				
Day Care	2450				
Cemeteries and Crematoriums	2460	7,400			
Other Public Health and Welfare	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development	2490	2,160			
Economic/Agricultural Development	2500				
Subdivision Land and Development	2510	173,777			
Public Housing Operations	2520				
Land, Housing and Building Rentals	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards	2560				
Parks and Recreation	2570	407,863	57,411	530,027	150,166
Culture: Libraries, Museums, Halls	2580			3,151	
Convention Centres	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607				
Other	2610				
Total	2620	4,238,917	2,206,233	2,511,451	150,166

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720	63,363			
Other General Government.....	2730				
Protective Services	2740				
Police	2750	132,237			
Fire	2760	45,343			
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790	59,229			
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820	260,126			
Roads, Streets, Walks, Lighting	2830	1,607,871			
Airport	2840				
Public Transit	2850				
Storm Sewers and Drainage	2860	342,796			
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890	232,191			
Wastewater Treatment and Disposal	2900	260,322			
Waste Management	2910	604,262			
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960				
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060				
Parks and Recreation	3070	429,740			140,403
Culture: Libraries, Museums, Halls	3080				
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other	3110				
Total	3120	4,037,480			140,403

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	40,956,086	2,461,007		43,417,093
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	12,168,859			12,168,859
Wastewater Systems.....	3204	12,467,137			12,467,137
Storm Systems.....	3205	6,420,969			6,420,969
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	72,013,051	2,461,007		74,474,058
Construction In Progress.....	3219	491,566	-184,968		306,598
Buildings	3220	26,562,193	133,228		26,695,421
Machinery and Equipment	3230	5,881,902	977,280		6,859,182
Land	3240	1,439,950			1,439,950
Land Improvements.....	3245	1,770,752	5,400		1,776,152
Vehicles	3250	2,629,233	645,533	96,300	3,178,466
Total Capital Property Cost	3260	110,788,647	4,037,480	96,300	114,729,827
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	21,477,862	897,040		22,374,902
Light Rail Transit Systems	3272				
Water Systems	3273	6,002,457	243,430		6,245,887
Wastewater Systems	3274	8,115,221	263,747		8,378,968
Storm Systems	3275	4,888,467	113,012		5,001,479
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures	3280	40,484,007	1,517,229		42,001,236
Buildings	3290	3,761,978	490,216		4,252,194
Machinery and Equipment	3300	2,011,971	283,471		2,295,442
Land	3310				
Land Improvements.....	3315	890,066	74,763		964,829
Vehicles	3320	1,121,639	145,772	85,183	1,182,228
Total Accumulated Amortization	3330	48,269,661	2,511,451	85,183	50,695,929
Net Book Value of Capital Property	3340	62,518,986			64,033,898
Capital Long-Term Debt (Net)	3350	4,797,462			4,657,059
Equity in Tangible Capital Assets	3400	57,721,524			59,376,839

LONG TERM DEBT SUPPORT

Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410		4,657,059	4,657,059
Supported by Special Levies	3420			
Supported by Utility Rates	3430			
Other	3440			
Total Long Term Debt Principal Balance:	3450		4,657,059	4,657,059

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority.....	3500		4,657,059	4,657,059
Canada Mortgage and Housing Corporation	3520			
Mortgage Borrowing	3600			
Other	3610			
Total Long Term Debt Principal Balance:	3620		4,657,059	4,657,059

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700			
Current + 1	3710		144,865	144,865
Current + 2	3720		149,469	149,469
Current + 3	3730		154,218	154,218
Current + 4	3740		159,119	159,119
Current + 5	3750		164,176	164,176
Thereafter	3760		3,885,212	3,885,212
Total Principal	3770		4,657,059	4,657,059
Interest by Year	3780			
Current + 1	3790		145,704	145,704
Current + 2	3800		141,100	141,100
Current + 3	3810		136,351	136,351
Current + 4	3820		131,450	131,450
Current + 5	3830		126,393	126,393
Thereafter	3840		1,199,746	1,199,746
Total Interest	3850		1,880,744	1,880,744

PROPERTY TAXES AND GRANTS IN PLACE
Schedule 9K

		Property Taxes	Grants - in Place	Total
		1	2	3
Property Taxes	3900			
Residential Land and Improvements	3910	4,419,963	2,366	4,422,329
Non-Residential	3920			
Land and Improvements (Excluding M & E).....	3935	2,012,245	88,339	2,100,584
Machinery and Equipment	3950	15,381		15,381
Linear Property	3960	119,751		119,751
Railway	3970			
Farm Land	3980	1,353		1,353
Adjustments to Property Taxes	3990			
Total Property Taxes and Grants In Place	4000	6,568,693	90,705	6,659,398
Requisition Transfers			4010	
Education				
Residential/Farm Land			4031	1,003,593
Non-Residential			4035	428,181
Seniors Lodges			4090	57,424
Other			4100	213
Adjustments to Requisition Transfers			4110	3,252
Total Requisition Transfers			4120	1,492,663
Net Municipal Property Taxes and Grants In Place			4130	5,166,735

GRANTS IN PLACE OF TAXES
Schedule 9L

		Property Taxes	Business Taxes	Other Taxes	Total
		1	2	3	4
Federal Government	4200	6,280			6,280
Provincial Government	4210	84,425			84,425
Local Government	4220				
Other	4230				
Total	4240	90,705			90,705

DEBT LIMIT**Schedule 9AA**

		1
Debt Limit	5700	19,306,352
Total Debt	5710	4,657,059
Debt Service Limit	5720	3,217,725
Total Debt Service Costs	5730	290,569

Enter prior year Line 3450 Column 2 balance here:

4,797,462



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: MSI Amending MOA

Summary

Municipal Sustainability Initiative Amending MOA is presented for Council approval.

Overview

Alberta Municipal Affairs have provided letters indicating the Government of Alberta will be continuing with Municipal Sustainability Initiative (MSI) funding to March 2022 have provided an Amending Memorandum of Agreement.

Recommendations

Recommendation #1

That Council authorize the Mayor and Interim CAO to sign the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement to March 31 2022.

Respectfully Submitted by:

Kathy Vickery
Interim CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED
FEB 25 2019

AR96301

February 19, 2019

His Worship David McKenzie
Mayor
Town of Barrhead
PO Box 4189
Barrhead AB T7N 1A2

Dear Mayor McKenzie,

In Budget 2018, and throughout this past year, the Government of Alberta has confirmed its intent to fulfill the full \$11.3 billion funding commitment under the Municipal Sustainability Initiative (MSI). In order to continue to provide MSI funding through the planned conclusion of the program in 2021-22, an amending MSI Memorandum of Agreement is required, as current funding agreements expire on March 31, 2019.

An amending agreement will be sent to the Chief Administrative Officer of your municipality formally extending the MSI funding terms until the conclusion of the program on March 31, 2022.

Our government reached a remarkable milestone when the *City Charters Fiscal Framework Act* was passed in December 2018, establishing ongoing, legislated capital funding for the cities of Calgary and Edmonton, linked to changes in provincial revenues. I remain optimistic that through continued dialogue with the municipal associations, we will establish a similar legislated funding framework for all municipalities as a successor to the MSI.

I look forward to continued partnership with your municipality to deliver quality infrastructure and services to Albertans.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: ~~Kathy Vickery, Interim Chief Administrative Officer, Town of Barrhead~~



Municipal Affairs

Grants and Education
Property Tax Branch
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Telephone 780-422-7125

AR96301

February 21, 2019

Ms. Kathy Vickery, Interim Chief Administrative Officer
Town of Barrhead
PO Box 4189
Barrhead, AB T7N 1A2

RECEIVED

FEB 28 2019

Dear Ms. Vickery,

The Government of Alberta confirmed its commitment in Budget 2018 to provide stable and predictable infrastructure funding under the Municipal Sustainability Initiative (MSI). The current funding agreements expire on March 31, 2019. In order to provide MSI funding through the planned conclusion of the program in 2021-22, when the full \$11.3 billion MSI program commitment will be met, an amending MSI Memorandum of Agreement (MOA) is required.

Attached are two copies of the MSI Amending MOA, which must be executed to extend the program. Please sign both copies, retain one for your records, and return the other copy to:

Attn: Policy and Analysis, Grants and Education Property Tax Branch
Alberta Municipal Affairs
15th Floor, Commerce Place
10155 - 102 Street
Edmonton, AB T5J 4L4

Payment of future MSI funding allocations cannot be made until the MSI Amending MOA is signed and returned.

Should you have any questions, please contact the Grants and Education Property Tax Branch, toll-free at 310-0000, then 780-422-7125.

Yours truly,

Janice Romanyshyn
Executive Director, Grants and Education Property Tax Branch

Attachment

Municipal Sustainability Initiative
AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN in Right of the Province of Alberta as represented by the Minister of Municipal Affairs

(hereinafter called “the Minister”)

and

the Town of Barrhead, in the Province of Alberta

(hereinafter called “the Municipality”)

(hereinafter called “the Parties”)

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the “Original Agreement”) dated October 17, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on June 12, 2009, January 04, 2012, June 16, 2014 and May 25, 2017;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement and subsequent Amendments are amended by:
 - a. Deleting “an eleven-year funding commitment” in the preamble and replacing it with “a fourteen-year funding commitment”.
 - b. Deleting “under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000),” in the preamble.
 - c. Deleting “eleven-year term” in section 4 and replacing it with “fourteen-year term”.
 - d. Deleting section 7(vi) and replacing it as follows:

7(vi) “all operating funds provided and income earned, not expended prior to December 31 in the year that funding is received, may be retained by the Municipality and expended on projects accepted by the Minister during the subsequent year. Thereafter, all unexpended funds shall be returned to the Minister, unless the Minister or delegate has granted an extension to this date in writing;”

e. Deleting section 15 and replacing it as follows:

15. "Notwithstanding that the grant payments will terminate in fiscal 2021-22, the other provisions of this Agreement shall continue in effect until March 31, 2027."

f. Adding section 15.1 as follows:

15.1 "The Minister may cancel this Agreement at any time after March 31, 2022 with written notice."

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2019 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs



Per:

MINISTER, MUNICIPAL AFFAIRS

Date: February 14, 2019

Town of Barrhead

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness (or Seal)

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Witness (or Seal)

Date: _____



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: 2017 Performance Indicators

Summary

Alberta Municipal Affairs letter regarding 2017 Performance Indicators Report is presented for Council's review.

Overview

Alberta Municipal Affairs has provided the report based on the 2017 year. The only indicator identified on the report is for C102 for Ministry Intervention which was the result of the recreation arbitration that was undertaken in that year. There are no other indicators listed on the report.

Recommendations

Recommendation #1

That Council accept the Alberta Municipal Affairs 2017 Performance Indicators Report as information.
--

Respectfully Submitted by:

Kathy Vickery
Interim CAO

Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR96570

February 28, 2019

Ms. Kathy Vickery
Interim Chief Administrative Officer
Town of Barrhead
Barrhead, AB T7N 1A2

RECEIVED
MAR 07 2019

Subject: Performance Indicators for Town of Barrhead

Dear Ms. Kathy Vickery:

In the 2018-2021 Municipal Affairs Business Plan, the ministry developed a new performance measure that would identify the percentage of municipalities that were deemed to be “not at risk” based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders, and will be used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

Beginning with the 2019-2022 Municipal Affairs Business Plan, the ministry will start reporting on this measure. The data collected for this reporting will be based on the percentage of municipalities deemed “not at risk” by evaluating 13 defined financial, governance, and community indicators (attached to this email). Each indicator has a defined benchmark, and a municipality will be deemed “not at risk” as long as it does not trigger a defined number of indicators. Municipal Affairs will publish the indicators for each municipality on the ministry’s website on a yearly basis.

The following indicates those measures where your municipality did not meet the “not at risk” criteria and are provided for your information.

2017

CI02-MINISTRY INTERVENTION

In the fall of 2019, Municipal Affairs will be compiling and verifying the data results of the 2018 financial year. Should your municipality trigger three or more non-critical indicators, or

one critical indicator, your municipality will be provided an opportunity to submit feedback to clarify why the indicator or indicators may have been triggered.

In rare circumstances where a municipality remains on the list of municipalities deemed "at risk" for three consecutive years, the ministry will initiate a viability screening to determine whether a viability review should be initiated. The ministry has determined that the 2018 financial year will be treated as year one for the purposes of determining whether a viability review should be initiated.

If you would like to discuss the new ministry performance measure, or the future release of indicator results, please contact the Municipal Services and Legislation Division, toll-free at 310-0000, then 780-427-2225, or lqsmail@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brad Pickering', with a long horizontal stroke extending to the right.

Brad Pickering
Deputy Minister

Attachment: Performance Indicator Report

2017 Performance Indicators - Town of Barrhead

In 2017, Municipal Affairs (MA) developed a performance measure for the Business Plan and annual report. This measure provides information on the percentage of municipalities that meet the targets across 13 measures which include financial, governance, and infrastructure. A municipality's risk is assessed based on thirteen indicators independently derived from the source data supplied by the municipality. Each indicator has a defined trigger level. A municipality is deemed at risk if it triggered one critical indicator or three or more of the eleven non-critical indicators.

ID	Description	Result	Triggered
CI01	AUDIT OUTCOME: Auditor must report on exceptional circumstances. Triggered when the municipal auditor has identified a going concern risk, or denial of opinion in the municipality's audited financial statements.	N/A	No
CI02	MINISTRY INTERVENTION: The Province may need to intervene under exceptional circumstances. Triggered when Municipal Affairs has used its legislative authority to intervene in the municipality's operations, including viability reviews, inspections, etc.	Yes - 1	Yes
NC01	TAX BASE BALANCE: The percentage of the total tax revenue that is collected from residential and farmland properties. Triggered when more than 95 percent of the municipality's tax revenue comes from residential and farmland properties.	67.33%	No
NC02	TAX COLLECTION RATE: The percentage of property taxes collected. Triggered when a municipality collects less than 90 percent of the property taxes it levies in the reporting year.	96.85%	No
NC03	POPULATION CHANGE: The percentage of population change in the municipality over a ten-year period. Triggered when a municipality's population declines by 20 per cent. Improvement districts and summervillages are excluded.	8.79%	No
NC04	CURRENT RATIO: The ratio of current assets compared to current liabilities. Triggered when the result is less than 1. A result of N/A indicates that the municipality has other long term investments which, together with current assets, more than meet its current liabilities.	6.03	No
NC05	ACCUMULATED SURPLUS/DEFICIT: The total assets minus liabilities of the municipality excluding capital assets and related debt. Triggered when a municipality is in a deficit (-) position for the reporting year. Municipalities in a deficit position are required to recover the shortfall in the following year.	\$5,569,247	No
NC06	ON-TIME FINANCIAL REPORTING: Municipalities are required to submit year-end audited financial statements and financial information returns to Municipal Affairs by May 8th of the reporting year. Triggered if the municipality filed after May 8th.	Yes	No
NC07	DEBT TO REVENUE PERCENTAGE: Total borrowings as a percentage of total revenue. Triggered when a municipality's debt is greater than 120 percent of its total revenue.	35.96%	No
NC08	DEBT SERVICE TO REVENUE PERCENTAGE: Annual principal and interest payments as a percentage of total revenue. Triggered when principle and interest payments on borrowings is greater than 20 percent of the municipality's total revenue.	2.18%	No
NC09	INVESTMENT IN INFRASTRUCTURE: The ratio of new investment in capital assets compared to the depreciation (or amortization) of existing assets over a five year period. Triggered if a municipality's capital spending is less than the depreciation of its assets, indicated by a result less than 1.	2.43	No
NC10	INFRASTRUCTURE AGE: The depreciated (amortized) value of tangible capital assets as a percentage of original cost. Triggered when the net book value of the tangible capital assets is less than 40 percent of the original cost.	56.43%	No
NC11	INTEREST IN MUNICIPAL OFFICE: Elections votes are only held if there are more candidates than positions. Triggered when no vote is held because all councillors are acclaimed. A result of N/A indicates that no election or by-election occurred within the reporting year.	1.29	No



REQUEST FOR DECISION

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Alberta Health Communities Initiative Grant

Summary

Alberta Health Communities Initiative Grant Agreement is presented for Council approval.

Overview

Ms. Terri Flemmer will be providing an overview of the Alberta Health Communities Initiative Project to Council on March 12, 2019.

Alberta Health Services will be providing grant funding, for the above noted project, to the Town of Barrhead to a maximum amount of \$20,000.00. The goal is to provide innovative approaches that support communities in developing and sustaining healthy environments.

Recommendations

Recommendation #1

That Council authorize the Mayor and Interim CAO to sign the Alberta Health Services Restricted Funding Agreement, for the Alberta Health Communities Initiative Project, for the maximum grant funding amount of \$20,000.00.
--

Respectfully Submitted by:

Kathy Vickery
Interim CAO



RESTRICTED FUNDING AGREEMENT

THIS AGREEMENT is dated effective the 15th day of March, 2019 (the "**Effective Date**").

BETWEEN:

ALBERTA HEALTH SERVICES
("AHS")

-and-

TOWN OF BARRHEAD
("Recipient")

BACKGROUND:

- A. AHS is a health authority with responsibility throughout the Province of Alberta and in that capacity has general responsibility for the planning and provision of health care services in the Province;
- B. In fulfilling its mandate, AHS maintains and manages a training and knowledge sharing project called the **Alberta Healthy Communities Initiative** (the "**Project**");
- C. AHS has received grant funding from Alberta Health for use in connection with the Project and wishes to disburse the funding to those parties, including the Recipient;
- D. The goal of the Project is to test innovative approaches that support communities to develop and sustain grass-roots initiatives that create healthy environments and reduce disparities where people live, learn, work, play and age.
- E. AHS wishes to provide Restricted Funding to the Recipient in accordance with the terms and conditions of this Agreement.

The parties therefore agree as follows:

1. DEFINITIONS:

- a) "Agency Staff" means any person employed or retained by the Recipient, including any person involved in carrying out the purposes of this Agreement in connection with the Recipient.
- b) "Agreement" means this Restricted Funding Agreement and all appendices hereto, including any amendments made in accordance with the terms hereof.

- c) "Client" means an individual residing in Alberta who is receiving or attempting to receive the benefit of the Services provided by the Recipient.
- d) "Fiscal Year" means the period running from April 1 to March 31 of a calendar year.
- e) "FOIPP" has the meaning ascribed to it in Section 12.
- f) "Grant Agreement" means the Agreement between AHS and the Minister.
- g) "HIA" has the meaning ascribed to it in Section 12.
- h) "Minister" means the Minister of Health for Alberta.
- i) "Project" has the meaning set out on page 1 of this Agreement, and includes the activities and functions described in Schedule A.
- j) "Representative" has the meaning ascribed to it in Section 4.
- k) "Restricted Funding" means the amount of monies specified in Section 5 to be contributed by AHS to the Recipient.
- l) "Term" has the meaning ascribed to it in Section 2.

2. TERM:

- a) Subject to earlier termination as contemplated in this Agreement, this Agreement shall come into force and effect on the Effective Date and continues in effect until **March 14, 2022** (the "Term").

3. TERMINATION:

AHS may at any time and without cause terminate this Agreement by giving sixty (60) days' advance written notice to the Recipient.

4. AHS' REPRESENTATIVE:

AHS designates the following individual to be its representative ("**Representative**") to maintain a continuing liaison with the Recipient in matters relating to this Agreement:

Stephanie Patterson
Integration Lead, Community
Alberta Cancer Prevention Legacy Fund (ACPLF)
Population, Public and Indigenous Health
Holy Cross Site, 7th Floor (707-A)
2210 – 2nd Street S.W.

Calgary, AB
Contact #: (403) 698-8138
Email: stephaniem.patterson@ahs.ca

5. RESTRICTED FUNDING:

- a) AHS is providing Restricted Funding to the Recipient to a maximum total amount of **\$20,000.00** as outlined in Schedule "A" to be used only for the purposes as described in Schedules "A".
- b) The Restricted Funding will be released to the Recipient in accordance with the following schedule:

50% of the Restricted Funding will be released to the Recipient as soon as reasonably possible after full execution of this Agreement.
50% of the Restricted Funding upon submission of Deliverables, items 1 to 4 as outlined in Schedule "A".
- c) The Recipient shall only use the Restricted Funding for expenditures in accordance with the budget described in Schedule "A" and the Recipient shall not use the Restricted Funding for any other purpose without the prior consent of the Representative.
- d) The Recipient acknowledges that, other than as described above, there will be no additional funding from AHS under this Agreement.

6. RESPONSIBILITIES OF THE RECIPIENT:

During the Term of this Agreement, the Recipient shall:

- a) apply the Restricted Funding for Project costs incurred in its performance of the activities as described in Schedules "A" and in accordance with this Agreement;
- b) comply with all applicable laws, by-laws and regulations in its performance of Project activities; and
- c) conduct itself and the Project in a manner which, in the opinion of AHS, does not derogate from the public profile of AHS or its programs.

7. PROJECT REPORTING:

- a) The Recipient shall comply with the reporting requirements outlined in Schedule "B".
- b) The Recipient shall make its records, books of account, and all other financial documents related to the Project, available on request for inspection, audit and

duplication, both before and after termination of this Agreement, to any representative of AHS and/or the Minister.

- c) The Recipient agrees that AHS has the right and ability to use, reproduce, distribute, and modify the Project reporting as AHS determines appropriate, subject to any applicable laws.

8. RECORD KEEPING:

The Recipient shall:

- a) Maintain proper records of the cost of the materials, services or resources funded under this Agreement, in accordance with generally accepted accounting principles, and have them available during the Term of this Agreement and for a period of six years after the termination or expiry of this Agreement.
- b) During the term and for six years after the termination or expiry of this Agreement, produce on demand to any representative of AHS any of the accounts referred to in this Section and permit such representative to examine and audit such records and take copies and extracts of them.
- c) Upon reasonable notice, provide AHS with access to the Agency Staff, records and premises for purposes related to monitoring, reviewing or auditing the activities undertaken in relation to this Agreement.

9. SURPLUS POLICY:

Unless otherwise approved by AHS, the Recipient shall, within 60 days of termination or expiry of this Agreement, repay AHS such part of the Restricted Funding not actually used and applied or committed for the purposes of this Agreement as at the termination or expiry date of this Agreement.

10. INDEMNITY AND INSURANCE

- a) The Recipient shall indemnify AHS, its directors, officers, employees, subcontractors, agents and all patients from and against any claim, demand, action or cost whatsoever that may arise, directly or indirectly, out of any negligent act or omission of the Recipient or the Agency Staff with respect to carrying out the purposes of this Agreement. Such indemnification shall survive the termination of this Agreement.
- b) AHS shall not be liable for any personal or bodily injury or property damage that may be suffered or sustained by the Recipient, its employees, contractors or agents in carrying out this Agreement.

- c) Each Party shall, at its own expense, maintain, throughout the Term, comprehensive policies of insurance relating to its obligations and responsibilities under this Agreement of not less than the following kinds and amounts:
 - (i) Workers' Compensation Insurance in accordance with applicable laws or Employer's Liability Insurance with a minimum limit of two million (\$2,000,000) dollars per accident;
 - (ii) commercial general liability insurance in an amount of not less than two million (\$2,000,000) dollars per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof. Coverage is to include blanket contractual liability, tortious liability, completed operations liability and non-owned automobile coverage; and
 - (iii) professional liability insurance in an amount of not less than two million (\$2,000,000) dollars per occurrence.
- d) In the event that any of the above referenced policies are written on a "claims made" basis, each Party shall maintain such policies throughout the Term and for a period of thirty-nine (39) months following the expiration or termination of this Agreement.
- e) Each Party shall provide certificates of insurance to the other Party evidencing the insurance required by this Agreement upon execution of this Agreement and every year of the Term thereafter.

11. DEFAULT:

- a) The following constitutes an event of default:
 - (i) the Recipient fails to comply with any term of this Agreement;
 - (ii) the Recipient fails to make progress so as to jeopardize the success or outcome of the Project in accordance with this Agreement; or
 - (iii) in the opinion of AHS, there is a detrimental change in the Recipient's ability to carry out its responsibilities under this Agreement.
- b) If, in the opinion of AHS, an event of default occurs, AHS may, with prior notice to the Recipient and without restricting any remedies otherwise available, exercise any one or more of the following remedies:
 - (i) arrange, under specific terms and conditions, for the Project to be completed or continued by another recipient;

- (ii) require that the Recipient take such reasonable action as may be necessary to remedy the event of default;
- (iii) audit or cause to have audited the accounts and records of the Recipient;
- (iv) direct the Recipient to repay forthwith to AHS all or part of the funds paid under this Agreement;
- (v) withhold all or part of the funds payable under this Agreement; or
- (vi) terminate this Agreement and AHS' obligation to provide any further contribution funds to the Recipient.

12. CONFIDENTIALITY AND PRIVACY:

- a) AHS and the Recipient shall both protect any confidential information according to applicable legislation and shall use all reasonable efforts to protect confidential information from unauthorized disclosure to third parties.
- b) The Recipient acknowledges that this Agreement and all reports and other records submitted to AHS will be subject to the access and disclosure provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIPP"), the *Health Information Act (Alberta)* ("HIA") or the *Personal Information Protection Act*, as applicable.
- c) The Recipient shall ensure that all personal information, as defined in FOIPP or health information, as defined in HIA, to which the Recipient or its officers, servants or agents become privy, shall be treated as confidential and shall not be disclosed without the written consent of the individual to whom the information relates or otherwise in accordance with the HIA or FOIPP.

13. INTELLECTUAL PROPERTY:

- a) Title to any and all customizations, inventions, derivations, alterations, products, materials, reports, programs or software created, conceived or developed by the Recipient using Restricted Funding (individually or collectively, the "Work Product") shall be exclusively owned by AHS. The Recipient hereby assigns to AHS any such Work Product and any and all right, title and interest that Recipient may now have or may in the future acquire in any such future Work Product.
- b) The Recipient waives its moral rights in the Work Product in favour of AHS.
- c) The Recipient shall not contest the claim of AHS, or any party through which AHS claims, to the Work Product.

14. GENERAL PROVISIONS:

- a) The parties agree that Schedule A forms part of the Agreement, but in the event of a conflict between a provision in Schedule A and a provision in the body of the Agreement, the provision in the body of the Agreement will govern.
- b) This Agreement may be amended when such amendments are reduced to writing and signed by each of the parties.
- c) The Recipient is an independent entity and any persons engaged by the Recipient to provide goods and services in carrying out this Agreement are employees, agents, or contractors of the Recipient and not of AHS.
- d) The Recipient may not assign this Agreement or any part of it.
- e) This Agreement is governed by the laws of the Province of Alberta and the federal laws of Canada applicable in the Province of Alberta and the parties submit to the exclusive jurisdiction of the Alberta courts.

15. NOTICES:

Any notice hereunder shall be deemed given or submitted to the other party if in writing and either personally delivered to the office of the addressee or sent by written electronic communication to the office of the addressee provided below:

For AHS:

Contracting, Procurement & Supply Management
Suite 109, East Tower
14310 – 111 Avenue
Edmonton, Alberta Canada T5M 3Z7
Attention: Executive Director, Direct Patient Care & General Services Contracting
Fax Number: (780) 342-0114
Email: CPSM.CustomerSupport@ahs.ca

Concurrent notices shall be addressed to:

Legal Services
10301 Southport Lane SW
Calgary, Alberta T2W 1S7
Attention: General Counsel
Fax Number: (403) 943-0907

For the Recipient:

Kathy Vickery
Director of Corporate Services
5014 – 50 Avenue (Box 4189)
Barrhead, Alberta T7N 1A2
Contact #: (780) 674-3301
Email: kvickery@barrhead.ca

IN WITNESS WHEREOF the parties have executed this Agreement as of the last date set out below.

ALBERTA HEALTH SERVICES

Per: 

Name: **Bob Sprague**
Title: Manager, Direct Patient Care Contracting
Date: *March 8, 2019*

Per: 

Name: **Nanik Chugani**
Title: Coordinator, Public Health Contracts
Date: *08 MAR 2019*

TOWN OF BARRHEAD

Per: _____

Name:
Title:
Date:

Per: _____

Name:
Title:
Date:

SCHEDULE A
DESCRIPTION OF SERVICES AND BUDGET

1.1 Description of Services

Background:

The goal of the Alberta Health Services - Alberta Cancer Prevention Legacy Fund (**ACPLF**) Community stream is to test innovative approaches that support communities to develop and sustain grass-roots initiatives that create healthy environments and reduce disparities where people live, learn, work, play and age.

The Alberta Healthy Communities (**AHC**) initiative helps communities create multi-sectoral teams that assess their environments, set priorities and develop, implement and evaluate action plans. Resources and tools have been developed to support project activities and processes, including: 1) the Alberta Healthy Communities Action Guide, 2) Healthy Places Action Tool, 3) a library of strategies for action (i.e. Strategy Kits) and, 4) the Alberta Healthy Communities Hub website.

The AHC initiative builds on learning from 16 rural communities that took part in the Comprehensive Community Cancer Prevention pilot project lead by the Alberta Cancer Prevention Legacy Fund (2015-2019).

Objectives:

The Project provides a platform for community-driven, evidence-based action through creating local connections, using community specific data, and developing comprehensive strategies tailored to a community's unique assets and potential areas for improvements.

Community Outcomes:

Communities will strengthen their capacity to continuously improve their environments, ultimately, promoting health and reducing inequities.

By the end of the Project, communities will have:

1. Established or strengthened a multi-sectoral team with a shared vision.
2. Gained a comprehensive understanding of their community context.
3. Set priorities for action and developed a comprehensive action plan.
4. Implemented strategies that are grounded in scientific and experiential knowledge.
5. Evaluated their initiatives and identified the most effective ones (i.e. shown to have greatest impact).
6. Developed a sustainability plan to maintain initiatives that had demonstrated impact.

Scope of Work:

The collaboration between ACPLF, the Recipient, and the participating community will support the creation of a multi-sectoral team that will assess their environments, set priorities and develop, implement and evaluate action plans. Resources and tools have been developed to support Project activities and processes, including:

1. The Alberta Healthy Communities Action Guide.
2. Healthy Places Action Tool.
3. Community Capacity Tool
4. A library of strategies for action (i.e. Strategy Kits).
5. The Alberta Healthy Communities Hub website.

The approach, support mechanisms and tools will be assessed for their impact in enabling communities to create supportive social and physical environments that prevent cancer and other chronic disease and promote health and wellness.

A detailed account of each organizations roles and responsibilities are as follows:

AHS-ACPLF:

1. Provide mentorship and guidance through AHS-ACPLF Healthy Community Facilitators.
2. Support community to create a multi-sectoral team.
3. Provide access to tools and resources to support community planning and action:
 - The Alberta Healthy Communities Action Guide
 - Healthy Places Action Tool Facilitation Guide and assessment tool
 - A Community Capacity tool
 - A library of action strategies (e.g., Strategy Kits)
4. Provide funding to the Recipient to work with a community multi-sector team to implement the AHC process.
5. Connect community to resources, programs, and services to help implement action plans as appropriate.
6. Provide access to online learning opportunities (e.g., multimedia, webinars), tools, templates, strategies, and other resources to help guide the AHC process.
7. Provide access to in-person learning opportunities (e.g., workshops, symposia, training).
8. Share reports and other findings' based on research and evaluation, made available through the Alberta Healthy Communities Hub.
9. Share evaluation results with the community multi-sectoral team, as well as with internal and external stakeholders, as appropriate.

The Recipient:

1. Manage the grant awarded to the Community multi-sectoral team.
2. Ensure transparency and unobstructed access to the grant by the community multi-sectoral team as identified in the team's Terms of Reference.
3. Release reports of account status as requested by the community multi-sectoral team members, or according to their Terms of Reference.
4. Submit quarterly reports (template provided) to AHS-ACPLF as detailed in Schedule B.
5. Submit financial management, monitoring and reporting requirements to AHS-ACPLF at the end of the Project.

The Recipient will ensure the community multi-sectoral team will complete the following work:

6. Establish and maintain a multi-sectoral team or working group with one (or more) representatives from as many sectors as possible. Suggested sectors include:
 - Community at large (e.g., parents, seniors, youth, and other community residents)
 - Community Facilities and Organizations (e.g., recreation facilities, daycare)
 - Workplace (e.g., businesses, store managers, etc.)
 - Health Care (e.g., clinic or hospital staff)
 - Schools (e.g., school health staff, teachers, director)
- Note:** *Representation from the 5 sectors is encouraged but not required. Representation should be relevant to the community's local context. Representation or strong collaboration with the municipality or town, is strongly advised.*
7. Develop and submit a *Terms of Reference*.
 8. Complete and submit the community capacity tool.
 9. Complete and submit the Healthy Places Action Tool.
 10. Develop and submit a Community Action and Evaluation Plan.
 11. Implement strategies identified in the Action Plan.
 12. Evaluate the impact of the strategies that were implemented.
 13. Participate (and encourage team members to participate) in learning opportunities offered as part of the Project. E.g.
 - Workshops and webinars on each of the five steps of the AHC process
 - In-person gatherings and via teleconference
 - Ongoing community team meetings
 14. Complete brief surveys and other activities that provide data for research and evaluation of the Project and of the resources and tools developed (some throughout and some at midpoint).
 15. Provide input and insights regarding the AHC process and use of tools/resources.
 16. Inform, co-develop and co-design, as appropriate, newly identified tools and resources
 17. Provide feedback on components of the Project and implementation tools, and resources, such as:
 - Alberta Healthy Communities Action Guide
 - Healthy Places Action Tool (HPAT)
 - Community Capacity Tool

- Community data profiles
 - Alberta Healthy Communities Hub website
 - Action strategies
 - Impact reports
18. At the completion of the Project, the Recipient will ensure that the community multi-sector team will:
- Submit updated Terms of Reference
 - Conduct and submit a post-pilot Healthy Places Action Tool (HPAT)
 - Conduct and submit a post-pilot Community Capacity Tool
 - Submit evaluation results (of the strategies implemented)
 - Submit a high-level sustainability plan for strategies that demonstrated community impact
 - Participate in final research and evaluation activities
- Note:** *Participation in research activities is voluntary and may include surveys, focus groups and interviews.*
19. After one (1) year, the Recipient will ensure that the community multi-sector team will:
- Participate in follow-up research and evaluation activities.
 - Conduct new HPAT and community capacity tool, as appropriate/feasible, and submit scores.
 - Submit revised *Terms of Reference*, as appropriate.

Deliverables:

Summary of Deliverables Completed by Community Multi-Sectoral Team

Serial	Deliverable	Estimated timeline for completion
1	Terms of Reference (ToR)	Within 9 months of AHS-ACPLF Healthy Community Facilitator officially starting to work with the community At end of the Project implementation (revised ToR) At 1 year follow-up
2	Community Capacity Tool	Within 12 months of starting the AHC initiative At end of the Project implementation (revised ToR) At 1 year follow-up
3	Healthy Places Action Tool (Section on ' <i>Community-at-large setting</i> ' mandatory, other sections for other settings are optional)	Within 12 months of starting the AHC initiative At end of the Project implementation (within 3 years of AHS-ACPLF Healthy Community Facilitator officially starting to work with the community) At 1 year follow-up
4	Action and Evaluation Plan	Within 18 months of starting the Project
5	Evaluation results (as applicable)	At the end of the Project implementation (within 3 years of starting the Project)
6	Sustainability Plan	At the end of the Project (within 3 years of starting the Project)
7	Final report	At the end of the project implementation (within 3 years of starting the Project)

1.2 Budget

Restricted Funding Budget Details:

Eligible Expenses:

1. Capacity Building Activities which include:
 - Hosting supplies (e.g. food, refreshments, meeting venue rental)
 - Advertising and promotion of capacity building events
2. Assessment, Planning and Implementation Activities which include:
3. Honorariums to support community assessments and planning up to \$1,000.00 (total for the 3 year initiative).
4. Capital costs: cannot exceed \$5,000.00 per individual item and must be directly related to creating supportive social and physical environments for cancer and chronic disease prevention (i.e. signage, shade structures, walking paths etc.)
5. Administration costs up to 10% of the total Restricted Funding.

Ineligible Expenses:

1. Activities that do not reflect best or promising practice and/or have little potential for sustainability (e.g. onetime events, social marketing and awareness campaigns not supported by other activities within a broader strategy).
2. Profit-making activities.
3. Core operational expenses (i.e. rent or lease costs).
4. Health service delivery programs (i.e. activities that are already part of an organizational mandate).
5. Ongoing expenses of a project already completed.
6. Capital equipment not integral to the completion of the project.

Note: For any questions, please contact the AHS' Representative.

SCHEDULE B
REPORTING REQUIREMENTS

- 1.1** All reports submitted by the Recipient should be directed to the person identified below.

Stephanie Patterson

Integration Lead, Community
Alberta Cancer Prevention Legacy Fund (ACPLF)
Population, Public and Aboriginal Health
Holy Cross Site, 7th Floor (707-A)
2210 – 2nd Street S.W.
Calgary, AB
Contact #: (403) 698-8138

1.2 Financial and Status Update Reports

- a) The Recipient agrees to report on a quarterly basis to AHS, within fifteen (15) working days of the end of each such period, the year-to-date actual expenditures and status updates including: key accomplishments, planned activities and risks. A template will be provided.

The quarterly reports are due to AHS on or by the following dates, for the indicated time periods:

Quarter	Year	Due Date	Reporting Period
Q1	1	July 15, 2019	April 1 to June 30, 2019
Q2	1	October 15, 2019	July 1 to September 30, 2019
Q3	1	January 15, 2020	October 1 to December 31, 2019
Q4	1	April 15, 2020	January 1 to March 31, 2020
Q1	2	July 15, 2020	April 1 to June 30, 2020
Q2	2	November 15, 2020	July 1 to September 30, 2020
Q3	2	January 15, 2021	October 1 to December 31, 2020
Q4	2	April 15, 2021	January 1 to March 31, 2021
Q1	3	July 15, 2021	April 1 to June 30, 2021
Q2	3	November 15, 2021	July 1 to September 30, 2021
Q3	3	January 15, 2022	October 1 to December 31, 2021
Q4	3	April 15, 2022	January 1 to March 31, 2022

- b) Annual Financial Report - The Recipient agrees to report for the Term and any extension term to AHS, within forty-five (45) working days of the end of such period, the actual expenditures compared to the budget as set out in Schedule "A".

**COUNCIL REPORTS
AS OF MARCH 12, 2019**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
Barrhead Cares Coalition	Cr. Kluin	<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	Vacant	<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>
Library Board/Yellowhead Regional Library Board	Cr. Klumph	<u> </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	<u> X </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>



BARRHEAD PUBLIC WORKS DEPARTMENT

Monthly Report

Date: March 7, 2019

Last Month's Accomplishments:

- Snow removal
- Hauled debris from lagoon aeration ponds 1 & 2 preparation for sludge removal
- Tree trimming

Progress on Projects/Programs:

- Staff training – power mobile equipment
- New OH & S regulations
- Landfill training
- Water and waste water training

Budget Performance:

-

Outstanding Issues for the Month:

-

Next Month's Objectives:

- Equipment checks and repairs for spring
- Steaming and drainage for gutters and culverts

Upcoming Special Events:

-

Submitted by: Brant Ross
Director of Public Works

Kathy Vickery
Interim CAO

Meeting called to order by 2ndV/President Jackie Miller at 7:30 pm

Attendance: Dale Greig, Brenda Visser, Ken/Ev Anderson, Fred McDougall, Steve Zunti, Leonard Schmidt, Laurie Messmer, Anna Swan, Lynn Down, Ron Kleinfeldt, Shauna Abernathy, Colleen Branden, Jackie Miller, Rod Klumph, Eleanor Branden, Wayne Branden

ADOPTION OF AGENDA / MINUTES

Moved by A Swan to adopt amended agenda. Carried.

Moved by F McDougall to adopt amended minutes of General Meeting January 22, 2019. Carried

DELEGATIONS

1. Sean Steele (Steele Tech Fabrication Inc.) – Discussed insulation of barn interior walls \$81,000 (not including natural light and ventilation).
2. John Pattyson (Pembina Pipeline Corp.) – Spoke on the company's community investment program and encouraged our group to apply.
3. John & Tammy Pattyson (Riding Lawnmower Races) – request to participate in the Blue Heron Fair.
4. Perry Cramer (Foster Park Brokers) – Prior to the meeting he and D Greig did a "walk-through" the facilities. Reviewed insurance policy explicit to the Ag Society (renter's own coverage, depreciation, liabilities, etc. Executive to meet to discuss appraisal. He noted they also offer "farmers" coverage.

BUSINESS ARISING FROM MINUTES

1. Bablitz Hall Upgrade – Partial work completed - awaiting ground to thaw enough to continue.
2. Medic Services – in progress
3. Town Facilities Agreement – Table to March
4. WRA Bid – Table to March

CORRESPONDENCE

1. Chamber of Commerce – Membership \$85 renewed.
2. RMA-Charitable Gaming Report – Compiled by the Rural Municipalities Association.
3. Victim Services – Thank you for the RCMP vs CFCW Critter silent auction donations.

REPORTS

1. Financial Report – B Visser submitted written report. Applied for Ag Societies energy grant \$13,500. Will investigate other potential funding opportunities. Line of Credit loan approved. **Moved by B Visser to accept report as presented. Carried.**
2. Fair – B Visser is investigating activities (super dogs). Would like input into other ideas and possible uses for the Hall during the fair (dance/concert/etc.).
3. Barn Report - K Anderson submitted written report noting the cold weather has been a challenge in keeping the barn in shape. **Moved by K Anderson to accept report as presented. Carried.**

NEW BUSINESS

1. Farmers' Market AGM – March 2 – L Down to attend.

Meeting adjourn meeting at 9:25pm

Barn Report
February 26, 2019

Since the January meeting the barn and meeting room have been used 3 times by 4-H, 12 times by other groups, and 7 drop in riding nights. The Wildrose Blacksmithing Competition and Clinic was a success even though it was cold. The additional fan did help to exhaust the smoke. Also Lazy Daze had an Obstacle Clinic February 23 & 24.

K Anderson changed the furnace filter in the meeting room. K Anderson changed the shovels on the groomer and purchased another wheelbarrow for the barn. Barr Construction helped K Anderson repair the north sliding door. The arena was worked 6 times a week and watered once a week.

The County of Barrhead snow plowed prior to the Blacksmithing Competition. The ground was frozen after the farrier clinic. It took 4 days of heat and working the sand to get it back into riding condition.

Work to be done:

Repairs to exhibition hall – siding.

Paint exterior doors in the barn and meeting room

Bookings

- Farmers' Market AGM – Mar 2
- Barrhead Light Horse – Thursdays from October 11 to Mar 18 – 6–9pm
- District 4-H – Mar 14, May 2, June 20 – meeting room
- Drop In Riding – 5-9pm Tuesday & Friday beginning Sept 25 – Apr 30
- Peggy Arndt – Wednesdays from Oct 10 to Feb 27 – 7-9pm
- Lazy Daze Club – Saturdays 5-9pm from Oct 13 – Apr 27
- Lazy Daze – meeting room - Mar 4
- Sheep Weigh in – March 23, 2019
- Klondike Search & Rescue – Apr 7 – 9-11am
- FN 4H – Sundays beginning September 23 – 1-4:30 pm, May 11
- Meadowview 4H – Saturdays 9:30-1:30 am beginning September 22
- Camp Creek 4H – Saturdays 11:30-1:30pm Beginning October 6
- BLHA - Mar 30, 31, Apr 13, 14, 28, May 12, 19, Jun 2, 16, 23, July 2, 9, 16, 23, 30, Aug 6, 13, 20, 24, 25, 27
- On Target Bull Sale - March 12, 2019 (no bookings March 6-17)
- District Multi Judging – April 6, 2019
- NW Regional Multi Judging – April 27, 2019
- NW Regional Multi Judging – April 27, 2019
- Beef & Sheep Freedom-Naples 4-H– May 5, 2019
- 4-H English Achievement Day – May 20
- 4-H Beef Achievement Day – May 27
- 4-H Horse Achievement Day – June 1
- 4-H Life Skills Achievement Day– June 8
- Senior Pro Rodeo – June 9 & 10
- 4-H Canine Achievement Day – June 15
- ATCPS – G Boyd – July 19–21
- Blue Heron Fair – Aug 9-11
- Wildrose Rodeo Finals – Set 19-22
- 4-H Horse – Oct 26 & 27

APPROVED

Feb 21 / 19

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting January 17, 2019– 9:30 a.m.
Barrhead FCSS Building**

Finance Committee Meeting held at 9:00 a.m.

Present:

Randy Hindy, Chairperson
John Szwec, Secretary/Treasurer
Shelly Dewsnap, Executive Director
Carol Lee, Recording Secretary
Jane Wakeford – Vice Chair
Ron Kleinfeldt
Marvin Schatz Sally Littke (arrived late) Shelly Bye
Leslie Penny Dausen Kluin Vicki Kremp (arrived late)

Absent: Marsha Smith, Sharen Veenstra

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:35 a.m. by Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

01-19 Moved by Leslie Penny to accept the Agenda with the addition of Old Business
6a) Casino Funding Update and Board Development 8a) Board Member Applicant.
Motion seconded by Jane Wakeford.

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District FCSS, December 20, 2018.

02-19 Moved by Marvin Schatz to accept the minutes of the Regular Board meeting of December 20, 2018, seconded by Ron Kleinfeldt.

Carried

b) Financial Statements

03-19 Moved by Ron Kleinfeldt to accept the General Account, Community Account and Casino Account Financial Statements for the period ending December 31, 2018, as presented. The motion was seconded by Dausen Kluin.

Carried

4) Staff Presentation: Daren Toivonen – Family Referral Counseling

Daren and Monty reported to the Board that because of a picture of them on our FCSS Website, many people request that Monty be in the room during the counseling sessions© 2018 was been another busy year. Daren celebrated 31 years with FCSS in 2018. In 2011, she had 119 referrals, 2018, 184 referrals and was up 46 sessions from 2017. Her schedule is a 16 hour work week for 42 weeks.

Main concerns for clients:

- Anxiety with kids – working with Trudy Gammel FSL
- Complicated grief, anxiety and depression in adults
- Marital discourse

- Trauma is huge, working with Victim Services with both adults and children
- April is high suicide month. They make it through the winter, spring comes and their depression increases

Grief Group will start Feb 18, 2019

The Board thanked Daren for her excellent work.

5) New Business

a) GIC Recommendation

04-19 Leslie Penny moved to invest \$100,000.00 in a 90 day GIC. This will be comprised of the principal plus interest from our current GIC that comes to maturity January 18, 2019, with the remainder being drawn from our chequing account. Motion seconded by Sally Littke.

Carried

6) Old Business

a) **Casino Funding Update** – Ron Kleinfeldt advised the Board that the Rural Municipality of Alberta Charitable Gaming Committee has recommended to AGLC, that 20% from every casino be divided equally amongst rural casino participants. This could mean a 75% increase for rural organizations.

7) Items for Information

a) Directors Report

b) Staff Reports

c) **FCSSAA News** – Shelly Dewsnap will report to the Board next month about the role of the FCSSAA Directors

8) Board Development

a) **Board Member Applicant** – This item is tabled to next meeting when the Nomination Committee has had time to meet and make a recommendation to the Board.

9) Next Meeting February 21, 2019

10) Adjournment

Randy Hindy reminded Committee Chairs, that the AGM will be coming up in April and to start working on their reports.

05-19 Moved by Leslie Penny to adjourn the meeting at 10:52 a.m., motion was seconded by Vicki Kremp.

Carried

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of January 17, 2019.**



Chairperson



Recording Secretary

3.1a

Minutes

BDSHA Regular Board Meeting

January 8, 2019

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – January 8, 2019**

Members Present: Chairman Darrell Troock, Ken Killeen, Dale Kluin, Leslie Penny, Craig Wilson, Meertin Zeldenrust
Staff Present: Dorothy Clarke, Dorothy Waters

1.0 Darrell Troock called the meeting to order at 1:22 pm.

2.0 Approval of Agenda

Additions:

5.2 Signing Authority

Craig Wilson moved to accept the Agenda of the January 8, 2019 Regular Board Meeting with the addition.

Carried Unanimously

3.0 Adoption of Minutes

3.1 Regular Board Meeting – November 7, 2018

Dale Kluin moved to accept the Minutes of the November 7, 2018 Regular Board Meeting.

Carried Unanimously

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached
Hillcrest Lodge

- After the sewer backed up another 2 times, maintenance spent some time cleaning the drains. Several larger auger bits were used and some more material was cleaned out of the line. It has been good since.
- Although late in the year, the final fire drill was completed in Hillcrest.

Klondike Place

- Minor repairs were made to walls in the hallways.

Jubilee Manor

- Repairs were made to the dishwasher.

Pembina Court Manor

- During regularly scheduled maintenance, the OTIS technician accidentally damaged a circuit board for the elevator. OTIS is repairing the damaged board; elevator will be out of service. A technician and adjuster are scheduled to visit between Jan 7th and 9th.

JDR Manor

- There was another leak in the mechanical room. A pressure relief valve was replaced on one hot water tank.

Initials: Chairperson  CAO 

Minutes

BDSHA Regular Board Meeting

January 8, 2019

John and Gerald Fellowship

- There will most likely need to be a meeting with Blue Heron again regarding the responsibilities of BDSHA at John and Gerald Fellowship.

Barrhead Community Housing

- There was a minor issue with a furnace in unit #6.

Swan Hills Community Housing

- A trip will be made on Jan. 8th to clear the walks and deliver a notice to unit 102B.

Grounds

- Barrhead Transit mix has come twice to spread rock on the parking lots. They are scheduled to remove snow from the lots on Jan. 9th.

Other

- Through a government program, Ecofitt has upgraded certain items in the buildings to a more efficient product. They are exchanging incandescent bulbs for LED's, showerheads and tap aerators for low flow versions, and even things like power bars and nightlights for more energy efficient versions.
- Barrhead Fire Department completed their annual inspection of the properties. All is well.

4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached Maintenance

- Deficiency report on the Hillcrest Fire Suppression was completed by Alberta Safety Codes Authority. On January 4, 2019 Synerco Inc. submitted a report that all deficiencies have been rectified.
- Building permit for the Amphitheatre has been submitted to Town of Barrhead.

Administration

Vacancies

5 Community Housing -- Swan Hills
1 Golden Crest -- needs new flooring
1 Pembina Court
1 Golden Crest -- bachelor suite
1 Jubilee Manor -- bachelor suite

Preliminary Audit

Doyle and Company have completed the initial audit visit on November 23, 2018; the audit package from Alberta Seniors and Housing has been forwarded to them.

Payroll Final

2018 T4's are ready to be printed and distributed.

Leslie Penny moved to accept the Management Reports as presented.

Carried Unanimously

Initials: Chairperson

CAO

Minutes

BDSHA Regular Board Meeting

January 8, 2019

4.3 Cheque Logs – November 2018

4.4 Cheque Logs – December 2018

Ken Killeen moved to accept the Financial Reports as presented.

Carried Unanimously

5.0 Business Arising From Minutes

5.1 Amphitheatre – Building Permit – application - FYI

5.2 Signing

Dale Kluin moved that:

1. *Dorothy Waters have signing authority for the TD Canada Trust – Lodge accounts. Janelle Wegewitz to be removed.*
2. *Dorothy Waters have signing authority for the Credit Union – Social Housing accounts. Janelle Wegewitz to be removed.*
3. *Dorothy Waters have signing authority for the Alberta Treasury Branch Account – Loan Agreement. Janelle Wegewitz to be removed.*
4. *Dorothy Waters have signing authority for the Scotia Bank – John and Gerald Fellowship House accounts. Janelle Wegewitz to be removed.*

Carried Unanimously

6.0 New Business

6.1 Energy Efficiency Alberta - FYI

6.2 Employment and Social Development Canada

Craig Wilson moved that the Board give Dorothy Schorr the right of primary officer to complete ROE's for Hillcrest Home Foundation – Regular.

Carried Unanimously

6.3 2019 Housing and Management Body Budget

2019 Social Housing Operating budget is \$78,896. Capital Maintenance and Renewal funding of \$9,000 to replace intercom system in Golden Crest Manor.

6.4 2019 Private Non-Profit Budget

The approved 2019-20 operating funding is \$13,444.00

Ken Killeen moved to accept the 2019 tentative budgets for Social Housing – Alberta Social Housing Corporation owned and for 2019 Private Non-Profit – John and Gerald Fellowship House as received from Alberta Seniors and Housing.

Carried Unanimously

6.5 ASCHA Convention and Trade Show

The following people will be attending ASCHA: Darrell Troock, Craig Wilson, Meertin Zeldenrust, Leslie Penny

Initials: Chairperson



CAO



Minutes

BDSHA Regular Board Meeting

January 8, 2019

7.0 Correspondence

- 7.1 Alberta Seniors and Housing – Operations
- 7.2 Alberta Seniors and Housing – Change \$315 to \$322
- 7.3 Alberta Seniors and Housing – Implementation Guide
- 7.4 Alberta Seniors and Housing – Ministerial Order H:020/18
- 7.5 Alberta Seniors and Housing – Ministerial Order H:019/18
- 7.6 Changes to Alberta Housing Act to reflect Ministerial Orders
- 7.7 Newsletter

Craig Wilson moved to accept correspondence as information.

Carried Unanimously

8.0 Date and Time of Regular Board Meeting

Tuesday, February 26, 2019 at 1:30pm

9.0 In Camera

Leslie Penny moved to go in camera at 2:33 p.m.

Carried Unanimously

Out of Camera

Craig Wilson moved to go out of camera at 3:00 p.m.

Carried Unanimously


Dale Kluin moved that Barrhead and District Social Housing Association would like to stay in partnership with Alberta Social Housing Corporation on the Hillcrest Lodge project and that lease / lease improvement agreements would solidify that partnership, therefore BDSHA is willing to go into negotiations with ASHC to garner those agreements.

Carried Unanimously

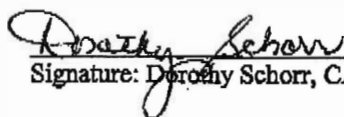
10.0 Adjournment

Meertin Zeldenrust moved to adjourn the meeting at 3:05 p.m.

Carried Unanimously


Signature: Darrell Troock, Chairperson

March 6, 2019
Date


Signature: Dorothy Schorr, CAO

March 6, 2019
Date

Initials: Chairperson  CAO 

**BARRHEAD & DISTRICT TWINNING COMMITTEE MEETING
HELD MONDAY, FEBRUARY 11, 2019, AT 12:00 NOON
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT Chairperson Shelley Oswald, Lynn Down, Karen Fischer, Yvonne Harris, Deb Schembri, Cr. Walter Preugschas and Cheryl Callihoo

EXCUSED Elaine Dickie and Gail Hove

CALL TO ORDER

Chairperson Shelley Oswald called the meeting to order at 12:10 p.m.

**CONSIDERATION
OF AGENDA**

The agenda was reviewed.

006-19 Moved by Lynn Down that the Agenda be accepted as presented.
CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Twinning Committee Meeting held November 14, 2018 were reviewed.

007-19 Moved by Cr. Walter Preugschas that the Minutes of the Twinning Committee Meeting held January 16, 2019 be accepted as presented.
CARRIED UNANIMOUSLY

**MARCH
DELEGATION**

Chairperson Shelley Oswald updated the committee on the upcoming delegation, caterer has been booked for the friendship dinner, and museum visit is confirmed will do potluck lunch again this year. The committee also discussed the visit to Neerlandia and Ft. Assiniboine Schools, the committee will take on the transportation of the students to the schools and will provide lunch for the students. The committee also reviewed and finalized the itinerary for the upcoming visit. Available members will meet at Seniors Drop In Center at 3:00pm on Sunday March 10 to decorate prior to the friendship dinner.

**A/JTMA CONFERENCE
BARRHEAD 2019
SEPTEMBER 20-21, 2019**

The Committee discussed the Conference and discussed a draft agenda for the conference. Friday night will be the meet and greet at Deherdt Gardens, will ask the Mayor and Reeve to bring greeting, the AGM will be held at the United Church Hall, also discussed group picture and registration of conference through possible event brite.

NEXT MEETING

The next meeting of the Twinning Committee will be held Monday, April 8, 2019 at 12:00 noon in the Town of Barrhead Council Chambers.

ADJOURN

008-19 Moved by Deb Schembri to adjourn the meeting at 1:13 p.m.
CARRIED UNANIMOUSLY



Yellowhead Regional Library Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove
November 5, 2018

Present

Chair Hank Smit, Town of Hinton
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Carla Frybort, City of Leduc
Dave Gursky, Wetaskiwin Regional Public Schools
David Truckey, Town of Westlock (via teleconference)
Diane Hagman, Northern Gateway Public Schools
Donna Wiltse, Brazeau County
Dwayne Mayr, Village of Warburg
Ivor Foster, Town of Thorsby
Jason Shewchuk, Village of Spring Lake
Jeff Goebel, Town of Swan Hills
Jenna McGrath, Municipality of Jasper
Judy Bennett, Town of Stony Plain
Judy Valiquette, Village of Alberta Beach
Kerry McElroy, Pembina Hills Public Schools
Krista Gardner, Town of Calmar
Krystal Baier, Town of Edson
Len Spink, Town of Beaumont
Lynn Pritchard, Village of Breton
Margaret Gagnon, Summer Village of Crystal Springs
Marge Hanssen, Summer Village of Nakamun Park
Nancy Dodds, Town of Drayton Valley Alternate
Nat Dvernichuk, Village of Clyde
Rick MacPhee, Summer Village of Seba Beach
Rob Staples, Town of Grande Cache
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sandi Benford, Summer Village of South View
Sandra Cherniawsky, Yellowhead County
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Sylvia Bonnett, Woodlands County
Tom Pickard, Town of Whitecourt
Tracey Melnyk, Parkland County
Victor Julyan, Westlock County
Wayne Rothe, City of Spruce Grove

Guests

Kerry Anderson, Public Library Services Branch
Miranda Maguire, Public Library Services Branch
Robert McClure, YRL Public Libraries' Council
Tanya Pollard, Alberta Library Trustees' Association

YRL Staff

Kevin Dodds, Director
Wendy Sears Ilnicki, Assistant Director and
Bibliographic Services Manager
Stephanie Thero, Client Services Manager
David Gould, Accounting and Site Services
Laurie Haak, Administrative Associate and Recorder

Absent

Vice Chair Derril Butler, Lac Ste. Anne County
Bill Krahn, County of Wetaskiwin No. 10
Brenda Shewaga, Summer Village of Yellowstone
Chelsea Griffiths, Village of Wabamun
Doug Peel, Town of Millet
John McIvor, Summer Village of Kapasiwin
Ken Lewis, Summer Village of Grandview
Liz Turnbull, Summer Village of Silver Sands
Marlene Walsh, Summer Village of Val Quentin
Pat St. Hilaire, Town of Onoway
Tessa Hutchings, Leduc County

Representative not Appointed

Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Lakeview
Summer Village of Ma-Me-O Beach
Summer Village of Norris Beach
Summer Village of Poplar Bay
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove

CALL TO ORDER

K. Dodds called the meeting to order at 10:00 a.m. and introductions were done.

1. YRL Board and Executive Committee Structure

K. Dodds reviewed the Board and Executive Committee composition as well as the election process.

2. Election of YRL Board Chair

K. Dodds opened the floor to nominations for the Chair position.

- W. Rothe nominated H. Smit; he accepted.

K. Dodds called for nominations three times.

DECLARED by K. Dodds that nominations cease.	DECLARED	3884
<i>Hank Smith was acclaimed as the 2018-2019 YRL Board Chair.</i>		

R. Kleinfeldt and R. Klumph entered the meeting.

3. Approval of Agenda

MOVED by D. Mayr that the agenda be approved as presented.	CARRIED	3885
SECONDED by S. May.		

4. Approval of Minutes

MOVED by S. Morton that the minutes of the June 12, 2017 YRL Board meeting be approved as presented.	CARRIED	3886
SECONDED by S. May.		

K. Baier entered the meeting.

DECISION ITEMS

5. Election of YRL Board Vice Chair

H. Smit opened the floor to nominations for the Vice Chair position.

- S. Benford nominated D. Butler; he verbally accepted prior to the meeting.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3887
<i>Derril Butler was acclaimed as the 2018-2019 YRL Board Vice Chair.</i>		

6. Election of YRL Board Executive Committee

K. Dodds noted that seven of the 10 YRL Board Executive Committee seats are occupied by the Chair, Vice Chair and the five municipalities above the threshold of 15,000 population: Cities of Leduc and Spruce Grove, Parkland County, and Towns of Beaumont and Stony Plain.

H. Smit opened the floor to nominations for the Executive Committee seat from the School Division representatives.

- D. Hagman nominated K. McElroy; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3888
<i>K. McElroy was acclaimed to the 2018-2019 YRL Board Executive Committee for the School Division seat.</i>		

H. Smit opened the floor to nominations for the Executive Committee seat from the Municipal District, Summer Village and Village representatives.

- S. Benford nominated A. Morrison; she accepted.
- M. Gagnon nominated D. Mayr; he accepted.

T. Pickard entered the meeting.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3889
<i>Ann Morrison was elected to the 2018-2019 YRL Board Executive Committee for the Municipal District, Summer Village, Village seat.</i>		

H. Smit opened the floor to nominations for the Executive Committee open seat.

- C. Frybort nominated S. May; she accepted.
- J. Goebel nominated S. Morton; she accepted.
- T. Melnyk nominated D. Mayr; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3890
<i>Stacey May was elected to the 2018-2019 YRL Board Executive Committee for the open seat.</i>		

2018-2019 YRL Board Executive Committee

Hank Smit, Town of Hinton; Chair

Kerry McElroy, Pembina Hills Public Schools

Derril Butler, Lac Ste. Anne County; Vice Chair

Len Spink, Town of Beaumont

Ann Morrison, Summer Village of Sunset Point

Stacey May, Town of Devon

Carla Frybort, City of Leduc

Tracey Melnyk, Parkland County

Judy Bennett, Town of Stony Plain

Wayne Rothe, City of Spruce Grove

7. Election of YRL Board Executive Committee Alternates

K. Dodds reviewed the policies regarding the Executive Committee Alternates election process. He stated that the five population-based seats on the Executive Committee have municipally-appointed alternates who are the Executive Committee Alternate.

H. Smit opened the floor to nominations for the Executive Committee Alternate seat from the School Division representatives.

- K. McElroy nominated D. Hagman; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3891
<i>Diane Hagman was acclaimed to the 2018-2019 YRL Board Executive Committee as the School Division Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate from the Municipal District representatives.

- S. Cherniawsky nominated S. Bonnett; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3892
<i>Sylvia Bonnett was acclaimed to the 2018-2019 YRL Board Executive Committee as the Municipal District Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate from the Municipal District, Summer Village and Village representatives.

- T. Melnyk nominated D. Mayr; he accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3893
<i>Dwayne Mayr was acclaimed to the 2018-2019 YRL Board Executive Committee as the Municipal District, Summer Village, Village Alternate.</i>		

H. Smit opened the floor to nominations for the Executive Committee Alternate seat from the City of Wetaskiwin, Municipality of Jasper and Town representatives.

- J. Goebel nominated, S. Morton; she accepted.

H. Smit called for nominations three times.

DECLARED by H. Smit that nominations cease.	DECLARED	3894
<i>Sandy Morton was acclaimed to the 2018-2019 YRL Board Executive Committee as the City of Wetaskiwin, Municipality of Jasper and Town Alternate.</i>		

2018-2019 YRL Board Executive Committee Alternates

Bob Young, City of Leduc

Diane Hagman, Northern Gateway Public Schools

Dwayne Mayr, Village of Warburg

Eric Meyer, Town of Stony Plain

Honey Pell, Town of Beaumont

Jackie McCuaig, Parkland County

Michelle Gruhlke, City of Spruce Grove

Sandy Morton, Town of Mayerthorpe

Sylvia Bonnett, Woodlands County

8. Motion to Destroy Ballots

MOVED by J. Bennett that all ballots be destroyed.		
SECONDED by J. Goebel.	CARRIED	3895

9. 2019 Meeting Dates

MOVED by R. Klumph that in 2019 the YRL Board meet on March 4, June 17, September 30 and November 25.		
SECONDED by L. Spink.		
PROXY VOTE – One vote in favour of the motion was received.	CARRIED	3896

MOVED J. Goebel that the meeting continue in-camera at 10:33 a.m.		
SECONDED by A. Morrison.	CARRIED	3897

K. Anderson, M. Maguire, R. McClure, T. Pollard, W. Sears Ilnicki, S. Thero, D. Gould and L. Haak left the meeting.

10. YRL Staff Association Tentative Agreement

MOVED by L. Spink that the meeting come out of the in-camera session at 10:38 a.m.		
SECONDED by J. Goebel.	CARRIED	3898

K. Anderson, M. Maguire, R. McClure, T. Pollard, W. Sears Ilnicki, S. Thero, D. Gould and L. Haak returned to the meeting.

MOVED by D. Wiltse that effective January 1, 2019 the YRL Salary Grid be increased by 2%.	
SECONDED by R. Klumph.	
PROXY VOTE – One vote in favour of the motion was received.	CARRIED 3899

11. 2019 Budget

K. Dodds reviewed the proposed 2019 budget noting the municipal and school division appropriations along with public and school library allotments are unchanged.

MOVED by S. Benford that the Yellowhead Regional Library 2019 budget be approved.	
SECONDED by C. Frybort.	
PROXY VOTE – One vote in favour of the motion was received.	CARRIED 3900

BREAK: 11:07 to 11:17 a.m.

N. Dvernichuk and T. Pollard left the meeting.

12. Director Appointments

MOVED by S. May that Karla Palichuk be appointed as a Director to The Regional Libraries Computer Automation Systems Consortium (TRAC) Society effective January 2, 2019.	
SECONDED by L. Pritchard.	
PROXY VOTE – One vote in favour of the motion was received.	CARRIED 3901
MOVED by T. Pickard that Karla Palichuk be appointed as the YRL proxy to The Alberta Library effective January 2, 2019.	
SECONDED by S. Benford.	
PROXY VOTE – One vote in favour of the motion was received.	CARRIED 3902

INFORMATION ITEMS

13. FortiGate Switches

K. Dodds stated that three FortiSwitches were purchased for the server room.

14. 2018 Needs Assessment Report

K. Dodds noted that the report was approved in September and the draft 2019-2021 Plan of Service including goals and objectives would be presented to the Executive Committee for approval in December.

15. Policy Manual Revisions

K. Dodds outlined the revisions to the Bylaw and Policy Making, Facility, Records Retention including Schedules A and B, and Appendices sections.

16. Human Resources/Health and Safety Manual Revisions

K. Dodds provided an overview of the revisions/additions to the Definitions, Accommodation, Medical Appointments, Substance Abuse (Drug and Alcohol), Vacation, Workplace Health and Safety, and Workplace Violence and Harassment sections.

17. Collection Development Guidelines Revisions

K. Dodds highlighted the revisions to the Headquarter Collection, Circulation Collections and Request for Reconsideration of YRL Library Materials sections.

18. Infrastructure Grant Update

K. Dodds explained that YRL received \$1.3 million from the provincial government for headquarter infrastructure upgrades; the following projects are complete.

- Interior and exterior lights replaced with LED lighting.
- Flat roofs of boardroom and loading dock resurfaced.
- Hot water heater replaced.
- Soffits and concrete landscape curbing installed.
- Automatic door openers installed at main entrance for full accessibility.

He added that Kemway Builders is the contractor for the redesign/expansion of the shipping, receiving and dock areas; work started in June and should be complete by the end of the year.

- Interior walls are finished.
- Dock concrete removed/remodeled.
- Electrical work almost complete.
- Single-wide overhead dock door will be replaced with a double-wide door.

19. Indigenous Grant Update

K. Dodds provided an overview of the \$62,402 grant YRL received from Municipal Affairs for expanding library services to residents of Alexis Nakota Sioux Nation, Ermineskin Cree Nation and Paul First Nation, as per the boundaries set by the PLSB.

K. Dodds explained that member public libraries submitted proposals for programs, collection development and other activities related to providing services or promoting education regarding Indigenous issues or to support reconciliation; four proposals were funded with a small amount reserved to update the YRL Indigenous Collections kits. He commended all YRL member libraries for their ongoing work with and for First Nations people.

K. Dodds noted that the PLSB has added an Indigenous Services section to the Best Practices for Public Libraries in Alberta document.

20. Trustee Orientation – January 21

K. Dodds encouraged new and returning YRL trustees and alternates to attend this one-day session.

21. Alberta Library Conference – April 25-28

K. Dodds noted that the budget allows for 12 trustees to attend this annual conference in Jasper. He explained that as per policy, the Executive Committee members have first refusal rights with remaining spots allocated by lottery.

22. Public Library Services Branch (PLSB) Update – Miranda Maguire

M. Maguire spoke about the following:

- A recently-formed provincial Interlibrary loan delivery committee is looking to create efficiencies and ensure equitability across the province.
 - Environmental scans are being conducted across North America.
 - Public libraries are participating through surveys and time audits.
- The free Shifting Services for Inclusivity symposia is February 21-22 at the Holiday Inn Conference Centre Edmonton South.
 - Registration opens in December for the 125 spots available.

- Municipal and regional library board members are encouraged to attend the one-day Library Board Basics Workshops held throughout the year in various locations.
 - o A session near or within the YRL region is being planned for 2019.
 - o Alternatively, PLSB staff will attend a library board meeting to present a mini-session on specific topics of the board's choosing.
- Contact Miranda Maguire if you have any questions or would like more information.

MOVED by R. Kleinfeldt that the FortiGate switches; 2018 Needs Assessment Report; Policy and Human Resources/Health and Safety Manuals, and Collection Development Guidelines revisions; infrastructure and Indigenous grants, Trustee Orientation, Alberta Library Conference and Public Library Services Branch updates be accepted as presented for information.	
SECONDED by R. Staples.	CARRIED 3903

23. Minutes and Reports

a. YRL Board Executive Committee Minutes – June 11, and September 10 and 24, 2018

H. Smit noted that the minutes were in the package.

b. Director's Report – Kevin Dodds

H. Smit noted that K. Dodds' report was in the package. K. Dodds added to contact L. Haak to schedule a presentation by the new director in 2019 to your municipal council and/or library board about YRL membership, governance, services and collections.

c. Assistant Director's Report – Wendy Sears Ilnicki

H. Smit noted that W. Sears Ilnicki's Bibliographic Services report was in the package.

d. Client Services Manager's Report – Stephanie Thero

H. Smit noted that S. Thero's report was in the package.

e. YRL Public Libraries' Council (PLC) Chair's Report – Robert McClure

R. McClure reported that he was elected as the 2018-2020 Chair at the October PLC meeting.

f. Alberta Library Trustees' Association (ALTA) Report – Tanya Pollard

H. Smit noted that T. Pollard's report was in the package.

MOVED by A. Morrison that YRL Board Executive Committee minutes along with the Director, Assistant Director, Client Services Manager, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information.	
SECONDED by S. Benford.	CARRIED 3904

24. Correspondence

K. Dodds noted there was six letters and a thank you card in the package.

MOVED by L. Spink that the correspondence be accepted as presented for information.	
SECONDED by S. Benford.	CARRIED 3905

Ex-Agenda Item – Farewell: K. Dodds noted this was his last Board meeting before retiring after 29 years at YRL, the last 10 as Director. He thanked the Board, Executive Committee, and past and current board members and staff adding he will miss the people he has had the pleasure to work with all these years.

ADJOURNMENT

MOVED by S. May that the meeting adjourn at 12:00 p.m.

CARRIED

3906

NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, March 4, 2019.

Hendrik Smit, Chair

Karla Palichuk, Director

Date

Date



REQUEST FOR DECISIONS

Date: March 12, 2019
To: Mayor McKenzie & Members of Council
From: Kathy Vickery, Interim CAO
Re: Information Items

Summary

Information Items for Council's review.

Overview

The following information items were presented:

- Alberta Municipal Services Corporation – Municipally focused insurance program
- YRL Board Executive Committee Highlights – February 11, 2019

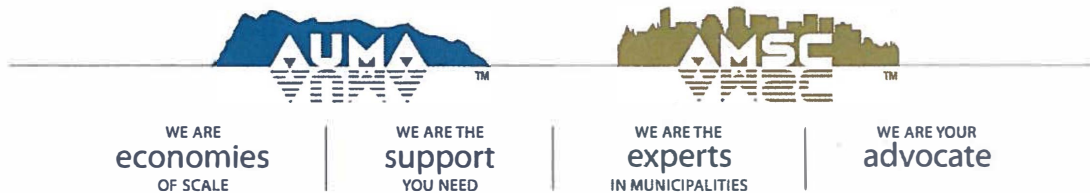
Recommendations

Recommendation #1

That Council accept as information.

Respectfully Submitted by:

Kathy Vickery
Interim CAO



March 6, 2019

His Worship David McKenzie
Mayor, Town of Barrhead
PO Box 4189
Barrhead AB T7N 1A2

Hello Mayor McKenzie:

We Reduced Our Insurance Premiums By \$1.5 Million

In addition to providing solutions-based advocacy, AUMA offers a variety of competitively-priced business services through our wholly-owned subsidiary, Alberta Municipal Services Corporation (AMSC). One of our services is our municipally-focused insurance program. We provide a wide range of coverages for all your municipal needs. Coverages that protect your municipality from losses, including:

- Injuries on a municipal property, such as a trip and fall on a sidewalk.
- Damage to a municipal building, like a flood in your local hockey arena.
- Physical damage to a municipal vehicle that was involved in an accident.

The foundation for these coverages is provided through our subscriber-owned insurance pool.

BENEFITS OF OUR POOL

We administer our insurance pool to the advantage of our subscribers. The pool has enjoyed great success managing risk over the last two years. As AMSC's Board Chair, I am very happy to tell you that in February, we returned \$1.5 million to our subscribers through premium reductions. This means that municipalities who subscribe to our pool would have received a **5 to 20% decrease in their 2019 premiums.**

This is a prime example of the benefits of an insurance pool. Our subscribers are seeing a reduction in premiums while pricing for global commercial insurance increased for the fifth consecutive quarter. We use the power of our insurance pool to shield our subscribers from market shocks like this, providing them with price stability and competitive premiums.

Anyone who has made a claim on their insurance policy knows that our staff will work with you to ensure the best possible result. They will consult with you and guide you through the process. Unlike other insurers, we go above and beyond to get your claim paid.

JOIN OUR POOL

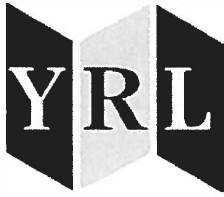
As a member of AUMA, we are here to support your municipality. We are happy to give you unbiased advice to ensure your municipality has the right insurance coverage at the right price.

If you would like to know more about how your municipality can benefit from subscribing to our municipal insurance pool and participating in premium rebates, I encourage you to contact our friendly and knowledgeable Client Development team at 310-AUMA (2869) or clientdevelopment@auma.ca.

Best regards,

Barry Morishita
AMSC Board Chair

cc: Kathy Vickery, Interim Chief Administrative Officer, Town of Barrhead



YRL Board Executive Committee Highlights

February 11, 2019

Draft 2018 Audited Financial Statements

- The committee has recommended that the YRL Board approve the draft 2018 audited financial statements at the March meeting.

Inter-fund Transfers

- The committee has recommended that the YRL Board transfer the General Fund surplus of \$203,784 to the Operational Contingency Fund at the March meeting.

Auditor Appointment

- The committee has recommended that the YRL Board appoint Grant Thornton LLP as auditor for 2019 at the March meeting.

Disc Repair Machine

- YRL has two machines that repair more than 5,000 discs annually for member libraries.
 - At that volume the machines last 4-5 years; one is at end of life.
- The committee approved a capital expenditure not to exceed \$15,000 and directed administration to purchase a replacement disc repair machine.

Universal Power Supply (UPS)

- The UPS for the YRL rack, slated to be replaced in 2020, experienced a failure in January.
- The committee approved a capital expenditure not to exceed \$6,100 and directed administration to purchase a replacement UPS.

Rate Increase Process

- YRL is proposing a membership fee increase of 2% in 2020 and 1.5% in 2021.
- Following discussion at the March meeting, and with YRL Board agreement, member municipalities and school divisions will be sent details for information.
 - The YRL Board will vote on the increase at the June meeting.

Renovations Celebration

- The celebration will be held in late 2020 when the renovations are fully complete or possibly in conjunction with YRL's 50th anniversary in 2021.

Meeting Invitations

- When responding to Outlook meeting invitations, it is requested that Trustees not use the "Reply to All" button.
 - Internal controls are now in place to ensure the meeting time is not revised.
 - YRL Board meetings are on Mondays from 10:00 a.m. to 1:00 p.m.

Infrastructure Grant Update

- Construction in the shipping, receiving and sorting areas is complete.
 - New shelving was assembled and most of the current shelving moved.
 - Sorting equipment and supplies have been moved/reorganized including the storage bins of more than 75 kits.
 - Sorting now occurs in the closed room attached to the dock.
 - Staff workstations will be moved by the end of the month.
- New floors/tiles are being installed in the three restrooms.
- The window replacement project has begun.
- Paving of the driveway and parking lot will begin in the spring.
- A request to approve the construction of a standalone three-bay garage will be sent to Alberta Infrastructure.
- Administration is exploring options for additional power outlets in the boardroom.

Indigenous Grant Update

- Detailed statistics will be submitted this month from the supported projects.
 - The four recipients will also submit a project report next month detailing how the funds were expended.
- The Director has meetings scheduled with both the Public Library Services Branch Director and Manager, Indigenous Public Library Outreach, to discuss the grant further.

Alberta Library Conference

- April 25-28 at the Fairmont Jasper Park Lodge.
- YRL budgets for 12 Trustees to attend the Alberta Library Conference.
 - Seven Executive Committee members are attending.
 - As per policy, the remaining five spots were awarded by lottery.

Assistant Director's Report – Wendy Sears Ilnicki

- New packaging changes for interlibrary loan items going to regional library system headquarters may affect TRAC partners but requires less work by staff.

Client Services Manager's Report – Stephanie Thero

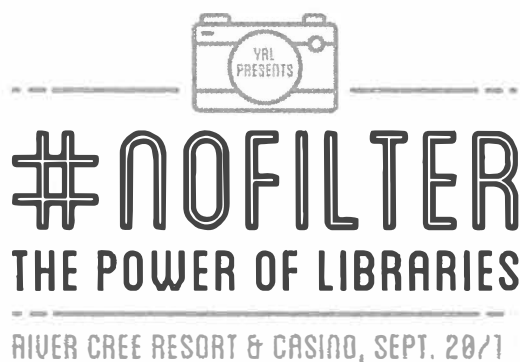
- The call for proposals closes March 8 for the *#nofilter: The Power of Libraries* conference.
 - Trustees are encouraged to submit a session proposal.

YRL Public Libraries' Council (PLC) – Robert McClure

- PLC Executive Committee members were each assigned YRL member libraries to maintain contact with throughout the year.
- The PLC Executive Committee meets on February 22 and the full PLC on April 12.

2019 MEETING & CONFERENCE DATES

YRL Board Meeting..... 10:00 to 1:00, Monday, March 4
YRL Board Executive Committee Meeting10:00 to 1:00, Monday, April 8
Alberta Library Conference, Fairmont Jasper Park LodgeThursday to Sunday, April 25-28
YRL Board Executive Committee Meeting 10:00 to 1:00, Monday, May 13
YRL Board Meeting..... 10:00 to 1:00, Monday, June 17
YRL Board Executive Committee Meeting 10:00 to 1:00, Monday, Aug. 26
YRL Board Executive Committee Meeting 10:00 to 1:00, Monday, Sept. 9
YRL Conference, River Cree Resort & Casino9:00 to 4:15, Friday, Sept. 20



YRL Board Meeting.....10:00 to 1:00, Monday, Sept. 30
YRL Board Organizational Meeting.....10:00 to 1:00, Monday, Nov. 25
YRL Board Executive Committee Meeting 10:00 to 1:00, Monday, Dec. 16
