AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, August 8, 2023 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 – July 25, 2023

4.   Public Hearings

(a)   There are no Public Hearings

5.   Delegations

(a)   Delegation at 5:30 p.m. – Mr. Kevin Bernhardt, Business Development Manager, MCSnet.

6.   Old Business

(a)   There is no Old Business

7.   New Business

(a)   Temporary Road Closure Request – portion of 51st Avenue

8.   Reports

      (a)   Council Reports
      (b)   CAO Report to July 31, 2023
      (c)   Council Action List to July 25, 2023

9.   Minutes

      (a)   There are no Minutes

10.   Bylaw

      (b)   There are no Bylaws

11.   Correspondence Items

      (a)   Letter dated July 28, 2023 from Yellowhead Regional Library

12.   For the Good of Council

13.   Tabled Items

14.   Closed Session

      (a)   Pursuant to Section 16 – Land of the FOIP

15.   Adjourn

PRESENT   Mayor McKenzie, Crs: T. Assaf, Cr. D. Kluin, R. Klumph, A. Oswald and D. Smith

Officials: Ed LeBlanc, CAO, Jennifer Mantay, Director of Corporate Services and Brant Ross, Director of Public Works Services.

OTHERS: Barry Kerton, Barrhead Leader

ABSENT   Cr. D. Sawatzky

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

AGENDA   The agenda was reviewed.

217-23   Moved by Cr. Klumph that the agenda be accepted as presented.

<div align="center">CARRIED UNANIMOUSLY</div>

**CONFIRMATION
OF MINUTES**

The Minutes of the Town Council Regular Meeting of July 11, 2023, were reviewed.

218-23   Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of July 11, 2023 be approved as presented.

<div align="center">CARRIED UNANIMOUSLY</div>

**SCOPE REVIEW OF THE 53RD AVENUE
RECONSTRUCTION PROJECT**

For Council to review the scope of the 53rd Avenue reconstruction project, was received.

219-23   Moved by Cr. Klumph that Council approves the change of scope for the 53rd Avenue reconstruction project by adding curbs and gutters with excluding any sidewalks, at a cost estimate of $163,000.00 (includes 10% contingency).

<div align="center">CARRIED UNANIMOUSLY</div>

220-23   Moved by Cr. Smith that Council defer the 50th Avenue reconstruction project to the 2024 budget deliberations.

<div align="center">CARRIED UNANIMOUSLY</div>

EXITED   Brant Ross, Director of Public Works exited the Chambers at 5:56pm.

**FINANCIAL STATEMENT REPORT
TO JUNE 30, 2023**

Jennifer Mantay, Director of Corporate Services presented the Financial Statement Report to June 30, 2023, as presented.

| 221-23 | Moved by Cr. Kluin that Council approves the Financial Statement Report to June 30, 2023, as presented. |

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT

The Monthly Bank Statement for the month ended June 30, 2023, was received.

| 222-23 | Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended June 30, 2023, as presented. |

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – April 20, 2023

| 223-23 | Moved by Cr. Assaf that the Barrhead & District Family and Community Support Services – April 20, 2023 minutes be accepted as information and as presented. |

CARRIED UNANIMOUSLY

CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

A letter dated July 11, 2023 from the Barrhead Exhibition Association and Agricultural Society, thanking the Town of Barrhead for the $5,000.00 sponsorship.

| 224-23 | Moved by Cr. Oswald that Council approves a sponsorship of $5,000.00 to the Barrhead Exhibition Association and Agricultural Society and to include this request in the 2024 budget deliberation for a possible future multi-year commitment. |

CARRIED UNANIMOUSLY

A letter dated July 7, 2023 from Mr. Ric McIver, Minster of Alberta Municipal Affairs, regarding the allocation amounts to our community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs and the Canada Community-Building Fund (CCBF) program.

| 225-23 | Moved by Cr. Kluin that Council accepts the letter dated July 7, 2023 from Mr. Ric McIver, Minster of Alberta Municipal Affairs, regarding the allocation amounts to our community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs and the Canada Community-Building Fund (CCBF) program, as information. |

CARRIED UNANIMOUSLY

| 226-23 | Moved by Cr. Klumph instructs Administration to write a letter to the Minister Of Municipal Affairs thanking the Provincial Governments for the added M.S.I. funding. |

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Councillor Oswald congratulated the Alberta U19 volleyball team that won gold at the 2023 North American Indigenous Games, as there were three members of the Barrhead community involved on the team.

Councillor Kluin acknowledge the Fort Assiniboine Bi-centennial Committee for hosted a successful event whereby serving over 1,500 meals and noticed that the Town of Barrhead was thanked numerous times during the event for the Town's involvement.

Councillor Assaf acknowledged the Barrhead Ag. Society for a successful Demolish Derby event along with the activities performed by the Barrhead Regional Fire Services.

**CLOSED SESSION –
FOIP ACT SECTION 16 - LAND**

227-23   Moved by Cr. Assaf that Council go in closed session at 6:19 p.m.

CARRIED UNANIMOUSLY

EXITED   Jennifer Mantay, Director of Corporate Services exited the Chambers at 6:33 p.m.

OUT OF CLOSED SESSION

228-23   Moved by Cr. Assaf that the Council come out of closed session at 6:34 p.m.

CARRIED UNANIMOUSLY

RECESSED

229-23   Moved by Cr. Kluin to recess the meeting at 6:34 pm.

CARRIED UNANIMOUSLY

RECONVENED

230-23   Moved by Cr. Smith to reconvene the meeting at 6:58 pm.

CARRIED UNANIMOUSLY

Shallon Touet, Director of Parks and Recreation entered the Chambers.

**CLOSED SESSION
FOIP ACT SECTION 16- LAND**

231-23   Moved by Cr. Assaf that Council go in closed session at 6:59 pm.

CARRIED UNANIMOUSLY

EXITED   Shallon Touet, Director of Parks and Recreation exited the Chambers at 7:21 pm.

OUT OF CLOSED SESSION

232-23   Moved by Cr. Smith that Council come out of closed session at 7:33 pm.

                        CARRIED UNANIMOUSLY

233-23   Moved by Cr. Assaf that Council approves the Offer to Sell Agreement for Part of S.E.
                29-59-03-W5 and Lot 1 Block 1 Plan 1323264 (containing a total 11.059 acres (more
                or less) with the conditions and term, as presented.

                        CARRIED UNANIMOUSLY

ADJOURN

234-23   Moved by Cr. Smith that the Council Meeting be adjourned at 7:41 p.m.

                        CARRIED UNANIMOUSLY

                        TOWN OF BARRHEAD

                        _____
                        Mayor, David McKenzie

                        _____
                        CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 8, 2023

Re: Delegation at 5:30 p.m. – Mr. Kevin Bernhardt, Business Development Manager, MCSnet.

1.0   PURPOSE:

Mr. Kevin Bernhardt, Business Development Manager, representing MCSnet. will make a presentation on their new internet service for the Barrhead Community.

2.0   BACKGROUND AND DISCUSSION:

MCSnet has made a formal request to make a presentation to Town Council to provide an outline on their new internet service and how it will better serve the Barrhead community.

Administration extended an open invitation to representatives from the Barrhead Chamber of Commerce to attend a presentation. We hope information presented will provide some insight and potential operational opportunities for Chamber members to explore.

3.0   ALTERNATIVES:

3.1   That Council accepts the presentation from Mr. Kevin Bernhardt, Business Development Manager, representing MCSnet, as information.

3.2   That Council tables the presentation from Mr. Kevin Bernhardt, Business Development Manager, representing MCSnet and request their Administration to provide further information for the next Council Meeting.

4.0   FINANCIAL IMPLICATIONS:

Not applicable.

5.0   <u>**INTERDEPARTMENTAL IMPLICATIONS:**</u>

Not Applicable

6.0   <u>**SENIOR GOVERNMENT IMPLICATIONS:**</u>

Not Applicable

7.0   <u>**POLITICAL/PUBLIC IMPLICATIONS:**</u>

Limited.

8.0   <u>**ATTACHMENTS:**</u>

8.1 – PowerPoint presentation material, as submitted by MCSnet

9.0   <u>**RECOMMENDATION:**</u>

That Council accepts the presentation from Mr. Kevin Bernhardt, Business Development Manager, representing MCSnet, as information.

(original signed by the CAO)
Edward LeBlanc
CAO

Aug 8th, 2023

About MCSnet

MCSnet of is a family-owned and operated business based in St. Paul, Alberta. Founded in 1995, MCSnet is one of Canada's largest Wireless Internet Service Providers (WISPs) in operation within the telecommunication industry.

We are never satisfied with the status quo and have always searched for innovative ways to deliver high speed internet services. It started off with finding something faster than dial -up.

VISION

High Speed Internet Service Everywhere

MISSION

Our mission at MCSnet is to grow our company by providing high speed Internet and outstanding customer service to rural areas through innovation and dedication
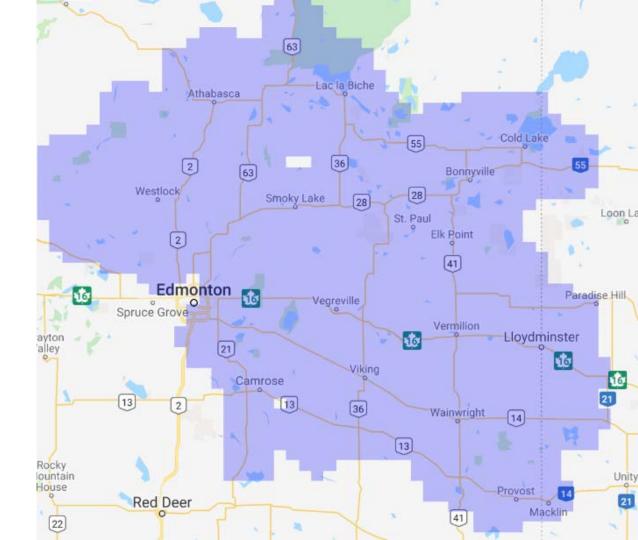
CORE VALUES

Integrity, Respect, Courtesy, Communication,Teamwork and Accountability

Company Culture

Here at MCSnet, we strive to treat customers and fellow co-workers with dignity, respect, courtesy and fairness. We promote team building exercises, social gatherings and recognition of good work and helpfulness. Our goal is to work hard while having fun

Our Service Area

From the border city of Lloydminster to our hometown of St. Paul, to the peaceful pastures of rural Edmonton to the river rapids of Athabasca, we connect countryside communities across Alberta with our Fiber, GigAir, and MCSnet Towers.

MCSnet Today

Today, we serve over 26,000 customers throughout northeastern Alberta and a small section of northwestern Saskatchewan.

We have invested in and built an internal network of over 540 fixed wireless towers, 3 fiber-to-the-premise (FTTP) communities (Cherry Grove, Mallaig, Ft. Kent), and we are a pioneer in our ever-expanding GigAir technology.

Since 2015, MCSnet and its family group of companies have prioritized its capital investments on building Transit Fiber to connect MCSnet's core, fixed-wireless internet towers.

This Transit Fiber backbone gives us the ability to continue our scalability for future high speed internet demands.

Transit Fiber

Fiber Optics provide the backbone for high speed internet options in rural Alberta.

Since 2015, MCSnet has been building fiber to our towers in order to increase bandwidth, create better reliability, increase speeds, and to provide for new technologies that will meet today's demand as well as the future's.

GigAir uses 60 GHz technology to form a mesh or web-like network within your neighbourhood. This service requires a short distance between connections and an unobstructed view of the surrounding neighbourhood, which makes it ideal for towns, villages, hamlets and industrial parks. MCSnet is a leading provider in this smart technology and plans to expand this service throughout its network and beyond.

How it Works

For further information on how the 60 GHz technology works, we created a YouTube video on the MCSnet channel:
https://www.youtube.com/watch?v=QQrQQ6oVTtw

Or visit our GigAir page:
https://mcsnet.ca/internet/gigair/

What makes a good P.O.P.?

Location
Line-Of-Sight
Need

Blue Heron Support Services Association

What does it look like?

GigAir radio on a house.
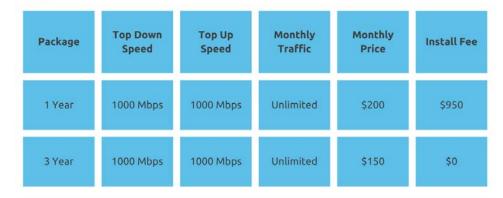
GigAir radio on a business.

GigAir PoP to extend network.

GigAir ▷ Internet Plans

Package	Top Down Speed	Top Up Speed	Monthly Traffic	Monthly Price
GigAir Unlimited	1000 Mbps	1000 Mbps	Unlimited	$89.95
GigAir Ultra	1000 Mbps	1000 Mbps	2,000 GB	$69.95
GigAir Advanced	1000 Mbps	1000 Mbps	500 GB	$49.95
GigAir Basic	1000 Mbps	1000 Mbps	200 GB	$39.95

We recommend GigAir Corporate packages for business or organizations that cannot afford to be without internet. For example, businesses with a point of sale device should be on a GigAir Corporate plan.

GigAir Corporate Plans & Pricing

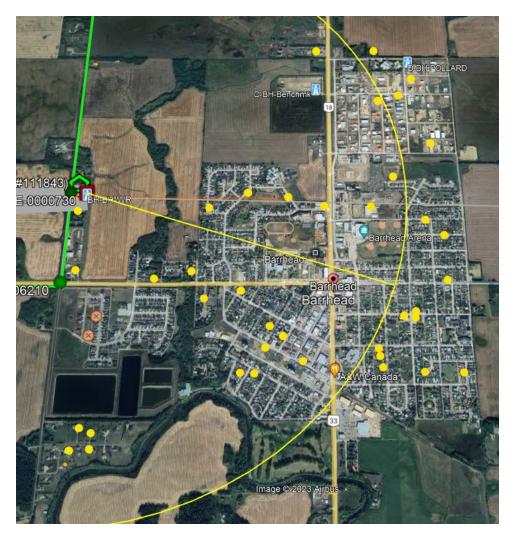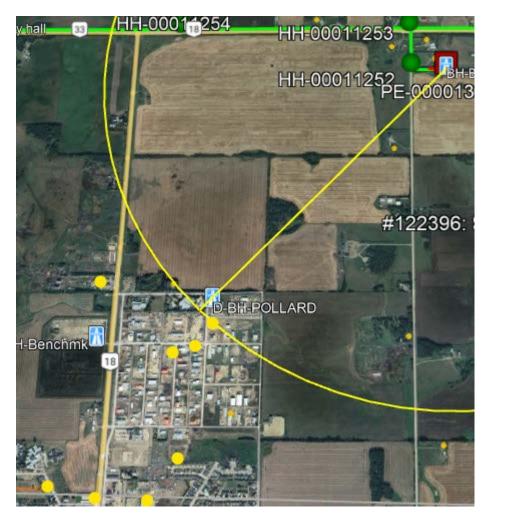| Package	Top Down Speed	Top Up Speed	Monthly Traffic	Monthly Price	Install Fee
1 Year	1000 Mbps	1000 Mbps	Unlimited	$200	$950
3 Year	1000 Mbps	1000 Mbps	Unlimited	$150	$0

GIGAIR CORPORATE INCLUDES:
- Dedicated tech support
- Same business day onsite repairs
- Monitored 24/7
- Up to 10 static IP addresses
- Optional Service Level Agreement

West Tower Reach

Currently in Barrhead

39 Subscribers
2 GigAir

North/East Tower Reach

GigAir Municipality Partnerships

MCSnet is committed to working with municipalities to leverage existing assets to create project efficiency and potentially lower final project costs. MCSnet is willing to contribute equipment, free installation, and complimentary Wi -Fi Hotspots for public -use facilities to build a mutually - beneficial network.

Wi-Fi Hotspots

MCSnet partners with non -profits and municipalities to install complimentary Wi-Fi Hotspots at public use facilities. These locations help us to build out the network and provide free, high - speed internet to the public.

Wi-Fi available HERE
UserID: **MCSNET FREE**
Password: **freewifi**

Thank You!

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 8, 2023

Re: Temporary Road Closure Request – portion of 51st Avenue

1.0   PURPOSE:

To approve the temporary closure of 51st Avenue as requested by the Parade Organizer for the summer parade.

2.0   BACKGROUND AND DISCUSSION:

Administration recently received a request from the summer Parade Organizer to temporary close a portion of 51st avenue between 50th street and 51st from 8:00 a.m. to 1:00 p.m. for an event to be coordinated with the summer parade scheduled for August 12th.

Last year, Council granted the temporary road closure for a portion of 51st avenue for the summer parade.

Similar to last year, the organizers are planning to showcase some performing arts; in addition for this year, Fortis Alberta would like to be on site serving refreshments and a light lunch.

3.0   ALTERNATIVES:

3.1   Council approve the request to temporary close a portion of 51st avenue between 50th street and 51st from 8:00 a.m. to 1:00 p.m. for an event to be coordinated with the summer parade scheduled for August 12th.

3.2   Council deny the request to temporary close a portion of 51st avenue between 50th street and 51st from 8:00 a.m. to 1:00 p.m. for a coordinated event with the summer parade scheduled for August 12th, 2023.

4.0   FINANCIAL IMPLICATIONS:

Limited to the expense of having the Town staff to erect and dismantle the required barricades.

5.0   INTERDEPARTMENTAL IMPLICATIONS:

This request will be coordinated by the Town's staff.

6.0   SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0   POLITICAL/PUBLIC IMPLICATIONS:

It is a good gesture for the Town to close the street in support of a worthwhile cause.

Should Council approve the request, Administration will notify all first line responders as well as place a notification on social media.

8.0   ATTACHMENTS:

8.1   An e-mail from the Parade Organizer dated August 3, 2023.
8.2   A map of the Town of Barrhead outlining the current Parade Route.

9.0   RECOMMENDATION:

Council approve the request to temporary close a portion of 51st avenue between 50th street and 51st from 8:00 a.m. to 1:00 p.m. for an event to be coordinated with the summer parade scheduled for August 12th., 2023.

(original signed by the CAO)
Edward LeBlanc
CAO

Edward LeBlanc

From: Jordy McCaw <jordy@ravencrest.ca>
Sent: August 3, 2023 11:50 AM
To: Edward LeBlanc
Subject: [EXTERNAL] - Road Closure Request

Good morning,

I am requesting a road closure on August 12, 2023 from 8:00a.m. to 1:00p.m. on 51 avenue between 50 & 51 Street. We intend to use this to showcase some preforming arts during the parade. We will also have Fortis on site, serving smokies, hot dogs and refreshments.
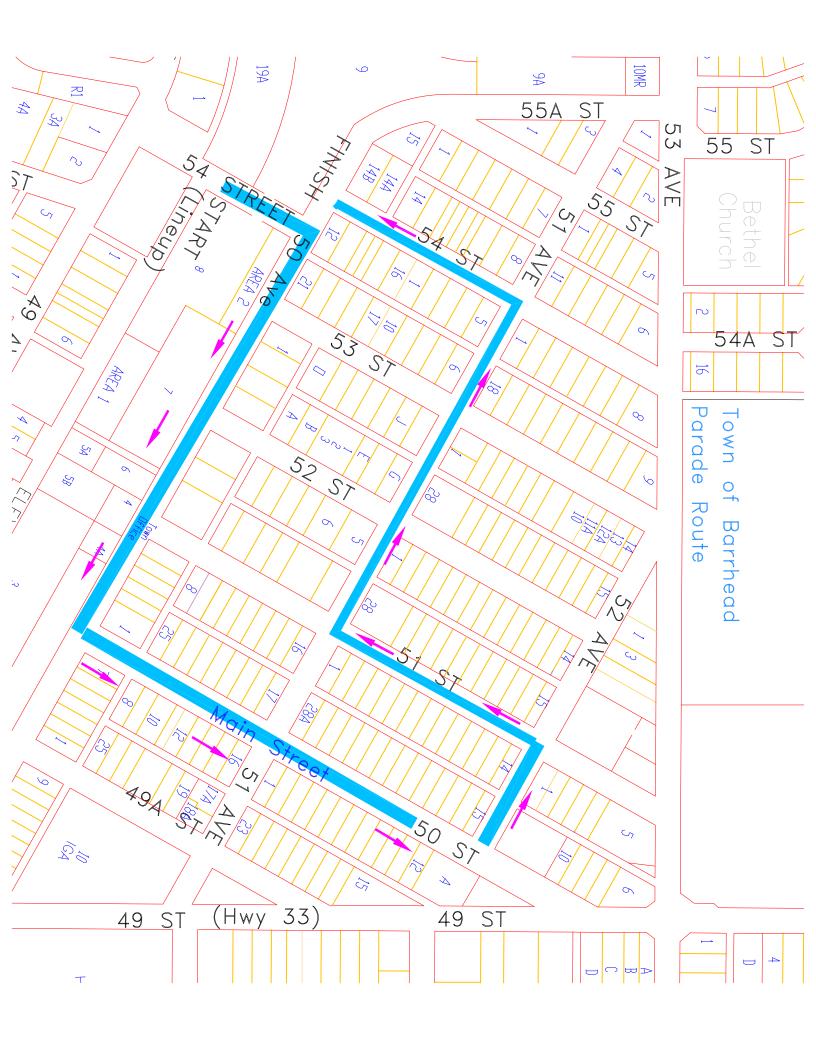
Regards,

Jordy McCaw
General Insurance Agent II
PH: 780-674-6008
FAX: 780-674-8654
Email: jordy@ravencrest.ca

RAVENCREST
Insurance Agency Inc.

Box 4801, 5118 49A Street, Barrhead AB T7N 1A6

Town of Barrhead
Parade Route

55A ST
53 AVE
55 ST
Bethel Church
54A ST
FINISH
54 STREET
START (Lineup)
50 Ave
AREA 2
AREA 1
Town Office
54 ST
51 AVE
53 ST
52 ST
52 AVE
Main Street
51 ST
51 AVE
49A
49 ST (Hwy 33)
49 ST
50 ST

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

C.A.O Report

To: Town Council

Date: August 8, 2023

Re: July, 2023 C.A.O. Report

Economic Development Services:

In respect to the Community's Alberta Advantage Immigration Program, the following is the statistics for the period ending July 31, 2023:

Employers:	July 31, 2023	Program To date (November 7, 2022 – July 31, 2023)
Employers that have expressed interest	1	24
Employers enrolled	1	18 (6 active employers with open vacancies)
Candidates:		
Candidates that have expressed interest	47	135
Candidates endorsed:	4	45
Current foreign workers	4	15
International applicants	0	30
Positions:		
Positions supported by AAIP	1	69 (24 positions currently vacant)
Positions filled through AAIP	4	45
Started working & living in the community	4	13
Pending arrival to Canada	0	32

Fire Protection Services:

➢ Incidents from July 1, 2023 – July 31, 2023

- Fire: 2 (55 hours or 15.1% of the total man hours for the month of July)
- Rubbish or grass fires: 4 (176.25 hours or 48.4% of the total man hours for the month of July)
- Vehicle accidents: 3 (22.25 hours or 6.1% of the total man hours for the month of July)
- Ambulance assists: 25 (79.25 hours or 21.8% of the total hours for the month of July)
- RCMP assist: 1 (2.5 hours or .7% of the total hours for the month of July)
- Rescue: 1 (6.75 hours or 1.8% of the total hours for the month of July)
- Public service: 1 (2.25 hours or .6% of the total hours for the month of July)
- Down power line: 1 (9.0 hours or .1% of the total hours for the month of July)
- Natural gas leak: 1 (.25 hours or 2.5% of the total hours for the month of July)
- False Alarms: 7 (10.5 hours or 2.9% of the total man hours for the month of July)

For the month of July there were a total of 46 calls which represented a total of 364.0 firefighter hours.

➢ Total Membership: 44 with 42 responding members.

The following chart outlines the total ambulance assist calls responded by the Regional Fire Department, for the month of July, 2023:

Response Levels	July	Town or County		Year To Date	Town or County
Level A – Not serious (ie: lift assist)	1	1 – Town 0 - County		7	7 - Town 0 - County
Level B – More serious (ie: medical alert alarm)	0	0 - Town - County		3	2 – Town 1 - County
Level C – Serious (ie: stroke or abnormal breathing)	1	0-Town 0-County 1-Birch Cove		6	6 – Town 0 – County 1– Birch Cove
Level D – Possible life threatening (ie: chest pains, unconscious, overdose)	22	15 - Town 7 - County		84	65 – Town 19 – County
Level E – Life Threatening (ie: cardiac arrest, ineffective breathing)	1	1 – Town 0 - County		12	10 – Town 2 – County
Total calls	25	17– Town 7 – County 1-Birch Cove		112	89 – Town 22– County 1-Birch Cove
Total hours spent on calls	79.25 hours or 21.8% of total hours			340.5 hours or 20.2% of total hours	
Fire Dept. arriving before EMS	17			59	
Fire Dept. arriving before EMS (%)	65.3%			52.6%	

Note 1: All ambulance assist calls are initiated by the Ambulance's Dispatch Centre.

Note 2: The President of *Alberta Municipalities* is prepared to meet with Town Council virtually to discuss the on-going challenge of ambulance service for rural Alberta. Administration is awaiting on potential meeting dates but in the interim Administration is suggesting that members of Council should prepare questions. These questions would be forward to the President beforehand in order to have as much of a productive meeting as possible.

➢ Training:
- NFPA 1001 Level 1 Firefighter continues
- Pumping operations
- Vehicle extrication
- Hose rolling and testing

➢ Other:
- Members hosted a fundraising event in cooperation with the Red Knights MC
- July 1 Canada Day Fireworks
- Purchased two small drones for command staff to train and evaluate use during emergency scenes

Recreation Services:

➢ Operational:
- The Town's Bounce House Drop In Program concluded on July 20th
- Installation of ice in underway for hockey school and other ice users
- Summer programs will run until August 24th ending with the Summer Wrap Up Party on August 25th at the Splash Park in partnership with Pembina West Coop. Tentatively all our programs will run as they have all met or exceeded their minimum number of registrants
- Every Friday in August the Department will host a Friday Fun Day at the Splash Park with free crafts and games
- Cemetery fence along with Block and Row nearly complete
- Public swim lessons are in progress
- National Lifeguard course is full of candidates, so we are looking at potential new staff members
- Aqua Yoga class will continue throughout the summer, with a time change to accommodate public swim lessons
- The musical playground installation has been delayed due to poor weather and other commitments but the Vendor is still expected to have the equipment installed this summer. A Grand Opening will be planned for September 7th in conjunction with the Make the Connection event.

➤ Upcoming Special Events:
- A Town float will be entered in the Blue Heron Fair Parade on August 12th
- Arts & Culture Committee planning continues for our next event: "Throwback to the Future" on September 22-23 at the Curling Rink, a vintage, pop culture, and antique collectables show and sale with an on-site appraiser, classic car show, free classic movies at The Roxy, photo opportunities, food and more.

Transportation Services:

- Crack sealing streets is on-going.
- Hauled out 16 loads from the compost material site
- Sign maintenance adding and replacing is on-going
- Continue with brushing and grass trimming
- Sewer service repair at 50th avenue and 54th street – tree roots and old pipe were the issue.
- Flushing sewer mains - still on-going
- Blading industrial roads – on-going especially with the heavy rains we have experience recently
- Staff was busy with cleaning-up after the recent thunder showers, specifically catch basins and outfalls.

Edward LeBlanc - CAO

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

Town of Barrhead
COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF JULY 25, 2023

Resolution Number	Resolution	Comments	Status
	July 25, 2023 Council Meeting		
224-23	Moved by Cr. Oswald that Council approves a sponsorship of $5,000.00 to the Barrhead Exhibition Association and Agricultural Society and to include this request in the 2024 budget deliberation for a possible future multi-year commitment.	The 5,000.00 cheque was prepared on July 26th.	Completed
226-23	Moved by Cr. Klumph instructs Administration to write a letter to the Minister Of Municipal Affairs thanking the Provincial Governments for the added M.S.I. funding.		Completed
233-23	Moved by Cr. Assaf that Council approves the Offer to Sell Agreement for Part of S.E. 29-59-03-W5 and Lot 1 Block 1 Plan 1323264 (containing a total 11.059 acres (more or less) with the conditions and term, as presented.	The required documents were endorsed by both parties. Discussion and collaboration with the Purchaser is on-going.	Completed
	June 27, 2023 Council Meeting		
187-23	Moved by Cr. Sawatzky that Council authorizes the County of Barrhead and the Town of Barrhead's Administrations to negotiate and refine the scope of the project with Next Architecture Inc. to a maximum of $146,570.00 (GST excluded).		In Progress
186-23	Moved by Cr. Smith that Council award the tender from Next Architecture Inc. in the amount of $106,960.00 (GST excluded) to undertake a joint Feasibility Study for the repurposing of the Alberta Distance Learning Centre as a joint project between the County of Barrhead and the Town of Barrhead under the Alberta Community Partnership Program, as presented.		Completed
	May 9, 2023 Council Meeting		
147-23	Moved by Cr. Oswald that Council instruct Administration to bring the concession agreement to a future Council Meeting.	Once the draft of the new agreement is prepared, the matter will be presented to Town Council.	In Progress
145-23	Moved by Cr. Smith that Council authorizes Administration to renew the letter of agreement dated June 26, 2017 with the Graduation Celebration Committee for an additional five years and to have the same parameters and financial obligations as seen on the previous agreement, effective for the 2023 graduation.	A draft agreement has been prepared incorporating the feedback from the Committee.	In Progress

144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.		In Progress
	April 25, 2023 Council Meeting		
130-23	Moved by Cr. Assaf that Council instructs Administration to place the musical playground equipment funded by the Alberta Blue Cross grant of $50,000.00 in the Splash Park.	The equipment has been delivered. Due to the rainy conditions and other scheduled projects, the vendor is proposing to install the equipment as soon as possible.	In progress
	September 27, 2022 Council Meeting		
337-22	Moved by Cr. Assaf that Council instructs Administration to prepare a draft resolution for the 2023 Alberta Municipalities' Convention relating to the current Provincial ambulance service levels and its demand onto local Fire Departments.	As previously reported to Council the President from *A.M.* is willing to meet with Council virtually to discuss the on-going challenges. Administration is waiting for potential meeting dates from *A.M.*	In Progress
	December 14, 2021 Council Meeting		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 25th Meeting, the Board approved the contribution of $109,775.00 towards the Town's 2021 and 2022 Capital Projects. The Operating expenses were reviewed during the April 27th Commission Meeting. The Board decided to review the costs during the 2024 budget deliberations.	In Progress

TOWN OF BARRHEAD
ALBERTA

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 8, 2023

Re: Correspondence Item

Item (a) Letter dated July 28, 2023 from the Yellowhead Regional Library providing their 2022 Annual Report and the 2022 Return on Investment Statement for Barrhead Public Library.

Recommendation:

Council accepts the letter dated July 28, 2023 from the Yellowhead Regional Library including their 2022 Annual Report and the 2022 Return on Investment Statement for Barrhead Public Library , as information.

(Original signed by the CAO)
Edward LeBlanc
CAO

July 28, 2023

Edward LeBlanc
Town of Barrhead
Box 4189
Barrhead AB T7N 1A2

Dear Edward,

As a valued partner and member of Yellowhead Regional Library (YRL), I am happy to share our 2022 Annual Report and the 2022 Return on Investment (ROI) Statement for Barrhead Public Library.

For our member municipalities and school divisions, we know return on your investment with us is critical. The 2022 Annual Report demonstrates several key indicators of our value to your residents and students. Here are two examples from residents in the YRL region, including your community:

- 101,127 international newspaper and/or magazine issues read through PressReader.
- 228,183 books, audiobooks and/or magazines checked out through OverDrive.

The power of regional collaboration opens a world of resources to every person living in the YRL region. The power of our collective purchasing and distribution delivers a catalogue of materials beyond what any individual library could maintain on its own. And, the power of our continuous improvement brings the latest technology and best practices to each member library. I hope you find the Annual Report informative and reflective of a remarkable year.

The ROI statement includes your municipality's membership levy, direct financial return from the materials allotment and the total cost avoidance for technology, resource sharing and funded training. Also included is the numbers of hours your library staff participated in free professional development opportunities through YRL. We hope you find this information useful.

I am available to discuss these documents and/or answer any questions you may have. Please contact me at kpalichuk@yrl.ab.ca or 780-962-2003, x226.

In addition, we would be happy to speak to your Council about YRL services and governance, and how our 2023-2025 Strategic Plan will help libraries achieve success. To schedule a presentation, please contact our Executive Assistant, Laurie, at lhaak@yrl.ab.ca or 780-962-2003, x221.

Thank you for your support of YRL and library services.

Yours truly,

Karla Palichuk, Director
Yellowhead Regional Library

Enclosures

Copies: Councillor Rod Klumph, Barrhead Library Board and YRL Trustee
         Ruth Bohn, Barrhead Library Board
         Elaine Dickie, Barrhead Public Library

Libraries
**VALUE
BEYOND**
words

2022 Annual
Report

Yellowhead
Regional
Library

Message from the Board Chair

Over the past year, Yellowhead Regional Library (YRL) continued to demonstrate its commitment to service excellence. The role of YRL is to collaboratively support and enable public and school member libraries to deliver timely, responsive services to their respective patrons.

This partnership yields tremendous results, both financial and operational.

The return on investment to communities is more than monetary. We regularly hear stories of people accessing resources, upgrading job skills, learning to read and having fun – all at their local public and school libraries. Libraries truly are the hubs of their communities, and to more fully express this, the YRL team developed a tagline: Libraries Value Beyond Words. This tagline is being used on a range of materials, including approaches to advocacy with elected officials.

We believe this will help people to see libraries' full contributions to the quality of life we enjoy every day.

Hendrik (Hank) Smit
Chair, Yellowhead Regional Library Board of Trustees

Message from the Director

This past year was incredibly active for YRL staff, with new programs and services delivered to public and school libraries within the region. These include: an updated program guide to help school librarians understand YRL's services, delivery of high-end training on topics such as managing the impacts of homelessness and how to hold crucial conversations, and new advocacy efforts to support a better understanding of the value that libraries bring to communities.

Additionally, YRL staff visited each of the 43 public libraries in the region, to meet with library staff and offer in-person support. We coordinated wireless printing options, made significant cyber-security upgrades, and completed the legwork on creating new library websites.

Perhaps the greatest outcome, though, is the daily collaboration that occurs between and among YRL staff and member libraries. Partnering with the wonderful library staff in communities across our region is highly rewarding. We appreciate the innovation and creativity that comes from our joint efforts. Working together, we can help all member libraries to shine brightly.

Karla Palichuk
Director, Yellowhead Regional Library

YRL In the Community

In 2022, Library Development Services staff met with 43 public libraries, provided 64 on site consulting visits, and held 1,329 remote consulting sessions (online). In addition, Technology Services staff met with 14 public libraries, provided 29 on site visits, held 200 remote sessions, and resolved 1,769 IT helpdesk tickets.

57
Public library visits

93
In-person consultations

9
School library visits

1,529
Remote consultations

1,769
Helpdesk tickets resolved

Board of Trustees

Executive Committee Members as of December 2022

For the complete list of trustees, please visit **yrl.ab.ca**.

YRL Leadership

Extending beyond their YRL roles, key personnel also held leadership positions with provincial organizations in 2022.

A Year in Review

By the Numbers

NEW ITEMS

Items Ordered:
31,436

Items Added:
34,975

COLLECTIONS

2,537
Total Print Materials

468
Total Non-print Materials

68,527
Total Virtual Materials

71,532 TOTAL COLLECTIONS

TRAINING

23 EVENTS HELD

1,310 PARTICIPANTS TRAINED

INFORMATION TECHNOLOGY

IT Tickets Resolved:
1,769

Website Visits:
12,604

System Catalogue Visits:
1,449,054

DELIVERIES

22,816 Items Per Week

1,140,800 Items Per Year

LIBRARY CONSULTATIONS

66 Library Visits

93 Consulting Visits (on-site)

1,529 Consulting Sessions (remote)

Collections and Resource Sharing (CRS)

Our member libraries took advantage of the access through YRL to many virtual and physical collections in 2022, helping their patrons in life-long learning and enjoying a variety of content.

➜ Overdrive and Libby checkouts increased to 228,183 (up from 225,552 in 2021). Audiobook Cloud use increased 3% and Read Alberta eBooks use increased by 50%.

➜ More than 240 library patrons, an increase of 10% from the previous year, used Pronunciator to help them to learn and practice languages, including: French, Spanish, Russian and Ukrainian.

➜ LinkedIn Learning saw patrons record 640 hours of training time, up 14% from 2021.

➜ CRS facilitated six special orders for school and public libraries to support grant-funded programs, community events, community partnerships, one school-one book programs and more.

"Thanks to YRL, we were able to special order books for the Town of Devon's 2022 MMIWG2S* Awareness Kits, lessening the financial barrier for our community to access information about this important subject."

*Missing and Murdered Indigenous Women, Girls, and Two-Spirit

Technology Services (TS)

2022 saw TS staff busy helping the member public libraries to upgrade and strengthen the technology and computer networks at their sites to ensure stable and secure connections.

➜ 52 equipment orders were placed by TS staff for 18 libraries ensuring good quality computers met network standards for security and function.

➜ 572 questions by patrons about CloudLibrary/OverDrive/hoopla were answered by TS staff, allowing better access to these popular virtual collections.

➜ 29 site visits were made by TS staff to work in person at member libraries to help maintain the computer networks.

➜ Cyber security training through Sophos Phish Threat was offered to libraries to lessen the chance of future cyber hacks or incidents.

➜ Jasper Municipal Library was supported by TS staff with technical advice, securing contingency funding in case network devices were impacted and arranging for extra wi-fi hubs to arrive during the major wildfire that impacted internet connectivity in the Jasper townsite.

➜ 6 libraries were supported by TS staff in upgrading to VOIP phone systems on the SuperNet network allowing for new money saving technology.

➜ Libraries were surveyed, and the data analysed about the new website platform coming in 2023, allowing libraries to provide their opinion on what priorities should be included.

Library Development Services (LDS)

LDS staff were out and about in 2022 in person and remotely to support our members in making their libraries better than ever.

Homeless Library Academy

Total Tutorials	35	Total Tutorial Enrollments	288
Total Tutorials Accessed	35	Total Learners	85

Over the past few years, public libraries have seen a marked increased in interactions with people who are unsheltered. LDS purchased specialized, selfpaced homelessness training tutorials to help member library staff learn the skills needed to effectively work with this population.

"I am super excited and grateful that YRL purchased a subscription to this training for all of us and thankful that we have such a great regional system who cares about the issues we are having in our library."

Since its rollout in late 2021, all 35 virtual tutorials have been accessed by member library staff. LDS staff also had follow up discussions with members who viewed the tutorials about how to implement some of the concepts that were presented.

Crucial Conversations

Being able to communicate effectively in the workplace is a skill everyone wants to do well especially with regards to human resources and promoting psychological safety in the workplace. To that end, LDS provided access to a virtual course and three workshops to help our member library directors, managers, and other library leadership to learn this skill set.

Total Learners	36
Total Live Discussions	3
Total Visits to the Course Website *(as of Dec 2022)*	161

"I just wanted to express my gratitude to you for Crucial Conversations! ... I am finding it very helpful and am learning a great deal."

Networks and Group Meetups

Both the Indigenous Services Working Group and Peer Support Network for member library staff were new initiatives in 2022 and well received by our members. Both provided opportunities for networking and delving deeper into each subject matter.

	Total Sessions
Peer Support Network for Library Staff	6
Indigenous Services Working Group	3
Coffee Chat for Managers	12

General Consultation and Client Support

Primary Purpose	In Person	Virtual	Email	Total
AskYRL *(all categories)*	0	0	1,329	1,329
Collections	16	14	0	30
Customized Training *(on site or at YRL)*	3	1	0	4
Library Visits	44	0	0	44
Manager Onboarding	9	0	0	9
Policy	1	12	0	13
Strategic Planning	1	2	0	3
TOTAL	74	29	1,329	1,432
YRL Public Libraries Reached	100%			
YRL School Divisions Reached	100%			
YRL School Libraries Reached	24% *(note this includes in-person or virtual contacts only and does not include email)*			

Programming Support - Kits

Total Kits	120
Total Kit Bookings	251
Public Libraries that Borrowed Kits	68%

Administrative Services (AS)

In 2022, the AS staff were behind the scenes, keeping staff, facilities and funding in line with the priorities and wants of our members.

Planning and Finances

A new Plan of Service was completed for the period 2023-2025, based on the current plans of member libraries, municipalities and school divisions.

Revenue:

School Levies	$146,899 (4.5%)
Contract Services	$147,884 (4.5%)
Provincial Government	$1,415,451 (43.5%)
Municipal Levies	$1,546,823 (47.5%)
Total	$3,257,057

Expenses:

Administration	$152,638 (4.6%)
Building and Capital	$180,330 (5.4%)
Direct Services	$1,269,002 (38.4%)
Staffing	$1,708,206 (51.6%)
Total	$3,310,176

Stewardship

➜ A new investment strategy was developed and approved, netting nearly $70,000 in interest (compared to $15,483 in 2021).

➜ A new cyber insurance policy was purchased, increasing the per-incident coverage from $150,000 to $2,000,000.

➜ A new vehicle was purchased to augment the fleet.

Yellowhead Regional Library

Barrhead Public Library
2022 Return on Investment

Your Membership	
Total Financial Benefits	**Return on Investment**
$669,749.60	**$1.00 = $32.43**

Membership levy

On behalf of Barrhead Public Library in 2022	**$20,649.80**

Direct financial return

2022 Materials allotment from YRL	$3,472.50
Allotment from other municipalities (if applicable)	$3,770.91
Total funds	**$7,243.41**

Benefits of YRL services

Technology

Website		$325.24
Software and licensing		$3,928.80
SuperNet and hardware		$11,696.65
	Cost avoidance	**$15,950.69**

Resource sharing

Items borrowed from other libraries: **6,579**		$95,395.50
Digital items borrowed through YRL: **11,011**		$550,550.00
	Cost avoidance	**$645,945.50**

Training

Free YRL training/workshop participation hours		30
Note: May not reflect all training provided, such as informal sessions.		
Crucial Conversations for Mastering Dialogue		$610.00
Homelessness Academy for Librarians		$0.00
	Cost avoidance	**$610.00**

Total financial savings	**$662,506.19**

WEB YRL.AB.CA   PHONE 780-962-2003   MAILING ADDRESS BOX 4270, SPRUCE GROVE, AB T7X 3B4

TOLL FREE PHONE 1-877-962-2003   BUILDING LOCATION 433 King Street, Spruce Grove, AB T7X 2C6

With YRL membership, municipal residents gain:
- Access to more than three million items in the TRAC1 collection.
- Free province-wide resource sharing of physical material collections including interlibrary lending and onsite borrowing.
- Free access to digital content (eBooks, eAudiobooks, eComics, eMagazines, movies, music and television shows) through 31 online resources, including:
  - Centre for Equitable Library Access and National Network for Equitable Library Service: national collections for those with print disabilities.
  - Cypress Resume: professional-looking cover letters and resumes.
  - Grant Connect: linking Canadian nonprofits with funding programs.
  - LinkedIn Learning, a preeminent source for video tutorials in business, computer technology, software and creative skills.
  - PressReader, for local and international newspapers and magazines.
  - Pronunciator, multi-faceted learning options for 80 languages.
- Additional shared eBooks with Parkland Regional Library System in Lacombe.
- Access to library collections across Canada.

And, Barrhead Public Library has access to:
- Free broadband Internet connection via SuperNet (paid for by the Government of Alberta) and WiFi.
- Hosted and managed websites with technical support.
- Computer and network support and services including password manager licensing for library managers. In 2022, we recommended wireless printing options for libraries and offered phish threat cybersecurity training with email phish testing (required by many insurance companies) for library staff.
- The library software that manages borrowers, circulation and materials
- An online catalogue and mobile app for the public to access library resources, manage their personal account and self-checkout items on the app.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- 118 shared specialty kit collections including Deakin (new in 2022), Indigenous, makerspace, read Alberta, storytime, storywalk, Xbox and world languages.
- Free delivery and pick up of materials at least once every week.
- Physical library cards at no cost.
- Professional library expertise and access to regional knowledge sharing.
- Training and materials for onboarding, skill building and professional development of library staff and board members.
- Core competencies skills and levels launched in late 2021 to help identify the knowledge, skills and abilities library workers need to grow and succeed.

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[1] Originally formed in 2001, **T**he **R**egional Libraries Computer **A**utomation Systems **C**onsortium (TRAC) Society is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.