



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JANUARY 28, 2020 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 – January 14, 2020
4. Public Hearings
 - (a) There is no Public Hearing
5. Delegations
 - (a) Delegation at 5:30 p.m. - Ms. Kat Hueggenberg, Communications Coordinator
6. Old Business
 - (a) Barrhead Public Library – Members-at-large
7. New Business
 - (a) New Health and Safety Policy
 - (b) Support – Alberta Community Partnership Grant Program
 - (c) Monthly Bank Statement
 - (d) 2019 Year End Financial Summary & Reserve Transfers

8. Reports - The Council Reports

(a) Council Reports as of January 28, 2020

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Family & Community Support Services Society
- Library Board

9. Minutes

(a) Barrhead & District Family & Community Support Services Society – December 19, 2019

(b) Barrhead & District Social Housing Association – November 20, 2019

10. Bylaws

(a) Bylaw 1-2020, Intermunicipal Collaboration Framework Bylaw

11. Correspondence

(a) Correspondence Items

12. For the Good of Council

13. Tabled Items

14. Closed Session

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 14, 2020,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT

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

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

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

ABSENT

**CALL TO
ORDER**

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

AGENDA

The agenda was reviewed.

001-20

Moved by Cr. Smith that the agenda be accepted with the following deletion and addition:

- Deletion – 8(a) Library Board and Yellowhead Regional Library Board Council Reports
- Addition – 14(b) Land – Pursuant to Section 16 of the FOIP Act

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

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

002-20

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

CARRIED UNANIMOUSLY

**LAGOON PROJECT – SOURCE
OF CAPITAL FUNDING**

The Lagoon Project – Source of Capital Funding for the Sewage Lagoon containment and desludging project, was reviewed.

Ed LeBlanc, CAO discussed with Council.

Cr. Klumph thanked Ed LeBlanc, CAO and Kathy Vickery, Director of Corporate Services for the report and suggested a policy be put in place to address utility service connections outside the Town boundaries.

003-20

Moved by Cr. Klumph that Administration investigate a policy stating that a service agreement must be in place before utility service connections are approved outside Town boundaries.

CARRIED UNANIMOUSLY

004-20

Moved by Cr. Penny that Council accept the report relating to the source of capital funding for the sewage lagoon containment and desludging projects, as information.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL AIRPORT
COMMITTEE – 2020 OPERATING
BUDGET**

The Barrhead Regional Airport Committee's 2020 Operating Budget, was received.

005-20

Moved by Cr. Kluin that Council approves the Barrhead Regional Airport Committee's proposed 2020 Operating Budget in the amount of \$53,827.00 which includes a contribution of \$21,326.00 from both the Town of Barrhead and the County of Barrhead, as recommended by the Joint Town & County Council, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL AIRPORT
COMMITTEE – 2021-2023
OPERATING PLAN**

The Barrhead Regional Airport Committee's 2021-2023 Operating Plan, was received.

006-20

Moved by Cr. Assaf that Council approves the Barrhead Regional Airport Committee's proposed 2021-2023 Operating Plan, as recommended by the Joint Town & County Council, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL AIRPORT
COMMITTEE – 10 YEAR CAPITAL
INFRASTRUCTURE PLAN**

The Barrhead Regional Airport Committee's 10 Year Capital Infrastructure Plan, was received.

007-20

Moved by Cr. Oswald that Council approves the Barrhead Regional Airport Committee's proposed 2021-2023 Operating Plan, as recommended by the Joint Town & County Council, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC LIBRARY –
2020 OPERATING BUDGET**

The Barrhead Public Library's 2020 Operating Budget, was received.

008-20

Moved by Cr. Klumph that Council approves the Barrhead Public Library's 2020 Operating Budget in the amount of \$359,847.00 which includes an overall contribution of \$90,187.00 from the Town of Barrhead, as recommended by the Joint Town & County Council, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC LIBRARY –
MEMBERS-AT-LARGE**

The Barrhead Public Library's appoints for the members-at-large, was received.

009-20

Moved by Cr. Klumph that Council appoints the following as members-at-large for the Barrhead Public Library for a two-year term commencing on January 1, 2020 expiring December, 2022:

- Ruth Bohn (renewal)
- Sandra Olthuis (renewal and Neerlandia Library representative)
- Jane Kusal
- Susan McLaren
- Isabel Rempel

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC LIBRARY –
3 YEAR OPERATIONAL PLAN**

The Barrhead Public Library Board's three-year Operational Plan, was received.

010-20

Moved by Cr. Klumph that Council accepts the Barrhead Public Library Board's three-year Operation Plan, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT FCSS –
2020 OPERATING BUDGET**

The Barrhead & District Family Community Support Services 2020 Operating Budget, was received.

EXITED

Cr. Klumph declared a pecuniary interest pursuant to Section 172 of the MGA and vacated the Chambers at 5:50 p.m. Cr. Klumph is an employee of Family Community Support Services (FCSS).

011-20 Moved by Cr. Penny that Council approves the Barrhead & District Family Community Support Services proposed 2020 Operating Budget, in the amount of \$549,523.00 which includes a \$76,000.00 contribution from both the Town of Barrhead and the County of Barrhead, as presented.

CARRIED UNANIMOUSLY

RE-ENTERED Cr. Klumph re-entered the Chambers at 5:51p.m.

2020 CAPITAL PURCHASES

A request for authorization to proceed with specific capital items included in the 2020 Interim Budget, was received.

012-20 Moved by Cr. Assaf that Council provides authorization to proceed with the tendering/purchase of the following capital items, as approved in the 2020 Interim Capital Budget:

ITEM DESCRIPTION	2020 INTERIM BUDGET
Common Services – Sweeper	\$350,000.00
Common Services – ½ Ton Truck – Crew Cab	\$48,000.00
Common Services – Skid Steer Snow Wing	\$10,900.00
Trade Waste – Commercial Bins	\$25,000.00
Curling Rink – Roof Replacement, Makeup Air Unit, Electrical	\$545,000.00
Curling Rink – Unit Heaters, Lighting, Drainage Lines	\$96,000.00

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of January 14, 2020, was reviewed:

- Barrhead Accessibility Coalition
- Family & Community Support Services Society
- Twinning Committee
- CAO’s Report

013-20 Moved by Cr. Oswald that the following Reports to Council as of December 10, 2019 be accepted as information:

- Barrhead Accessibility Coalition
- Family & Community Support Services Society
- Twinning Committee
- CAO’s Report

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society Meeting – November 21, 2019
- Joint Town and County Council Meeting – December 9, 2019
- Barrhead & District Twinning Committee Meeting – January 6, 2020

014-20 Moved by Cr. Assaf that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

BYLAW 11-2019, MUNICIPAL PUBLIC UTILITIES BYLAW

Bylaw 11-2019, the Municipal Public Utilities Bylaw, was reviewed.

015-20 Moved by Cr. Klumph that Council give Bylaw 11-2019, the Municipal Public Utilities Bylaw, third reading.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items was reviewed:

Letter from Alberta Municipal Affairs regarding the 2019/20 Fire Services Training Program Grant.

016-20 Moved by Cr. Klumph that Council accept the letter from Alberta Municipal Affairs regarding the 2019/20 Fire Services Training Program Grant, and instruct Administration to review the 2019/20 Fire Services Training Program Grant and submit a grant application if applicable.

CARRIED UNANIMOUSLY

Letter from the Barrhead Skating Club dated December 30, 2019 requesting an appointment with Town Council and seeking a reduction of ice rental fees to \$80.00 per hour.

Discussion took place.

017-20 Moved by Cr. Penny that Council instructs Administration to amend Policy 72-002, Recreation Facility Rentals & Rates Policy to \$80.00 for ice rental from 9:00 a.m. to 4:00 p.m. Monday to Friday.

CARRIED UNANIMOUSLY

Letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the updates to the Assessment Year Modifiers for the 2020 taxation year.

018-20 Moved by Cr. Klumph that Council accept the letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the updates to the Assessment Year Modifiers for the 2020 taxation year, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Penny congratulated the Town for the purchase and operations of the garbage collection system.

Cr. Klumph commended Public Works staff for the operation of the new garbage truck and for the snow removal on clearing the streets.

Cr. Kluin congratulated the organizers of the Festival of Trees on a job well done.

Mayor McKenzie commended the Attraction and Retention Committee for the recent doctor visits.

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

019-20 Moved by Cr. Penny that Council go in closed session at 6:15 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

020-20 Moved by Cr. Smith that Council come out of closed session at 6:55 p.m.

CARRIED UNANIMOUSLY

ADJOURN

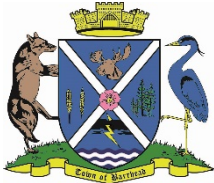
021-20 Moved by Cr. Assaf that the Council Meeting be adjourned at 6:55 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: 5:30 p.m. Delegation

1.0 PURPOSE:

Delegation – The Town’s Communications Coordinator, Kat Hueggenberg at 5:30 p.m.

2.0 BACKGROUND AND DISCUSSION:

Ms. Kat Hueggenberg will present Council with the status report on the re-branding initiative.

3.0 ALTERNATIVES:

- 3.1 That Council accepts the presentation from Communications Coordinator, Kat Hueggenberg, relating to the Town’s re-branding initiative, as information.
- 3.2 That Council instructs Administration to provide further information as it relates to the Town’s re-branding initiative, as directed.

4.0 FINANCIAL IMPLICATIONS:

The project’s budget was incorporated in the Town ‘s 2019 Operating Budget with some funds being carry-over into the 2020 fiscal year.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

None – however information will be circulated during the presentation.

9.0 RECOMMENDATION:

That Council accepts the presentation from Communications Coordinator, Kat Hueggenberg, relating to the Town's re-branding initiative, as information.

(original signed by the CAO)
Edward LeBlanc
CAO



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: Barrhead Public Library – Members-at-large

1.0 PURPOSE:

For Council to rescind and replace resolution 009-20 relating to the appointments of the members-at-large for the Barrhead Public Library.

2.0 BACKGROUND AND DISCUSSION:

The Request for Decision Report relating to the appointments to the Members-at-large for the Barrhead Public Library that was presented to Council during the January 14, 2020 Council Meeting had an error.

The Report outlined the appointments would be a two-year term, however it should have read a three-year appointment.

The following was the resolution that was passed during the January 14, 2020 Council Meeting:

Moved by Cr. Klumph that Council appoints the following as members-at-large for the Barrhead Public Library for a two-year term commencing on January 1, 2020 expiring December, 2022:

- *Ruth Bohn (renewal)*
- *Sandra Olthuis (renewal and Neerlandia Library representative)*
- *Jane Kusal*
- *Susan McLaren*
- *Isabel Rempel*

(Resolution: 009-20)

3.0 ALTERNATIVES:

3.1 Council rescinds Resolution No. 009-20, and further:

Council appoints the following as members-at-large for the Barrhead Public Library for a three-year term commencing on January 1, 2020 expiring December, 2022:

- Ruth Bohn (renewal)
- Sandra Olthuis (renewal and Neerlandia Library representative)
- Jane Kusal
- Susan McLaren
- Isabel Rempel

4.0 FINANCIAL IMPLICATIONS:

Not applicable

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not applicable.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATIONS:

Council rescinds Resolution No. 009-20, and further:

Council appoints the following as members-at-large for the Barrhead Public Library for a three-year term commencing on January 1, 2020 expiring December, 2022:

- Ruth Bohn (renewal)
- Sandra Olthuis (renewal and Neerlandia Library representative)
- Jane Kusal
- Susan McLaren
- Isabel Rempel

(Original signed by the CAO)

Edward LeBlanc
CAO



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: New Health and Safety Policy

1.0 PURPOSE:

For Council to approve a revised Health and Safety Policy, as presented.

2.0 BACKGROUND AND DISCUSSION:

In my CAO's report that was presented during the January 14th, 2020 Council Meeting, it was reported that the internal audit of the Town's Safety Plan received an overall final score of 80%.

The submitted revised Policy which includes a physiological and social well-being component will assist in addressing a shortfall currently found in the Town's Safety Policy, as identified in the internal audit.

3.0 ALTERNATIVES:

3.1 Council approves the revised Health and Safety Policy, as presented.

3.2 Council instructs Administration to provide further information to the revised Health and Safety Policy and to bring back the information at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

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

6.0 SENIOR GOVERNMENT IMPLICATIONS:

A Health and Safety Plan is mandated by the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

To ensure the Town's Health and Safety Plan and Policy is kept current.

8.0 ATTACHMENTS:

8.1 Current Health and Safety Policy dated 2019.

8.2 Revised Health and Safety Policy.

9.0 RECOMMENDATIONS:

Council approves the revised Health and Safety Policy, as presented.

(original signed by the CAO)

Edward LeBlanc
CAO

Town of Barrhead Health and Safety Policy

The Town of Barrhead is committed to the protection from accidental loss of all its resource, including employees and physical assets.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence this municipality expects.

Management will set an example and provide leadership in the health and safety program. Management will set safe work practices and procedures, and provide proper equipment and training. Employees are responsible for following all procedures, working with an awareness of health and safety, and cooperating in working towards improved health and safety conditions at work.

Contractors and their employees are expected, in addition to observing the Alberta Occupational Health & Safety Act to familiarize and comply with the Town of Barrhead Health & Safety Policies, Directives, Safe Work Practices and Procedures.

Employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety Legislation as it relates to their work processes.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.



David McKenzie, Mayor

Edward LeBlanc, CAO

Council Approval Date: June 25, 2019

Town of Barrhead

Health and Safety Policy



The Town of Barrhead's most valuable asset are its employees; therefore we are committed to the protection of their physical, physiological and social well being.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence expected by the Town of Barrhead.

Management will set an example and provide leadership in the health and safety program. Supervisors will set safe work practices and procedures, and provide proper equipment and training. Employees are responsible for following all procedures, as well are expected to observe the Alberta Occupational Health & Safety Act, Regulation and Code.

Contractors and their employees are expected, in addition to observing the Alberta Occupational Health & Safety Act, Regulation and Codes, to be familiarized and comply with the Town of Barrhead Health & Safety Policies, Directives, Safe Work Practices and Procedures.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.

David McKenzie, Mayor

Edward LeBlanc, CAO

Council Approval Date



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: Support – Alberta Community Partnership Grant Program

1.0 PURPOSE:

For Council to support in principle a grant application made under the Alberta Community Partnership Program.

2.0 BACKGROUND AND DISCUSSION:

The Barrhead Regional Water Commission recently learned of an opportunity to potentially access provincial funding via the Alberta Community Partnership (ACP) program to enhance their operations. One entity eligible for the grant is municipalities.

After the Commission consulted with the Town and the County, both municipal administrations wished to work with the Commission to apply for funding. The Town's administration volunteered to be the unit authority for the grant application.

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities.

Key program outcomes include:

- new or enhanced regional municipal services
- improved municipal capacity to respond to municipal and regional priorities
- effective intermunicipal relations through joint and collaborative activities

The Commission provided the Town's Administration with the required information for the actual grant application. The grant application includes in part, the following:

"The delivery of regional water services is managed through the Barrhead Regional Water Commission. The Town of Barrhead and the County of Barrhead recognize the importance of a safe and adequate and sustainable water supply, *and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a regional water treatment infrastructure assessment.*

The purpose of the proposed regional water infrastructure assessment is to provide critical water treatment, pH adjustment system and nanofiltration membrane water treatment process wastewater discharge model information and recommendations that will inform proactive water management strategies and upgrades

The Commission has expressed its appreciation to the Town's Director of Infrastructure and his staff, in providing their thoughts that assisted in finalizing the scope of the grant application with the Commission's engineers.

3.0 ALTERNATIVES:

3.1 Council provides its support in principle for the joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program.

3.2 Council instructs Administration to provide further information regarding to the joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program and to report back at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The application is seeking a total grant of \$200,000.00 which requires no matching municipal funds. Any provincial grant funding received will financially benefit the utility account holders for both the Town and the County.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Limited to the existing service agreement the Town has with the Barrhead Regional Water Commission.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The grant application is administered by Municipal Affairs and the formal response to our grant application will be received by March 31st.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The application illustrates again the benefits that can be potentially achieved with collaboration with local authorities.

8.0 ATTACHMENTS:

8.1 Alberta Community Partnership application, as submitted by the Town of Barrhead.

9.0 RECOMMENDATIONS:


Council provides its support in principle for the joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program.

(original signed by the CAO)

Edward LeBlanc
CAO

Alberta Community Partnership - [Intermunicipal Collaboration] - Application

INSTRUCTIONS

1. Please complete all sections of the application form below prior to submission. Fields that require mandatory information will be flagged with a red asterisk * or red dotted box.
2. Press the Save button to save the application at any time. A previously saved draft of an application form can be retrieved through the Applications tab under the left-hand menu.
3. In order to change an answer for questions that ask you to select a single checkbox response from a list, deselect (uncheck) the old response first before selecting a new one.
4. The stated Project Completion Date should allow for sufficient time to fully expend any awarded grant funding and submit required reporting.
5. Refer to the ACP program guidelines for further information on project eligibility requirements.
6. If you have additional questions about your project application, please contact an ACP Grant Advisor at 780-422-7125  (dial 310-0000 first for toll-free calling) or email acp.grants@gov.ab.ca.

The form was submitted on 2020-01-20 14:36:27 by
Kathy Vickery

APPLICANT INFORMATION

Legal Name of Entity

Town of Barrhead

Mailing Address

Address:

PO Box 4189

City:

Barrhead

Province:

AB

Postal Code:

T7N 1A2

Preferred Contact Name (if different from above):

Edward LeBlanc

Contact

First Name:

Kathy

Last Name:

Vickery

Email Address:

kvickery@barrhead.ca

Phone Number:

780-674-3301

Preferred Contact Title:

Chief Administrative Officer

Preferred Contact Phone Number:

(780) 674-3301

Preferred Contact Email Address:

eleblanc@barrhead.ca

PROJECT TITLE

Choose a concise title for your project (*maximum 100 characters*):

Regional Water Infrastructure Plan

PROJECT TIMELINE

Project Start Date (DD-MMM-YY):

01-Apr-19



Project Completion Date (DD-MMM-YY):

31-Dec-22



The Start and End Dates default to April 1, 2019 and December 31, 2022 respectively as this will be the time period during which grant funds may be used for any approved 2019/20 ACP Intermunicipal Collaboration projects. Please specify if you require a later End Date for your project.

PARTNERS

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all project partners participating in the project.

Project Partner(s)

BARRHEAD NO. 11, COUNTY OF



Insert Partner

☐ I certify, as the managing partner, that all participating members have passed resolutions or motions supporting participation in the project.

PROJECT OVERVIEW

Note: The evaluation of your application for funding will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.

1. This project produces (*check all that apply*):

☒ A regional service agreement, plan, framework or model

☒ A study (e.g., shared service feasibility study, etc.)

☐ A new Intermunicipal Development Plan

☐ An amended Intermunicipal Development Plan

☐ Other (please specify)

(maximum 100 characters):

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

The delivery of regional water services is managed through the Barrhead Regional Water Commission. The Town of Barrhead and the County of Barrhead recognize the importance of a safe and adequate and sustainable water supply, and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a regional water treatment infrastructure assessment.

The purpose of the proposed regional water infrastructure assessment is to provide critical water treatment, pH adjustment system and nanofiltration membrane water treatment process wastewater discharge model information and recommendations that will inform proactive water management strategies and upgrades.

The partnership will undertake the following activities:

1. Data collection, and review and analysis of background information including flow and water quality data, treatment requirements, plans, drawings, and River analysis.
2. Engineering analysis of water treatment system and gap analysis.
3. Development of regional water treatment system operational options.
4. Regional water infrastructure analysis and recommendations to ensure a safe and adequate water treatment system for Utility Operating Staff.
5. Regional water infrastructure analysis and recommendations to ensure a safe and adequate and sustainable water supply for residents and municipal operations.

The expected project outputs are:

1. Regional water treatment system evaluation and analysis summary report.
2. Regional water data collection, water quality analysis, and analysis summary report.
3. Regional raw water supply (Paddle River) analysis as the receiving river course for the Water Treatment Plant wastewater discharge.
4. Regional water treatment system optimization options and cost models.
5. Regional water infrastructure strategy.
6. Provincial and Federal Regulatory Agency consultations, and applications for approvals.

(max 4000 characters)

PROJECT PRIORITY

3. Why are the project and the grant needed?

a. Does the project help to resolve an outstanding service gap or problem for the communities within the partnership?

If so, please explain.

There is a significant service gap as neither municipality has a detailed water treatment infrastructure assessment or implementation plan and need to ensure this gap in information is in place to inform proactive treatment plant water service delivery and management.

This water infrastructure assessment should summarize and identify any deficiencies with the condition and capacity of the water treatment system. This plan is critical to address any water treatment plant issues and to guide informed infrastructure management. This is especially critical as it relates to ensuring sufficient and safe water quality, sustainable operations, and improved Operator safety.

Elected officials have identified water management as an important service area for future collaboration and is part of the Intermunicipal Collaboration Framework (ICF) discussions as it relates to intermunicipal planning and service delivery initiatives.

(max 3000 characters)

b. What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

There are several factors affecting the partnerships ability to undertake this project that include:

- Requirement for specialized knowledge and expertise that is not available within the municipalities related to professional engineering analysis, professional biologist analysis, and technical stakeholder engagement. The grant will be used to obtain technical experts capable of completing the required work.
- Use of municipal funding for this project would place additional financial strain on municipal resources that are struggling to balance lower revenues and delivery of vital municipal services.
- The municipal employees already have strained time commitments and high workload expectations with the ongoing delivery of day to day municipal operations and do not have the capacity to engage in the time expectations this project requires.

The use of grant-funded external resources is the only effective way to ensure project success.

(max 3000 characters)

PARTNERSHIP AND PROJECT READINESS

- 4a. How will each participating member be involved in the project planning, administration, and decision making? Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member will be met in the final outcomes of the project?

The Town of Barrhead is the managing partner on this grant application for the sole purpose of grant submission and future grant administration and reporting if grant is approved.

The grant project itself will be a fully collaborative process as it relates to project planning, administration, and decision making. The partnership has an established regional water commission that will have representatives from each municipality where both municipalities are actively engaged in project progress and will have input and influence on project outcomes. Mechanisms that will support this include open discussions, input from senior administration, and an agreed upon voting model.

Once the baseline data is collected and the water infrastructure assessment and recommendations are developed, the commission will inform the respective councils to guide policy development.

(max 2000 characters)

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants? Provide details of any dispute resolution mechanisms that may be in place between the partners.

The partnership will follow the resolution process that is part of the ICF structure.

It is imperative that the water infrastructure assessment be received and endorsed by both municipalities. In the event that conflict occurs all efforts will be made to resolve the issue administratively. If required, the issue will be elevated in the following sequence: senior managers, joint meetings of both councils, provincial mediation.

(max 2000 characters)

- 5a. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

The partnership is proposing the following project workplan:

1. Consultant conducts a preliminary assessment, data collection, and analysis.
2. Conduct technical engineering modelling, testing and statistical analysis.
3. Develop regional water treatment system delivery options and cost models.
4. Assess status, condition, and capacity of existing water management infrastructure.
5. Development of a regional water treatment system infrastructure assessment and recommendation framework that identifies infrastructure requirements, and guidelines for future implementation and development.

The following timelines are high level estimates and may overlap and be modified as project proceeds:

1. Data collection and analysis (April – October 2020)
2. Engineering and aquatic biologist analysis and development of models (October 2020 – August 2021)
3. Development of water infrastructure assessment and recommendations (September – December 2021)
4. Presentations to councils (January – March 2022)

Risks associated with this project include:

1. Municipal support and cooperation – this will be mitigated through targeted municipal engagement and information sessions as it relates to data collection and analysis, and potential impacts on regional water treatment service delivery.
2. Availability of funding for related infrastructure upgrade requirements – this will be mitigated through the water treatment infrastructure assessment itself that will provide council critical information when deliberating over capital priority projects.

(max 3800 characters)

Sb. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

The partnership has collaborated with MPE Engineering Ltd. to identify high level project requirements. MPE Engineering has the technical and local expertise and have provided a preliminary quote in support of this project. Cost are estimates based on similar projects.

The partnership will follow required procurement practices should this project be approved for funding.

(max 2800 characters)

INTERMUNICIPAL COLLABORATION - BUDGET

6. Provide a comprehensive, **itemized breakdown** of all your estimated project costs and expenditures in the table below. Use the "**Insert budget item**" button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request.

Refer to the ACP program guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Data Collection and analysis	\$75,000
Engineering analysis and development of service delivery options and	\$50,000
Development of regional water infrastructure assessment and recomm	\$75,000
<input checked="" type="checkbox"/> Insert budget item	
Total Project Costs (a)	\$200,000
Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines) (b)	\$0
ACP eligible costs (a-b) (c)	\$200,000
Total funds from other grant programs applied towards eligible costs (d) (Identify grant program name(s) below):	\$0
Other cash contributions towards eligible costs (e)	\$0
*Total ACP grant request [c - (d + e)] (f)	\$200,000

**The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.*

APPLICATION CHECKLIST

I confirm that I have:

- ☒ Provided all partnership information;
- ☒ Provided or will provide all council resolutions or motions supporting the project; and
- ☒ Provided responses to all questions on the application form.

Incomplete applications will not be reviewed.

APPLICATION CERTIFICATION

Certification Type:

- ☐ Chief Administrative Officer ☒ Representative

- ☒ I, **Kathy Vickery**, as a representative of the **Town of Barrhead**, have been authorized to submit this application to the Alberta Community Partnership program on behalf of the CAO and certify that all information contained within this application is true and correct and that all program funds will be used in accordance with the program guidelines and that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

By clicking "Submit" I certify the statement selected above to be true.

Kathy Vickery

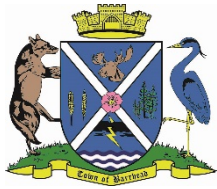
20-Jan-20

*This document has been electronically submitted to the Alberta Municipal Affairs Grants and Education Property Tax Branch.

**The form was submitted on 2020-01-20 14:36:27 by
Kathy Vickery**

LEGAL DISCLOSURE

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by email at acp.grants@gov.ab.ca, or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 – 102 Street, Edmonton, Alberta T5J 4L4.



Item No. 7(c)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: Bank Statement – for month ending December 31, 2019

1.0 Purpose:

To approve the Monthly Bank Statement for the month ended December 31, 2019.

2.0 Background and Discussion:

Not applicable.

3.0 Alternatives:

3.1 For Council approves the Monthly Bank Statement for the month ended December 31, 2019, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended December 31, 2019 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Monthly Bank Statement

9.0 Recommendations

That Council approves the Monthly Bank Statement for the month ended December 31, 2019, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

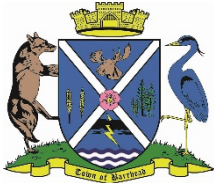
**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED DECEMBER 31, 2019**

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCT	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	736,604.57	5,594,838.08	1,145,057.28
Receipts	0.00	1,514,287.30	
Interest	640.78	10,845.85	
Transfers from/to Term Deposits	0.00	0.00	2,220.27
Cancelled Cheques	0.00	0.00	
SUBTOTAL	737,245.35	7,119,971.23	1,147,277.55
Disbursements	700,000.00	1,791,952.20	
Debentures/Interest	0.00	0.00	
School Requisition	0.00	386,845.89	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	0.00	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	37,245.35	4,941,173.14	1,147,277.55

PER BANK:			
Balance at end of month	37,990.82	5,453,558.88	1,147,277.55
Outstanding Deposits	0.00	87,786.62	
SUBTOTAL	37,990.82	5,541,345.50	1,147,277.55
Outstanding Cheques	745.47	600,172.36	
NET BALANCE AT END OF MONTH	37,245.35	4,941,173.14	1,147,277.55

TERM DEPOSIT SUMMARY
FOR MONTH ENDED DECEMBER 31, 2019

<u>Financial Institution</u>	<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Nova Scotia	100,000.00	1.92%	November 19, 2019	180 day term deposit
ATB Financial	1,000,000.00	2.50%	December 20, 2019	38 day term deposit
ATB Financial	<u>47,277.55</u>			Interest On Term Account
Total	<u>\$ 1,147,277.55</u>			



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: 2019 Year End Financial Summary & Reserve Transfers

1.0 PURPOSE:

To accept the preliminary 2019 Financial Statement, Operating Revenues & Expenses Summaries and to authorize the various Transfers to Reserves.

2.0 BACKGROUND AND DISCUSSION:

The following items have been provided for Council's review and consideration:

Item 1 - Financial Statements to December 31, 2019 are attached.

The attached report summarizes the 2019 financial statement details by function (roads, water, parks, etc.) as well as by category (taxes, sale of goods, salaries, maintenance, utilities, etc.).

The report lists the various sections as Operating Revenue and Expenses, Assets, Liabilities and Capital Revenues and Expenses. This report identifies the final year-to-date amounts at December 31, 2019 in comparison with the 2019 budgets, along with the variance showing the differences as over or under budget.

The Operating Function – By Category report identifies that most of the expenditures by category are under budget ie insurance, benefits, equipment maintenance, material and supplies, etc.

The new financial system now records the employee vacation time earned, taken and the balance remaining. For 2019 there were a number of salary budgets that were under budget, due to positions being vacant for part of the year. This enabled the first year of the recording to be added in 2019 without a substantial change in the budget.

At the end of 2019 total Salaries were over budget by \$91,000.00 (including the vacation time allocation) and the Employer share of CPP, EI, Benefits were under budget by \$41,000.00 for net cost of \$ 50,000.00. This was offset by the overall reduction in the remaining areas of the 2019 Operating budget.

Additional contributions were added to Operating and Capital Reserves for 2020 and future projects.

Please see the attached summaries (Item 2 & Item 3) for further explanation of the items that were under or over budget and the changes in contributions to reserves.

Net gain/loss on disposal tangible capital assets and amortization expense, to record the depreciation/amortization of the tangible capital assets, are noted but excluded on the financial summary reports.

Item 2 - Summary of Operating Revenues and Expenses, identifies some of the more significant revenues & expenses that were under or over budget, which contributed to the overall 2019 surplus amount.

Within the operating budget, the Water, Sewer, Tradewaste and Landfill operations are self-supporting utilities. The difference between the operating revenues and expenses for these functions are considered as surplus funds within these areas. These funds are then transferred to capital reserves for future infrastructure and other capital projects.

Tradewaste and Landfill net operating costs were lower in 2019. As a result, more revenue was utilized to offset costs of recycling with an additional \$27,488.00 being transferred to Recycling and reducing the net operational cost to \$13,133.00.

Item 3 – 2019 Operating and Capital Reserves Transfers indicates the changes in the transfers for projects that were not finished in 2019 and will be transferred to 2020 for completion, as well as additional amounts that have been transferred to reserve for future use. When the 2020 Final Budget is prepared in April, Council is able to reallocate reserves for any projects to be undertaken.

Any government funding that is not utilized during the year is placed in a deferred revenue account instead of a reserve account. When the 2019 budget was prepared it indicated that the grants received would be utilized within the year. This summary will also show any remaining grant funds that were transferred to or remain as deferred revenues for future projects.

Item 4 – 2019 Operating and Capital Reserves and Deferred Revenue Statements indicates the status of these reserves after all the transfer entries were completed. Funds have been transferred into the various reserves for the 2020 projects as well as the future ones.

Summary:

The overall remaining surplus amount of \$ 1,260.25 will be added to the accumulated surplus account at the end of the year, to total \$ 324,951.21.

Audit Staff from Wayne Ellerington Professional Corporation will be in our office to conduct their annual audit on February 3, 2020. Once the audit has been completed the Final Audited Financial Statements for 2019 will be formally presented to Council.

3.0 ALTERNATIVES:

3.1 Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2019, as presented; and further

Council to accept the following information, as presented:

- The preliminary Financial Statement for year ending December 31, 2019
- Summary of Operating Revenues and Expenditures Report for year ending December 31, 2019
- Operating and Capital Reserves Report for year ending December 31, 2019

3.2 Council instructs Administration to provide further information regarding to the preliminary financial information for year ending December 31, 2019 and to report back at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Transfers to and from Operating and Capital Reserves, and Deferred Revenues will be incorporated into the 2019 Financial Statements as listed.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

1. 2019 Financial Statement Summaries – by Department and by Category
2. 2019 Summary of Operating Revenues & Expenses Report
3. 2019 Operating and Capital Reserves Transfers Report
4. 2019 Operating and Capital Reserves Report

9.0 **RECOMMENDATIONS:**

Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2019, as presented; and further

Council to accept the following information, as presented:

- The preliminary Financial Statement for year ending December 31, 2019
- Summary of Operating Revenues and Expenditures Report for year ending December 31, 2019
- Operating and Capital Reserves Report for year ending December 31, 2019

(Original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD FINANCIAL STATEMENT

OPERATING FUNCTION - DEPARTMENT

AT DECEMBER 31, 2019

<u>DEPARTMENT</u>	<u>2019 Budget REVENUES</u>	<u>2019 Actuals REVENUES</u>	<u>2019 Budget VARIANCE</u>
Tax	(6,872,129.00)	(6,839,764.77)	32,364.23
Penalties, Franchise	(780,000.00)	(799,447.49)	(19,447.49)
Council	(1,200.00)	(2,083.00)	(883.00)
Administration	(118,450.00)	(93,724.87)	24,725.13
RCMP	(61,467.00)	(42,219.11)	19,247.89
Fire	(848,427.00)	(823,869.79)	24,557.21
ERC	(24,662.00)	(22,825.29)	1,836.71
Town Fire	(3,000.00)	-	3,000.00
Disaster Services	(50.00)	-	50.00
Bylaw	(28,600.00)	(36,802.17)	(8,202.17)
Safety	(51,200.00)	-	51,200.00
Public Health	(20,000.00)	(269.79)	19,730.21
Common Services	(53,300.00)	(47,846.21)	5,453.79
Roads	(74,947.00)	(70,638.50)	4,308.50
Water	(1,993,727.00)	(1,842,982.51)	150,744.49
Water (BRWC)	(651,373.00)	(610,745.10)	40,627.90
Sewer	(647,100.00)	(595,631.40)	51,468.60
Trade Waste	(327,607.00)	(283,075.72)	44,531.28
Landfill	(234,300.00)	(219,134.22)	15,165.78
Recycle	(160,643.00)	(198,601.58)	(37,958.58)
New Landfill	(4,000.00)	(4,000.00)	-
FCSS	(376,423.00)	(376,423.00)	-
Cemetery	(5,600.00)	(4,500.00)	1,100.00
Development	(73,600.00)	(52,701.02)	20,898.98
Planning	(1,450.00)	(100.00)	1,350.00
Communications	(83,300.00)	(72,364.97)	10,935.03
Subdivision	(195,600.00)	(4,561.46)	191,038.54
Recreation Admin.	(91,700.00)	(76,442.98)	15,257.02
Arena	(377,621.00)	(410,938.62)	(33,317.62)
Pool	(540,100.00)	(503,086.69)	37,013.31
Parks	(101,997.00)	(105,382.47)	(3,385.47)
Rotary	(20,000.00)	(15,707.09)	4,292.91
Bowling Alley	(3,000.00)	(2,932.03)	67.97
Curling	(12,879.00)	(16,315.61)	(3,436.61)
Walking Trail	(20,000.00)	-	20,000.00
Tourism	-	(18,870.00)	(18,870.00)
Twinning	(9,185.00)	(4,092.28)	5,092.72
Underlevies	-	(2,397.05)	(2,397.05)
TOTAL REVENUES	(14,868,637.00)	(14,200,476.79)	668,160.21 (Lower Revenues)

TOWN OF BARRHEAD FINANCIAL STATEMENT

OPERATING FUNCTION - DEPARTMENT

AT DECEMBER 31, 2019

DEPARTMENT	2019 Budget EXPENSES	2019 Actuals EXPENSES	2019 Budget VARIANCE
Council	224,148.00	189,678.17	34,469.83
Administration	1,045,613.00	1,046,937.98	(1,324.98)
RCMP	89,750.00	66,583.21	23,166.79
Fire	848,427.00	823,869.79	24,557.21
ERC	49,324.00	45,650.58	3,673.42
Town Fire	324,205.00	337,322.01	(13,117.01)
Disaster Services	5,000.00	1,036.28	3,963.72
Bylaw	142,198.00	141,666.60	531.40
Safety	102,401.00	-	102,401.00
Public Health	20,000.00	269.79	19,730.21
Common Services	539,611.00	490,971.20	48,639.80
Roads	1,351,312.00	1,405,005.22	(53,693.22)
Airport	33,076.00	22,558.71	10,517.29
Storm Sewer	24,669.00	11,733.58	12,935.42
Water	1,993,727.00	1,842,982.51	150,744.49
Water (BRWC)	651,373.00	610,745.10	40,627.90
Sewer	647,100.00	595,631.40	51,468.60
Trade Waste	327,607.00	283,075.72	44,531.28
Landfill	234,300.00	219,134.23	15,165.77
Recycle	201,264.00	211,734.58	(10,470.58)
New Landfill	34,425.00	34,425.00	-
FCSS	452,423.00	452,423.00	-
Cemetery	25,851.00	16,212.69	9,638.31
Development	203,485.00	152,704.86	50,780.14
Planning	1,250.00	1,100.00	150.00
Communications	230,476.00	197,278.54	33,197.46
Subdivision	-	4,261.46	(4,261.46)
Recreation Admin.	348,290.00	352,623.83	(4,333.83)
Arena	643,267.00	636,351.48	6,915.52
Pool	1,469,451.00	1,528,247.75	(58,796.75)
Parks	417,438.00	318,436.65	99,001.35
Sportsground	97,090.00	89,861.56	7,228.44
Rotary	19,400.00	10,675.14	8,724.86

TOWN OF BARRHEAD FINANCIAL STATEMENT

OPERATING FUNCTION - DEPARTMENT

AT DECEMBER 31, 2019

Bowling Alley	27,500.00	29,094.03	(1,594.03)
Curling	52,708.00	47,441.17	5,266.83
Walking Trail	78,679.00	70,392.52	8,286.48
Tourism	110,834.00	81,325.01	29,508.99
Twinning	13,370.00	5,755.01	7,614.99
Libraries	109,877.00	109,876.70	0.30
Requisitions	1,518,961.00	1,518,973.49	(12.49)
Contingency Expenses	147,829.00	192,829.00	(45,000.00)
Underlevies	-	2,340.99	(2,340.99)
TOTALS EXPENSES	14,857,709.00	14,199,216.54	658,492.46
			(Lower Expenses)

(10,928.00)	(1,260.25)	9,667.75
Budgeted Surplus	Surplus	Variance

(excluding Amortization Expense and Net Gain/Loss on Asset Disposals)

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION - BY CATEGORY
AT DECEMBER 31, 2019

<u>Description</u>	<u>2019 Budget</u>	<u>2019 Actuals</u>	<u>Variance</u>
Property Taxes	(6,872,129.00)	(6,839,764.77)	32,364.23
Sale Goods, Services	(4,378,523.00)	(3,952,308.00)	426,215.00
Franchise Fees, Rentals, Licenses, Permits	(1,400,148.00)	(1,466,110.76)	(65,962.76)
Receivable from Local Government	(1,373,620.00)	(1,236,585.00)	137,035.00
Provincial Grants	(582,117.00)	(571,694.30)	10,422.70
Federal Grants	(7,400.00)	(15,191.91)	(7,791.91)
Revenues from Operating Reserves	(254,700.00)	(116,425.00)	138,275.00
Underlevies Current Year	-	(2,397.05)	(2,397.05)
Total Revenues	(14,868,637.00)	(14,200,476.79)	668,160.21

<u>Description</u>	<u>2019 Budget</u>	<u>2019 Actuals</u>	<u>Variance</u>
Salaries Expense	3,728,585.00	3,819,883.10	91,298.10
Employer Share CPP, EI, Benefits, LAPP, WCB	818,635.00	776,824.93	(41,810.07)
Council Fees & Per diems	172,360.00	165,070.00	(7,290.00)
Insurance	240,250.00	216,934.99	(23,315.01)
Training & Development	102,100.00	67,957.67	(34,142.33)
Fire Fees & Guardians	171,800.00	166,062.88	(5,737.12)
Travel & Subsistence, Postage, Phone, Advertising	305,320.00	221,861.29	(83,458.71)
Legal, Engineering, BRWC, Assessor, Auditor	423,607.00	294,292.00	(129,315.00)
Building Maintenance, General Maintenance	660,600.00	528,810.96	(131,789.04)
Equipment Maintenance	209,850.00	172,507.36	(37,342.64)
Vehicle Maintenance	148,300.00	141,806.74	(6,493.26)
Computer Support, Custodial, Contracted Services	1,537,520.00	1,401,778.92	(135,741.08)
Enhanced Policing, Land Titles	41,500.00	16,131.67	(25,368.33)
Materials & Supplies, Fuel, Gravel, Asphalt	901,900.00	733,773.79	(168,126.21)
Chemicals	160,200.00	128,529.08	(31,670.92)
Utilities	995,975.00	995,717.89	(257.11)

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION - BY CATEGORY
AT DECEMBER 31, 2019

<u>Description</u>	<u>2019 Budget</u>	<u>2019 Actuals</u>	<u>Variance</u>
Computer Purchase Program,Rentals	7,500.00	5,048.10	(2,451.90)
Landfill Closure/Post Close	30,425.00	30,425.00	-
Contrib. to Regional Fire, Airport, FCSS,Library	899,081.00	906,924.25	7,843.25
Grants to Organization	31,700.00	33,570.00	1,870.00
Debenture Payments, Bank Charges	293,569.00	296,246.70	2,677.70
Write-Offs	4,500.00	2,213.60	(2,286.40)
Requisitions	1,518,961.00	1,518,973.49	12.49
Contribution to Capital	1,437,421.00	1,496,971.84	59,550.84
Additions to Operating Reserves	16,050.00	58,559.30	42,509.30
Underlevies Expenses	-	2,340.99	2,340.99
Total Expenses	14,857,709.00	14,199,216.54	(658,492.46)
 2019 Surplus	 (10,928.00)	 (1,260.25) Surplus	 9,667.75

TOWN OF BARRHEAD - FINANCIAL STATEMENT
ASSETS AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>
Total Cash Assets	4,979,718.49
Total A/R Assets	295,531.51
Total Administration Assets	715,054.64
Total RCMP Assets	475,814.58
Total Fire Assets	1,873,742.87
Total ERC Assets	45,788.38
Total Disaster Services Assets	5,292.50
Total Bylaw Assets	81,994.27
Total Common Services Assets	3,423,757.62
Total Roads Assets	17,817,263.68
Total Airport Assets	107,377.32
Total Storm Sewer Assets	1,722,634.06
Total Water Assets	7,099,645.46
Total Sewer Assets	6,811,221.76
Total Trade Waste Assets	710,614.98
Total Landfill Assets	738,750.15
Total Recycle Assets	152,937.00
Total Cemetery Assets	44,920.00
Total Subdivison Assets	2,319,506.61
Total Recreation Admin Assets	246,969.00
Total Arena Assets	4,819,597.05
Total Pool Assets	13,364,147.39
Total Parks Assets	1,375,063.62
Total Sportsground Assets	234,052.04
Total Rotary Park Assets	46,571.82

TOWN OF BARRHEAD - FINANCIAL STATEMENT
ASSETS AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>
Total Bowling Alley Assets	135,211.41
Total Curling Assets	255,281.50
Total Walking Trail Assets	194,787.60
Total Museum Assets	31,599.38
Total Gas Assets	30,120.00
Total Contingency Assets	2,397.05
Total A/R Assets	447,509.15
Total Term Deposits Assets	1,147,277.55
Total Alberta Municipal Financing Corporat	30.00
Total Prepaid Insurance Assets	5,705.91
Total Prepaid Expense Assets	<u>30,981.66</u>
	71,788,868.01

TOWN OF BARRHEAD - FINANCIAL STATEMENT
ASSETS AT DECEMBER 31, 2019
BY CATEGORY

<u>Account Description</u>	<u>2019 Actuals</u>
Cash	4,979,718.49
Term Deposits	1,147,277.55
Accounts Receivable	1,166,876.47
Inventory	48,394.57
Capital Projects - Work In Progress	690,753.80
Prepaid Expense	30,981.66
Accumulated Amortization	(52,441,430.76)
Engineering Structures - Assets	75,344,826.54
Buildings - Assets	26,963,386.41
Machinery & Equipment Assets	7,319,130.63
Land - Assets	1,496,108.70
Land Improvements - Assets	1,788,926.41
Vehicles - Assets	3,171,364.58
Underlevies	2,397.05
Refundable Contributions	74,420.00
Alberta Municipal Financing Corporation	30.00
Prepaid Insurance	5,705.91
	<hr/>
	71,788,868.01

TOWN OF BARRHEAD - FINANCIAL STATEMENT
LIABILITIES AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>
Total Payroll Liabilities	(248,151.78)
Total Employees Account	(3,393.36)
Total Prepaid Taxes	(29,871.66)
Total Administration Liabilities	(108,207.51)
Total Equity in Fixed Assets	(59,820,872.55)
Total Accumulated Surplus	(324,951.21)
Total Fire Liabilities	(88,530.09)
Total Emergency Response Liabilities	(18,147.10)
Total Bylaw Liabilities	(10,679.20)
Total Public Health Liabilities	(9,730.21)
Total Common Services Liabilities	(605,405.74)
Total Roads Liabilities	(265,378.62)
Total Airport Liabilities	(12,540.39)
Total Storm Sewer Liabilities	(31,000.00)
Total Water Liabilities	(1,586,431.48)
Total Sewer Liabilities	(1,170,211.17)
Total Trade Waste Liabilites	(118,608.10)
Total Landfill Liabilities	(67,767.15)
Total Recycle Liabilities	(27,901.58)
Total Landfill - Closure/Postclose Liab. Acct	(273,825.00)
Total Cemetery Liabilities	(37,035.13)
Total Development Liabilites	(24,200.00)
Total Communications Liabilities	(18,834.72)
Total Subdivision Liabilities	(93,658.10)
Total Family Care Centre Liabilities	(61,894.08)

TOWN OF BARRHEAD - FINANCIAL STATEMENT
LIABILITIES AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>
Total Recreation Admin. Liabilities	(6,881.47)
Total Arena Liabilities	(181,676.58)
Total Pool Liabilities	(5,041,216.98)
Total Parks Liabilities	(96,354.05)
Total Sportsground Liabilities	(58,800.00)
Total Rotary Liabilities	(4,000.00)
Total Bowling Alley Liabilities	(29,449.99)
Total Curling Liabilities	(50,416.60)
Total Walking Trail Liabilities	(54,765.14)
Total Tourism Liabilities	(16,000.00)
Total Contingency Liabilities	(1,122,591.82)
Total A/P Liabilities	<u>(69,489.45)</u>
TOTAL LIABILITIES BY DEPARTMENT	(71,788,868.01)

TOWN OF BARRHEAD - FINANCIAL STATEMENT
LIABILITIES AT DECEMBER 31, 2019
BY CATEGORY

<u>Account Description</u>	<u>2019 Actuals</u>
ACCOUNTS PAYABLE & HOLDBACKS	(69,489.45)
POOL - LONG TERM LOAN PAYABLE	(4,512,193.76)
LANDFILL - CLOSURE/POSTCLOSE LIAB.	(273,825.00)
PAYROLL LIABILITIES	(251,545.14)
PREPAID TAXES	(29,871.66)
OPERATING RESERVES	(736,651.06)
DEFERRED REVENUES	(1,040,535.86)
CAPITAL RESERVES	(4,666,849.37)
EQUITY IN FIXED ASSETS	(59,820,872.55)
ACCUMULATED SURPLUS	(324,951.21)
DEPOSITS	(45,179.92)
CEMETERY - COLUMBARIUM TRUST	(12,315.13)
ADVERTISING - SIGN RENTAL FUTURE	<u>(4,587.90)</u>
TOTAL LIABILITIES BY CATEGORY	(71,788,868.01)

TOWN OF BARRHEAD - FINANCIAL STATEMENT
CAPITAL REVENUES AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
Total Administration Revenue	(160,120.06)	(200,410.00)
Total RCMP Revenue	(9,308.00)	(12,000.00)
Total Fire Revenue	(91,702.77)	(240,000.00)
Total ERC Revenue	(28,378.71)	(50,000.00)
Total Disaster Service Revenue	(5,475.00)	-
Total Bylaw Revenue	(10,783.39)	(12,000.00)
Total Common Services Revenue	(206,243.00)	(199,247.00)
Total Roads Revenue	(284,149.45)	(421,000.00)
Total Airport Revenue	(7,256.75)	(12,500.00)
Total Storm Sewer Revenue	(10,000.00)	(27,000.00)
Total Water Revenue	(418,904.20)	(749,499.00)
Total Sewer Revenue	(1,523,706.81)	(2,932,393.00)
Total Trade Waste Revenue	(108,633.00)	(100,037.00)
Total Landfill Revenue	(2,960.00)	(3,500.00)
Total New Landfill Revenue	(4,000.00)	(4,000.00)
Total Subdivision Revenue	(71,900.00)	-
Total Recreation Revenue	(8,185.00)	(8,200.00)
Total Arena Revenue	(88,787.38)	(101,000.00)
Total Pool Revenue	(90,050.44)	(91,724.00)
Total Parks Revenue	(149,457.18)	(136,500.00)
Total Sportsground Revenue	(39,727.65)	(58,500.00)
Total Rotary Revenue	(4,909.19)	(5,500.00)
Total Bowling Alley Revenue	(40,550.01)	(20,000.00)
Total Curling Rink Revenue	(91,900.00)	(50,000.00)
Total Walking Trail Revenue	(49,575.00)	(50,000.00)
Total Contingency Revenue	(363,195.38)	(424,239.00)
Total Offsite Revenue	<u>(9,625.00)</u>	<u>(14,000.00)</u>
TOTAL CAPITAL REVENUES	(3,879,483.37)	(5,923,249.00)

TOWN OF BARRHEAD - FINANCIAL STATEMENT
CAPITAL REVENUES AT DECEMBER 31, 2019
BY CATEGORY

<u>Account Description</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
RECEIVABLE FROM LOCAL GOVERNMENT	(51,092.49)	(134,250.00)
PROVINCIAL GRANTS	-	(695,688.00)
FEDERAL GRANTS	(333,400.00)	(712,139.00)
RETURN ON INVESTMENT, REVENUE OWN SOURCE	(176,795.63)	(237,816.00)
SALE OF FIXED ASSET	(40,150.00)	(25,000.00)
FROM CAPITAL RESERVES	(1,581,057.03)	(2,379,525.00)
FROM OPERATING FUNCTION	(1,496,971.84)	(1,437,421.00)
FROM OTHER CAPITAL FUNCTION	(194,391.38)	(291,410.00)
DEVELOPER'S LEVY PAYMENTS	<u>(5,625.00)</u>	<u>(10,000.00)</u>
TOTAL CAPITAL REVENUES	(3,879,483.37)	(5,923,249.00)

TOWN OF BARRHEAD - FINANCIAL STATEMENT
CAPITAL EXPENSES AT DECEMBER 31, 2019
BY DEPARTMENT

<u>Account Description</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
Total Administration Expense	160,120.06	200,410.00
Total RCMP Expense	9,308.00	12,000.00
Total Fire Expense	91,702.77	240,000.00
Total ERC Expense	28,378.71	50,000.00
Total Disaster Service Expense	5,475.00	-
Total Bylaw Expense	10,783.39	12,000.00
Total Common Services Expense	204,283.02	199,247.00
Total Roads Expense	284,149.45	421,000.00
Total Airport Expense	7,256.75	12,500.00
Total Storm Sewer Expense	10,000.00	27,000.00
Total Water Expense	418,904.20	749,499.00
Total Sewer Expense	1,508,248.11	2,932,393.00
Total Trade Waste Expense	148,187.27	100,037.00
Total Landfill Expense	2,960.00	3,500.00
Total New Landfill Expense	4,000.00	4,000.00
Total Subdivision Expense	71,900.00	-
Total Recreation Expense	8,185.00	8,200.00
Total Arena Expense	88,787.38	101,000.00
Total Pool Expense	90,050.44	91,724.00
Total Parks Expense	145,884.55	136,500.00
Total Sportsground Expense	39,727.65	58,500.00
Total Rotary Expense	4,909.19	5,500.00
Total Bowling Alley Expense	40,550.01	20,000.00
Total Curling Rink Expense	91,900.00	50,000.00
Total Walking Trail Expense	49,575.00	50,000.00
Total Contingency Expense	363,195.38	424,239.00
Total Offsite Expense	<u>9,625.00</u>	<u>14,000.00</u>
CAPITAL EXPENSES	3,898,046.33	5,923,249.00
GAIN/LOSS ON CAPITAL ASSET DISPOSALS	(18,562.96)	
TOTAL CAPITAL EXPENSES	3,879,483.37	

TOWN OF BARRHEAD - FINANCIAL STATEMENT
CAPITAL EXPENSES AT DECEMBER 31, 2019
BY CATEGORY

<u>Account Description</u>	<u>2019 Actuals</u>	<u>2019 Budget</u>
GAIN/LOSS ON CAPITAL ASSET DISPOSALS	18,562.96	-
ENGINEERING STRUCTURES ADDITIONS	1,437,880.75	3,269,000.00
BUILDING ADDITIONS	135,728.41	98,000.00
MACHINERY & EQUIPMENT ADDITIONS	433,870.02	681,410.00
LAND ADDITIONS	56,300.00	-
LAND IMPROVEMENT ADDITIONS	12,773.78	16,500.00
VEHICLE ADDITIONS	128,897.77	288,000.00
TRANSFER TO OTHER CAPITAL FUNCTIONS	194,391.38	291,410.00
ADDITIONS TO CAPITAL RESERVES	<u>1,479,641.26</u>	<u>1,278,929.00</u>
CAPITAL EXPENSES	3,898,046.33	5,923,249.00
 GAIN/LOSS ON CAPITAL ASSET DISPOSALS	 (18,562.96)	 -
 TOTAL CAPITAL EXPENSES	 3,879,483.37	

	A	D	E
1	SUMMARY OF OPERATING REVENUES		
2			
3	AT DECEMBER 31, 2019		
4	OPERATING REVENUES	REVENUES Under or (Over) Budgeted Amount	
5	Taxes - Residential	Assessment changes - lower total taxes	4,565.14
6	Taxes - Non-Residential	Assessment changes - lower total taxes	6,361.82
7	Taxes - Provincial Grant in Lieu	Government reduced Grant In Lieu payments by 25%, total municipal portion of taxes reduced	21,436.44
8	Penalties & Costs on Taxes	Higher penalty revenue	(3,310.72)
9	Concessions & Franchises	Higher gas and power franchise revenues	(16,136.77)
10	Administration - Revenues From Own Source	Last Year for AMSC Rebate (\$4,500) was 2018	5,165.04
11	Administration - From Operating Reserve	HR Policy Review forward to 2019, Lower costs for legal/prof fees, funds left in reserve	13,700.00
12	RCMP - Enhanced Police Pos. - Pembina Hills	School Resource Officer position vacation for most of year	12,539.66
13	RCMP - Enhanced Police Pos - County Contrib.	School Resource Officer position vacation for most of year	5,830.45
14	Fire - Rescue Services	More vehicle collisions responded to	(8,875.00)
15	Fire - Reimbursements (Misc/WCB)	Assistance to High Level during forest fires	(37,475.23)
16	Fire - County - Fire Fighting Fees	Lower fees in 2019 - based on calls to County	78,641.67
17	Fire - Operational Contribution - County	Overall operating higher - higher County Contribution required	(7,961.08)
18	Fire - Town - Fire Fighting Fees	Lower fees in 2019 - based on calls in Town	9,694.13
19	Fire - Operational Contribution - Town	Overall operating higher - higher Town Contribution required	(7,961.08)
20	Fire - Town - Ambulance Assists	More ambulance calls in 2019	(5,350.00)
21	Bylaw - Parking Fines/Bylaw Enf.	Higher Revenue	(9,156.17)
22	Safety - Municipal Contribution - Other	No expenses to offset in 2019	51,200.00
23	Public Health - Provincial Grants	Low costs in 2019, remaining \$9,730.21 transferred to deferred revenue for use in 2020	19,730.21
24	Common Services - Reimbursements	COR put on hold in 2019, will receive again in 2020	9,510.01
25	Common Services - From Operating Reserve	Disaster Services sea can, funds from safety reserve	(4,025.00)
26	Roads - Prov. MSI Op. Grant	Less grant funding received	4,308.50

	A	D	E
1	SUMMARY OF OPERATING REVENUES AT DECEMBER 31, 2019		
2			
3			
4	OPERATING REVENUES	REVENUES Under or (Over) Budgeted Amount	
27	Water - Sale of Service (Bills)	Lower water volumes used and billed	73,689.77
28	Water - Sale of Service (Bulk)	Lower water volumes used and billed	44,822.98
29	Water - BRWC - Oper. Sale of Serv	Lower expenses to be paid by BRWC less revenue billed	40,627.90
30	Water - Penalties	All penalties go to this code now. Prior years was split between water, sewer and trade waste	(3,373.26)
31	Water - From Operating Reserve	Lower consulting costs, reserve not required	34,200.00
32	Sewer - Sale of Service (Bills)	Lower revenues, based on percentage of water used	17,873.60
33	Sewer - From Operating Reserve	Lower consulting costs, reserve not required	34,200.00
34	Trade Waste - Sale Service (Bills)	Lower expenses, less allocated to Trade Waste	43,231.28
35	Landfill - Sale of Service (Town Bills)	Lower expenses, less allocated to Landfill	9,574.09
36	Landfill - Tipping Fees Revenue	Higher revenues received	(5,050.00)
37	Landfill - County Contrib. - Operating	Lower net landfill operating costs	9,574.11
38	Recycle - Sale of Service (Bills)	Bal. of overall garbage revenues allocated to recycle	(51,559.46)
39	Recycle - Other Recycle Product Revenue	Lower revenue rates for cardboard, newspaper	13,600.88
40	Development - From Operating Reserve	Consulting Fees lower, funds left in reserve.	20,200.00
41	Communications - Drawn From Operating Reserv	Less required for branding project. Left in reserve for future.	10,000.00
42	Subdivision - Sale of Lots (BB Phase 3)	No lots sold in 2019	180,000.00
43	Subdivision - Sale of Lots (Indus/Res.)	Portion of Town Land sold - recorded under capital revenue	15,600.00
44	Subivision - Sale Land Tax Recovery	Tax recovery cost revenues collected back from owner	(4,561.46)
45	Recreation Admin. - Summer Programs	Higher program revenue received	(3,477.33)
46	Recreation Admin. - Miscellaneous Rental	Lower revenues in 2019	3,049.68
47	Recreation Administration - Insurance Reimb.	No outside groups requiring insurance	4,700.00
48	Arena - Godberson Rotary Rental	Higher Rentals	(4,562.91)
49	Arena - Ice Rental	Higher revenues received, Barrhead Bombers revenue also	(21,909.85)
50	Arena - Advertising Signs (2019)	Higher revenues received	(2,461.43)
51	Arena - Reimburse/Misc.	Higher Revenues	(4,040.93)

	A	D	E
1	SUMMARY OF OPERATING REVENUES AT DECEMBER 31, 2019		
2			
3			
4	OPERATING REVENUES	REVENUES Under or (Over) Budgeted Amount	
52	Pool - Leadership Training	Less training revenue received, fewer courses offered	4,745.00
53	Pool - School/Swim Club	Higher revenues received	(5,665.65)
54	Pool - Monthly Passes/Membersh	Lower revenues in 2019	16,811.25
55	Pool - Lessons 14 & Under	Lower revenues in 2019	17,178.99
56	Pool - Paying Public, Drop-In	Lower revenues in 2019	7,717.98
57	Parks - General Rev./ Reimburse	Higher revenues and memorial plaque/bench 1,800, Heritage Signs 1,400	(4,977.45)
58	Parks - Federal Grant (SCP)	SCP Grant and Green Jobs Grant funds received in 2019	(11,791.91)
59	Parks - MSI Op. Prov. Grant	Less grant funding received	4,308.50
60	Parks - From Operating Reserve	Lower expenses, funds left in Reserve for future	10,000.00
61	Rotary - Camping Fees	Lower revenues in 2019	4,292.91
62	Curling - County Contribution	Higher contribution in 2019	(3,636.61)
63	Walking Trail - From Operating Reserve	Lower expenses, funds left in Reserve for future	20,000.00
64	Tourism - Provincial Grants	Seniors Drop In Centre MCCAC Grant received & forwarded to them	(18,870.00)
65	Twinning - General Revenue	Lower conference revenues	2,570.45
66	Twinning - County Contribution	Lower expenses, less contribution required	2,522.27
67	Underlevies Current Year	Amount determined at 2019 year end	(2,397.05)
68	Less Revenue	Difference between over and under budget in all other revenues	28,971.85
69		TOTAL REVENUES (OVER) OR UNDER BUDGET	668,160.21

	E	H	I
1	SUMMARY OF OPERATING EXPENSES AT DECEMBER 31, 2019		
2			
3			
4	EXPENSES	EXPENSES More or (Less) Than Budgeted Amount	
29	Total Salaries overall in all departments	Overall salaries under budget, vacation liability costs added in 2019, final total over budget	91,298.10
113	Employer Portion of CPP, EI, WCB in all departments	Overall lower than budget	(12,506.97)
164	Employer Portion of LAPP, AUMA Benefits in all departments	Overall lower than budget	(29,056.70)
182	Mayor, Council - Fees, Convention, Travel	Overall lower than budget	(34,469.83)
206	Insurance Costs overall in all departments	Overall lower than budget	(23,315.01)
218	Town Utilities in all departments	Overall lower than budget	(5,365.32)
232	Gas Utilities overall in all departments	Overall lower than budget	(30,868.36)
250	Power Utilities overall in all departments	Overall higher than budget	35,976.57
251	Administration - Training & Development	Lower expenses	(11,645.00)
252	Administration - Travel & Subsistence	Lower expenses	(11,749.04)
253	Administration - Legal/Prof. Fees	Lower expenses	(4,370.22)
254	Administration - HR Policy Review	Project forward to 2020	(11,700.00)
255	Administration - Building Maintenance	Lower expenses	(3,016.07)
256	Computer - Internet Service	Lower expenses	(5,740.71)
257	Computer - Software/Hardware Support	Lower expenses	(4,342.97)
258	Computer - GIS Software	Forward to complete in 2020	(8,739.13)
259	Computer - Materials & Supplies	Lower expenses	(9,223.98)
260	RCMP - Contract Services	Enhanced Policing Position Vacant majority of year	(25,079.33)
261	RCMP - Building Maintenance	Higher maintenance costs	4,050.29
262	Fire - Training & Development	Lower expenses	(10,765.21)
263	Fire - Firefighters Salaries	Lower expenses	(5,628.32)
264	Fire - Legal	Higher expenses	28,173.71
265	Fire - IT Maintenance, Materials, Supplies	Lower expenses	(4,690.10)
266	Fire - Equipment Maintenance General	Lower expenses	(5,074.50)
267	Fire - 2007 Pierce Platform Tower 6	Lower expenses	(4,146.29)
268	Fire - 2019 Dodge	Lower expenses	(3,369.50)
269	Fire - 2014 Dodge 3/4 Ton Truck	Extensive repairs required	14,952.02
270	Fire - Air Cylinders/SCBA Packs	Lower expenses	(4,328.02)
271	Fire - Equip. Replace - Hoses, Nozzles, Foam	Lower expenses	(6,485.67)
272	Fire - Equip. Replace - Turn Out Gear, Etc.	Lower expenses	(7,579.90)
273	Fire - Rescue Materials & Supplies	Lower expenses	(6,276.09)
274	Fire - Gasoline/Diesel	Lower expenses	(11,750.57)

	E	H	I
1	SUMMARY OF OPERATING EXPENSES AT DECEMBER 31, 2019		
2			
3			
4	EXPENSES	EXPENSES More or (Less) Than Budgeted Amount	
275	Town Fire - Dispatch/Equip. to Reg. Dept.	More Fire calls	3,500.64
276	Town Fire - Fire Fighting to Reg. Dept.	More Fire calls	9,616.95
277	Disaster Services - Materials & Supplies	Lower expenses	(3,963.72)
278	Public Health - Materials & Supplies	Lower expenses, funds placed in deferred revenue	(19,730.21)
279	Common Services - IT Maintenance, Materials,	Lower expenses	(4,000.67)
280	Common Services - Shop Repairs/Maint.	More maintenance required	3,017.85
281	Common Services - 1981 Chev Sewer Truck	Lower maintenance costs	(3,293.08)
282	Common Services - Personal Prot. Equip/Healt	Lower expenses	(5,053.20)
283	Common Services - Gasoline/Diesel/Grease	Higher expenses	3,239.96
284	Common Services - Contribution to Capital	Transfer from Safety Reserve to Capital Equipment	9,025.00
285	Common Services - Add to Operating Reserve	Lower WCB rebate added to reserve	(9,855.00)
286	Roads - Engineering	Lower expenses	(3,973.30)
287	Roads - Sidewalk Repair Maintenance	Lower expenses	(35,324.29)
288	Roads - Traffic Sign Repair Maintenanc	Lower expenses	(4,310.00)
289	Roads - Gravel/Asphalt/Oil Etc.	Lower expenses	(16,616.47)
290	Roads - Add to Operate Reserve	Additional funds placed in reserve Re: Sidewalks & Gravel	51,000.00
291	Airport - Contribution to County	Lower expenses	(5,274.04)
292	Airport - Contribution to Capital	Lower expenses	(5,243.25)
293	Storm Sewer - Repairs & Maintenance	Lower expenses	(7,440.00)
294	Water - BRWC Contracted Serv.	Lower water volumes purchased from BRWC	(78,166.00)
295	Water - Consulting	Lower expenses	(34,184.99)
296	Water - Repair/Maintenance Distribution	Lower expenses	(24,813.10)
297	Water - Meter Changeover/Software	No meters purchased in 2019	(10,000.00)
298	Water - 2010 Dodge 1/2 Ton	More repairs required	3,598.62
299	Water - Contribution to Capital	Lower funds contributed to capital re: net water operations	(9,386.80)
300	Water (BRWC) - Engineering/Legal	No expenses	(10,000.00)
301	Water (BRWC) - IT Maintenance, Materials	Lower expenses	(4,637.18)
302	Water (BRWC) - Repair/Maint. Facilities	Higher expenses	6,110.39
303	Water (BRWC) - Chemicals & Salts	Lower expenses	(41,157.50)

	E	H	I
1	SUMMARY OF OPERATING EXPENSES AT DECEMBER 31, 2019		
2			
3			
4	EXPENSES	EXPENSES More or (Less) Than Budgeted Amount	
304	Sewer - Consulting	Lower expenses	(34,185.01)
305	Sewer - Repair/Maintenance Collection	Lower expenses	(22,401.14)
306	Sewer - Repair/Maintenance Facilities	Lower expenses	(9,845.31)
307	Sewer - Contribution to Capital	More funds contributed to capital re: net sewer operations	23,639.91
308	Trade Waste - 2005 International Garbage Tru	Higher expenses	3,994.52
309	Trade Waste - 2019 Peterbuilt Garbage Truck	Higher expenses	6,445.94
310	Trade Waste - Garbage Bins Retrofit	Lower expenses	(9,463.67)
311	Trade Waste - Gasoline & Diesel	Lower expenses	(3,127.51)
312	Landfill - Consulting Services	Lower expenses	(4,171.64)
313	Landfill - Gasoline & Diesel	Lower expenses	(4,582.63)
314	Recycle - 2009 International Truck	Higher maintenance costs	3,335.52
315	Recycle - Gasoline/Diesel/Grease	Lower expenses	(4,299.79)
316	Cemetery - Maintenance	Lower expenses	(5,306.43)
317	Development - Misc. Planning	Lower expenses	(11,655.00)
318	Development - Legal/Consulting Fees	Lower expenses	(23,577.28)
319	Development - Engineering, Appraisal, Offsit	Lower expenses	(5,877.78)
320	Development - Survey	Lower expenses	(3,610.00)
321	Development - GIS Program	Lower expenses	(5,691.23)
322	Communications - Advertising/Digital Channel	Higher expenses	3,873.36
323	Communications - Web Page	Lower expenses	(8,669.31)
324	Communications - Rebrand - Consult, Supplies	Lower expenses, forward to 2020 to complete	(10,176.27)
325	Subdivision - Tax Sale Recovery Costs	Offset by revenue	4,261.46
326	Recreation Admin. - IT Maintenance, Material	Lower expenses	(3,276.48)
327	Arena - Ice Plant Maintenance	Lower expenses	(8,938.68)
328	Arena - Janitorial Supplies	Higher expenses	4,129.93
329	Pool - Building Maintenance	More maintenance and repairs required	19,322.92
330	Pool - Equipment Maintenance	More maintenance and repairs required	4,165.79
331	Pool - Materials & Supplies General	Lower expenses	(3,961.75)
332	Pool - Program Public/Materials/Supplies	Lower expenses	(3,843.93)
333	Pool - Chemicals	Higher costs of chemicals	9,503.16

	E	H	I
1	SUMMARY OF OPERATING EXPENSES AT DECEMBER 31, 2019		
2			
3			
4	EXPENSES	EXPENSES More or (Less) Than Budgeted Amount	
334	Parks - Community Beautification	Lower expenses	(9,231.56)
335	Parks - Decoration Maintenance	Lower expenses	(4,029.14)
336	Parks - Hired Equip/Contracted Service	Lower expenses	(6,569.58)
337	Rotary - Contracted Services	Doing our own maintenance in 2019	(4,565.00)
338	Walking Trail - Maintenance General	Lower expenses	(17,803.98)
339	Promotion - Materials & Supplies	Lower expenses	(12,326.30)
340	Contingency - Contribution to Capital	Additional funds added to general capital	45,000.00
341	Underlevies Previous Year	Amount collected in 2019	2,340.99
342	Lower Expenses	Difference between over and under budget in all other expenses	(173,174.45)
343		TOTAL EXPENSES OVER OR (UNDER) BUDGET	(658,492.86)
344			
345		Net Difference Revenue & Expense Actual vs Budgets	9,667.35
346		Less 2019 Budgeted Surplus	(10,928.00)
347			
348		2019 ACTUAL SURPLUS AT DECEMBER 31, 2019	(1,260.65)
349			
350	(excluding Amortization Expense and		
351	Net Gain/Loss on Asset Disposals)		

OPERATING RESERVES TRANSFER YEAR END SUMMARY		
December 31, 2019		
TRANSFERS TO OPERATING RESERVES - MORE OR (LESS) TRANSFERRED		
Administration - Add to Operating Reserve	Less bottle revenue added to reserve	(85.70)
Common Services - Add to Operating Reserve	Lower funds received (COR), less added to reserve	(9,855.00)
Roads - Add to Operate Reserve	Additional funds added to Sidewalks and Gravel	51,000.00
Cemetery - Add to Operating Reserve	Lower revenues received, less added to reserve	(350.00)
Arena - Add to Operating Reserve	Donation of \$200 added to reserve	200.00
Pool - Add to Operate Res.	Donation of \$200 added to reserve	200.00
Parks - Add to Operate Reserve	Heritage Signs Project (Comm. In Bloom) added to Reserve	1,400.00
	Total Budget Change - (Additional funds added to Operating Reserve)	42,509.30
TRANSFERS FROM OPERATING RESERVES - LESS OR (MORE) TRANSFERRED		
Administration - From Operating Reserve	HR Policy Review forward to 2020, Lower costs for legal/prof fees	13,700.00
Common Services - From Operating Reserve	COR put on hold in 2019, will receive again in 2020	(4,025.00)
Water - From Operating Reserve	Lower consulting costs, reserve not required	34,200.00
Sewer - From Operating Reserve	Lower consulting costs, reserve not required	34,200.00
Development - From Operating Reserve	Consulting Fees lower, funds left in reserve.	20,200.00
Communications - Drawn From Operating Reserv	Branding project finish in 2020, funds left in reserve	10,000.00
Parks - From Operating Reserve	Lower expenses, funds left in reserve for future	10,000.00
Walking Trail - From Operating Reserve	Lower expenses, funds left in reserve for future	20,000.00
	Total Budget Change - (Lower funds drawn from Operating Reserve)	138,275.00
TRANSFERS TO OPERATING - DEFERRED REVENUES		
Alberta Health Services	Public Health Community Grant	9,730.21
	Funds Added to Deferred Revenue	9,730.21
TRANSFERS FROM OPERATING - DEFERRED REVENUES		
None		-
	Funds Withdrawn From Deferred Revenue	-

CAPITAL RESERVES TRANSFER YEAR END SUMMARY

December 31, 2019

TRANSFERS TO CAPITAL RESERVES - MORE OR (LESS) TRANSFERRED		
Fire - Add To Capital Reserve	Equipment costs lower, added balance of funds to reserve for 2020	7,375.00
Common Services - Add To Capital Reserve	Sale of Used Trailer and Used Gravel Box, proceeds added to reserve	4,603.00
Roads - Add To Capital Reserve	Sidewalk costs lower, added balance of funds to reserve	4,000.00
Water - Add To Capital Reserve	Balance of overall Water rev/exp to Water Capital Reserve, interest added	(15,594.80)
Sewer - Add To Capital Reserve	Balance of overall Sewer rev/exp to Sewer Capital Reserve, interest added	44,376.91
Trade Waste - Add To Capital Reserve	Sale of Used Garbage Truck, proceeds added to reserve	8,611.00
Subdivison Land - Add to Capital Reserve	Sale of Town Owned portion of land funds added to reserve	15,600.00
Arena - Add To Capital Reserve	More Interest earned in 2019, Ice Kube costs lower, added balance of funds to reserve	16,040.15
Pool - Add to Capital Reserve	Pool Donations added to Reserve	16,076.00
Parks - Add to Capital Reserve	Tree Removal on Boardwalk, Community Garden, forward to 2020, added balance of funds to reserve	47,000.00
Sportsground - Add to Capital Reserve	Asphalt completed, added balance of funds to reserve	4,000.00
Walking Trail - Add to Capital Reserve	Solar Path Lights partially completed, added balance of funds to reserve	8,000.00
Contingency - Add To Capital Reserve	Additional added to reserve for future projects	45,000.00
Offsite - Add to Capital Reserve	Lower developers levies/interested added	(4,375.00)
	Total Budget Change - (Additional funds added to Capital Reserve)	200,712.26
TRANSFERS FROM CAPITAL RESERVES - LESS OR (MORE) TRANSFERRED		
Administration - From Capital Reserve	Computer/Financial Upgrades forward to 2020 to complete, funds left in reserve	43,096.32
Fire - From Capital Reserve	RAT postponed to 2020	70,460.53
ERC - From Capital Reserve	Projects came in under budget	5,051.38
Common Services - From Capital Reserve	Projects came in under budget	9,532.00

CAPITAL RESERVES TRANSFER YEAR END SUMMARY

December 31, 2019

Roads - From Capital Reserve	Projects came in under budget, some postponed to 2020	36,808.00
Storm Sewer - From Capital Reserve	48 Avenue Lane not completed in 2019	17,000.00
Water - From Capital Reserve	Projects not completed in 2019	198,000.00
Sewer - From Capital Reserve	Projects came in under budget, some postponed to 2020	378,636.10
Trade Waste - From Capital Reserve		15.00
Landfill - From Town Capital Reserve		270.00
Subdivision Land - Transfer From Capital Reserve	Land Addition funded from Capital Reserve	(56,300.00)
Recreation - From Capital Reserve		(0.12)
Arena - From Capital Reserve	Projects came in under budget, some postponed to 2020	19,787.77
Pool - From Capital Reserve	Projects under budget, Dechlorination system postponed	17,749.56
Parks - From Capital Reserve	Projects came in under budget	2,692.82
Sportsground - From Capital Reserve	Projects under budget, Splash Park project postponed	18,775.00
Bowling Alley - Transfer From Capital Reserve	Condition Assessment funded from Reserve	(20,550.01)
Curling Rink - From Capital Reserve	Engineering funded from reserve	(48,600.00)
Contingency - From Capital Reserve	Projects under budget or forwarded to complete in 2020, funds left in reserve	<u>106,043.62</u>
	Total Budget Change - (Lower funds drawn from Capital Reserve)	798,467.97
TRANSFERS TO CAPITAL - DEFERRED REVENUES		
MSI Capital Grant	Interest Added to Deferred Revenue	2,300.00
FGTF 2014 to 2016 (Lagoon)	Interest Added to Deferred Revenue	7,500.00
FGTF 2017 to 2018 (Conting./Water)	Interest Added to Deferred Revenue	<u>10,500.00</u>
	Funds Added to Deferred Revenue	20,300.00
TRANSFERS FROM CAPITAL - DEFERRED REVENUES		
FGTF 2014 to 2016 (Lagoon)	Project Costs funded from Deferred Revenue	<u>(333,400.00)</u>
	Funds Withdrawn from Deferred Revenue	(333,400.00)

TOWN OF BARRHEAD
2019 OPERATING RESERVES
YEAR END at December 31, 2019

<u>Function</u>	<u>Dec 31/18</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/19</u>
Administration - Operating	49,000.00	(28,000.00)		21,000.00
Administration - Fundraising Reserve	699.87		64.30	764.17
Fire	10,000.00			10,000.00
Fire - Grizzly Trail Fire & Rescue Assoc	-			-
Common Services	-			-
Common Services - Safety Reserve	43,327.72	(24,025.00)	2,145.00	21,447.72
Roads - Sidewalk Reserve	-	-	35,000.00	35,000.00
Roads - Gravel, Asphalt	15,000.00	-	16,000.00	31,000.00
Water	75,000.00	(15,800.00)		59,200.00
Sewer	50,000.00	(15,800.00)		34,200.00
Tradewaste	-			-
Recycle	5,000.00			5,000.00
Cemetery - Russo Greek Orthodox Donation	2,000.00			2,000.00
Cemetery - Plot Perpetual Care	21,670.00		1,050.00	22,720.00
Development	42,000.00	(17,800.00)		24,200.00
Economic Development	33,834.72	(15,000.00)		18,834.72
Recreation	2,800.00			2,800.00
Recreation - Triathlon	4,081.47			4,081.47
Arena - Lexan Sheets	20,000.00		2,500.00	22,500.00
Arena	30,000.00		200.00	30,200.00
Pool Donations/Fundraising	9,794.78		200.00	9,994.78
Pool - New Facility Operating Reserve	30,000.00			30,000.00
Pool - New Facility - 2041 Debenture Reserve	145,285.00			145,285.00
Parks	20,000.00			20,000.00
Parks - Communities In Bloom Historical Plaques	300.00		1,400.00	1,700.00
Parks/Tourism - Decorations	16,000.00			16,000.00
Sportsground	12,000.00			12,000.00
Rotary Park	4,000.00			4,000.00
Bowling Alley	5,000.00			5,000.00
Walking Trail	30,000.00			30,000.00
Contingency	117,723.20	-	-	117,723.20
TOTAL	794,516.76	(116,425.00)	58,559.30	736,651.06

<u>Deferred Revenue</u>	<u>Dec 31/18</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/19</u>
AHS - Public Health Community Grant	-	-	9,730.21	9,730.21
Total Deferred Revenue	-	-	9,730.21	9,730.21
Total Reserves/Deferred Revenue	794,516.76	(116,425.00)	68,289.51	746,381.27

	<u>Dec 31/18</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/19</u>
Landfill Closing/Post-Closing Funds	243,400.00	-	30,425.00	273,825.00
	243,400.00	-	30,425.00	273,825.00

TOWN OF BARRHEAD CAPITAL RESERVES 2019 (Final at December 31, 2019)

	<u>Dec.31/2018</u>	<u>Delete 2019</u>	<u>Add 2019</u>	<u>Interest</u>	<u>Dec.31/2019</u>
Administration Building	8,042.87		-	-	8,042.87
Administration Equipment	105,304.15	(26,903.68)	-	-	78,400.47
RCMP Cells/Building	-		-	-	-
Fire (Town)	112,694.56	(41,539.47)	7,375.00	-	78,530.09
ERC Building	25,595.72	(7,448.62)	-	-	18,147.10
Bylaw Enforcement	10,679.20		-	-	10,679.20
Shop Building	73,300.91	(34,755.00)	-	-	38,545.91
Equipment -General	72,802.35	(42,713.00)	25,000.00	-	55,089.35
Equipment - Grader (2022)	169,451.00		10,000.00	8,973.00	188,424.00
Equipment - Loader (2021)	121,412.78		5,000.00	6,321.00	132,733.78
Equipment - Backhoe (2030)	36,730.00		2,500.00	1,962.00	41,192.00
Equipment - Sweeper (2023)	91,338.00		2,500.00	4,692.00	98,530.00
Equipment - Snowblower (2027)	5,509.00		5,000.00	525.00	11,034.00
Equipment - Tandem/Trucks (2021)	9,031.98		8,500.00	877.00	18,408.98
Parking	42,502.65		-	-	42,502.65
Street Improvements	185,329.00	(158,192.00)	55,000.00	-	82,137.00
Traffic Lights	65,546.47		-	-	65,546.47
Sidewalks	5,192.50	-	4,000.00	-	9,192.50
Airport	12,540.39		-	-	12,540.39
Storm Sewer	41,000.00	(10,000.00)	-	-	31,000.00
Water, Equip, Vehicles	1,065,676.28	-	365,470.20	53,434.00	1,484,580.48
Sewer	1,166,539.16	(803,536.90)	351,066.91	35,703.00	749,772.17
Garbage Equipment	109,945.10	(49,985.00)	53,000.00	5,648.00	118,608.10
Landfill	64,847.15	(1,480.00)	4,000.00	-	67,367.15
Recycle	22,901.58		-	-	22,901.58
Subdivision - Town Owned Land	134,358.10	(56,300.00)	15,600.00	-	93,658.10
Subdivision - Ind. Park Lot Sales	-		-	-	-
Family Care Centre (Daycare)	61,894.08		-	-	61,894.08
Recreation	3,892.12	(3,892.12)	-	-	-
Agrena - Building	45,752.57	(19,212.23)	10,015.00	3,025.15	39,580.49
Agrena - Equipment	48,679.27	-	30,000.00	4,000.00	82,679.27
Pool	129,056.14	(17,050.44)	223,737.74	8,000.00	343,743.44
Pool - New Aquatic Centre	158,737.74	(158,737.74)	-	-	-
Park - Sale of Land Reserve	-		-	-	-
Parks/Sportsground	91,186.23	(68,532.18)	49,000.00	3,000.00	74,654.05
Skateboard Park	21,800.00		25,000.00	-	46,800.00
Rotary Park	-		-	-	-
Bowling Alley	25,000.00	(20,550.01)	20,000.00	-	24,449.99
Curling Rink	79,016.60	(48,600.00)	20,000.00	-	50,416.60
Walking Trail	16,765.14		8,000.00	-	24,765.14
General Capital	204,752.45	(170,366.38)	192,829.00	-	227,215.07
Offsite Levy	123,461.90	-	5,625.00	4,000.00	133,086.90
TOTALS	4,768,265.14	(1,739,794.77)	1,498,218.85	140,160.15	4,666,849.37
Inter-Reserve Transfers	Dec.31/2018	Delete 2019	Add 2019	Interest	Dec.31/2019
Pool	129,056.14		158,737.74	-	287,793.88
Pool - New Aquatic Centre	158,737.74	(158,737.74)	-	-	0.00
	287,793.88	(158,737.74)	158,737.74	-	287,793.88
Total Capital Reserves Deletions & Additions		(1,581,057.03)	1,339,481.11	140,160.15	
Deferred Revenues	Dec.31/2018	Delete 2019	Add 2019	Interest	Dec.31/2019
MSI Capital Grant (Def. Rev.)	114,512.65	-		2,300.00	116,812.65
FGTF 2014 to 2016 (Def. Rev. Lagoon)	712,139.00	(333,400.00)	-	7,500.00	386,239.00
FGTF 2017 to 2018 (Def Rev) Water/C	517,254.00	-	-	10,500.00	527,754.00
	1,343,905.65	(333,400.00)	-	20,300.00	1,030,805.65
Total Reserve/Deferred Revenues	6,112,170.79	(1,914,457.03)	1,339,481.11	160,460.15	5,697,655.02

**COUNCIL REPORTS
AS OF JANUARY 28, 2020**

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

APPROVEDJanuary 16, 2020

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting December 19, 2019-9:30 a.m.
Barrhead FCSS Building**

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

Present:

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

Absent: Mark Oberg, Sharen Veenstra and Marsha Smith

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:40 a.m. by Randy Hindy

2) Acceptance of Agenda - Additions/Deletions

72-19 Moved by Marvin Schatz to accept the Agenda, with the addition of 5d New Horizons Grant and 7d Staffing Update. Motion seconded by Leslie Penny.

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District FCSS, November 21, 2019.

73-19 Moved by Dausen Kluin to accept the minutes of the Regular Board meeting of November 21, 2019, seconded by Jane Wakeford.

Carried

b) Financial Statements

74-19 Moved by Ron Kleinfeldt to accept the General Account, Community Account and Casino Account Financial Statements for the period ending on November 21, 2019, as presented. The motion was seconded by Sally Littke.

Carried

c) Financial Review: GIC Recommendation

75-19 Moved by John Szwac to rollover the current 80/20 GIC of \$101,000.00 into a 90 day GIC. Motion seconded by Vicki Kremp.

Carried

4) Staff Presentation: Robin Kapler: FASD & Advocacy & Support

Robin came back in September from maternity leave. Robin highlighted what is happening in her programs: Through Advocacy & Support, she helped a lady obtain AISH after nearly a 2 year battle. Hosted FASD Awareness in September on Main Street, which was very successful. Robin has teamed up with Blue Heron and Barrhead Composite High School to bring FASD Awareness to students and clients. To let them know what supports are available in the community for clients and students who have been diagnosed as FASD. In the school, they can do a transition piece to help them once they leave school, to know what is available in our community and know how to get help and support. The Board thanked Robin for a job well done!

5) New Business**a) 2020 Budget Amendment**

76-19 Moved by Leslie Penny and seconded by Marvin Schatz to go in camera at 10:05

Carried

77-19 Moved by Ron Kleinfeldt and seconded by Shelly Bye to come out of in camera at 10:23.

78-19 Vicki Kremp moved to accept the amended budget, motion seconded by Leslie Penny.

Carried

79-19 Marvin Schatz moved to rescind motion 67-19 moved by Mark Oberg at the November 21, 2019 regular board meeting.

Carried

b) Office Closure**c) Family Resource Network**

Shelly Dewsnap gave an update on the application for the new Family Resource Network. You can apply for a 'hub' or a 'spoke' grant. The Board gave their support for her to apply for the grant that best suits FCSS.

d) New Horizons Grant

Shelly Dewsnap provided an update of this grant to the Board. Board continues to support this application.

6) Old Business**a) Driver's Abstract - Policy under van**

Refer to Policy and Procedure Committee

b) Client Access Review

Shelly Dewsnap described an incident with a client and the means by which she dealt with it. The Board gave her their support to handle this situation and others to the best of her ability.

7) Items for Information**a) Directors Report****b) Staff Reports****c) Festival of Trees Update**

FCSS received \$9,000.00 from overall donations. Our amount was down this year and it was felt that there are more organizations looking for donations besides us.

d) Staffing Update

The Board was informed that Nancy Kenyon is the new Bookkeeper. She started in December and will take over in February.

One of staff members is experiencing a family loss.

8) Board Development**a) FCSSAA Conference Report**

Shelly Dewsnap reported that she enjoyed the FCSSAA Conference, great review of some information and learnt lots. Shelly Bye agreed good conference got good take away from the sessions. The recurring theme was isolation, being a good neighbor and moving forward independently through connection.

**9) Next Meeting & Christmas Luncheon:
January 16th, 2020****10) Meeting Adjournment**

Meeting adjourned at 11:31 a.m.

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of December 19th, 2019**



Chairperson

Recording Secretary

Minutes

BDSHA Regular Board Meeting

November 20, 2019

3.1a

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – November 20, 2019**

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

1.0 Darrell Troock called the meeting to order at 10:00 a.m.

2.0 Approval of Agenda

Leslie Penny moved to accept the Agenda of the November 20, 2019 Regular Board Meeting.

Carried Unanimously

3.0 Adoption of Minutes

3.1 Organizational Board Meeting – October 31, 2019

Ken Killeen moved to accept the Minutes of the October 31, 2019 Organizational Board Meeting.

Carried Unanimously

3.2 Regular Board Meeting – October 31, 2019

Craig Wilson moved to accept the Minutes of the October 31, 2019 Regular Board Meeting.

Carried Unanimously

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached
Amphitheater Project

- There will be some electrical work to complete in the early spring once it warms again.
- All remaining scope of work will be completed in the spring.

Klondike Place

- There was an issue with the sprinkler compressor turning on and off constantly. A few small leaks in the system were repaired, and the compressor runs much less often now.

Jubilee Manor

- Heating Issues: The MUA unit was constantly heating. A new controller and flow switch were installed.
- Boiler Project: Nowak Engineering has the base plans drafted up and have started on the mechanical. They expect to have a first review set for BDSHA this week and plan on being tender ready at the end of the month.

Initials: Chairperson

CAO

Minutes

BDSHA Regular Board Meeting

November 20, 2019

Golden Crest Manor

- The residents have been permitted to park in the parking lot again. The back door will be functional soon.

Pembina Court Manor

- The shingles were just finished on the smoke shed. It is operational but siding needs to be installed on the outside and the inside needs to be painted.

JDR Manor

- Tigg's Plumbing is nearing completion of the domestic water line replacement contract.

John and Gerald Fellowship

- A cover was placed on the thermostat to prevent staff and clients from constantly changing the temperature and reporting issues with the furnace. It is operating as it should now. Cover was removed during renovation and was not replaced.

Barrhead Community Housing

- The furnace in Unit #6 was repaired.

Grounds

- Snow and ice removal are ongoing. Rock has been applied.
- A pallet of salt has been ordered for the upcoming winter.

4.2 Chief Administrative Officer Report by Dorothy Schorr - Attached Maintenance

- JDR – electrical has been sent to ASHC for payment.
- JDR – water project should be completed this work.

Dietary

- Dietary Supervisor position – has been filled by Beverly Notenboom.

Preliminary Financial Audit

- The auditor is booked for December 18 & 19, 2019 to complete the preliminary audit.

Lodge Standards

- Application forms have been submitted along with the building permit.

Vacancies

- 7 Community Housing – Swan Hills
- 2 JDR Manor

Craig Wilson moved to accept the Management Reports as presented.

Carried Unanimously

4.3 Lodge Income Statement as of October 31, 2019 – Attached

Ken Killeen moved to accept the Lodge Income Statement as presented.

Carried Unanimously

Initials: Chairperson

AK CAO *RS*

Minutes

BDSHA Regular Board Meeting

November 20, 2019

3.1e

4.4 Cheque Logs – October 2019 – Attached

Craig Wilson moved to accept the cheque logs as presented.

Carried Unanimously

5.0 Business Arising from Minutes

5.1 Operational Review

Leslie Penny moved that Darrell Troock, Board Chairperson should sign the operational review with proposed and/or completed actions to Dora Fitz, Housing Advisor before January 12, 2020.

Carried Unanimously

CAO Evaluation form was distributed to the Board, the evaluation will be completed by the Board at the next Regular Board meeting during the In Camera session.

6.0 New Business

6.1 Klondike Place – Fitting non-compliance

Craig Wilson moved to allocate \$11,000 from operating for a stainless steel fitting required in Klondike Place fire suppression system – backflow.

Carried Unanimously

6.2 Write-off Swan Hills Senior Housing

Craig Wilson moved to write-off legal/accounting fee accounts receivable for Swan Hills Senior Housing from the capital fund.

Carried Unanimously

7.0 Correspondence

7.1 Alberta Seniors and Housing – Senior Pension Income

7.2 Alberta Budget – \$9M more for seniors supports.

Ken Killeen moved to accept correspondence as information.

Carried Unanimously

8.0 Date and Time of Organizational and Regular Board Meeting

Wednesday, January 15, 2020 at 10:00 a.m.

Leslie Penny moved that if a December 2019 meeting is required, we would call the Board Chairperson.

Carried Unanimously

Initials: Chairperson

CAO

3.1d

Minutes

BDSHA Regular Board Meeting

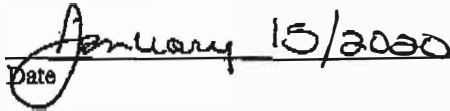
November 20, 2019

9.0 Adjournment

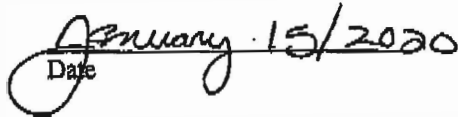
Craig Wilson moved to adjourn the meeting at 11:00 a.m.

Carried Unanimously


Signature: Darrell Troock, Chairperson


Date


Signature: Dorothy Schorr, CAO


Date

Initials: Chairperson  CAO 



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: Intermunicipal Collaboration Framework with the County of Barrhead

1.0 PURPOSE:

For Council to pass all three readings of By-law No. 1-2020, adopting an Intermunicipal Collaboration Framework with the County of Barrhead.

2.0 BACKGROUND AND DISCUSSION:

During the August 13, 2019 Council meeting, it was reported that in accordance with Part 17.2 of the *Municipal Government Act*, municipalities that have common boundaries must create an intermunicipal collaboration framework with each other along with an Intermunicipal Development Plan (IDP).

The Intermunicipal Collaboration Framework (ICF) is a tool to facilitate cooperation between neighbouring municipalities in order to ensure municipal services are provided to residents efficiently.

During the August 13, 2019 Council meeting, Council passed the following motion:

Moved by Cr. Penny that Council appoints Mayor McKenzie and Cr. Smith plus Cr. Assaf as the alternate Councillor to serve as the Intermunicipal Collaboration Framework Committee to prepare a draft Intermunicipal Collaboration Framework and a potential revised Intermunicipal Development Plan with the County of Barrhead for Council's consideration.

(Resolution No. 256-19)

Along with the required ICF, municipalities must also prepare and formally approve an Intermunicipal Development Plan (IDP). An IDP was adopted back in 1999 and will be reviewed by both Administration and will be presented to the Joint Committee for their review and consideration.

On December 18th, the Town of Barrhead's Intermunicipal Committee met with their County's Committee to review the draft Intermunicipal Collaboration Framework, as prepared by both Administrations.

After the presentation by Administration, the Joint Committee reached a consensus and passed a motion recommending to their respective Councils to approve the draft agreement with only a few minor amendments.

Moving forward, the Framework, once officially endorsed will be amended from time to time should both municipalities agree to undertake and establish a partnership for a particular new program.

The draft Framework does not include the existing service sewer agreement but upon discussion with both Administrations, a new service agreement will be introduced to the Committee sometime this Spring.

The County passed all three readings of their Bylaw relating to the ICF during their Council meeting held on January 7, 2020.

3.0 ALTERNATIVES:

- 3.1 Council pass all three readings to By-law No. 1-2020 being a bylaw to adopt an Intermunicipal Collaboration Framework with the County of Barrhead, as presented.
- 3.2 Council instructs the Town of Barrhead's Intermunicipal Development Committee to request a meeting with the County of Barrhead to further discuss the draft Intermunicipal Collaboration Framework, as directed and report back at a future Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Financial implications are outlined in the various existing service agreements, already endorsed by both municipalities.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Various municipal departments are involved in the numerous existing service agreements.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

With the endorsement of the ICF, it will illustrate to the general public that both municipalities have a formal mechanism in place to discuss, review and explore programs and initiative mutually benefiting each party.

8.0 ATTACHMENTS:

- 8.1 By-law No. 1-2020.
- 8.2 Draft Intermunicipal Collaboration Framework.

9.0 RECOMMENDATIONS:

Council pass all three readings to By-law No. 1-2020 being a bylaw to adopt an Intermunicipal Collaboration Framework with the County of Barrhead, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

BY-LAW NO. 1-2020

**TOWN OF BARRHEAD INTERMUNICIPAL COLLABORATION
FRAMEWORK BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD, in the Province of Alberta, to establish an Intermunicipal Collaboration Framework between the Town of Barrhead and the County of Barrhead.

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, as amended, pursuant to Section 708.28, authorizes Council to work collaboratively with neighbouring municipalities to ensure the efficient provision of municipal services for all residents; and

WHEREAS the Town of Barrhead and the County of Barrhead have worked collaboratively on the preparation of an Intermunicipal Collaboration Framework between both municipalities; and

WHEREAS the Council of the Town of Barrhead deems it desirable and appropriate to adopt the Town of Barrhead and County of Barrhead Intermunicipal Collaboration Framework.

NOW THEREFORE, the Council of the Town of Barrhead in the Province of Alberta, and under the authority of the *Municipal Government Act*, as amended, enacts as follows:

1. TITLE

- 1.1 This Bylaw may be known as the Town of Barrhead and County of Barrhead Intermunicipal Collaboration Framework Bylaw.

2. PURPOSE

- 2.1 The “Intermunicipal Collaboration Framework between the Town of Barrhead and County of Barrhead”, attached and forming part of this bylaw, is hereby adopted.

3. FORCE & EFFECT

- 3.1 The invalidity of any section, clause, sentence, or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.
- 3.2 This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this _____ day of _____, 2020.

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, 2020.

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, 2020

and passed.

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Intermunicipal Collaboration Framework

Between

County of Barrhead No. 11



and

Town of Barrhead



December 2019 – DRAFT

County of Barrhead No. Bylaw # 1-2020

Town of Barrhead Bylaw # _____

WHEREAS, the County of Barrhead No. 11 and the Town of Barrhead share a common border; and

WHEREAS, County of Barrhead No. 11 and Town of Barrhead share common interests and are desirous of working together to provide services to their residents and ratepayers; and

WHEREAS, the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework with each other that identifies the services provided by each municipality and the funding arrangements for these services.

NOW THEREFORE, by mutual covenant of the municipalities hereto it is agreed as follows:

1. DEFINITIONS

In this Agreement

- a. "Chief Administrative Officer" means the person appointed to the position of CAO by each municipality.
- b. "Committee" means Intermunicipal Collaboration Framework Committee as defined in Section 4 of this Agreement.
- c. "Intermunicipal Development Plan" means the IDP between the County of Barrhead No. 11 and the Town of Barrhead
- d. "Municipalities" means County of Barrhead No. 11 and Town of Barrhead.
- e. "Service agreement" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both municipalities.
- f. "Year" means the calendar year beginning on January 1st and ending on December 31st.

2. FRAMEWORK INTERPRETATION

- 2.1 All words in the Framework shall have the same meaning as defined in the *Municipal Government Act*. For words not defined under the *Municipal Government Act*, their meaning shall be as is understood in everyday language.
- 2.2 The word "shall" be interpreted as meaning an obligatory direction.
- 2.3 The word "may" be interpreted as meaning a choice exists with no preferred direction intended.

3. TERM AND REVIEW

- 3.1 In accordance with the *Municipal Government Act*, this is a permanent Agreement and shall come into force on the passing of bylaws by both municipalities.
- 3.2 This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement. Amended copies of this Agreement shall come into force on the passing of bylaws by both municipalities.
- 3.3 Amended versions to this Agreement shall supersede and replace all previous versions of this Agreement.
- 3.4 It is agreed that the County of Barrhead No. 11 and the Town of Barrhead shall meet at least once every four years, or upon request by either party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election to review the terms and conditions of the agreement.

4. INTERMUNICIPAL COOPERATION

- 4.1 County of Barrhead No. 11 and Town of Barrhead agree to create a recommending body known as the Intermunicipal Collaboration Framework Committee (hereinafter referred to as the Committee).
- 4.2 The Committee will meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting County and Town residents and ratepayers, except matters where other current operating structures and mechanisms are already in place and operating successfully.
- 4.3 The Committee shall consist of four (4) members, being two (2) elected officials from each municipality.
- 4.4 Each Party shall also appoint one (1) alternate member, being an elected official.
- 4.5 The CAOs will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. CAOs will be responsible for forwarding all recommendations from the Committee to their respective Councils.
- 4.6 Attendance of supporting staff or technical advisors will be at the discretion of the CAOs.
- 4.7 Meetings of the Committee may be held in-camera as permitted under *FOIPP s.23, 24, 25, and 27* or any other section that may become relevant.
- 4.7 Municipalities will give 30 calendar days of a notice for a meeting unless agreed otherwise by the CAOs. Meeting requests will be directed to the CAO of the respective municipality.

5. INTERMUNICIPAL SERVICE DELIVERY

The County and the Town have worked collaboratively in the past and have the following service arrangements/agreements in place to serve residents and ratepayers of both municipalities.

5.1 Transportation

- a) Barrhead (Johnson) Industrial Airport

Model	Barrhead Regional Airport Committee – County Bylaw 2-2012; Town Bylaw 18-90
Lead	County of Barrhead No. 11
Funding	50:50 of net capital and operating expenses
Term	No fixed term; Annual appointment of members

5.2 Support Services

- a) Family Community Support Services

Model	Family and Community Support Services Agreement; FCSS Funding Agreement with GOA
Lead	Town of Barrhead
Funding	50:50 of required contribution to access maximum provincial funding; plus equal share of net additional program expenses

Term	No fixed term
------	---------------

5.3 Emergency & Protective Services

a) Barrhead Regional Fire Services

Model	Barrhead Regional Fire Services Agreement (includes Emergency Response Center Building)
Lead	Town of Barrhead
Funding	Each municipality pays for services provided within their jurisdiction; 50:50 of net capital and core operating costs
Term	5-year term; expires January 1, 2022

b) Enhanced Level of Provincial Policing Service

Model	Letter of Expectation for School Resource Officer provided by the RCMP - Multi-partner between Town of Barrhead, County of Barrhead No. 11, Woodlands County; Pembina Hills Regional School Division
Lead	Town of Barrhead
Funding	Town and County each pay 23.25%; Woodlands County 3.5%; Pembina Hills Regional School Division No. 7 at 50%
Term	3-year term; expires June 30, 2021

c) Barrhead & Area Regional Crime Coalition

Model	Multi-partner between the County of Barrhead No. 11, Town of Barrhead, Woodlands County, RCMP, Barrhead & District Rural Crime Watch
Lead	County of Barrhead No. 11
Funding	Annual approval of budget (1/3 contribution by 3 municipalities)
Term	No fixed term; Annual appointment of members

5.4 Water Services

a) Barrhead Regional Water Commission (Third Party Service Provider)

Model	Commission – Water Supply Agreements <ul style="list-style-type: none"> • BRWC & County of Barrhead No. 11 • BRWC & Town of Barrhead
Lead	BRWC; Municipal membership (annually appointed)

Funding	BRWC annually approves rates that are effective January 1 st (Water Supply Agreements; BRWC Bylaw No. 2)
Term	25-yr term; expires February 2037

5.5 Solid Waste Management

a) Barrhead Regional Landfill

Model	Regional Waste Management Facility Agreement
Lead	Town of Barrhead
Funding	50:50 of net capital and operating expenses
Term	No fixed term; Annual appointment of members

5.6 Recreation, Cultural Services & Programming

a) Twinning Committee

Model	Committee – recommendations to respective Councils
Lead	Town of Barrhead
Funding	50:50 of net operating costs
Term	No fixed term; Annual appointment of members

b) Recreation Facilities

Model	Memorandum of Agreement
Lead	Town of Barrhead
Funding	County pays annually towards core operating of Aquatic Center, Arena, Curling Rink (0.03403% of 3 year rolling average total taxable assessment)
Term	10-year term; expires December 31, 2027

c) Recreation Programming

Model	Annual request
Lead	Town of Barrhead
Funding	Annual approval of budget
Term	No fixed term

5.7 Vegetation Management

a) Weed Control

Model	Operational
Lead	County of Barrhead No. 11
Funding	Annual approval of budget
Term	No fixed term

6. LAND USE

- 6.1 Matters of land use and development impacting both municipalities shall be guided by policies set out in the County of Barrhead No. 11 & Town of Barrhead Intermunicipal Development Plan (IDP).
- 6.2 Where policies may not be covered by the IDP, both municipalities shall refer to policies in their respective Municipal Development Plans (MDP) and other statutory plans.

7. FUTURE COLLABORATION PROCESS

- 7.1 The County and the Town have recognized that other potential joint services warrant further deliberations for the betterment of their respective residents and ratepayers.
- 7.2 Either municipality may initiate the development of a new project and/or service it deems to be critical or essential to the community.
- 7.3 Prior to submitting a formal written notice for a new service agreement, the initiating municipality's CAO shall consult with the other municipality's CAO.
- 7.4 Once either municipality has received notice of a new project and/or service, a Committee meeting must be held within 30 calendar days of the date the notice was received, unless both CAOs agree otherwise.
- 7.5 Notification will include a general description of the project and/or service, estimated costs and timing of expenditures.
- 7.6 Notification will be given prior to the consideration of a project and/or service being initiated.
- 7.7 For a service to be provided on an intermunicipal basis, a service agreement shall be required to be developed on that specific item. The Committee will be the forum used to address and develop future service agreements.
- 7.8 All future service agreements shall clearly identify which municipality will lead the service delivery for the service.
- 7.9 All future service agreements shall clearly outline the appropriate funding for the service being discussed.
- 7.10 All future service agreements shall set out a process for discontinuing the service provided if one or both municipalities wish to discontinue in the service delivery.
- 7.11 All future service agreements shall set out a time frame for the delivery of the service being discussed including the start and end date of the service delivery.

- 7.12 All service agreements shall require approval by the Council of both municipalities prior to implementation.
- 7.13 In the event that the Committee or municipal Councils are unable to reach an agreement, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process outlined in Section 9 of this document.

8. INDEMNITY

- 8.1 The County shall indemnify and hold harmless the Town, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County, its employees or agents in the performance of this Agreement.
- 8.2 The Town shall indemnify and hold harmless the County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Town, its employees or agents in the performance of this Agreement.

9. DISPUTE RESOLUTION

- 9.1 County and Town commit to resolving any disputes in a non- adversarial, informal and cost-efficient manner.
- 9.2 Both municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 9.3 Any dispute arising out of the implementation of this Agreement will firstly be addressed by the administrations of both municipalities. Where a dispute cannot be resolved to the satisfaction of both municipalities after thirty (30) calendar days, the dispute will be referred to the CAOs of both municipalities.
- 9.4 Where a dispute cannot be resolved to the satisfaction of both CAOs after thirty (30) calendar days, and it is not jointly agreed by the CAOs to extend the time period, the dispute will be referred to the Committee.
- 9.5 Where a dispute cannot be resolved to the satisfaction of the Committee after thirty (30) calendar days, and it is not jointly agreed by the Committee to extend the time period, the dispute will be referred to the Councils of both municipalities.
- 9.6 Where a dispute cannot be resolved to the satisfaction of the Councils of both municipalities, the County and Town will seek the assistance of a mediator acceptable to both municipalities. The costs of mediation shall be shared equally between the municipalities.
- 9.7 In the event that a dispute cannot be resolved through the steps outlined above, the dispute may be referred to a single arbitrator mutually acceptable to both municipalities. Failing mutual agreement, either municipality may apply to a Judge of the Court of Queen's Bench of Alberta to appoint an arbitrator whose decision shall be final and binding upon both municipalities.
- 9.8 The costs of arbitration shall be shared equally between the municipalities.
- 9.9 For all development, subdivision or planning matters, intermunicipal disputes shall follow agreed to processes outlined in the County of Barrhead No.11 & Town of Barrhead IDP and the *Municipal Government Act*. In situations where the approved IDP conflicts with the *Municipal Government Act* as it pertains to intermunicipal disputes, provisions in the *Municipal Government Act* shall prevail.

10. GENERAL

- 10.1 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been valid.

11. CORRESPONDENCE

- 11.1 Notices related to this agreement may be sent in written or electronic form and shall be addressed to the CAO of each municipality as follows:

- a. In the case of the County of Barrhead No.11 to:

County of Barrhead
c/o Chief Administrative Officer
5306 49 Street
Barrhead, AB T8R 1N5

- b. In the case of the Town of Barrhead to:

Town of Barrhead
c/o Chief Administrative Officer
5014 50 Ave
Barrhead, AB
T7N 1A2

- 11.2 Where the municipal address or primary contact email list has changed, the notice shall be provided to the current municipal address or primary contact email of the respective municipality.

12. AUTHORIZATIONS

Signed and dated on:

Doug Drozd, Reeve, County of Barrhead

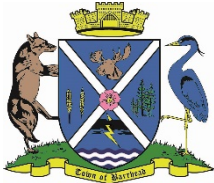
David McKenzie, Mayor, Town of Barrhead

Debbie Oyarzun, CAO, County of Barrhead

Edward LeBlanc, CAO, Town of Barrhead

Date

Date



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 28, 2020

Re: Correspondence Items

Item # 1 Letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the Correction Notice - updates to the Assessment Year Modifiers for the 2020 taxation year.

Recommendation:

That Council accept the letter from Alberta Municipal Affairs, dated January 2, 2020 regarding the Correction Notice - updates to the Assessment Year Modifiers for the 2020 taxation year as information.

Item # 2 Letter from Alberta Health Services dated January 10, 2020 regarding Public Health Information for Municipalities on the Legalization of Cannabis Edibles, Extracts and Topicals.

Recommendation:

That Council accept the letter from Alberta Health Services dated January 10, 2020 regarding Public Health Information for Municipalities on the Legalization of Cannabis Edibles, Extracts and Topicals, as information.

Item # 3 Letter from Community Futures Yellowhead East dated January 20, 2020 requesting free or reduced room rates for municipality owned meeting spaces.

Background information:

In speaking with Community Futures' office, their request is in regards to the Charles Godberson Rotary Room rental fee. Based on the Town's current Recreation Facility Rentals & Rates Policy No. 72-002, the rental rates for the Rotary Room is as follows:

- Hourly \$50.00
- Half Day \$100.00
- Full Day \$150.00

Alternative:

- a) That Council accept the letter from Community Futures Yellowhead East dated January 20, 2020 requesting free or reduced room rates for Town owned meeting spaces, as information.
- b) That Council authorizes Administration to provide Community Future Yellowhead East free room rates for any Town owned Meeting spaces, effective immediately.
- c) That Council amend Policy 72-002 to provide the Chief Administrative Officer the ability to reduce the cost of any meeting room space, at his or her discretion.

Item # 4 Letter from the Office of the Lieutenant Governor, dated January 10, 2020 regarding the nomination Nominees for The Alberta Order of Excellence.

Recommendation:

That Council accept the letter from the Office of the Lieutenant Governor, dated January 10, 2020 regarding the nomination Nominees for The Alberta Order of Excellence, as information.

(Original signed by the CAO)
Edward LeBlanc
CAO



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

January 2, 2020

Dear Mayor or Reeve,

As you may know, the assessment models for wells, pipelines and machinery and equipment, which are used to determine the assessed values of these assets for taxation purposes, have not been updated since 2005. Over the past year, Municipal Affairs has been working on a review of the assessment models to ensure new technology is accounted for, current cost structures and industry practices are reflected, and result in a fair and transparent relative distribution of taxation.

The technical phase of the assessment model review, which included input from working groups of external subject matter experts, has now concluded. The initial results from the technical phase of the review indicate potentially significant shifts in assessment. As assessment changes can have consequential impacts to both municipalities and the oil and gas industry, I have determined additional engagement with industry and municipal associations is required before any final determinations are made.

Our aim is to ensure any changes resulting from the assessment model review do not have an adverse impact on the competitiveness of our energy sector or the viability of our rural municipalities. It is my intention this more robust stakeholder engagement be carried out in early 2020, with final decisions on the assessment model review to be made in spring. As a result, the changes to the assessment models will need to be deferred until the 2021 municipal tax year.

In the absence of new assessment models, assessment year modifiers (AYMs) need to be established for the 2020 tax year. These modifiers are similar to a consumer price index, and are used to adjust the property assessments for regulated industrial property from the base cost year in order to reflect current values. To support the budgeting process municipalities are undertaking, attached are the approved AYM's for the 2019 Assessment Year (2020 Tax Year).

In addition, a reduction in assessment for shallow gas assets will be applied for 2020 in order to continue the same magnitude of tax relief provided under the Shallow Gas Tax Relief Initiative (SGTRI) for 2019, and enable transition to the new assessment models for 2021. These wells and associated pipelines will receive a 35 per cent property assessment reduction for the 2020 tax year. It is my intention to apply the same criteria for this assessment reduction as were used to determine eligibility for tax relief under the SGTRI; there are approximately 70,000 wells and associated pipelines in Alberta meeting these criteria. As education tax credits will not be provided as they were under the SGTRI for 2019, municipalities will need to absorb the impact of this reduction in assessment.

...2/

Municipal Affairs is completing the annual updates to the Alberta Minister's Guidelines for taxation in 2020 to include the annual change to the AYMs, as well as the changes to the shallow gas assessments.

Further details on the engagement with municipal associations and industry organizations regarding the assessment model review will be provided by early January, 2020.

If you have any concerns regarding these changes, please contact Ethan Bayne, Assistant Deputy Minister, Municipal Assessment and Grants, at 780-415-1717, or ethan.bayne@gov.ab.ca.

Yours very truly,



Kaycee Madu
Minister

Attachment – Assessment Year Modifier (AYM) Tables

cc: Honourable Sonya Savage
Minister of Energy

Honourable Dale Nally
Associate Minister of Natural Gas

Paul Wynnyk
Deputy Minister, Municipal Affairs

Ethan Bayne
Assistant Deputy Minister, Municipal Assessment and Grants

Attachment – Assessment Year Modifier (AYM) Tables

Property Type	2018 Assessment Year (2019 Tax Year) AYM	2019 Assessment Year (2020 Tax Year) AYM	Percent Change
Wells	1.200	1.192	-0.67
Pipelines	1.019	1.024	0.49
Electric Power Systems	1.470	1.471	0.07
Telecommunication Carriers	1.150	1.154	0.35
Cable Distribution Undertakings	1.389	1.394	0.36
Railway	1.410	1.460	3.55
Machinery & Equipment	1.40	1.41	0.71
Farm land (Dry Arable, Dry Pasture, Woodlot)	1.00	1.00	0
Farm land (Irrigated Arable)	1.03	1.03	0

Edward LeBlanc

From: Stacey Lane on behalf of Town
Sent: January 13, 2020 8:48 AM
To: Edward LeBlanc; Dave McKenzie
Subject: FW: Correction Notice: Assessment Model Review Letter
Attachments: Minister letter to Mayors and Reeves.pdf; Assessment Year Modifier (AYM) Tables.pdf

From: MA Deputy Minister Office
Sent: Friday, January 10, 2020 4:06 PM
Subject: Correction Notice: Assessment Model Review Letter

Colleagues,

I am writing further to my December 19, 2019, email advising you that the Honourable Kaycee Madu, Minister of Municipal Affairs, would be sending formal notification letters early in the new year to your Mayors and Reeves regarding next steps on our Assessment Model Review, details on assessment year modifiers for 2020, and the plans for a reduction in shallow gas assessment to be applied for 2020.

Regrettably, an administrative error was made within my Department, and outdated and incorrect stationary was used on the original correspondence that was sent out on January 2nd. Attached please find a corrected copy; I would ask that you replace the mailed letter, when it is received, with the corrected version attached to this email. **Please note that the content of the letter has not changed**, and I would like to stress that this error rests with me, not the Minister's office.

On a different subject, I would like to take this opportunity to extend my very best wishes for a happy and productive new year as we continue to work together to help build stronger communities by delivering important programs and services across our great province. I look forward to seeing many of you in the months to come.

Sincerely,

Paul

Paul Wynnyk
Deputy Minister
Municipal Affairs
Government of Alberta
18th floor, Commerce Place
10155-102 Street
Edmonton, AB T5J 4L4

Main Line: 780-422-2463



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January 10, 2020

Dear Municipal Elected Officials and Leaders

Re: Legalization of Edibles, Extracts and Topicals (EET) - Information for Municipalities

I am pleased to provide you with the attached resource titled: *Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities*. Phase 2 of the federal government plan to legalize and regulate Edibles, Extracts and Topical (EET) forms of cannabis began on October 17, 2019, when the Cannabis Act was amended. Legal EET products are expected to be available in regulated cannabis retail stores by mid-January 2020. The legalization of EETs, three new and/or expanded classes of cannabis products, will have an impact on your existing local bylaws regarding consumption of cannabis in public places.

Alberta Health Services (AHS) advises that a precautionary approach be taken to minimize substance use harms and unintended consequences. This approach recognizes that it is easier to relax or remove restrictions at a later date than to tighten them after decisions have been announced, bylaws have been enacted, and investments have been made. This precautionary approach is consistent with the recommendations of the Federal Task Force on the Legalization and Regulation of Cannabis (Government of Canada, 2016). It applies the wisdom and lessons learned from alcohol and tobacco policy, which is to begin with more restrictive regulations and ease restrictions only as evidence becomes available.

AHS has developed the attached resource for municipalities to provide relevant information to assist in developing or revising local bylaws. This document outlines how EET may impact local regulations and how you can use this opportunity to strengthen or create new bylaws, based on a public health approach. It addresses consumption in public places, medical exemptions, multi-unit housing and festivals.

The location, method and accumulated volume of cannabis consumption can create a number of concerns, including increased youth access and increased normalization among youth due to increased visibility and exposure. Public consumption bylaws have the potential to protect the community and its citizens. Effective regulation, as identified in the intent behind federal legalization, supports federal and provincial goals to keep cannabis out of the hands of youth and to protect public health and safety.

AHS recognizes municipalities as important partners in public health. If you would like more information or support as you and your Council consider the impact of EET on your local bylaws, please feel free to contact me directly.

Sincerely,

Original Signed

Dr. Kathryn Koliaska
Medical Officer of Health, North Zone-Central (Areas 4, 5, 6)
www.albertahealthservices.ca

Attached: Phase Two of Cannabis Legalization - Edibles, Extracts and Topicals, Public Health Information for Municipalities

Phase 2 of Cannabis Legalization – Edibles, Extracts and Topicals

PUBLIC HEALTH INFORMATION FOR MUNICIPALITIES

Alberta Health Services (AHS) recognizes that municipalities have options for their cannabis-related bylaws now that Edibles, Extracts and Topicals are included in the federal Cannabis Act. To assist in making these complex decisions, AHS encourages municipalities to consider social and health harms. Overall, because we know so little about the impacts of cannabis on the health of communities and Albertans, we support a more restrictive environment until a larger body of research can tell us more. **In this document you will find information about the public health approach to public consumption that addresses multi-unit housing, vaping, medical exemptions, and festivals.**

PUBLIC CONSUMPTION

Restricting consumption of cannabis in public places sets up a regulatory environment that can help achieve the federal and provincial objectives of legalization, which include: protecting public health, restricting youth access, and protecting safety on roads, and in workplaces and public spaces.

ALBERTA HEALTH SERVICES ADVISES MUNICIPALITIES TO RESTRICT CONSUMPTION IN PUBLIC PLACES (INDOORS AND OUTDOORS) COMPLETELY

What does a complete restriction mean?

- It means cannabis consumption is prohibited in public places, limiting use to private residences only, for:
 - Combustibles (smoking/vaping/dabbing)
 - Edibles (beverages/food)
 - Extracts (sprays/capsules/ high potency concentrates)
- It means the protective measures that society has worked diligently for years to put in place for alcohol and tobacco will be the minimum for cannabis. This approach recognizes the decades of lessons learned from other intoxicating substances.

AHS recognizes there are special considerations related to multi-unit housing, medical users and festivals. We have provided additional information about these issues on the following page.

**SUBSTANCE USE COSTS
ALBERTANS \$5.5 BILLION PER
YEAR OR \$1,332 PER PERSON
PER YEAR REGARDLESS OF AGE.¹**

Best practices in substance use help to reduce these costs and harms.

Why restrict public consumption?

- Restricting public consumption helps to limit public intoxication and reduce health and social harms in the community. This is best achieved through policy.
 - The Netherlands found less restrictive regulations caused health and social issues and are now implementing more restrictive regulations, including closing “coffee shops”.²
- Occupational Health & Safety regulates both alcohol and cannabis (intoxicating substances) in the workplace to prevent workplace harms.^{3,4} In addition, public policies regulate alcohol consumption in public places to prevent harms. Restricting cannabis consumption in public places aligns with alcohol restrictions and mirrors the Occupational Health and Safety approach.
- It aligns with alcohol regulations. This means open bottles/cans of either cannabis or alcoholic beverages would not be allowed in public spaces.⁵ This helps to prevent an increase of cannabis and alcohol-related harms and associated costs.
 - While there may be practical challenges to regulation enforcement (e.g., proof edibles contain cannabis), having regulations in place supports public health and safety.
- It prevents harm from second-hand cannabis smoke/vapour.^{6, 7, 8, 9, 10, 11}
- Children tend to copy what they observe and are influenced by the normality of any type of smoking behavior around them. Thus public consumption risks increasing cannabis use and associated harms.¹¹
- All jurisdictions that have legalized cannabis advise starting with stricter regulations.¹²
- In all U.S. legalized states, decision makers banned public consumption at onset.

SPECIFIC CONSIDERATIONS IMPACTING PUBLIC CONSUMPTION DECISIONS

MULTI-UNIT HOUSING RESIDENTS

If cannabis consumption is only allowed in private units/residences, some of which have no-smoking/vaping rules, does this disadvantage multi-unit housing residents' ability to consume cannabis?

- All residents have the option of consuming other forms of cannabis in their private units, such as: edibles, drinks, capsules, sprays, or tinctures.
- As with tobacco, multi-unit housing complexes are advised to have smoke-free and vape-free indoor spaces and provide outdoor designated areas on common property for smoked or vaped products, five or more meters away from doors, windows and fresh-air intakes. If the complex is not smoke free, residents can request designated outdoor smoking and vaping areas to ensure the health and safety of all residents.

What if residents want the fast-acting effects that smoking/vaping cannabis provides?

- There are alternative products that have similar effects without the harmful effects of second-hand smoke or vapour.
- Residents can use outdoor designated consumption areas as recommended above.

FESTIVALS

Should festivals allow public consumption in the form of "cannabis gardens" (similar to beer gardens)?

- The most protective option and best way to reduce short and long-term health and social harms is to not allow cannabis gardens, because:
 - It normalizes consumption. Normalization means that a behavior or activity becomes a 'normal part' of leisure and lifestyle and is no longer considered potentially harmful. The more often use is normalized and permitted, particularly in public spaces, the greater the risk of health and social harms to communities.
 - Children tend to copy what they observe and normalizing smoking behaviour is of particular concern. As seen with alcohol and tobacco, normalization leads to increases in rates of use, including associated harms.
 - Of potential noise and nuisance complaints. For example, the City of Hague, Netherlands now restricts public consumption because of the many complaints from residents and visitors regarding smell and noise.² The Calgary Stampede has designated their event as family friendly, by banning on-site consumption.¹⁶ The Vancouver Park Board has banned 4/20 events because of the negative impact on residents, parks and facilities.¹⁷
- There may be liability for festival organizers due to risk of harm related to intoxication.

Since people will smoke/vape in the general festival space anyway, wouldn't having a designated space for smoking/vaping be a better option?

- The most protective option for the public is to prohibit public consumption.
- AHS, in collaboration with municipalities, will review and monitor harms over time. Recommendations and practices could shift as we learn more.

VAPING

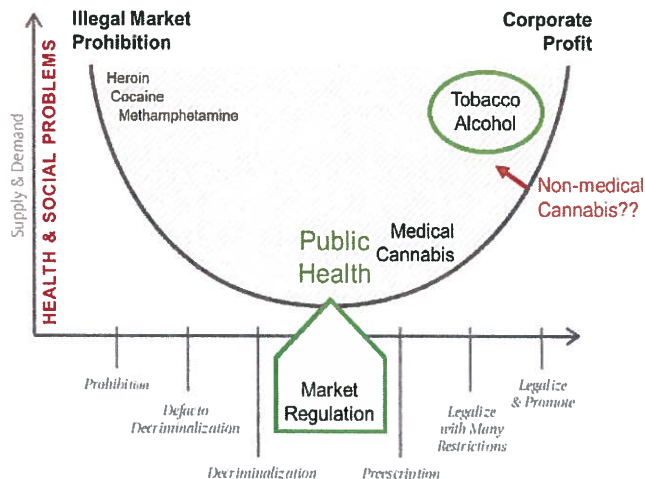
Is vaping a safer form of consumption?

- Vaping is not without risks and the health impacts are not fully understood. Vaping may also result in more frequent use and use of higher THC products.¹³
- Harms related to vaping may include severe lung disease, however at the time of this writing not enough is known about these emerging cases to understand the cause or full extent of the risks and harm.
- There is no evidence that second-hand exposure to vapour is safe, thus a precautionary approach is advised.

MEDICAL EXEMPTIONS ARE REQUIRED

- There are many different forms of cannabis products that medical users can choose from, particularly that do not involve smoking or vaping of the product.
- The Canadian Medical Association does not support combustible products as initial prescribed product for medical purposes, as alternative forms are available that minimize health risks to the patient and second hand exposure risks to those around them.¹⁵

WHAT IS A PUBLIC HEALTH APPROACH TO CANNABIS LEGALIZATION?



A public health approach strives to maximize benefits and minimize harms of substances, promote the health of all individuals of a population, decrease negative impacts on vulnerable populations, and ensure harms from interventions and legislation are not disproportionate to harms from the substances themselves.⁷ Key considerations when developing bylaws and the practices that support them include:

- Taking a precautionary approach with stricter regulations to reduce health and social problems over time.
- Begin with a more restrictive framework and ease restrictions as evidence becomes available.
- Regulations allow for enforcement when needed and are not intended to shift burden of legalization to marginalized groups. Controls and education can be put in place to ensure an equitable approach to enforcement.

FOR MORE INFORMATION PLEASE CONTACT YOUR LOCAL MEDICAL OFFICER OF HEALTH.
MOH.North@albertahealthservices.ca

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January 20, 2020

Dear Community Partner and Stakeholder:

Please be advised as a valued partner and or board stakeholder of Community Futures Yellowhead East (CFYE), we would like to provide you with an update on the following policy changes, effective January 17, 2020.

As a committed partner of economic development and diversification in your community and the entire CFYE region, we are accountable to you as a key stakeholder to provide a range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. In addition, we also offer a number of specialized business programs, organize exciting business events and actively work with community and business leaders to foster rural economic growth.

As with many organizations we are faced with budget cuts that could affect the number of opportunities and services we are able to provide in each of our ten communities. With this in mind as an effort to avoid any reduction in services, we are reaching out to ask for your consideration of the following; Free or reduced room rental rates of municipally owned meeting spaces, when we host business training sessions, such as lunch n learns, financial literacy courses, lemonade day mentor training sessions, client coaching or business plan development meetings etc as a method of assisting us in reducing expenses that will allow us to continue providing these valuable services to each of our communities. If this request is approved, CFYE, would continue to follow standard protocol as well as handle all arrangements and bookings ahead of time with the appropriate departments as required.

In addition to this request, we would like to inform you that we no longer have the means to purchase individual community chamber of commerce memberships. While we are still interested and willing to be a vital economic partner of each chamber of commerce, business support network, or other business organization, by providing assistance in the same fashion as we have always been, through promoting your events, providing marketing assistance, business training and coaching sessions, sitting on committees, partner on projects as time allows, unfortunately however, we will no longer be able to purchase individual Chamber of Commerce memberships.

If you could please review and provide the outlined policy changes to your board and council, for information along with a reply as to the above request for assistance, this will allow us to continue on with our yearly planning requirements for each community.

Sincerely,

Carol Webster, Board Chair
Community Futures Yellowhead East

Michelle Jones, Manager
Community Futures Yellowhead East
mjones@albertacf.com,
w: 780-706-3500 c: 780-778-0977



THE
ALBERTA
ORDER OF EXCELLENCE

RECEIVED

JAN 22 2020

January 10, 2020

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

Dear His Worship McKenzie,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2020. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2020.

Sincerely,

*Andrew C.L. Sims
Chair*

*Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta*