



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, FEBRUARY 23, 2021 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – February 9, 2021
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. – Mr. Wayne Ellerington from Ellerington LLP, Chartered Professional Accountants
 - (b) Delegation at 5:45 p.m. – Mr. Steve Kamminga, President and Mr. Gary Saumers, Vice-President of the Paddle River Golf and Country Club
6. Old Business
 - (a) Public Access to the Indoor Walking Track
7. New Business
 - (a) Bank Statement – month ending January 31, 2021

8. Reports

- (a) Barrhead Cares Coalition
- (b) Barrhead & District Social Housing Association
- (c) Community Futures Yellowhead East
- (d) Family & Community Support Services Society
- (e) Library Board

9. Minutes

- (a) Barrhead & District Family and Community Support Services Society – January 21, 2021

10. Bylaw

- (a) Draft Bylaw 03-2021, the Traffic Bylaw

11. Correspondence Items

- (a) Letter from the Volunteer Appreciation Evening Planning Committee
- (b) Letter from the Yellowhead Region Chambers of Commerce
- (c) 2020 Fact Sheet from Family and Community Support Services Society
- (d) Letter from the Alberta Police Interim Advisory Board
- (e) Letter from the Alberta Police Interim Advisory Board

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Pursuant to Section 16 of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, FEBRUARY 9, 2021,
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

ABSENT

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

AGENDA The agenda was reviewed.

033-21 Moved by Cr. Klumph that the agenda be accepted with the following:

- 7(b) Walking Track
- 8(c) Delete – Barrhead & District Social Housing Report

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of January 26, 2021, were reviewed.

034-21 Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of January 26, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION Mayor McKenzie and Council welcomed Mr. Mark Vriend at 5:31 p.m.

Mr. Mark Vriend discussed with Council local businesses and the struggles many are experiencing due to closures.

Mr. Vriend asked what the Town is doing to support local business and what could the Town do.

Council discussed Mr. Vriend’s concerns.

035-21 Moved by Cr. Assaf that Council authorize Administration to draft a letter to MLA Glenn van Dijken and MP Arnold Viersen, advocating support for local businesses impacted by the closures.

CARRIED UNANIMOUSLY

EXITED Mayor McKenzie and Council thanked Mr. Mark Vriend for his presentation and he exited the Chambers at 6:21p.m.

DELEGATION Mayor McKenzie and Council welcomed Regional Fire Chief Gary Hove at 6:22 p.m.

Regional Fire Chief Gary Hove discussed with Council the proposed Bylaw 02-2021, Fire Services Bylaw.

Mayor McKenzie commended the Fire Department on the new Fire Truck and passed on a message from Town of Westlock’s Mayor Ralph Leriger – “Thanking Barrhead Fire Services for their recent aid to the structure fire in Westlock”.

Regional Fire Chief Gary Hove reviewed changes to the Bylaw and answered questions of Council.

EXITED

Mayor McKenzie and Council thanked Regional Fire Chief Gary Hove for his presentation and he exited the Chambers at 6:33 p.m.

**FINANCIAL REQUEST FROM
THE PADDLE RIVER GOLF
& COUNTRY CLUB**

The Paddle River Golf and Country Club is requesting financial assistance toward the upgrade of their well and water intake, was received.

Council discussed and recommended in-kind support for the Paddle River Golf and Country Club.

036-21 Moved by Cr. Klumph that Council authorize Administration to donate \$1,000.00 in-kind support for the Paddle River Golf and Country Club.

CARRIED UNANIMOUSLY

037-21 Moved by Cr. Klumph that Council instructed Administration to contact the Paddle River Golf and Country Club and advise of the need for Federal permits and encourage fundraising.

CARRIED UNANIMOUSLY

WALKING TRACK

A resident contracted Cr. Assaf, inquiring if the walking track could be open because of the cold weather.

Ed LeBlanc, CAO advised that he would follow-up with Alberta Health Services (AHS).

038-21 Moved by Cr. Assaf that Council advise Administration to follow-up with Alberta Health Services (AHS) for the possible re-opening of the walking track subject to Alberta Health Services (AHS) protocol.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of February 9, 2021, were reviewed:

- Barrhead Agricultural Society
- Attraction & Retention Committee
- CAO's Report
- Council Action List

039-21 Moved by Cr. Kluin that the following Reports to Council as of February 9, 2021, be accepted as information:

- Barrhead Agricultural Society
- Attraction & Retention Committee
- CAO's Report
- Council Action List

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council of the Barrhead & District Family and Community Support Services Society – December 17, 2020, were reviewed.

040-21 Moved by Cr. Penny that the Minutes of the Barrhead & District Family and Community Support Services Society – December 17, 2020, be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 01-2021, DESIGNATED
MANUFACTURED HOME
SUPPLEMENTARY
ASSESSMENT BYLAW**

Proposed Bylaw 01-2021, the Designated Manufactured Home Supplementary Assessment Bylaw, was presented.

041-21 Moved by Cr. Smith that Council give Bylaw 01-2021, the Designated Manufactured Home Supplementary Assessment Bylaw, first reading.

CARRIED UNANIMOUSLY

042-21 Moved by Cr. Assaf that Council give Bylaw 01-2021, the Designated Manufactured Home Supplementary Assessment Bylaw, second reading.

CARRIED UNANIMOUSLY

043-21 Moved by Cr. Klumph that Council give Bylaw 01-2021, the Designated Manufactured Home Supplementary Assessment Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

044-21 Moved by Cr. Oswald that Council give Bylaw 01-2021, the Designated Manufactured Home Supplementary Assessment Bylaw, third reading.

CARRIED UNANIMOUSLY

**BYLAW 02-2021, FIRE
SERVICES BYLAW**

Proposed Bylaw 02-2021, the Fire Services Bylaw, was presented.

045-21 Moved by Cr. Penny that Council give Bylaw 02-2021, the Fire Services Bylaw, first reading with amendments to delete Section 12.1(g) fires or preserve life or property.

CARRIED UNANIMOUSLY

046-21 Moved by Cr. Klumph that Council give Bylaw 02-2021, the Fire Services Bylaw, second reading as amended.

CARRIED UNANIMOUSLY

047-21 Moved by Cr. Smith that Council give Bylaw 02-2021, the Fire Services Bylaw, be presented for third reading as amended.

CARRIED UNANIMOUSLY

048-21 Moved by Cr. Assaf that Council give Bylaw 02-2021, the Fire Services Bylaw, third reading as amended.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEM**

The following correspondence item was reviewed:

Letter from the Municipal District of Bonnyville No. 87, dated January 20, 2021, regarding a need for a stronger Western Canadian Municipal Advocate in the natural resources industry.

049-21 Moved by Cr. Smith that Council accepts the Municipal District of Bonnyville No. 87, dated January 20, 2021, regarding a need for a stronger Western Canadian Municipal Advocate in the natural resources industry, as information.

CARRIED UNANIMOUSLY

RECESSED

050-21 Moved by Cr. Smith to recess the meeting at 7:00 p.m.

CARRIED UNANIMOUSLY

RECONVENED

051-21 Moved by Cr. Assaf to reconvene the meeting at 7:25 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –
FOIP ACT SECTION 16**

052-21 Moved by Cr. Assaf that Council go in closed session at 7:25 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

053-21 Moved by Cr. Smith that Council come out of closed session at 7:43 p.m.

CARRIED UNANIMOUSLY

ADJOURN

054-21 Moved by Cr. Assaf that the Council Meeting be adjourned at 7:43 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: February 23, 2021

Re: 5:30 p.m. Delegation – 2020 Financial Audit

1.0 PURPOSE:

Delegation – Mr. Wayne Ellerington, from Ellerington LLP, will be in attendance to present the Auditor's Report and the 2020 Audited Financial Statements at 5:30 p.m.

2.0 BACKGROUND AND DISCUSSION:

The 2020 year-end audit has been completed by Ellerington LLP. The 2020 2020 Financial Statement and 2020 Municipal Financial Information Return were prepared for the Auditor prior to their attendance. No changes were required to any of the Financial Statements once the audit was complete.

The Audited 2020 Financial Statement and the Audited 2020 Municipal Financial Information Return will be presented for Council's approval.

The overall 2020 surplus is \$1,065.85.

Mr. Wayne Ellerington will be in attendance to review the financial statements and answer any questions Council may have.

The 2020 Annual Report, including financial statements, will be available on the Town's website and at the Administration Office prior to the end of March 2021.

3.0 ALTERNATIVES:

- 3.1 Council accept the Auditor's Report from Ellerington LLP, regarding the 2020 audit, as presented.
- 3.2 Council approve the 2020 Audited Financial Statement as presented.
- 3.3 Council approve the 2020 Audited Financial Information Return, as presented.

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:

- 8.1 Ellerington LLP 2020 Auditor's Letter to Council
- 8.2 2020 Audited Financial Statements
- 8.3 2020 Audited Financial Information Return

9.0 RECOMMENDATION:

1. Council accept the Auditor's Report from Ellerington LLP, regarding the 2020 audit, as presented.
2. Council approve the 2020 Audited Financial Statement as presented.
3. Council approve the 2020 Audited Financial Information Return, as presented.

(original signed by the CAO)

Edward LeBlanc
CAO

February 12, 2021

Ellerington **LLP**
Chartered Professional Accountants



Mayor and Council
Town of Barrhead
PO Box 4189
Barrhead, Alberta
T7N 1A2

Dear Sirs/Madams:

Re: **Town of Barrhead 2020 Financial Audit**

A – Our Role as Auditors

As auditors for the Town, our objective was to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with Canadian generally accepted accounting principles.

Our audit was made in accordance with Canadian generally accepted auditing standards, and accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances. We planned and performed audit procedures to obtain reasonable assurance whether the financial statements were free of material misstatement. This included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

Because an audit is conducted primarily to enable us to express an opinion on the financial statements, it is not specifically designed to identify all errors, fraud, illegal acts, significant weaknesses in internal control or other irregularities. In addition, because of the limitations inherent in the audit process, it cannot necessarily be expected to detect all such misstatements. If any significant errors or irregularities had been discovered as a result of our examination, they would have been reported to the appropriate level of management. There were none.

B – Identification of Possible Fraud Risk Factors

Assurance required us to plan and perform our audits to obtain reasonable assurance that the financial statements are free from material misstatement, whether caused by error or fraud. To the extent any audit risk factors are deemed to exist our general audit approach and specific audit procedures are modified to minimize such risk factors.

Our review of possible fraud risk factors for the Town of Barrhead found the Town to have specific controls to circumstances that mitigate or eliminate the risk.

C – Confidentiality

We maintain the strictest confidence with respect to any client's or former client's information. Accordingly, the Town's confidential information will not, without your consent, be disclosed to any individuals outside the firm, except as required by law or under the profession's Rules of Professional Conduct.

D – Practice Inspections

In accordance with professional regulations (and by Firm policy), our client files must periodically be reviewed by provincial practice inspectors to ensure that we are adhering to professional and Firm standards. File reviewers are required to maintain confidentiality of client information.

E – Role of Management and Council

The preparation of the financial statements in accordance with Canadian generally accepted accounting principles is the responsibility of management. This responsibility includes the maintenance of adequate accounting records and internal controls, prevention and detection of fraud errors, safeguarding of assets, selection and application of suitable accounting policies and appropriate disclosure of financial information in the financial statements.

It is the responsibility of Council to ensure that policies are in place for effective governance and to ensure that all unusual and material transactions during the year are properly approved.

Our audit revealed no material weaknesses in these areas.

F – Budgets, Council Minutes and General Ledger

Since a municipality is a political organization, the decisions of Council, as documented in a budget or minutes, is paramount. Municipal employees are responsible to carry out instructions from council.

The operating and capital budgets are primary tools of fiscal management utilized in the municipal environment. Formulated by management and adopted by the Council, they become an important tool of management and of the auditor.

Reviewing the general ledger detail (specifically revenues and expenses) is an excellent tool for Councilors to gain familiarity with Municipal operations during the year.

G – Resolutions/Bylaws

All decisions of the Council made by resolution or bylaw are legislative in nature and are enforceable within the municipality. The 2020 minutes and bylaws have all been reviewed in the course of our audit.

H – Debt Limit

Schedule 10 of the Financial Statements discloses debt and debt limits for the Town. The Town has a debt limit under the Municipal Government Act is \$19,545,014. The actual debt of the Town was \$4,362,725 leaving \$15,182,289 available. Maximum allowable annual principal and interest payments under the Municipal Government Act are \$3,257,502. With annual principal and interest payments of \$290,569, the Town can afford an additional \$ 2,966,933 in annual payments of principal and interest.

The existing debt is financed at 3.153 per cent per annum, the rate is fixed for the remainder of the loan which expires March 15, 2041.

I – Consolidated Statement of Financial Position

The financial statements reflects the consolidated statement of financial position of the Town as at December 31, 2020. This statement can be evaluated as follows:

1. Debt Ratio

Total assets increased to \$74,616,841 as at December 31, 2020 from \$71,776,551 a year earlier, a increase of \$2,840,290. Liabilities increased by \$945,985 during the year. The net result is an increase of accumulated surplus of \$1,894,305.

2. Working Capital

Working capital is another way of expressing an entity's liquidity. As at December 31, 2020 working capital was \$7,108,649, an increase of \$1,191,484.

3. Net Financial Assets

The Consolidated Statement of Financial Position reflects a Net Financial Assets of \$2,441,674 which is up from \$1,131,176 from the prior year. Net financial assets are reduced by the total amount of long-term debt of \$4,362,725. In fiscal 2021 the Town only has to repay \$154,218 of the long-term debt so net financial assets is a very conservative measurement.

Based upon evaluation of debt limits and financial ratios, the Town continues to build its financial strength even in a year like 2020 where the Pandemic introduced financial uncertainty.

J – Consolidated Statement of Cash Flows

The financial statements reflects the consolidated statement of cash flows of the Town for the year ended December 31, 2020. This statement provides detailing of sources of cash flow and uses of cash flow. During fiscal 2020 operations before financial activities provided \$3,597,733 in cash flows. Excess of revenues over expenses for 2020 was \$1,894,305 after expensing \$1,858,794 in amortization and loss on disposal of tangible capital assets of \$48,762. These are non-cash expenses meaning that operations generated \$3,801,861 in cash flow. Another factor in the \$3,597,733 cash flow from operations was the increase in non-cash working capital of \$204,128.

Capital activity used \$2,475,062 of cash flows which was the difference between acquisition of tangible capital assets for \$2,504,462 and disposition of tangible capital assets for \$29,400.

Investing activity consisted solely of increased restrictions on cash and cash equivalents of \$942,252. This pertains mainly to unexpended Provincial Grants which are detailed in Note 2 attached to the financial statements.

Financing activity was only repayment of long-term debt for \$149,469.

These four types of activities resulted in an increase of cash and cash equivalents for the year of \$30,950. Combined with cash and cash equivalents at the beginning of the year of \$5,074,145 the Town ended the year with \$5,105,095 in cash and cash equivalents.

K – Changes of Accumulated Surplus

The financial statements details accumulated surplus and changes in accumulated surplus of the Town during fiscal 2020. Accumulated surplus is divided into three categories, unrestricted surplus, restricted surplus and equity in tangible capital assets.

Equity in tangible capital assets is equity that is not readily available for operations. It reflects total tangible capital assets invested in land, land improvements, buildings, engineering structures, machinery and equipment and vehicles owned by the Town. These assets are reflected in the financial statements at cost less accumulated amortization. Total cost is \$119,114,529 and total accumulated amortization is \$54,213,957 leaving a net book value of \$64,900,572. Subtracting long term debt of \$4,362,725 from the net book value leaves an equity in tangible capital assets of \$60,537,847. The increase in equity in tangible capital assets during the year reflects the fact that the Town has replaced capital assets at a pace faster than they are considered to amortize.

Restricted surplus of \$6,579,764 represents funds designated to operating and capital reserves in anticipation of future capital and operating expenditures. These reserves are the result of management decisions by Town council.

Unrestricted surplus is \$326,017 as at December 31, 2020, largely unchanged from \$324,951 as at December 31, 2019. Unrestricted funds are again the result of management decisions by Town council when funds are allocated to operating and capital reserves. The need for unrestricted surplus is minimal if the combination of restricted surplus and unrestricted surplus meet the Town's financial requirements which they do at \$6,905,781.

L – Beaver Brook Subdivision Phase 3

The costs of this development are no longer reflected on the balance sheet as inventory but are reflected in various categories of tangible capital assets as required by Alberta Municipal Affairs. This requirement by Alberta Municipal Affairs tends to understate working capital. Beaver Brook Subdivision Phase 3 is an inventory available for resale and while it all may not be realized in one fiscal year, it certainly will result in positive cash flow over the next several fiscal years.

M - Concluding Comments

The Town continued to build financial strength even in a year of great financial uncertainty. This enabled the Town to make positive decisions maintaining staff and continuing with capital projects.

And as always, we received every co-operation from management and staff in the course of our financial audit. Thank you.

Yours truly,

Wayne Ellerington, CPA, MBA

TOWN OF BARRHEAD

FOR THE YEAR ENDED
December 31, 2020



Report of the Chief Administrative Officer or Designated Officer

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

(Original Signed)

Signature

Kathy Vickery, Dir. of Corporate Services
Name

February 12, 2021
Dated

TOWN OF BARRHEAD
FINANCIAL STATEMENTS
For the Year Ended December 31, 2020

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Barrhead is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2020 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The Town Council carries out its responsibilities for review of the consolidated financial statements principally through its Audit Committee. This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Audit Committee with and without the presence of management. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Ellerington LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

(Original Signed)

Chief Administrative Officer

Dated: February 12, 2021

(Original Signed)

Director of Corporate Services

Dated: February 12, 2021

INDEPENDENT AUDITOR'S REPORT

To the Members of Council:

Opinion

We have audited the consolidated financial statements of Town of Barrhead (the Entity), which comprise the consolidated statement of financial position as at December 31, 2020, and the results of its operations, changes in its net financial assets (debt) and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies. In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Barrhead as at December 31, 2020, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern.

If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements.

We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion. We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

- Debt Limit Regulation: In accordance with Alberta Regulation 255/2000, we confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in Note 9.
- Supplementary Accounting Principles and Standards Regulation: In accordance with Alberta Regulation 313/2000, we confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 14.

The engagement partner on the audit resulting in this independent auditor's report is:

(Original Signed)

Barrhead, Alberta
February 12, 2021

Ellerington LLP
Chartered Professional Accountants

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2020

	2020	2019
	\$	\$
FINANCIAL ASSETS		
Cash and Temporary Investments (Note 2)	7,087,883	6,114,681
Receivables (Note 3)		
Taxes and Grants In Lieu of Taxes	249,381	235,588
Trade and Other Receivables	2,203,476	931,288
Land for Resale Inventory	-	-
Investments	-	30
Debt Charges Recoverable	-	-
Other Current/Long Term Assets	74,147	76,817
	<u>9,614,887</u>	<u>7,358,404</u>
LIABILITIES		
Accounts Payable and Accrued Liabilities	182,806	72,882
Deposit Liabilities	41,150	45,180
Deferred Revenue (Note 4)	2,013,510	1,074,995
Employee Benefits Obligation (Note 5)	268,772	248,152
Provision for landfill closure and post-closing costs (Note 6)	304,250	273,825
Long Term Debt (Note 8)	4,362,725	4,512,194
	<u>7,173,213</u>	<u>6,227,228</u>
NET FINANCIAL ASSETS (DEBT)	<u>2,441,674</u>	<u>1,131,176</u>
NON-FINANCIAL ASSETS		
Tangible Capital Assets	64,900,572	64,333,066
Inventory for Consumption	48,394	48,394
Prepaid Expenses	52,988	36,687
	<u>65,001,954</u>	<u>64,418,147</u>
ACCUMULATED SURPLUS (Schedule 1 and Note 11)	<u>67,443,628</u>	<u>65,549,323</u>

Contingencies - See Note 16

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF OPERATIONS
For the Year Ended December 31, 2020

REVENUES	Budget (Unaudited)	2020 \$	2019 \$
Net Municipal Taxes (Schedule 3)	5,269,337	5,222,630	5,318,451
Sales, User Charges, Franchise & Rentals	5,196,770	5,036,625	5,081,537
Government Transfers for Operating (Schedule 4)	2,065,052	2,027,354	1,823,471
Investment Income	149,691	60,878	140,160
Penalties and Costs on Taxes	25,000	28,816	58,310
Development Levies	10,000	2,670	5,625
Licenses, Permits and Fines	74,300	65,097	80,428
Contributed Assets	-	-	-
Other Revenues	238,915	585,939	258,168
TOTAL REVENUE	<u>13,029,065</u>	<u>13,030,009</u>	<u>12,766,150</u>
EXPENDITURES			
Council and Other Legislative	224,995	167,737	189,678
General Administration	1,021,039	985,879	1,046,873
RCMP	213,530	80,667	61,929
Fire	1,264,064	1,208,635	1,198,843
Disaster and Emergency Measures	2,500	1,367	1,037
Bylaw Enforcement	134,070	125,800	130,883
Safety	2,000	120	-
Common Services	466,552	372,949	387,841
Roads, Streets, Walks, Lighting	1,219,056	1,185,686	1,228,048
Airport	21,326	15,682	15,302
Storm Sewers and Drainage	24,018	16,057	11,734
Water Supply and Distribution	2,475,671	2,107,803	2,088,257
Wastewater Treatment and Disposal	254,225	263,455	229,106
Waste Management	760,066	651,980	720,361
Family and Community Support	467,423	467,423	452,423
Cemeteries	23,833	16,141	15,163
Other Public Health and Welfare	23,000	34,360	270
Land Use, Planning, Zoning and Development	128,412	101,444	153,805
Economic Development	163,614	113,793	197,278
Subdivision Land and Development	15,000	12,745	4,261
Parks and Recreation	2,260,284	2,260,860	2,647,457
Culture: Libraries, Museums, Halls	236,888	147,758	196,957
Amortization Expenditures	1,920,200	1,858,794	1,847,570
Loss (Gain) On Disposal of Capital Assets	-	48,762	39,555
Other Expenditures	-	-	-
TOTAL EXPENSES	<u>13,321,766</u>	<u>12,245,897</u>	<u>12,864,631</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE OTHER	<u>(292,701)</u>	<u>784,112</u>	<u>(98,481)</u>
OTHER			
Government Transfers for Capital (Schedule 4)	4,084,203	1,110,193	384,492
Unrestricted Fund Transfers	-	-	-
	<u>4,084,203</u>	<u>1,110,193</u>	<u>384,492</u>
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	<u>3,791,502</u>	<u>1,894,305</u>	<u>286,011</u>
ACCUMULATED SURPLUS, BEGINNING OF YEAR	<u>65,549,323</u>	<u>65,549,323</u>	<u>65,263,312</u>
ACCUMULATED SURPLUS, END OF YEAR	<u><u>69,340,825</u></u>	<u><u>67,443,628</u></u>	<u><u>65,549,323</u></u>

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)
For the Year Ended December 31, 2020

	Budget (Unaudited)	2020 \$	2019 \$
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	<u>3,791,502</u>	<u>1,894,305</u>	<u>286,011</u>
Acquisition of Tangible Capital Assets	(6,363,441)	(2,504,462)	(2,205,451)
Proceeds on Disposal of Tangible Capital Assets	-	29,400	40,150
Amortization of Tangible Capital Assets	1,920,200	1,858,794	1,847,570
(Gain) Loss on Sale of Tangible Capital Assets	<u>-</u>	<u>48,762</u>	<u>18,563</u>
	<u>(4,443,241)</u>	<u>(567,506)</u>	<u>(299,168)</u>
Acquisition of Prepaid Assets	-	(16,301)	(19,386)
Use of Prepaid Assets	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>(16,301)</u>	<u>(19,386)</u>
(INCREASE) DECREASE IN NET DEBT	<u>(651,739)</u>	<u>1,310,498</u>	<u>(32,543)</u>
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR	<u>1,131,176</u>	<u>1,131,176</u>	<u>1,163,719</u>
NET FINANCIAL ASSETS (DEBT), END OF YEAR	<u>479,437</u>	<u>2,441,674</u>	<u>1,131,176</u>

TOWN OF BARRHEAD
CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2020

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

	2020	2019
	\$	\$
OPERATING		
Excess (shortfall) of revenues over expenses	1,894,305	286,011
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization of tangible capital assets	1,858,794	1,847,570
Loss (Gain) on disposal of tangible capital assets	48,762	18,563
Non-cash charges to operations (net change)		
Decrease (increase) in taxes and grants-in-lieu receivable	(13,793)	(110,343)
Decrease (increase) in trade and other receivables	(1,272,188)	(5,227)
Decrease (increase) in prepaid expenses	(16,301)	(19,386)
Decrease (increase) in current/long term assets	2,700	1,844
Increase (decrease) in accounts payable and accrued liabilities	130,544	35,296
Increase (decrease) in deposit liabilities	(4,030)	(4,345)
Increase (decrease) in deferred revenue	938,515	(296,517)
Increase (decrease) in provision for landfill closure/post-closure	30,425	30,425
Cash provided by operating transactions	<u>3,597,733</u>	<u>1,783,891</u>
CAPITAL		
Acquisition of tangible capital assets	(2,504,462)	(2,205,451)
Sale of tangible capital assets	<u>29,400</u>	<u>40,150</u>
Cash applied to capital transactions	<u>(2,475,062)</u>	<u>(2,165,301)</u>
INVESTING		
Decrease (increase) in restricted cash or equivalents	<u>(942,252)</u>	<u>303,370</u>
Cash provided by (applied to) investing transactions	<u>(942,252)</u>	<u>303,370</u>
FINANCING		
Debt charges recovered	-	-
Long-term debt issued	-	-
Long-term debt repaid	<u>(149,469)</u>	<u>(144,865)</u>
Cash provided by (applied to) financing transactions	<u>(149,469)</u>	<u>(144,865)</u>
CHANGE IN CASH AND EQUIVALENTS DURING YEAR	30,950	(222,905)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>5,074,145</u>	<u>5,297,050</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>5,105,095</u>	<u>5,074,145</u>
Cash and cash equivalents is made up of:		
Cash and temporary investments (Note 2)	7,087,883	6,114,681
Less: restricted portion of cash and temporary investments (Note 2)	<u>(1,982,788)</u>	<u>(1,040,536)</u>
	5,105,095	5,074,145

TOWN OF BARRHEAD
SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
For the Year Ended December 31, 2020
Schedule 1

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2020 \$	2019 \$ \$
BALANCE, BEGINNING OF YEAR	324,951	5,403,500	59,820,872	65,549,323	65,263,312
				-	-
Excess (deficiency) of revenues over expenses	1,894,305	-	-	1,894,305	286,011
Unrestricted funds designated for future use	(2,507,993)	2,507,993	-	-	-
Restricted funds used for operations	5,179	(5,179)	-	-	-
Restricted funds used for tangible capital assets	-	(1,326,550)	1,326,550	-	-
Current year funds used for tangible capital assets	(1,177,912)	-	1,177,912	-	-
Contributed tangible capital assets	-	-	-	-	-
Disposal of tangible capital assets	78,162	-	(78,162)	-	-
Annual amortization expense	1,858,794	-	(1,858,794)	-	-
Long term debt issued	-	-	-	-	-
Long term debt repaid	(149,469)	-	149,469	-	-
Capital debt used for TCA	-	-	-	-	-
Unrestricted fund transfers	-	-	-	-	-
Change in Accumulated Surplus	<u>1,066</u>	<u>1,176,264</u>	<u>716,975</u>	<u>1,894,305</u>	<u>286,011</u>
BALANCE, END OF YEAR	<u>326,017</u>	<u>6,579,764</u>	<u>60,537,847</u>	<u>67,443,628</u>	<u>65,549,323</u>

**TOWN OF BARRHEAD
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020**

Schedule 2

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2020 \$	2019 \$
COST:								
BALANCE, BEGINNING OF YEAR	1,496,250	1,788,785	26,967,561	76,030,156	7,319,130	3,172,614	116,774,497	114,729,827
Acquisition of tangible capital assets	-	34,616	506,948	180,714	613,107	158,461	1,493,846	1,821,295
Construction-in-progress	-	-	-	731,325	215,741	63,550	1,010,616	384,156
Disposal of tangible capital assets	-	-	-	-	(164,430)	-	(164,430)	(160,781)
Write down of tangible capital assets	-	-	-	-	-	-	-	-
BALANCE, END OF YEAR	<u>1,496,250</u>	<u>1,823,401</u>	<u>27,474,509</u>	<u>76,942,195</u>	<u>7,983,548</u>	<u>3,394,625</u>	<u>119,114,529</u>	<u>116,774,497</u>
ACCUMULATED AMORTIZATION:								
BALANCE, BEGINNING OF YEAR	-	1,040,539	4,800,308	42,615,387	2,709,003	1,276,194	52,441,431	50,695,929
Annual amortization	-	70,969	577,539	598,415	423,257	184,504	1,854,684	1,847,570
Accumulated amortization on disposals	-	-	-	-	(82,158)	-	(82,158)	(102,068)
BALANCE, END OF YEAR	<u>-</u>	<u>1,111,508</u>	<u>5,377,847</u>	<u>43,213,802</u>	<u>3,050,102</u>	<u>1,460,698</u>	<u>54,213,957</u>	<u>52,441,431</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>1,496,250</u>	<u>711,893</u>	<u>22,096,662</u>	<u>33,728,393</u>	<u>4,933,446</u>	<u>1,933,927</u>	<u>64,900,572</u>	<u>64,333,066</u>
 2020 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>1,496,250</u>	<u>748,246</u>	<u>22,167,253</u>	<u>33,414,769</u>	<u>4,610,127</u>	<u>1,896,420</u>	<u>64,333,066</u>	

TOWN OF BARRHEAD
SCHEDULE OF PROPERTY AND OTHER TAXES
For the Year Ended December 31, 2020

Schedule 3

TAXATION	Budget (Unaudited)	2020 \$	2019 \$
Real Property Taxes	6,583,637	6,580,111	6,634,403
Linear Property Taxes	126,267	126,267	125,552
Government Grants In Lieu of Property Taxes	102,507	58,817	79,810
Special Assessment and Local Improvement Taxes	-	-	-
TOTAL TAXATION	<u>6,812,411</u>	<u>6,765,195</u>	<u>6,839,765</u>
REQUISITIONS			
Alberta School Foundation	1,479,691	1,479,691	1,460,676
Barrhead & District Social Housing	60,477	60,477	57,754
Designated Industrial Properties	509	-	543
Requisitions - Previous Year Underlevy	<u>2,397</u>	<u>2,397</u>	<u>2,341</u>
TOTAL REQUISITIONS	<u>1,543,074</u>	<u>1,542,565</u>	<u>1,521,314</u>
NET MUNICIPAL TAXES	<u>5,269,337</u>	<u>5,222,630</u>	<u>5,318,451</u>

TOWN OF BARRHEAD
SCHEDULE OF GOVERNMENT TRANSFERS
For the Year Ended December 31, 2020

Schedule 4

	Budget (Unaudited)	2020 \$	2019 \$
TRANSFERS FOR OPERATING:			
Provincial Government	674,132	707,957	571,694
Federal Government	2,400	10,800	15,192
Other Local Government	<u>1,388,520</u>	<u>1,308,597</u>	<u>1,236,585</u>
	<u>2,065,052</u>	<u>2,027,354</u>	<u>1,823,471</u>
TRANSFERS FOR CAPITAL:			
Provincial Government	1,745,478	747,165	-
Federal Government	1,941,750	272,925	333,400
Other Local Government	<u>396,975</u>	<u>90,103</u>	<u>51,092</u>
	<u>4,084,203</u>	<u>1,110,193</u>	<u>384,492</u>
TOTAL GOVERNMENT TRANSFERS	<u><u>6,149,255</u></u>	<u><u>3,137,547</u></u>	<u><u>2,207,963</u></u>

TOWN OF BARRHEAD
SCHEDULE OF CONSOLIDATED EXPENSES BY OBJECT
For the Year Ended December 31, 2020

Schedule 5

CONSOLIDATED EXPENSES BY OBJECT	Budget (Unaudited)	2020 \$	2019 \$
Salaries, Wages and Benefits	4,675,191	4,685,860	4,995,798
Contracted and General Services	3,479,092	2,792,615	2,969,216
Purchases from Other Governments	170,030	41,372	16,132
Materials, Goods, Supplies and Utilities	1,898,000	1,718,916	1,871,845
Provision for Allowances	4,500	1,481	2,214
Transfers to Other Governments	378,866	343,102	344,624
Transfers to Local Boards and Agencies	577,712	577,712	562,300
Transfers to Individuals and Organizations	41,250	1,320	33,570
Bank Charges and Short Term Interest	5,400	4,438	5,678
Interest on Long Term Debt	141,100	141,100	145,704
Other Expenditures	30,425	30,425	30,425
Amortization of Tangible Capital Assets	1,920,200	1,858,794	1,847,570
Loss on Disposal of Tangible Capital Assets	-	48,762	39,555
TOTAL EXPENDITURES	13,321,766	12,245,897	12,864,631

TOWN OF BARRHEAD
SCHEDULE OF SEGMENTED DISCLOSURE
For the Year Ended December 31, 2020

Schedule 6

REVENUE	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	Other	2020 \$
Net Municipal Taxes	5,222,630							5,222,630
Sales, User Charges, Franchise & Rentals	885,779	43,086	22,156	14,605	328,785	3,736,633	5,581	5,036,625
Government Transfers	-	980,232	320,355	-	1,079,885	365,652	391,423	3,137,547
Investment Income	-	-	6,777	-	4,000	38,101	12,000	60,878
Penalties and Costs on Taxes	28,816	-	-	-	-	-	-	28,816
Development Levies	-	-	-	2,670	-	-	-	2,670
Licenses, Permits and Fines	36,875	26,172	-	2,050	-	-	-	65,097
Other Revenues	3,451	26,799	5,644	-	23,325	525,903	817	585,939
	<u>6,177,551</u>	<u>1,076,289</u>	<u>354,932</u>	<u>19,325</u>	<u>1,435,995</u>	<u>4,666,289</u>	<u>409,821</u>	<u>14,140,202</u>
EXPENSES								
Salaries, Wages and Benefits	876,468	675,110	807,728	151,004	1,273,224	890,793	11,534	4,685,861
Contracted and General Services	223,859	229,450	282,378	43,290	390,159	1,618,873	4,606	2,792,615
Purchases from Other Governments	379	40,993	-	-	-	-	-	41,372
Materials, Goods, Supplies and Utilities	50,709	176,976	484,588	33,689	491,287	481,667	-	1,718,916
Transfers to Other Governments	-	327,420	15,682	-	-	-	-	343,102
Transfers to Local Boards and Agencies	-	-	-	-	110,289	-	467,423	577,712
Transfers to Individuals and Organizations	-	1,000	-	-	320	-	-	1,320
Interest on Long Term Debt	-	-	-	-	141,100	-	-	141,100
Other Expenditures	2,200	-	48,761	-	2,238	31,906	-	85,105
	<u>1,153,615</u>	<u>1,450,949</u>	<u>1,639,137</u>	<u>227,983</u>	<u>2,408,617</u>	<u>3,023,239</u>	<u>483,563</u>	<u>10,387,103</u>
NET REVENUE, BEFORE AMORTIZATION	5,023,936	(374,660)	(1,284,205)	(208,658)	(972,622)	1,643,050	(73,742)	3,753,099
Amortization Expense	<u>(61,334)</u>	<u>(175,638)</u>	<u>(442,369)</u>	<u>-</u>	<u>(647,794)</u>	<u>(531,659)</u>	<u>-</u>	<u>(1,858,794)</u>
NET REVENUE	<u>4,962,602</u>	<u>(550,298)</u>	<u>(1,726,574)</u>	<u>(208,658)</u>	<u>(1,620,416)</u>	<u>1,111,391</u>	<u>(73,742)</u>	<u>1,894,305</u>

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Reporting entity

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

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

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

b) Basis of Accounting

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

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

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

c) Use of Estimates

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

d) Investments

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

e) Debt Charges Recoverable

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

f) Requisition Over-levy and Under-levy

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

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

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

g) Inventories for Resale

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

h) Tax Revenue

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

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

i) Landfill Closure and Post-Closure Liability

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

j) Contaminated Sites Liability

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

k) Government Transfers

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

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

l) Non-Financial Assets

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

i. Tangible Capital Assets

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

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

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

ii. Contributions of Tangible Capital Assets

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

iii. Leases

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

iv. Inventories

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

v. Cultural and Historical Tangible Capital Assets

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

2. CASH AND TEMPORARY INVESTMENTS

	2020 \$	2019 \$
Cash	7,100,198.28	4,979,718.49
Temporary Investments	<u>(12,315.13)</u>	<u>1,134,962.42</u>
	<u><u>7,087,883.15</u></u>	<u><u>6,114,680.91</u></u>

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

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

	2020 \$	2019 \$
<u>FGTF - 2014 to 2016 (Def. Rev. – Water Reservoir)</u>	724,639.00	386,239.00
<u>FGTF - 2017 to 2018 (Def. Rev. – Water Reservoir)</u>	530,754.00	527,754.00
<u>Municipal Sustainability Grant</u>	0.00	116,812.65
<u>Municipal Sustainability Grant – Fire Truck</u>	<u>292,825.00</u>	<u>0.00</u>
	<u><u>1,548,218.00</u></u>	<u><u>1,030,805.65</u></u>

Included in temporary investments are restricted amounts received and held for specific **operating** projects.

	2020 \$	2019 \$
<u>Alberta Health Services - 2019 Public Health Grant</u>	9,730.21	9,730.21
Alberta Community Partnership – BRWC Grant	165,839.75	0.00
2020 MOST Grant – COVID 19 Loss Offset	<u>259,000.00</u>	<u>0.00</u>
	<u><u>434,569.96</u></u>	<u><u>9,730.21</u></u>

3. RECEIVABLES

	2020 \$	2019 \$
Property Taxes		
Current Taxes and Grants in Place of Taxes	188,748.40	189,224.81
Arrears Taxes	<u>60,632.09</u>	<u>46,363.95</u>
	<u><u>249,380.49</u></u>	<u><u>235,588.76</u></u>
Less Allowance for Doubtful Accounts	<u>(0.00)</u>	<u>(0.00)</u>
	<u><u>249,380.49</u></u>	<u><u>235,588.76</u></u>
Other		
Trade Accounts	2,143,312.51	871,344.96
GST	<u>60,163.29</u>	<u>59,942.75</u>
	<u><u>2,203,475.80</u></u>	<u><u>931,287.71</u></u>
	<u><u>2,452,856.29</u></u>	<u><u>1,166,876.47</u></u>

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

4. DEFERRED REVENUE

	2020 \$	2019 \$
Agrena – Future Advertising Sign Rental	5,006.03	4,587.90
Prepaid Taxes	25,716.27	29,871.66
Public Health – AHS Community Grant- Operating	9,730.21	9,730.21
2020 MOST Grant - Operating	259,000.00	0.00
2020 ACP Grant – BRWC - Operating	165,839.75	0.00
Municipal Sustainability Initiative (General)- Capital	0.00	116,812.65
Federal Gas Tax Fund Grant (Sewer)- Capital	0.00	386,239.00
Federal Gas Tax Fund Grant (General)- Capital	0.00	527,754.00
Federal Gas Tax Fund Grant (Water)- Capital	1,255,393.00	0.00
Municipal Sustainability Initiative – Fire Truck - Capital	<u>292,825.00</u>	<u>0.00</u>
	<u>2,013,510.26</u>	<u>1,074,995.42</u>

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

Prepaid taxes are recorded as credit balances on the tax roll.

Operating and Capital Grants provide funding for specific projects for future years.

5. EMPLOYEE BENEFITS OBLIGATIONS

	2020 \$	2019 \$
Vacation and overtime accrued	268,772.12	248,151.78

The Vacation and Overtime liability is comprised of vacation and overtime that employees are deferring to future years. Employees have either earned (and are vested) or are entitled to these benefits and earnings within the next budgetary year.

6. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

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

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

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

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

	2019 \$	2019 \$
Estimated Closure Costs	620,520.00	620,520.00
Estimated Post-Closure Costs	<u>863,500.00</u>	<u>863,500.00</u>
Estimated Total Liability	<u>1,484,020.00</u>	<u>1,484,020.00</u>
Estimated Capacity Remaining	<u>59%</u>	<u>63.1%</u>
Portion of Total Liability Remaining to be Recognized	<u>875,520.00</u>	<u>936,370.00</u>
Estimated Capacity Used	<u>41%</u>	<u>36.9%</u>
Total Accrued Liability Portion	<u>608,500.00</u>	<u>547,650.00</u>
Town of Barrhead 50% Accrued Liability Portion	<u>\$ 304,250.00</u>	<u>\$ 273,825.00</u>

7. CONTAMINATED SITES LIABILITY

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

8. LONG-TERM DEBT

	2020 \$	2019 \$
Tax supported debentures	4,362,725.25	4,512,193.76
Bank loans	<u>0.00</u>	<u>0.00</u>
	<u>4,362,725.25</u>	<u>4,512,193.76</u>

The current portion of the long-term debt amounts to \$ 149,468.51 (2019 - \$144,864.91).

Interest on long-term debt amounted to \$ 141,100.49 (2019 - \$ 145,704.09).

Principal and interest repayments are as follows:

	Principal \$	Interest \$	Total \$
2021	154,218.40	136,350.60	290,569.00
2022	159,119.23	131,449.77	290,569.00
2023	164,175.80	126,393.20	290,569.00
2024	169,393.07	121,175.93	290,569.00
2025	174,776.14	115,792.86	290,569.00
2026-2041	<u>3,541,042.61</u>	<u>962,776.89</u>	<u>4,503,819.50</u>
	4,362,725.25	1,593,939.25	5,956,664.50

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

9. DEBT LIMITS AND DEBT SERVICING LIMIT

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

	2020 \$	2019 \$
Total Debt Limit	19,545,014.00	19,149,225.00
Total Debt	<u>4,362,725.00</u>	<u>4,512,194.00</u>
Amount of Debt Limit Unused	15,182,289.00	14,651,543.00
 Debt Servicing Limit	 3,257,502.00	 3,191,538.00
Debt Servicing	<u>290,569.00</u>	<u>290,569.00</u>
Amount of Debt Servicing Limit Unused	2,966,933.00	2,900,969.00

10. EQUITY IN TANGIBLE CAPITAL ASSETS

	2020 \$	2019 \$
Tangible Capital Assets (Schedule 2)	119,114,528.76	116,774,497.07
Accumulated Amortization (Schedule 2)	(54,213,955.80)	(52,441,430.76)
Long-term Debt (Note 8)	<u>(4,362,725.25)</u>	<u>(4,512,193.76)</u>
	<u>60,537,847.71</u>	<u>59,820,872.55</u>

11. ACCUMULATED SURPLUS

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

	2020 \$	2019 \$
Unrestricted Surplus (Deficit)	326,017	324,951
Restricted Surplus		
Tax Rate Stabilization	851,396	736,651
Roads	708,064	627,549
Water	1,916,999	1,617,667
Sewer	1,131,767	780,772
Garbage, Landfill, Recycling	254,470	208,877
Building Replacement & Renovations	738,511	584,820
Land Improvements	575,154	357,119
General Equipment Replacement	<u>403,403</u>	<u>490,045</u>
	6,579,764	5,403,500
 Equity in Tangible Capital Assets	 60,537,847	 59,820,872
TOTAL ACCUMULATED SURPLUS	67,443,628	65,549,323

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

12. SEGMENTED DISCLOSURE

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

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

13. TRUST FUNDS

	2020 \$	2019 \$
Columbarium Trust – Perpetual Care	<u>12,315.13</u>	<u>12,215.13</u>
	<u>12,315.13</u>	<u>12,215.13</u>

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

14. SALARY AND BENEFITS DISCLOSURE

	2020 Salary	2020 Benefits & Allowance	2020 \$	2019 \$
<u>Mayor</u>				
McKenzie, David	34,626	2,582	37,195	43,911
<u>Councillors</u>				
Assaf, Ty	20,446	1,275	21,721	25,742
Kluin, Dausen	20,446	1,275	21,721	22,076
Klumph, Rod	20,446	1,863	22,309	25,566
Oswald, Shelley	20,166	962	21,128	24,275
Penny, Leslie	20,166	88	20,254	24,362
Smith, Don	20,166	962	21,128	21,940
<u>Appointed Officers</u>				
Chief Administrative Officer (1)	178,367	38,467	216,834	200,548
Designated Officers (3)	279,550	38,780	318,330	306,972

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

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

Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020

15. LOCAL AUTHORITIES PENSION PLAN

Employees of the Town of Barrhead participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund. Contributions for current service are recorded as expenditures in the year in which they become due.

	2020 \$	2019 \$
Current Service Contributions By Employer	272,447.29	272,994.71
Current Service Contributions By Employee	<u>246,155.82</u>	<u>246,522.75</u>
	<u>518,603.11</u>	<u>519,517.46</u>

The Town of Barrhead is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

16. CONTINGENCIES

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

17. PRIOR PERIOD ADJUSTMENT - NOTATION

The Financial Statement prepared at December 31, 2019 noted that the Wastewater Lagoon Upgrading project was funded in part by the Federal Gas Tax Grant. This portion of the project was actually to be funded from a Capital Reserve.

	2019 Capital Revenue Reported	2020 Capital Revenue Adjusted
Federal Grants - Federal Gas Fund applied to Wastewater Lagoon Upgrade Project in 2019	333,400.00	
Federal Grants – Federal Gas Tax Fund reversed		(333,400.00)
Federal Gas Tax Fund – placed back into Deferred Revenue for future projects		333,400.00
Capital Reserves - applied to Wastewater Lagoon Upgrade Project in 2020		(333,400.00)

**Town of Barrhead
Notes to Financial Statements
For the Year Ended December 31, 2020**

18. FINANCIAL INSTRUMENTS

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

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

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

19. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

MUNICIPAL FINANCIAL INFORMATION RETURN

For the Year Ending December 31, 2020

Municipality Name: Town of Barrhead

CERTIFICATION

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

Kathy Vickery

Print Name

February 12, 2021

Date

AUDITOR'S REPORT FINANCIAL INFORMATION RETURN

To the Members of Council of the Town of Barrhead

Opinion

We have audited the municipal financial information return of the Municipality of the Town of Barrhead which comprise the statement of financial position for the year ended December 31, 2020, and the consolidated statements of comprehensive income, changes in equity and cash flows for the year ended.

In our opinion, the accompanying financial information return statements present fairly, in all material respects, the financial position of the Town of Barrhead as at December 31, 2020, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

It is understood that this report, as requested by the Minister of Alberta Municipal Affairs, is to be used primarily for statistical purposes. We have issued an audit report dated February 12, 2021 on the financial statements of the Town of Barrhead for the year ended December 31, 2020 and reference should be made to those audited financial statements for complete information.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Town of Barrhead in accordance with the ethical requirements that are relevant to our audit of the financial information return in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Emphasis of Matter – Basis of Accounting

The financial information return is prepared to assist the Town of Barrhead to meet the requirements of the *Municipal Government Act* (Section 277(1)). As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those charged with Governance for the Financial Information Return

Management is responsible for the preparation and fair presentation of the financial information return in accordance with Canadian Public Sector Accounting Standards and for such internal control as management determines is necessary to enable the preparation of financial information return that are free from material misstatement, whether due to fraud or error.

In preparing the financial information return, management is responsible for assessing the Town of Barrhead's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town of Barrhead or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town of Barrhead's financial reporting process.

Auditor's Responsibility for the Financial Information Return

Our objectives are to obtain reasonable assurance about whether the financial information return as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information return.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information return, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Barrhead's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Evaluate the overall presentation, structure and content of the financial information return, and whether the financial information return represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

The engagement partner on the audit resulting in this independent auditor's report is:

Barrhead, Alberta
February 12, 2021

(Original Signed)

Ellerington LLP
Chartered Professional Accountants

FINANCIAL POSITION

Schedule 9A

		Total 1
Assets	0010	
Cash and Temporary Investments	0020	7,087,883
Taxes and Grants in Place of Taxes Receivable.....	0030	
. Current	0040	188,749
. Arrears	0050	60,632
. Allowance	0060	
Receivable From Other Governments	0070	1,689,961
Loans Receivable	0080	
Trade and Other Receivables	0090	513,515
Debt Charges Recoverable.....	0095	
Inventories Held for Resale	0130	
. Land	0140	
. Other	0150	
Long Term Investments	0170	
. Federal Government	0180	
. Provincial Government	0190	
. Local Governments	0200	
. Other	0210	
Other Current Assets	0230	817
Other Long Term Assets	0240	73,330
	0250	
Total Financial Assets	0260	9,614,887
	0270	
Liabilities	0280	
Temporary Loans Payable	0290	31,834
Payable To Other Governments	0300	419,744
Accounts Payable & Accrued Liabilities	0310	41,150
Deposit Liabilities	0340	2,013,510
Deferred Revenue	0350	4,362,725
Long Term Debt	0360	
Other Current Liabilities	0370	304,250
Other Long Term Liabilities		
	0380	
Total Liabilities	0390	7,173,213
Net Financial Assets (Net Debt)	0395	2,441,674
Non Financial Assets		
Tangible Capital Assets.....	0400	64,900,572
Inventory for Consumption.....	0410	48,394
Prepaid Expenses	0420	52,988
Other	0430	
Total Non-Financial Assets	0440	65,001,954
Accumulated Surplus	0450	67,443,628

CHANGE IN ACCUMULATED SURPLUS

Schedule 9B

		Unrestricted	Restricted	Equity in TCA	Total
		1	2	3	4
Accumulated Surplus - Beginning of Year	0500	324,951	5,403,500	59,820,872	65,549,323
Net Revenue (Expense)	0505	1,894,305			1,894,305
Funds Designated For Future Use.....	0511	-2,507,993	2,507,993		
Restricted Funds - Used for Operations.....	0512	5,179	-5,179		
Restricted Funds - Used for TCA.....	0513		-1,326,550	1,326,550	
Current Year Funds Used for TCA	0514	-1,177,912		1,177,912	
Donated and Contributed TCA.....	0516				
Disposals of TCA.....	0517	78,162		-78,162	
Annual Amortization Expense.....	0518	1,858,794		-1,858,794	
Long Term Debt - Issued.....	0519				
Long Term Debt - Repaid.....	0521	-149,469		149,469	
Capital Debt - Used for TCA.....	0522				
	0523				
Other Adjustments.....	0524				
Accumulated Surplus - End of Year.....	0525	326,017	6,579,764	60,537,847	67,443,628

FINANCIAL ACTIVITIES BY FUNCTION

Schedule 9C

		Revenue	Expense
		1	2
Total General	0700	6,038,613	
Function	0710		1150
General Government	0720		1160
Council and Other Legislative	0730	1,889	1170 167,737
General Administration	0740	68,927	1180 1,047,213
Other General Government.....	0750		1190
Protective Services	0760		1200
Police	0770	99,585	1210 97,749
Fire	0780	984,295	1220 1,355,625
Disaster and Emergency Measures	0790		1230 1,732
Ambulance and First Aid	0800		1240
Bylaws Enforcement	0810	26,172	1250 137,001
Other Protective Services.....	0820		1260 120
Transportation	0830		1270
Common and Equipment Pool	0840	280,577	1280 601,451
Roads, Streets, Walks, Lighting	0850	74,355	1290 1,419,705
Airport	0860		1300 20,341
Public Transit	0870		1310
Storm Sewers and Drainage	0880		1320 40,009
Other Transportation	0890		1330
Environmental Use and Protection	0900		1340
Water Supply and Distribution	0910	2,620,206	1350 2,328,626
Wastewater Treatment and Disposal	0920	1,353,954	1360 467,514
Waste Management	0930	692,130	1370 758,756
Other Environmental Use and Protection	0940		1380
Public Health and Welfare	0950		1390
Family and Community Support	0960	391,423	1400 467,423
Day Care	0970		1410
Cemeteries and Crematoriums	0980	5,580	1420 16,141
Other Public Health and Welfare	0990	34,360	1430 34,360
Planning and Development	1000		1440
Land Use Planning, Zoning and Development	1010	3,910	1450 101,444
Economic/Agricultural Development	1020		1460 113,793
Subdivision Land and Development	1030	12,744	1470 12,745
Public Housing Operations	1040		1480
Land, Housing and Building Rentals	1050		1490
Other Planning and Development.....	1060		1500
Recreation and Culture	1070		1510
Recreation Boards	1080		1520
Parks and Recreation	1090	1,435,688	1530 2,905,153
Culture: Libraries, Museums, Halls	1100	306	1540 151,259
Convention Centres	1110		1550
Other Recreation and Culture.....	1120		1560
Other Utilities	1125		1565
Gas	1126		1566
Electric	1127		1567
Other	1130	15,488	1570
Total Revenue/Expense	1140	14,140,202	1580 12,245,897
Net Revenue/Expense			1590 1,894,305

FINANCIAL ACTIVITIES BY TYPE / OBJECT
Schedule 9D

		Total
		1
Revenues	1700	
Taxation and Grants in Place	1710	
Property (Net Municipal)	1720	5,222,630
Business	1730	
Business Revitalization Zone	1740	
Special	1750	
Well Drilling	1760	
Local Improvement	1770	
Sales To Other Governments	1790	
Sales and User Charges	1800	3,914,320
Penalties and Costs on Taxes	1810	28,816
Licenses and Permits	1820	38,775
Fines	1830	26,322
Franchise and Concession Contracts	1840	787,168
Returns on Investments	1850	60,878
Rentals	1860	335,137
Insurance Proceeds	1870	
Net Gain on Sale of Tangible Capital Assets	1880	
Contributed and Donated Assets	1885	
Federal Government Unconditional Transfers	1890	
Federal Government Conditional Transfers	1900	283,725
Provincial Government Unconditional Transfers	1910	
Provincial Government Conditional Transfers	1920	1,455,122
Local Government Transfers	1930	1,398,700
Transfers From Local Boards and Agencies	1940	
Developer Agreements and Levies	1960	2,670
Other Revenues	1970	585,939
Total Revenue	1980	14,140,202
Expenses	1990	
Salaries, Wages, and Benefits	2000	4,685,860
Contracted and General Services	2010	2,792,615
Purchases from Other Governments	2020	41,372
Materials, Goods, Supplies, and Utilities	2030	1,718,916
Provision For Allowances	2040	1,481
Transfers to Other Governments	2050	343,102
Transfers to Local Boards and Agencies	2060	577,712
Transfers to Individuals and Organizations	2070	1,320
Bank Charges and Short Term Interest	2080	4,438
Interest on Operating Long Term Debt	2090	
Interest on Capital Long Term Debt	2100	141,100
Amortization of Tangible Capital Assets	2110	1,858,794
Net Loss on Sale of Tangible Capital Assets	2125	48,762
Write Down of Tangible Capital Assets	2127	
Other Expenditures	2130	30,425
Total Expenses	2140	12,245,897
Net Revenue (Expense)	2150	1,894,305

REVENUE AND EXPENSE SUPPLEMENTARY DETAIL

Schedule 9E

		Revenue		Expenses	
		Sales and User Charges	Provincial Capital Transfers	Annual Amortization Expense	Capital Long Term Debt Interest Expense
		1	2	3	4
General Government	2200				
Council and Other Legislative	2210				
General Administration	2220	25,919		61,334	
Other General Government.....	2230				
Protective Services	2240				
Police	2250			17,082	
Fire	2260	43,086	31,775	146,990	
Disaster and Emergency Measures	2270			365	
Ambulance and First Aid	2280				
Bylaws Enforcement	2290			11,201	
Other Protective Services.....	2300				
Transportation	2310				
Common and Equipment Pool	2320	22,156	246,000	179,740	
Roads, Streets, Walks, Lighting	2330			234,019	
Airport	2340			4,659	
Public Transit	2350				
Storm Sewers and Drainage	2360			23,952	
Other Transportation	2370				
Environmental Use and Protection	2380				
Water Supply and Distribution	2390	2,471,923		220,823	
Wastewater Treatment and Disposal	2400	636,270		204,059	
Waste Management	2410	536,813		106,776	
Other Environmental Use and Protection	2420				
Public Health and Welfare	2430				
Family and Community Support	2440				
Day Care	2450				
Cemeteries and Crematoriums	2460	5,580			
Other Public Health and Welfare	2470				
Planning and Development	2480				
Land Use Planning, Zoning and Development	2490	1,860			
Economic/Agricultural Development	2500				
Subdivision Land and Development	2510	12,745			
Public Housing Operations	2520				
Land, Housing and Building Rentals	2530				
Other Planning and Development.....	2540				
Recreation and Culture	2550				
Recreation Boards	2560				
Parks and Recreation	2570	157,968	469,390	644,293	141,100
Culture: Libraries, Museums, Halls	2580			3,501	
Convention Centres	2590				
Other Recreation and Culture.....	2600				
Other Utilities	2605				
Gas	2606				
Electric	2607				
Other	2610				
Total	2620	3,914,320	747,165	1,858,794	141,100

TANGIBLE CAPITAL ASSETS SUPPLEMENTARY DETAIL

Schedule 9F

		Tangible Capital Assets		Capital Long Term Debt	
		Purchased	Donated or Contributed	Principal Additions	Principal Reductions
		1	2	3	4
General Government	2700				
Council and Other Legislative	2710				
General Administration	2720	49,837			
Other General Government.....	2730				
Protective Services	2740				
Police	2750				
Fire	2760	180,205			
Disaster and Emergency Measures	2770				
Ambulance and First Aid	2780				
Bylaws Enforcement	2790				
Other Protective Services.....	2800				
Transportation	2810				
Common and Equipment Pool	2820	403,736			
Roads, Streets, Walks, Lighting	2830	148,880			
Airport	2840	31,834			
Public Transit	2850				
Storm Sewers and Drainage	2860				
Other Transportation	2870				
Environmental Use and Protection	2880				
Water Supply and Distribution	2890	215,741			
Wastewater Treatment and Disposal	2900	739,504			
Waste Management	2910	24,981			
Other Environmental Use and Protection	2920				
Public Health and Welfare	2930				
Family and Community Support	2940				
Day Care	2950				
Cemeteries and Crematoriums	2960				
Other Public Health and Welfare	2970				
Planning and Development	2980				
Land Use Planning, Zoning and Development	2990				
Economic/Agricultural Development	3000				
Subdivision Land and Development	3010				
Public Housing Operations	3020				
Land, Housing and Building Rentals	3030				
Other Planning and Development.....	3040				
Recreation and Culture	3050				
Recreation Boards	3060				
Parks and Recreation	3070	709,744			149,469
Culture: Libraries, Museums, Halls	3080				
Convention Centres	3090				
Other Recreation and Culture.....	3100				
Other Utilities	3105				
Gas	3106				
Electric	3107				
Other	3110				
Total	3120	2,504,462			149,469

CHANGE IN TANGIBLE CAPITAL ASSETS

Schedule 9G

		Balance at Beginning of Year 1	Additions 2	Reductions 3	Balance at End of Year 4
Tangible Capital Assets - Cost					
Engineered Structures	3200				
Roadway Systems.....	3201	43,708,037	187,834		43,895,871
Light Rail Transit Systems.....	3202				
Water Systems.....	3203	12,168,859			12,168,859
Wastewater Systems.....	3204	13,036,962			13,036,962
Storm Systems.....	3205	6,430,969			6,430,969
Fibre Optics.....	3206				
Electricity Systems.....	3207				
Gas Distribution Systems.....	3208				
Total Engineered Structures	3210	75,344,827	187,834		75,532,661
Construction In Progress.....	3219	690,754	1,002,247		1,693,001
Buildings	3220	26,963,386	506,948		27,470,334
Machinery and Equipment	3230	7,319,130	613,107	164,430	7,767,807
Land	3240	1,496,109			1,496,109
Land Improvements.....	3245	1,788,926	34,616		1,823,542
Vehicles	3250	3,171,365	159,710		3,331,075
Total Capital Property Cost	3260	116,774,497	2,504,462	164,430	119,114,529
Accumulated Amortization					
Engineered Structures	3270				
Roadway Systems	3271	22,627,537	247,017		22,874,554
Light Rail Transit Systems	3272				
Water Systems	3273	6,404,014	167,798		6,571,812
Wastewater Systems	3274	8,532,705	159,649		8,692,354
Storm Systems	3275	5,051,131	23,952		5,075,083
Fibre Optics	3276				
Electricity Systems	3277				
Gas Distribution Systems	3278				
Engineered Structures	3280	42,615,387	598,416		43,213,803
Buildings	3290	4,800,308	577,538		5,377,846
Machinery and Equipment	3300	2,709,003	427,367	86,268	3,050,102
Land	3310				
Land Improvements.....	3315	1,040,539	70,969		1,111,508
Vehicles	3320	1,276,194	184,504		1,460,698
Total Accumulated Amortization	3330	52,441,431	1,858,794	86,268	54,213,957
Net Book Value of Capital Property	3340	64,333,066			64,900,572
Capital Long Term Debt (Net)	3350	4,512,194			4,362,725
Equity in Tangible Capital Assets	3400	59,820,872			60,537,847

LONG TERM DEBT SUPPORT

Schedule 9H

		Operating Purposes 1	Capital Purposes 2	Total 3
Long Term Debt Support	3405			
Supported by General Tax Levies	3410		4,362,725	4,362,725
Supported by Special Levies	3420			
Supported by Utility Rates	3430			
Other	3440			
Total Long Term Debt Principal Balance	3450		4,362,725	4,362,725

LONG TERM DEBT SOURCES

Schedule 9I

		Operating Purposes 1	Capital Purposes 2	Total 3
Alberta Capital Finance Authority	3500		4,362,725	4,362,725
Canada Mortgage and Housing Corporation	3520			
Mortgage Borrowing	3600			
Other	3610			
Total Long Term Debt Principal Balance	3620		4,362,725	4,362,725

FUTURE LONG TERM DEBT REPAYMENTS

Schedule 9J

		Operating Purposes 1	Capital Purposes 2	Total 3
Principal Repayments by Year	3700			
Current + 1	3710		154,218	154,218
Current + 2	3720		159,119	159,119
Current + 3	3730		164,176	164,176
Current + 4	3740		169,393	169,393
Current + 5	3750		174,776	174,776
Thereafter	3760		3,541,043	3,541,043
Total Principal	3770		4,362,725	4,362,725
Interest by Year	3780			
Current + 1	3790		136,351	136,351
Current + 2	3800		131,450	131,450
Current + 3	3810		126,393	126,393
Current + 4	3820		121,176	121,176
Current + 5	3830		115,793	115,793
Thereafter	3840		962,776	962,776
Total Interest	3850		1,593,939	1,593,939

PROPERTY TAXES AND GRANTS IN PLACE
Schedule 9K

		Property Taxes 1	Grants - in Place 2	Total 3
Property Taxes	3900			
Residential Land and Improvements	3910	4,431,714	2,382	4,434,096
Non-Residential	3920			
Land and Improvements (Excluding M & E).....	3935	2,132,098	56,435	2,188,533
Machinery and Equipment	3950	14,909		14,909
Linear Property	3960	126,267		126,267
Railway	3970			
Farm Land	3980	1,390		1,390
Adjustments to Property Taxes	3990			
 Total Property Taxes and Grants In Place	4000	6,706,378	58,817	6,765,195
 Requisition Transfers	4010			
Education				
Residential/Farm Land	4031			999,691
Non-Residential	4035			480,000
Seniors Lodges	4090			60,477
Other	4100			
Adjustments to Requisition Transfers	4110			2,397
 Total Requisition Transfers	4120			1,542,565
 Net Municipal Property Taxes and Grants In Place	4130			5,222,630

GRANTS IN PLACE OF TAXES
Schedule 9L

		Property Taxes 1	Business Taxes 2	Other Taxes 3	Total 4
Federal Government	4200	6,682			6,682
Provincial Government	4210	52,135			52,135
Local Government	4220				
Other	4230				
 Total	4240	58,817			58,817

DEBT LIMIT**Schedule 9AA**

		1
Debt Limit	5700	19,545,014
Total Debt	5710	4,362,725
Debt Service Limit	5720	3,257,502
Total Debt Service Costs	5730	290,569

Enter prior year Line 3450 Column 2 balance here:

4,512,194

GRANT AND DEFERRED GRANT REVENUE SCHEDULE**Schedule 9P****Cash and Temporary Investments**

8820 7,087,883

Restricted Cash by Grant

Municipal Sustainability Initiative Capital	8825	292825
Municipal Sustainability Initiative Operating	8826	
Federal Gas Tax Fund	8827	1255393
Alberta Community Partnership- Intermunicipal Collaboration	8828	165840
Alberta Community Partnership- Municipal Restructuring	8829	
Alberta Community Partnership- Mediation and Cooperative Processes	8830	
Alberta Community Partnership- Municipal Internship	8831	
Alberta Community Partnership- Local Land Use Planning	8832	
Alberta Community Partnership- Strategic Initiative	8833	
Alberta Community Partnership- Regional Collaboration Program	8834	
Other Grants	8835	268730

Total Restricted Cash

8865 1982788

Unrestricted Cash

8870 5,105,095

Deferred Revenue

8875 2,013,510

Deferred Revenue by Grant

Municipal Sustainability Initiative Capital	8880	292825
Municipal Sustainability Initiative Operating	8881	
Federal Gas Tax Fund	8882	1255393
Alberta Community Partnership- Intermunicipal Collaboration	8883	165840
Alberta Community Partnership- Municipal Restructuring	8884	
Alberta Community Partnership- Mediation and Cooperative Processes	8885	
Alberta Community Partnership- Municipal Internship	8886	
Alberta Community Partnership- Local Land Use Planning	8887	
Alberta Community Partnership- Strategic Initiative	8888	
Alberta Community Partnership- Regional Collaboration Program	8889	
Other Grants	8890	268730

Other Deferred Revenue

8899 30722

EDIT LIST - PLEASE REVIEW AND CORRECT ANY ERRORS NOTED BELOW



Item No. 5(b)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 23, 2021

Re: 5:45 p.m. Delegation

1.0 **PURPOSE:**

Delegation – Mr. Steve Kamminga, President and Gary Saumer, Vice-President of the Paddle River Golf and Country Club to discuss the proposed financial contribution towards the required repair to the Club's irrigation system.

2.0 **BACKGROUND AND DISCUSSION:**

During the February 9, 2021 Council Meeting, Administration presented a Request For Decision Report in respect to the Club's request for some in-kind contribution from the Town along with a request for financial support for the repairs to their irrigation system.

After some deliberation, Council passed the following two resolutions:

Moved by Cr. Klumph that Council authorize Administration to donate \$1,000.00 in-kind support for the Paddle River Golf and Country Club.

(Resolution No. 036-21)

Moved by Cr. Klumph that Council instructed Administration to contact the Paddle River Golf and Country Club and advise of the need for Federal permits and encourage fundraising.

(Resolution No. 037-21)

The matter of the proposed financial contribution for the irrigation system is still outstanding. As noted in the February 9th report to Council the scope of repairs consists of removing and replacing an existing 80' culvert and back-filled with gravel. Removal of sediment is also required.

As the Town's equipment would be unable to undertake the necessary work, our Public Works Department obtain an estimate of \$12,500.00 from the private sector.

The Club has indicated that they have already allocated \$5,000.00 towards this project.

Administration contacted the President to obtain further information in order to present it to Council for further consideration. In an attempt to fully address any questions Council may have, an invitation was extended to the Club to attend the February 23rd Council Meeting in order to speak directly with Council.

3.0 ALTERNATIVES:

- 3.1 That Council accepts the presentation from Mr. Steve Kamminga, President and Gary Saumers, Vice President of Paddle River Golf and Country Club, as information.
- 3.2 Council authorize a financial donation to the Paddle River Golf & Country Club, relating to the required repairs to the Club's irrigation system.
- 3.3 Council instructs Administration to provide additional information to the financial request from the Paddle River Golf & Country Club and report back at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The approved 2021 Interim Operating Budget includes a contribution to Organizations in the amount of \$40,250.00.

The 2020 operational budget also included \$40,250.00 but the Town actual disbursed only \$320.00 by the end of the year.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The Golf Club should ensure their existing water diversion license is in-line with the proposed maintenance of the irrigation system.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited

8.0 ATTACHMENTS:

- 8.1 Letter from the Paddle River Gold & Country Club, dated December 14, 2020
- 8.2 Letter from the Paddle River Gold & Country Club, dated February 1, 2021
- 8.3 An e-mail from the Paddle River Gold & Country Club, dated February 19, 2021.

9.0 RECOMMENDATION:

Council accepts the presentation from Mr. Steve Kamminga, President and Gary Saumers, Vice President of Paddle River Golf and Country Club, as information, further;

Administration awaits to receive further direction from Town Council in respect to financial contribution towards the Club's irrigation system.

(original signed by the CAO)

Edward LeBlanc
CAO



DEC 18 2020

**PADDLE RIVER GOLF
&
COUNTRY CLUB**

**Box 4762 Barrhead Alberta T7N 1A6
780 674-5059 fax 780 674-5088**

Town of Barrhead
Box 4189
Barrhead, AB T7N 1A2

December 14, 2020

To Whom It May Concern;

The 2020 season was a very challenging year for us. The Covid 19 restrictions caused us to open later than usual, hire additional staff and put restriction on the restaurant. In August we were without water that led to additional costs to save our greens. We were able to meet our obligations this year but the forecast of the 2021 season looks very challenging. At this time we would be busy with the sale of memberships but at present we have had only 5 memberships purchased for the 2021 season. We have numerous projects on the go.

Our main project at this time is repairing our irrigation system. The well needs to be dug out and the intake culvert needs to be replaced. There are leaves that need to be hauled away and we do not have the equipment to do this. We are in need of black dirt for the flower beds and gravel of the cart paths for the upcoming season. Any assistance financially or suppling equipment will be greatly appreciated.

You would also like to invite a town representative to attend our monthly meeting to stay up to date on our golf course operations and the many projects as they arise throughout the season.

Thank you for any assistance you can provide.

Stephen Kamminga
President



**PADDLE RIVER GOLF
&
COUNTRY CLUB**

**Box 4762 Barrhead Alberta T7N 1A6
780 674-5059 fax 780 674-5088**

TOWN OF BARRHEAD
Box 4189
Barrhead, AB T7N 1A2

February 1, 2021

To Edward LeBlanc

We wish to inform you on our progress to upgrade our well and water intake.

The old culvert must be dug up and removed, the trench to be dug down and lined with gravel. A new 80' culvert is to be put down and filled back in. The well is to be lifted and hydro vac to remove the sediment. Some digging will be done to line it up with the new culvert and lined with gravel before filling back in.

We have contacted Alberta land and water divisions. Approval has been granted under our maintenance clause to complete all the necessary requirements.

The club has \$ 5,000.00 set aside for this project. We are requesting any assistance you can provide towards this project.

We will also be approaching the Rotary Club and Elks Club of Barrhead for any help with materials or financial assistance.

Thank you in advance in any assistance you can provide.

Sincerely,

Stephen Kamminga
President

Edward LeBlanc

From: Edward LeBlanc
Sent: February 19, 2021 1:22 PM
To: 'Steve Kammnga'
Subject: RE: Financial support from the Town

Thanks Steve.

Much appreciated.

Take care.

Edward LeBlanc
Chief Administrative Officer
Town of Barrhead
Ph: 780-674-3301
Fax: 780-674-5648



Barrhead...A Quality Community...With A Quality Lifestyle

From: Steve Kammnga
Sent: February 19, 2021 12:46 PM
To: Edward LeBlanc
Subject: Re: Financial support from the Town

Ed,

In response to Council's request here is some more information. The golf course has applied for 2 grants:

Community Facility Enhancement Program

Community Initiatives Program

We won't know till June if we will receive any funds.

The golf course had a Casino event in September some of these funds will be used for the well repair as well as maintenance on equipment and start up costs. We were notified that we should be receiving funds in mid to end of February, and haven't received anything to date.

We also sent an email to the Elks Club and a letter to the Rotary Club again we haven't heard anything from either Club. We have applied for a 50/50 raffle license as well

Gary the vice president and myself will be at the council meeting on Tuesday February 23rd
I have attached our liquor licence, we can bring our financial statements with us on the 23rd
Thank you
Stephen Kamminga



Item No. 6(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 23, 2021

Re: Public Access to the In-door Walking Track.

1.0 Purpose:

To formally provide Council with a response in respect to opening the Town's Walking Track to the general public.

2.0 Background and Discussion:

During the February 9, 2021 Council Meeting, Council passed the following resolution:

Moved by Cr. Assaf that Council advise Administration to follow-up with Alberta Health Services (AHS) for the possible re-opening of the walking track subject to Alberta Health Services (AHS) protocol.

(Resolution No. 038-21)

The current provincial directive outlines that all Town recreation facilities, including the indoor Walking Track are closed to the general public.

To avoid a delay in provide Council with this information, Administration forward an e-mail to all of Council on February 11th.

Step 2 of the Province's Path Forward program which could be activated as early as March 1st may provide some additional information or clarification to the matter at hand.

3.0 Alternatives:

- 3.1 Council instructs Administration to obtain additional information in respect to providing public access to the Town's indoor Walking Track.
- 3.2 Council received this report on providing public access to the Town's indoor Walking Track, as information.

4.0 Financial Implications:

None, as the Town does not charge the general public for the use of the Walking Track.

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

In respect to public facilities during the Covid-19 emergency measures, the Town is governed by the direction of the Province.

7.0 Political/Public Implications:

Limited.

8.0 Attachments:

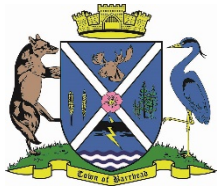
None

9.0 Recommendations

Council received this report on providing public access to the Town's indoor Walking Track, as information.

(Original was signed by the C.A.O.)

Edward LeBlanc
CAO



Item No. 7(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 23, 2021

Re: Bank Statement – for month ending January 31, 2021

1.0 Purpose:

To approve the Monthly Bank Statement for the month ended January 31, 2021.

2.0 Background and Discussion:

Not applicable.

3.0 Alternatives:

3.1 For Council approves the Monthly Bank Statement for the month ended January 31, 2021, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended January 31, 2021 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

8.1 Monthly Bank Statement

9.0 Recommendations

That Council approves the Monthly Bank Statement for the month ended January 31, 2021, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

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

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCT	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	576,839.51	6,522,058.77	0.00
Receipts	60,163.29	1,163,712.22	
Interest	99.63	4,207.50	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	0.00	
SUBTOTAL	637,102.43	7,689,978.49	0.00
Disbursements	0.00	377,656.73	
Debentures/Interest	0.00		
School Requisition	0.00	0.00	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	866.32	
Postdated Cheques	0.00	0.00	
NET BALANCE AT END OF MONTH	637,102.43	7,311,455.44	0.00

PER BANK:			
Balance at end of month	637,102.43	7,380,594.08	0.00
Outstanding Deposits	0.00	155,634.93	
SUBTOTAL	637,102.43	7,536,229.01	0.00
Outstanding Cheques	0.00	224,773.57	
NET BALANCE AT END OF MONTH	637,102.43	7,311,455.44	0.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED JANUARY 31, 2021

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

**COUNCIL REPORTS
AS OF FEBRUARY 23, 2021**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	_____
Attraction & Retention Committee	Cr. Penny	_____
Barrhead Accessibility Coalition	Cr. Kluin	_____
Barrhead Cares Coalition	Cr. Kluin	<u> X </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	_____
Barrhead & District Social Housing Association	Cr. Penny	<u> X </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	_____
Barrhead Regional Airport Committee	Mayor McKenzie (Alt. Cr. Assaf)	_____
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	_____
Capital Region Assessment Services Commission	Cr. Penny	_____
Chamber of Commerce	Cr. Assaf	_____
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	<u> X </u>
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	<u> X </u>
Library Board	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
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)	_____

APPROVED

Feb 18, 2021

**Barrhead & District Family and Community
Support Services Society
Thursday, January 21, 2021
Financial Meeting – 9:00 a.m.
Regular Board Meeting – 9:30 a.m.
VIA ZOOM
Minutes**

Present:

Randy Hindy, Chairperson
Shelly Dewsnap – Executive Director
Carol Lee, Recording Secretary
Jane Wakeford – Vice Chair
Mark Oberg, Secretary/Treasurer -left meeting @ 10:02
Sally Littke Shelly Bye
Bill Lane
Leslie Penny Marsha Smith
Dausen Kluin Vicki Kremp – entered @ 9:50 and left @ 10:10
Sharen Veenstra Ron Kleinfeldt

Absent:**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:32 a.m. by Chair, Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

01-21 Moved by Sally Littke to accept the Agenda, Motion seconded by Bill Lane.
Carried

3) Items for Approval**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, December 17, 2020.**

02-21 Moved by Ron Kleinfeldt to accept the minutes of the Regular Board meeting of December 17, 2020, seconded by Dausen Kluin.

Carried

b) Financial Statements

06-21 Moved by Mark Oberg and seconded by Vicki Kremp to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on December 31, 2020, as presented.

Carried

03-21 Moved by Bill Lane and seconded by Dausen Kluin to send a letter to New Horizons for Seniors Grant, requesting to change the description of project from Excursions for Seniors to Wellness Check In for Seniors.

Carried

04-21 Moved by Sally Littke and seconded by Leslie Penny to use approximately \$1250.00 from the CWF Grant and combine with \$1000.00 from FRN dollars to cover costs for 1 FRN staff member to take Triple P: Fearless Training for Covid Response.

Carried

05-21 Moved by Bill Lane and seconded by Jane Wakeford to take \$1500.00 from Undesignated Funds and put into the Tools for School Program.

Carried

4) Staff Presentation: Rae Whiting – Community Development/Volunteer Coordinator

Shelly introduced Rae; Rae is excited to be back at FCSS and her role as Community Development/Volunteer Coordinator. She gave a summary of the following programs: Compass – Led by volunteers Jane Wakeford and Stewart Baker. Covid Protocol is used in training and leading the participants. Both volunteers and Rae have attended training via Norquest College.

Coats for Kids – 2 volunteers with 20 hours, by appointment only. Covid Protocol used.

Santa's Toy Box – Families 55, Minors 128, adults 84, 13 Adopted Families.

Registration was done by phone, pick up was done by appointment, all went very well.

Welcome Basket – working on putting baskets together.

Snow Angels – have 4 volunteers and 3 clients. This program is for seniors only.

In School Mentors – working with BES to ensure this can continue using Covid Protocol.

Volunteer Appreciation – meeting soon with committee to see how we will recognize and celebrate volunteers in 2021.

Community Block Party – we will provide activity kits.

In 2020, we had 65 active volunteers.

The Board welcomed back and thanked Rae for a job well done!

5) New Business

a) Board Liability Insurance – This item tabled to February 18th Board meeting so more information can be gained.

6) Old Business

a) New Phone System

07-21 Moved by Leslie Penny and seconded by Bill Lane to rescind motion #94-20; to approve the expense to purchase new telephones for the FCSS office up to \$7000 split from FCSS 80/20 and Community Funds.

Carried

08-21 Moved by Sally Littke and seconded by Marsha Smith to take total cost of new phones from FCSS 80/20, less the amount paid through Thrive.

Carried

7. Item for Information

a) Directors Report

b) Staff Reports

c) Bylaw Update

d) Staff/Client Update

Staff – working in cohorts, cohort #1 works Monday & Tuesday, cohort #2 works Thursday & Friday, cohorts split Wednesdays. This works well should one cohort get sick. Not sure how long we will work as cohorts.

Client – we have a client we will be sending a registered letter to, to refer him and his wife to other services; does not meet requirements for most programs; difficulties accessing this client, not responsive to FCSS requests. Presented with difficulties in various programs.

8) Board Development

a) Policy & Procedure Committee Meeting Date

b) Nomination Committee – search for new Board member

c) Personal Committee Update

Shelly Dewsnap will talk to the Policy & Procedure and Personal Committees to set a meeting date in February. They will meet via zoom.

d) 2020 AGM Reports Due – All committee chair reports are due by February 18, 2021 Board meeting.

9) **Next Meeting:**
February 18, 2021

10) **Meeting Adjournment**
Chair Randy Hindy adjourned the meeting at 10:48 a.m.

Barrhead & District Family and Community Support Services Society
Regular Board Meeting of January 21, 2021



Chairperson



Recording Secretary

BYLAW NO. 03-2021

THE TOWN OF BARRHEAD TRAFFIC BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO BE KNOWN AS
THE TOWN OF BARRHEAD TRAFFIC BYLAW

WHEREAS, Pursuant to the Municipal Government Act, Council may pass a bylaw respecting the safety, health and welfare of people and protection property and;

WHEREAS, the Traffic Safety Act, provides that a municipality may pass a bylaw with respect to roadways under its direction, control and management that are not inconsistent with this Act;

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

BYLAW TITLE

1.1 This Bylaw shall be referred to as “The Town of Barrhead Traffic Bylaw”.

DEFINITIONS

2.1 Where the words or terms utilized in this Bylaw are defined by the *Traffic Safety Act*, R.S.A. 2000, c.T-6, as amended, or the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, the words or terms utilized in this Bylaw will have the meanings ascribed to them by those Acts. In the event of a conflict between the definitions within those Acts, the meanings in the *Traffic Safety Act* shall be given priority. In addition, in this Bylaw, the following words or terms shall have the following meanings:

- a) “Act” shall mean the *Traffic Safety Act*, R.S.A 2000, c.T-6, as amended, or its successor legislation;
- b) “Alley” shall have the meaning ascribed to it by the Act;
- c) “CAO” shall mean the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw or his/her designate;
- d) “Commercial Loading Zone” shall mean a portion of a Street set aside adjacent to a curb designated for the exclusive use of commercial vehicles for the loading or unloading of materials and includes an area designated as such;
- e) “Cycle” shall mean a bicycle, power bicycle, motorcycle, moped, powered skateboard;
- f) “Peace Officer” shall have the meaning ascribed to it by the Act;
- g) “Heavy Vehicle” shall mean a vehicle with or without a trailer attached having a maximum gross weight of 5500 kg or more and exceeding 7m in length, recreational vehicles excluded;
- h) “Highway” shall have the meaning ascribed to it by the Act;
- i) “Holiday” shall mean all General Holidays as provided for by the Employment Standards Code, R.S.A. 2000, c.E-9, and amendments thereto, plus the August Civic Holiday, Boxing Day and Easter Monday;
- j) “Lane” shall mean “Alley”, as defined by the Act;
- k) “Municipal Tag” shall mean a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town of Barrhead;
- l) “Multiple Unit Developments” shall mean a development consisting of two or more self contained units on a parcel of land in excess of ten

thousand square feet, and without restricting the generality of the foregoing, shall include shopping centers, town house developments and/or apartment complexes;

- l) "The Town" shall mean the Town of Barrhead;
- n) "Parade or Procession" shall mean any group of more than 50 pedestrians, or more than 10 vehicles, other than a funeral or military procession, which together proceeds or travels upon a Highway, and is likely to or does obstruct or impede pedestrian or vehicular traffic;
- o) "Passenger Loading Zone" shall mean a portion of a Street adjacent to a curb designated for the exclusive use of vehicles for the loading or unloading of passengers;
- p) "Street" shall mean a Highway subject to the direction, control and management of the Town;
- q) "Traffic Control Device" shall have the meaning ascribed to it by the Act;
- r) "Truck Route" shall mean a Highway designated as a Truck Route in Schedule "D" of this Bylaw;
- s) "Violation Ticket" shall have the meaning ascribed to it by the *Provincial Offence Procedures Act*, R.S.A. 2000, c. P-34, as amended, or its successor legislation;
- t) "Work Forces" shall mean Town employees and/or contract workers employed or retained by the Town.

SPEED LIMITS

3.1 No person shall drive a vehicle within the Town in excess of the following speeds:

- a) Lanes or Alleys - 20 kilometers per hour;
- b) Public Parking Lots - 20 kilometers per hour;
- c) All other areas – Those speed limits provided for by s. 106, 107, and 108 of the Act, unless posted to the contrary by the Town, in which case the posted speed limit shall prevail.

PARKING

4.1 No person shall park a vehicle within the Town:

- a) Which is not parallel to the curb or side of the Street, with the exception of vehicles which ~~are 7 meters (m) or less which~~ may be angle parked in those areas designated by in Schedule "A" ~~to of this Bylaw as permitting angle parking;~~
- ~~b) Which is not parallel to the curb or side of the Street if the vehicle exceeds 7m in overall length;~~
- c) In such a manner as to block, obstruct, impede, or hinder traffic thereon, unless unavoidable due to mechanical failure of the vehicle, or emergency, in which case the operator of the vehicle shall take diligent measures to clear the vehicle from the Highway within the shortest period of time possible, or otherwise to the satisfaction of a Peace Officer;
- d) Outside a marked or designated parking area, where such is provided;
- e) At a place or in an area contrary to a Traffic Control Device;

- f) In such a manner that it will interfere, or may interfere, with the use of a doorway or exit intended as a fire or emergency exit;
 - g) In an entranceway or exit to any police station, fire hall, ambulance station, hospital, or emergency services facility;
 - h) In an area designated by Schedule “B” of this Bylaw for the purpose of handicapped parking, unless a valid handicapped permit is clearly displayed on or within the vehicle, and the vehicle is being utilized by or for the person to whom the permit is issued;
 - i) In a prohibited parking area as designated in Schedule “B” to this Bylaw;
 - j) Contrary to the restrictions applicable in a restricted parking area as designated in Schedule “B” to this Bylaw;
 - k) In or on a Town owned parking lot contrary to any Traffic Control Device placed in, on, or about the said parking lot;
 - l) In a residentially zoned area, unless the heavy vehicle is in the process of delivering goods or services in the normal course of business;
 - m) Upon SW 28-59-3-W5M (the “sports grounds”) as shown on Schedule “C” to this Bylaw;
 - n) Upon any private land, or road, in such a manner that the vehicle impedes, or may impede, any emergency vehicle from accessing a Multiple Unit Development, unless the vehicle is an emergency vehicle;
 - o) On or along 49th Street, between 51st Avenue and 53rd Avenue, between 7:00 a.m. and 6:00 p.m.;
 - p) In any manner which contravenes the Act;
- 4.2 In addition to the above, no person shall park a vehicle contrary to the restrictions contained in Schedule “B” to this Bylaw. Without restricting the generality of the foregoing, no person shall park a vehicle:
- a) Between the hours of 8:30 a.m. to 9:00 a.m., or 3:30 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule “B” to this Bylaw;
 - b) For more than 5 minutes between the hours of 8:30 a.m. to 9:00 a.m., or 3:35 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule “B” to this Bylaw;
 - c) For more than 2 hours in those areas depicted as being so restricted in Schedule “B” to this Bylaw;
 - d) On the north side of 57th Avenue, adjacent to the Agricultural Grounds as depicted in Schedule “B” to this Bylaw;
 - e) On or along the east side of 53rd Street between 58th Avenue and 59th Avenue, as depicted in Schedule “B” to this Bylaw, during the months from November 1, to April 30, of each year;
 - f) On or along the east side of 55th Street from 53rd Avenue to the Alley south of 54th Avenue, as depicted in Schedule “B” to this Bylaw, during the months from November 1 to April 30, of each year.
- 4.3 No person shall park a vehicle in a “No-Parking” zone except those areas containing Canada Post mailbox(es) where the person is stopped or parked temporarily for the purpose of actively picking up or dropping off mail.

- 4.4 No person shall live in any motor vehicle that is parked on public property or is parked on private property that is accessible to the public.

TEMPORARY SIGNS

- 5.1 Notwithstanding any other provision in this Bylaw, the CAO, or his designate, may cause a temporary “No Parking Sign” (moveable Traffic Control Devices) ~~which indicate that parking is prohibited~~, to be placed on or near a Highway, in which case:
- a) Any vehicle that is on the Highway ~~where~~ ~~when~~ a temporary “No Parking” sign (moveable Traffic Control Devices) is placed ~~thereon~~ shall be removed ~~immediately~~ by the owner or the operator ~~including but not limited to:~~
 - i) during snow removal,
 - ii) during street cleaning,
 - iii) during street repair
 - b) The owner of a vehicle which remains parked where a temporary no parking sign is posted shall be charged with unlawful parking and/or the vehicle may be removed at the owners expense.
 - c) ~~When it is practical, the vehicle, on removal from the Highway being maintained, will be left nearby to minimize inconvenience and expense to its owner or operator.~~

TRAILER AND RECREATIONAL VEHICLE RESTRICTIONS

- 6.1 No person shall park upon any Highway any trailer, whether designated for occupation by persons or for the carrying of goods, or for any other purpose, unless the trailer is attached to a vehicle by which it may be propelled or drawn, and when so attached, the trailer shall be deemed part of the vehicle and subject to the regulations contained herein pertaining to vehicles.
- 6.2 No person shall park a vehicle (inclusive of any attached trailer), upon any Highway if the overall length of the vehicle exceeds 10m, unless the vehicle is parked in an area specifically designated by Schedule “C” of this Bylaw for the parking of such vehicles. However:
- a) this restriction shall not prohibit vehicles being parked on a Highway for the purpose of actively loading or unloading goods to or from premises abutting such Highway, providing that if the loading or unloading is taking place during a period of restricted visibility, then the vehicle shall have all front and rear parking lights illuminated.
 - b) this restriction shall not prohibit the parking of motor homes, or recreational vehicles, or holiday trailers providing they are attached to a vehicle, during the months from May 1st to September 30th inclusive.
- 6.3 Notwithstanding Section 6.1 and 6.2 hereof, an owner or operator of a vehicle to which Section. 6.1 or 6.2 applies, shall not park or cause to be parked such a vehicle on any Highway for more than 72 consecutive hours ~~pursuant to Section 76(2) of the Act.~~
- 6.4 No person shall park a vehicle on a Highway or right of way if, in the opinion of the CAO or a Peace Officer, it constitutes an obstruction, presents a safety concern or otherwise impedes the progress of other uses of the Highway or right of way.
- 6.5 No person shall occupy a recreation vehicle while it is parked on highway.
- 6.6 No person shall park a vehicle used to convey flammable, combustible, explosive, hazardous, or dangerous material upon a Highway within the Town,

unless the vehicle is required to be parked for the purpose of making a delivery in the ordinary course of business, has a warning notice clearly displayed on the vehicle, and the vehicle is parked for no longer than required for actively conducting the delivery.

BUSES AND COMMERCIAL VEHICLES

- 7.1 No person shall park or permit to be parked any commercial bus upon any Highway within a residentially zoned area of the Town, with the following exceptions:
- a) during such times and at such locations as have been designated by Council for the parking of buses;
 - b) in loading zones designated for passenger drop off or pickup, subject to such restrictions determined by the CAO;
 - c) when loading or unloading passengers for a period of time not exceeding fifteen(15) minutes, during which time the owner or operator shall not allow the bus to unnecessarily impede traffic.

EXEMPTION FROM PARKING PROVISIONS

- 8.1 Notwithstanding anything else contained in this Bylaw, the provisions of this Bylaw restricting or prohibiting the stopping or parking of vehicles do not apply to the following vehicles while engaged in the course of their duties:
- a) Emergency Vehicles;
 - b) Vehicles owned or operated by the Town of Barrhead;
 - c) Towing Service vehicles;
 - d) Alberta Infrastructure vehicles;
 - e) Service vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cable television systems.
- 8.2 The CAO may ~~issue a permit~~ **provide written approval** exempting a vehicle from any of the provisions of this Bylaw which restricts or prohibits the stopping or parking of vehicles subject to whatever conditions the CAO may deem appropriate. However, any such ~~permit~~ **approval** shall not be valid unless it is attached to the inside of the vehicle for which it is issued and is clearly visible from the outside of the vehicle.

LOADING ZONES

- 9.1 No person shall park a vehicle in a designated passenger loading or unloading zone unless actively involved in the picking up or discharge of passengers:
- 9.2 No person shall park a vehicle in a zone designated as a Loading/Unloading Zone by Schedule "B" of this Bylaw, except for;
- a) persons actively engaged in loading or unloading activities to or from businesses located adjacent to 53rd Avenue east of the lights on 49th Street, provided that they do not park for longer than 15 minutes between 8:00 a.m. - 5:00 p.m. on Monday to Friday;
 - b) persons actively engaged in loading or unloading activities to businesses located at 5131 – 49th Street and east of the mall at 4923 – 50th Avenue, provided that they do not park for longer than 15 minutes between Monday to Saturday 9:00 a.m. - 5:00 p.m.

- 9.3 Notwithstanding Section 9.1 and Section 9.2 hereof, the zones referred to therein may be used for parking on a Sunday or Holiday, or any other time not restricted by a sign posted in the zone.

TRANSPORTATION AND TRUCK ROUTES

- 10.1 Town Council hereby establishes as Truck Routes those Highways within the Town so designated in Schedule "D" to this Bylaw as Truck Routes.
- 10.2 No person shall operate or park any Heavy Vehicle on those Highways which are not designated as Truck Routes by Schedule "D" to this Bylaw.
- 10.3 Notwithstanding section ~~9.2~~ 10.2 of this Bylaw, the following persons may operate a Heavy Vehicle on a Highway within the Town not designated as a Truck Route provided that they take the shortest most direct route to and from a Truck Route as possible:
- a) Persons delivering or collecting goods or merchandise to or from bona fide customers;
 - b) Persons going to or from commercially zoned business premises of the owner of the vehicle concerned;
 - c) Persons going to or from premises for the service and repair of the Heavy Vehicle;
 - d) Persons pulling a disabled Heavy Vehicle from a Highway;
 - e) Persons operating Town owned or operated vehicles,
 - f) Contracted service vehicles for snow removal or other uses as deemed necessary by the Town.
 - g) Service vehicles used in conjunction with servicing of a public utility;
 - h) Emergency vehicles;
 - i) Canada Post Corporation Vehicles; or
 - j) Persons operating a recreation vehicle such as a vacation trailer, or other similar mobile accommodation unit.
- 10.4 No person shall engage or utilize engine retarder brakes in any part of the Town.
- 10.5 The CAO may, issue a Special Permit authorizing the movement or parking of a Heavy Vehicle on Highways in the Town that are not designated as a Truck Route in circumstances which the CAO deems to be in the public interest. Such a special permit may be issued subject to restrictions or conditions. However, any person operating a Heavy Vehicle in accordance with such a special permit shall produce that permit when required to do so by a Peace Officer.
- 10.6 ~~Every document issued by the Alberta Transportation Safety Board, as defined by the Traffic Safety Act shall be admitted in evidence as prima facie proof of the facts stated in it without proof of the signature or official character of the person signing the certificate.~~

RULES FOR PARADES AND PROCESSIONS

- 11.1 No person shall hold, organize or take part in any Parade or Procession within the Town for which the Town has not issued a permit.
- 11.2 Any person who wishes to hold a Parade or Procession within the Town shall make application for a permit, in writing to the CAO at least seven working

days prior to the proposed Parade or Procession. The application shall identify the following details:

- a) the purpose or reason for the Parade or Procession;
- b) the name and address of the applicant, and any organization or other party organizing the Parade or Procession;
- c) the dates and hours during which the Parade or Procession will be held;
- d) the intended route of the Parade or Procession;
- e) the approximate number of vehicles and persons participating in the Parade or Procession;
- f) confirmation from the RCMP and the Fire Chief that they have no objection to the proposed Parade or Procession or its route, and
- g) such further or other information which the CAO deems appropriate.

11.3 Any person who holds, organizes, or takes part in a Parade or Procession within the Town contrary to this Bylaw commits an offence pursuant to this Bylaw.

ALLEYS OR LANES

12.1 No left turn shall be permitted out of the lane adjacent to the west boundary of the Barrhead Highschool between 3:30 p.m. – 4:00 p.m., Monday through Friday, as shown on Schedule “F” to this Bylaw.

12.2 No person shall park a vehicle in an Alley or Lane, unless a Traffic Control Device authorized by the Town directs otherwise. However, Alleys or Lanes may be used for:

- a) loading or unloading of goods from a commercial vehicle for a period of time not exceeding twenty minutes, or
- b) the loading or unloading of goods and/or passengers from a vehicle other than a commercial vehicle for a period of time not exceeding five minutes, provided that the vehicle does not obstruct the Alley so as to prevent other vehicles or persons from passing.

ONE-WAY DESIGNATION

13.1 All that portion of 43rd Street between 53rd Avenue and 51st Avenue shall be designated as one-way going south, as posted by sign and shown on Schedule “F” of this Bylaw.

13.2 All that portion of 49A Street north of 51st Avenue shall be designated as one-way going south as posted by sign and shown on Schedule F of this Bylaw.

13.2 That portion of the lane south of 55th Avenue and north of 54th Avenue and west of the intersection of the alley is designated as a one-way going east, as posted by sign, and shown on Schedule “F” to this Bylaw.

13.3 East ½ of lane, west of 50th Street and between 51st Avenue and 50th Avenue is designated as a one-way lane at the intersection going east as posted by sign and shown on Schedule “F” to this Bylaw.

SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, MOBILITY AIDS, CYCLISTS HORSE DRAWN VEHICLES and SHOPPING CARTS

14.1 No person shall ride a bicycle or tricycle on any sidewalk within Town unless all wheels on the bicycle or tricycle have a diameter of 50 cm or less.

- 14.2 No person shall roller skate, roller blade or ride a skate board in an unsafe manner on any sidewalk within the Town.
- 14.3 The driver in charge of any horse-drawn vehicle on a Highway shall remain upon or walk beside such vehicle while it is in motion.
- 14.4 The rider or any other person in charge of any horse shall cause any defecation to be removed immediately.
- 14.5 Mobility Aid operators must operate as pedestrians and where possible, use pedestrian sidewalks. Every mobility aid must be equipped with a flag higher than 5ft from the road surface. If operated at night they must be equipped with an operating headlamp facing forward and an operating red tail lamp and/or red reflector.
- 14.6 ~~The Town may take possession of any shopping cart abandoned on public property and the owner may recover it upon payment of a \$50.00 handling charge.~~

USE OF STREET FOR BUILDING CONSTRUCTION

- 15.1 Unless a **permit** letter of approval is issued by the CAO to the contrary, no person shall:
- a) place any building materials, construction tools, machinery, equipment or devices on any Highway within the Town;
 - b) park or station a trailer, shed, mobile home, a mobile crane or other mobile building construction machine, equipment or structure on any Highway within the Town;
 - c) load or unload material, machinery, or equipment of any kind, used in connection with any construction of any nature, on any Highway within the Town;
 - d) leave standing a portable waste container greater than 2 meters in width on any Highway within the Town.
- 15.2 No person shall park in front of or adjacent to any building which is in the course of construction, demolition, renovation or repair so as to impede or obstruct traffic.
- 15.3 In addition to any prosecution, fine, or penalty imposed by this Bylaw, any person who is in contravention of Section ~~13.1~~ 15.1 of this Bylaw shall, upon direction of a Peace Officer, forthwith cease the use of any Highway ~~within the Town for any of the purposes referenced in Section 13.1 hereof.~~
- 15.4 In the event that a person fails to remove any or all objects or things from a Highway within the Town after being directed to remove those objects or things by a Peace Officer, the Town may remove any such objects or things to storage, in which case a daily storage fee shall apply, at a rate to be determined from time to time by the CAO. However, if the objects or things removed are unclaimed within 30 days, the Town may either sell the objects or things at a public auction, or otherwise dispose of the objects or things as the CAO deems appropriate. In the event of a sale, any costs or expenses incurred by the Town shall first be paid to the Town.
- 15.5 No person shall:
- a) allow mud, dirt, or construction debris to be tracked by vehicles onto a Highway;
 - b) damage or destroy a sidewalk, curb, gutter, driveway crossing, driveway apron, or access; or

- c) excavate or break up the surface of a Street without authorization in writing from the CAO.

15.6 Any damage or alteration to a Street that a person fails to rehabilitate to the satisfaction of the CAO, may result in the work being performed by the Town and all costs will be deemed a debt due to the Town by that person.

GENERAL PROVISIONS

- 16.1 No person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have not been provided.
- 16.2 No person at or near the location of a fire or emergency incident shall pass beyond a point designated by a Peace Officer or fire, emergency or disaster services personnel.
- 16.3 No person shall coast on a sled, toboggan, skis or any other form of conveyance other than a bicycle, upon a Highway within the Town.
- 16.4 No person shall operate on a Highway:
 - a) a vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle; or
 - b) any vehicle having skids or tracks which are not triple grouser or flat-surface tracks.

TRAFFIC CONTROL DEVICES

- 17.1 No person shall direct or regulate traffic or place or utilize Traffic Control Devices or barricades on a Highway unless authorized to do so by the Town.
- 17.2 No person shall post or exhibit or cause to be posted or exhibited, any notice, placard, bill or printed matter or other type of notice whatsoever upon any Traffic Control Device or Street light, unless approved in writing by the CAO.

AUTHORITY OF THE CAO

- 18.1 Town Council hereby delegates to the CAO, or his designate(s), the following authority and powers:
 - a) To place signage or other Traffic Control Devices within the Town to control vehicles and traffic in accordance with this Bylaw, including the Schedules hereto;
 - b) To designate any Highway as one which is temporarily closed to traffic, in whole or in part, and cause such Highway to be marked by appropriate Traffic Control Devices;
 - c) To designate any Highway as one in which parking privileges are temporarily suspended, and cause such area to be marked by appropriate Traffic Control Devices;
 - d) To designate school zones and playground zones to be marked by Traffic Control Devices including markings on the pavement;
 - e) To designate any boulevard upon which parking is permitted and cause Traffic Control Devices to be erected thereon;
 - f) To designate passenger or truck loading or unloading zones, taxi cab stands and cause the same to be marked by appropriate Traffic Control Devices;
 - g) To designate distances from any intersection within which no parking is permitted;

- h) To designate those portions of a Highway upon which parking is prohibited between certain hours and cause Traffic Control Devices outlining such restrictions to be erected;
- i) To designate Town Employee parking areas on Town owned property and cause same to be marked with a Traffic Control Device indicating restricted parking;
- j) To designate crosswalks on any Highway;
- k) To designate any Highway intersection or other place on a Highway as a place at which no left hand turn or no right-hand turn or both shall be made, and shall cause the said place to be signed, barricaded or otherwise restricted;
- l) To designate any intersection or place on a Highway, as a place where U-turns are prohibited and cause same to be marked with a Traffic Control Device;
- m) To impose temporary vehicle weight restrictions on any Highway within the Town.
- n) To prescribe where Traffic Control Devices for controlling and regulating pedestrian, and/or vehicle traffic in public places may be located, in which case, Traffic Control Devices, Street address signs and all other related maintenance regulations shall be exercised under the Town's Sign Maintenance Policy and be constructed in accordance with the contents of the most recent edition of the Uniform Traffic Control Devices for Canada, unless, in the opinion of the CAO, special circumstances warrant otherwise.
- o) Maintain location records of all Traffic Control Devices, as shown in Schedule "E" which are to be available to the public during normal business hours.

18.2 Where any Highway or a part of any Highway has been designated by Schedule "F" to this Bylaw for one-way traffic, the CAO shall cause the same to be marked with appropriate Traffic Control Devices.

POWERS OF PEACE OFFICER

- 19.1 Any Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may issue either a Municipal Tag, or a Violation Ticket, for the purposes of enforcing this Bylaw.
- 19.2 A Municipal Tag issued pursuant to this Bylaw shall be in such form as directed from time to time by the CAO, and shall state the provision of the Bylaw which is alleged to have been contravened, the amount payable as a voluntary payment, which amount will be in accordance with Schedule "G" to this Bylaw, and the amount of time within which a voluntary payment may be made to the Town.
- 19.3 If a person to whom a Municipal Tag was issued makes a voluntary payment is made to the Town within the time period provided for by a Municipal Tag, the person to whom the Municipal Tag was issued shall not be liable to prosecution in respect of the contravention of this Bylaw for which the Municipal Tag was issued.
- 19.4 Nothing in this Bylaw, including the issuance of a Municipal Tag, prevents a Peace Officer from issuing a Violation Ticket pursuant to either Part 2 or Part 3 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, either in lieu of a Municipal Tag, or at any time before or after a Municipal Tag has been issued.

19.5 Notwithstanding any provision of this Bylaw to the contrary, a Peace Officer is hereby authorized to:

- a) operate a bicycle while on duty on any sidewalk, footpath, walkway, boulevard or other public place where the use of bicycles by the general public is prohibited or restricted;
- b) place an erasable chalk mark on the tire of a parked or stopped vehicle without incurring any liability for so doing in order to determine the time which a vehicle has been parked in a location where parking is restricted. No person shall remove an erasable chalk mark while the vehicle remains parked in the location where it was marked;
- c) seize and impound any bicycle used or operated in contravention of this Bylaw;
- d) impound and/or cause any vehicle to be removed and taken to and stored in a suitable place when the vehicle:
 - (i) is abandoned under the Traffic Safety Act;
 - ii) is left unattended on a Highway in a manner,
 - a) that obstructs the normal movement of traffic,
 - b) makes it likely to be stolen or tampered with, or
 - c) is parked in such a way that it is hazardous to life, limb or property, or interferes with the repair and/or maintenance of Highways.
 - (iii) is parked on a Highway in a manner that prevents access by firefighting equipment to a fire hydrant;
 - (iv) is not displaying a subsisting license plate or a permit;
 - (v) is parked on private property without the consent of the owner of the property or on a Highway in a manner that obstructs any private driveway;
 - (vi) is parked on a highway in a manner that prevents the Town from undertaking regular maintenance program.

PENALTIES

20.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable to a fine listed in Schedule “G” of this Bylaw.

20.2 In addition to any fine or other penalty imposed by this Bylaw prior to the release of the vehicle, the registered owner of a vehicle shall also be required to pay any towing or storage fees that may have been imposed or incurred.

ADMINISTRATION

21.1 Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed as meaning the plural or feminine respectively as the context may require.

21.2 It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.

21.3 Where the provisions of this Bylaw conflict with any other Bylaw enacted by The Town of Barrhead, the provisions of this Bylaw shall apply.

21.4 Bylaw 08-2016 is hereby repealed.

21.5 The attached Schedules “A”, “B”, “C”, “D”, “E”, “F” and “G” form part of this Bylaw and the regulations noted and depicted therein are hereby established and adopted. However, it is acknowledged that Schedules A”, “B”, “C”, “D”, “E”, and “F” to this Bylaw are graphical representations of the various areas

within the Town to which the restrictions, prohibitions and regulations of this Bylaw apply, as referenced herein. The graphical representations contained within the Schedules can be approximate only and any signs or other Traffic Control Devices will have priority where there is any conflict between such signs or Traffic Control Devices, and the Schedules to this Bylaw.

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 20
and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Schedule “G”
Bylaw Specified Penalties

Any person who is in contravention of any part of the following sections of this Bylaw shall be subject to:

OFFENCES	SECTION	PENALTY
Speeding	3.1 (a) or (b) 3.1 (c)	\$100.00 TSA
Parking	4.1- 4.4	\$100.00
Parked in contravention of a temporary “no parking” sign	5.1	\$100.00
Parking Trailers and R.V.’s	6.1 – 6.5	\$100.00
Buses & Commercial Vehicles	7.1	\$75.00
Loading Zones	9.1-9.3	\$75.00
Truck Routes	10.2-10.	\$250.00
Utilizing Engine Retarder Brakes	10.4	\$100.00
Parades or Processions	11.1-11.3	\$100.00
Lane & Alleys	12,1-12.2	\$100.00
Bikes, Roller Skates etc	14.1	\$50.00
Construction	15.1-15.5	\$250.00
General	16.1-16.4	\$100.00
Traffic Control Device	17.1-17.2	\$250.00

SPEED LIMITS

+ Notwithstanding the above, further penalties maybe assessed in respect of contravention of the Traffic Safety Act and Regulations thereto.

Angle Parking Areas

SCHEDULE "A"
Bylaw 03-2021
Traffic Bylaw

Angle Parking Areas

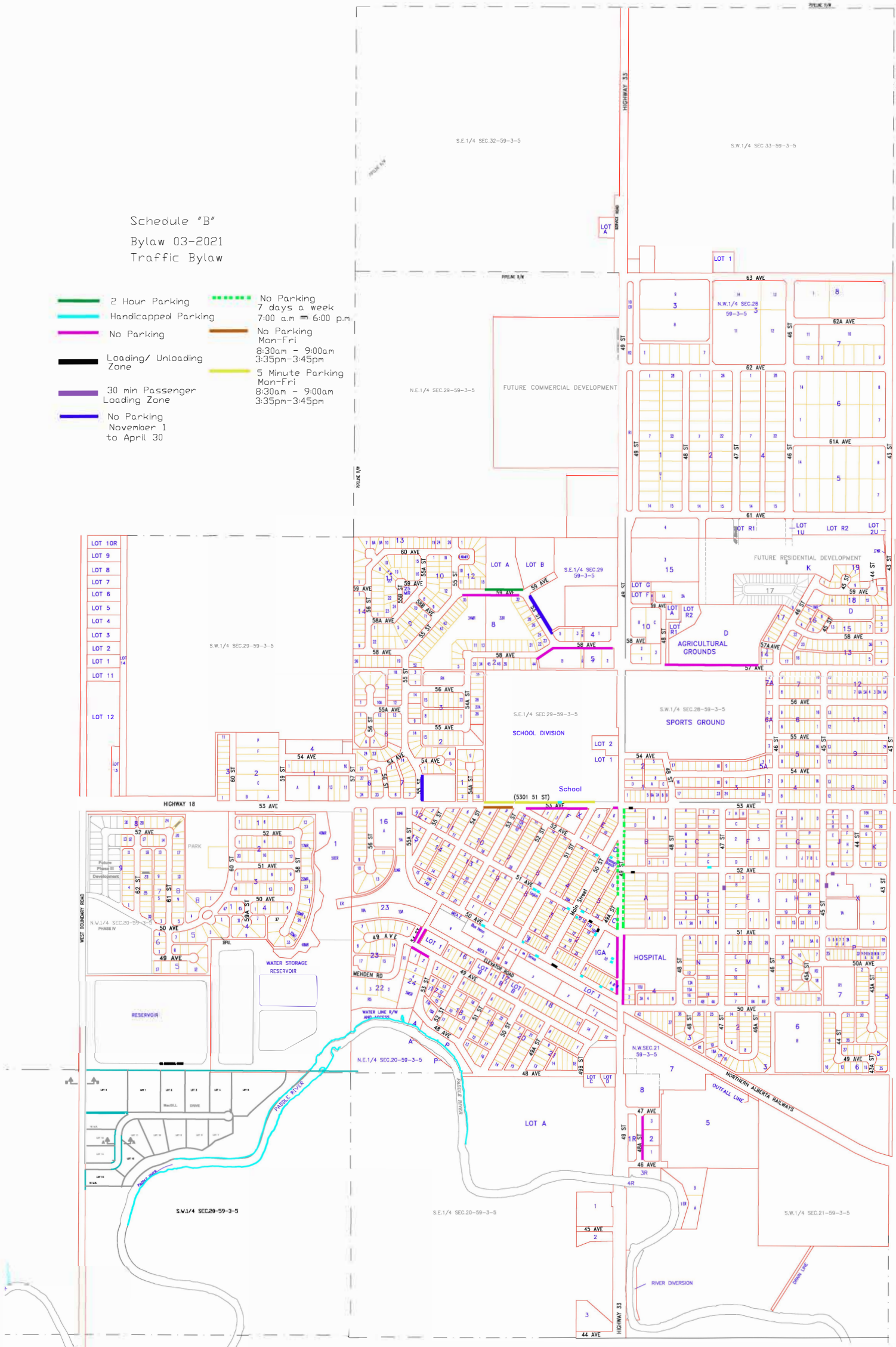
- One Side Only
- Both Sides

The map displays a complex network of streets and land parcels. Key features include:

- Streets:** Major streets shown include Highway 18, Highway 33, Highway 66, and various local streets like 49th St, 50th St, 51st St, 52nd St, 53rd St, 54th St, 55th St, 56th St, 57th St, 58th St, 59th St, 60th St, 61st St, 62nd St, 63rd St, 64th St, 65th St, 66th St, 67th St, 68th St, 69th St, 70th St, 71st St, 72nd St, 73rd St, 74th St, 75th St, 76th St, 77th St, 78th St, 79th St, 80th St, 81st St, 82nd St, 83rd St, 84th St, 85th St, 86th St, 87th St, 88th St, 89th St, 90th St, 91st St, 92nd St, 93rd St, 94th St, 95th St, 96th St, 97th St, 98th St, 99th St, 100th St.
- Land Use Zones:** The map is divided into several zones, each with a specific color and pattern. These include 'Future Commercial Development' (yellow), 'Future Residential Development' (light blue), 'Agricultural Grounds' (green), 'Sports Ground' (dark blue), 'Hospital' (light green), 'Reservoir' (light blue), 'Future Industrial Development' (orange), 'Future Office Development' (pink), 'Future Retail Development' (purple), 'Future Community Development' (brown), 'Future Cultural Development' (grey), 'Future Entertainment Development' (dark green), 'Future Health Development' (light purple), 'Future Education Development' (light blue), 'Future Government Development' (light green), 'Future Public Works Development' (light orange), 'Future Utilities Development' (light yellow), 'Future Transportation Development' (light blue), 'Future Parks and Recreation Development' (light green), 'Future Open Space Development' (light blue), 'Future Water Development' (light blue), 'Future Sewerage Development' (light blue), 'Future Gas Development' (light blue), 'Future Electric Development' (light blue), 'Future Telecommunications Development' (light blue), 'Future Other Development' (light blue).
- Water Features:** The North Saskatchewan River is shown flowing through the map, with a 'River Diversion' indicated. A 'Water Storage Reservoir' is also shown.
- Other Features:** The map includes a 'Future Commercial Development' area, a 'Future Residential Development' area, a 'Future Industrial Development' area, a 'Future Office Development' area, a 'Future Retail Development' area, a 'Future Community Development' area, a 'Future Cultural Development' area, a 'Future Entertainment Development' area, a 'Future Health Development' area, a 'Future Education Development' area, a 'Future Government Development' area, a 'Future Public Works Development' area, a 'Future Utilities Development' area, a 'Future Transportation Development' area, a 'Future Parks and Recreation Development' area, a 'Future Open Space Development' area, a 'Future Water Development' area, a 'Future Sewerage Development' area, a 'Future Gas Development' area, a 'Future Electric Development' area, and a 'Future Telecommunications Development' area.




Schedule "B"
Bylaw 03-2021
Traffic Bylaw

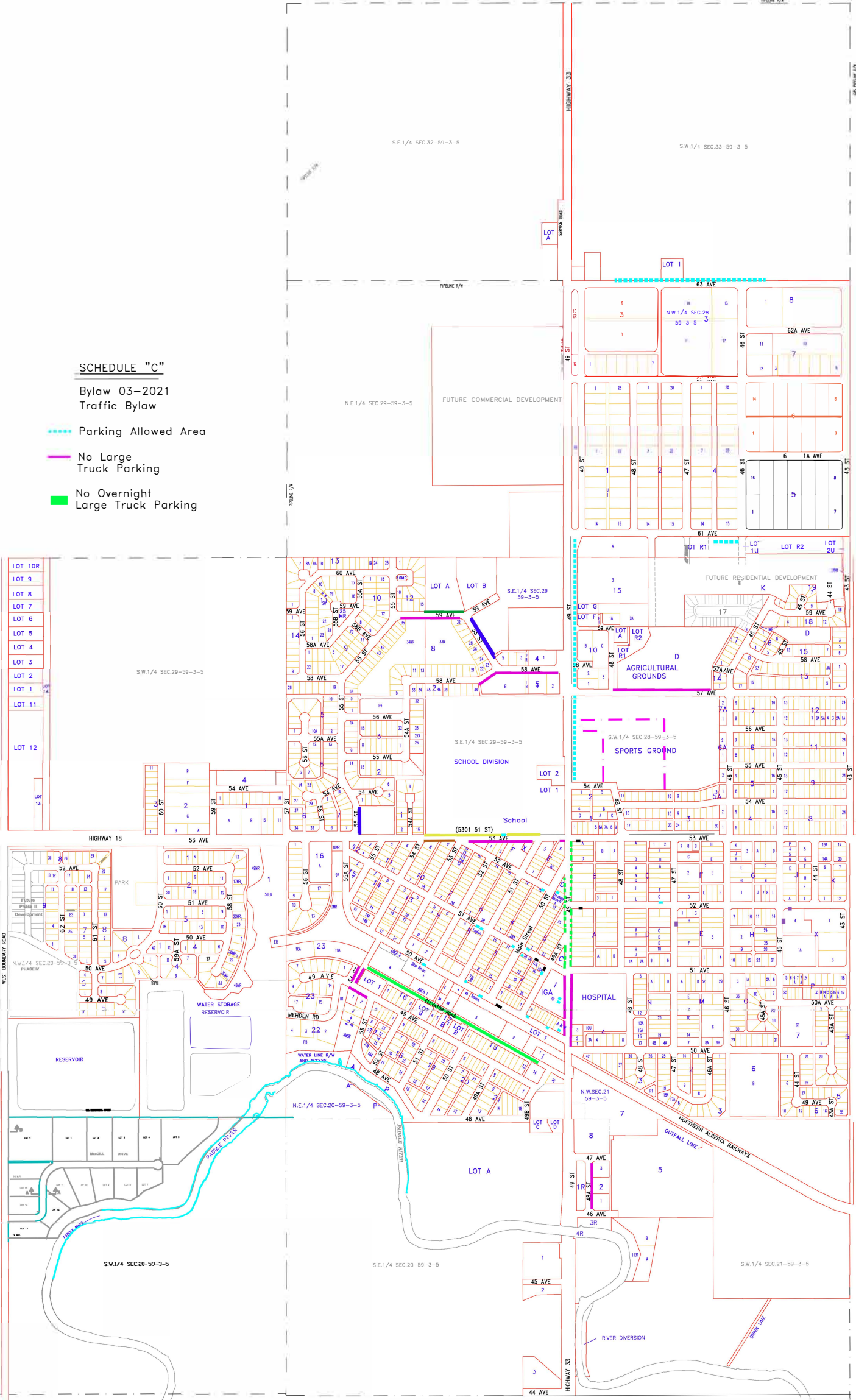
- 2 Hour Parking
- Handicapped Parking
- No Parking
- Loading/ Unloading Zone
- 30 min Passenger Loading Zone
- No Parking November 1 to April 30
- No Parking 7 days a week 7:00 a.m. - 6:00 p.m.
- No Parking Mon-Fri 8:30am - 9:00am 3:35pm-3:45pm
- 5 Minute Parking 8:30am - 9:00am 3:35pm-3:45pm




SCHEDULE "C"

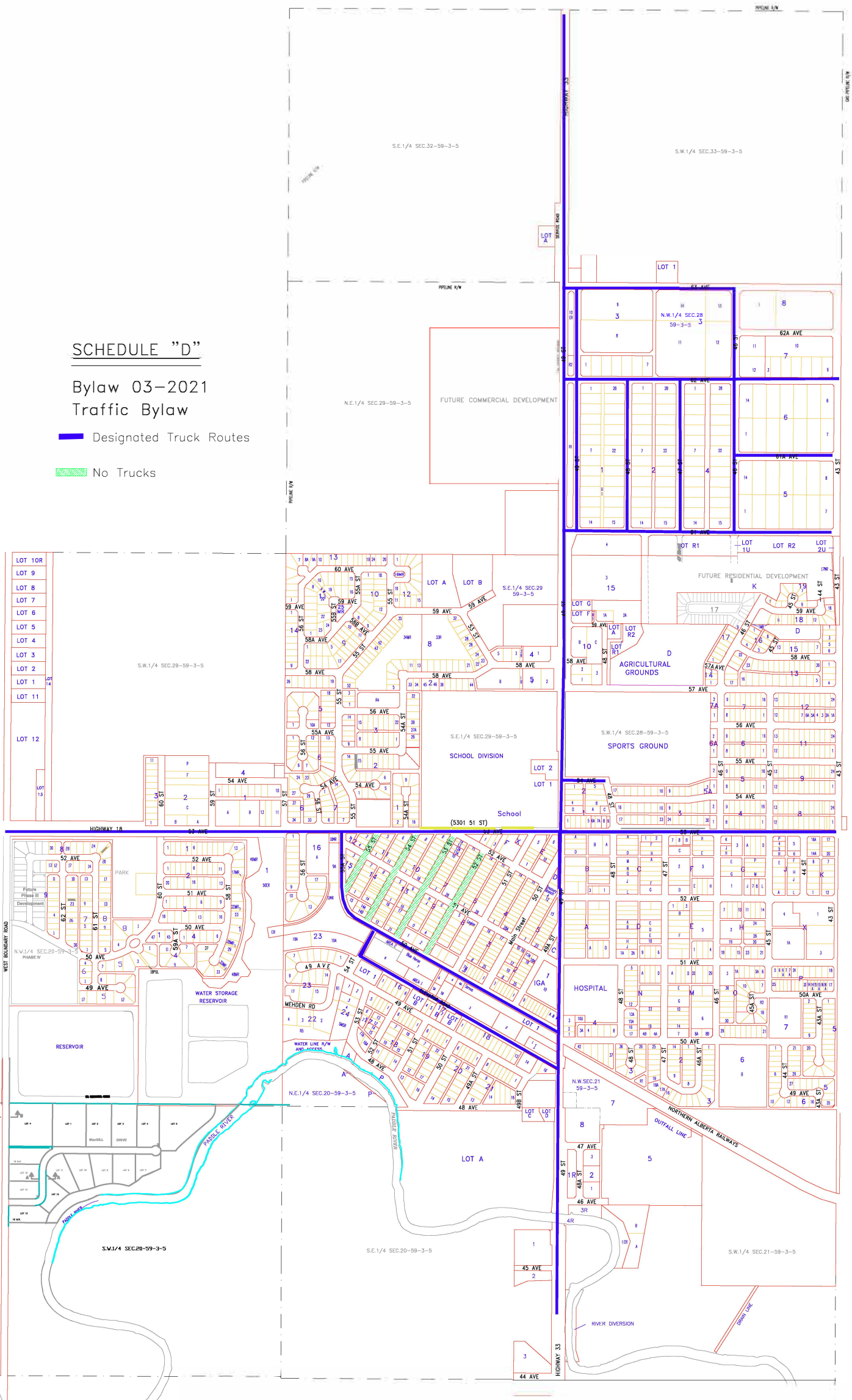
Bylaw 03-2021
Traffic Bylaw

-  Parking Allowed Area
-  No Large Truck Parking
-  No Overnight Large Truck Parking

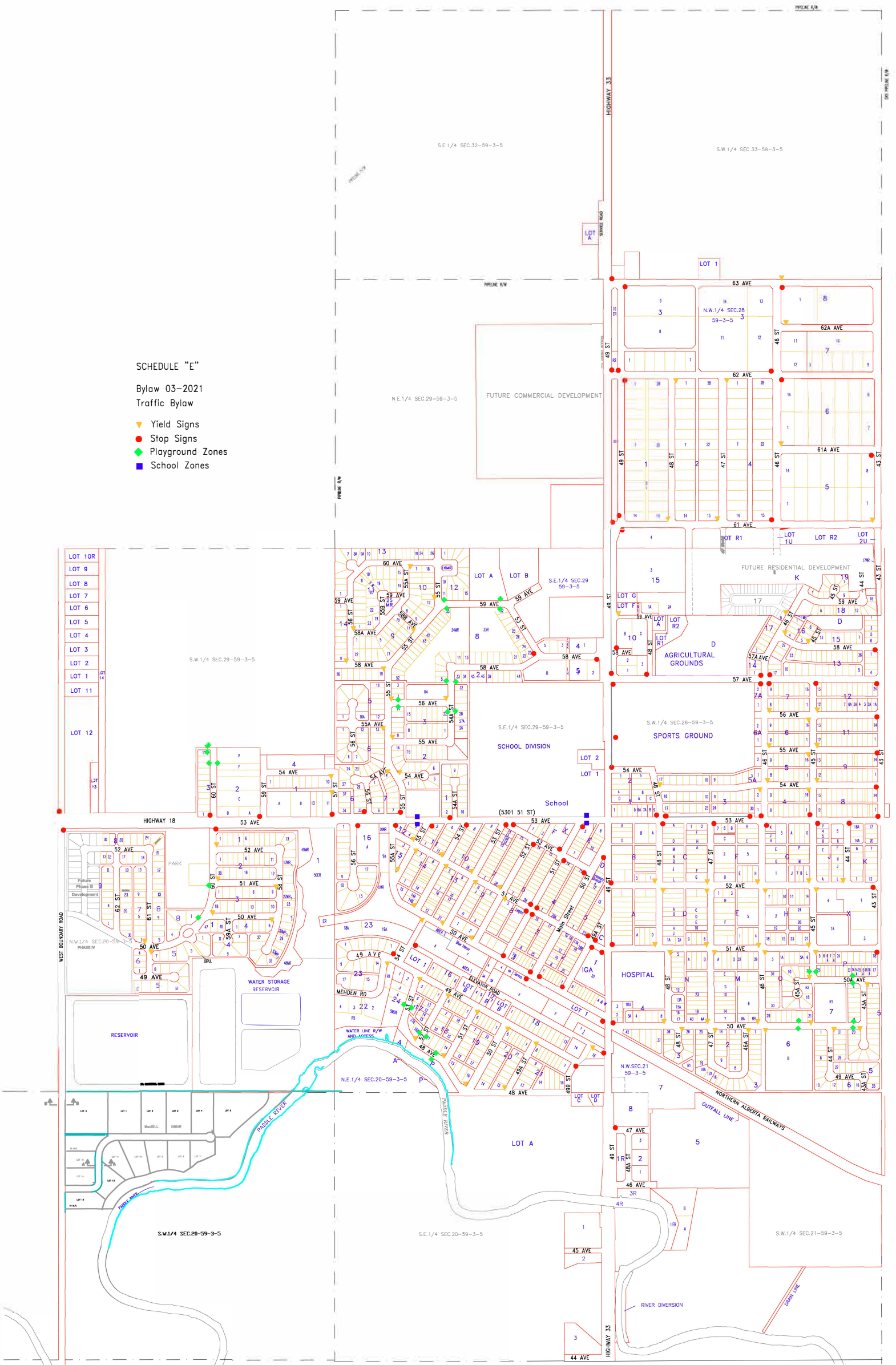


Bylaw 03-2021
Traffic Bylaw

 No Trucks

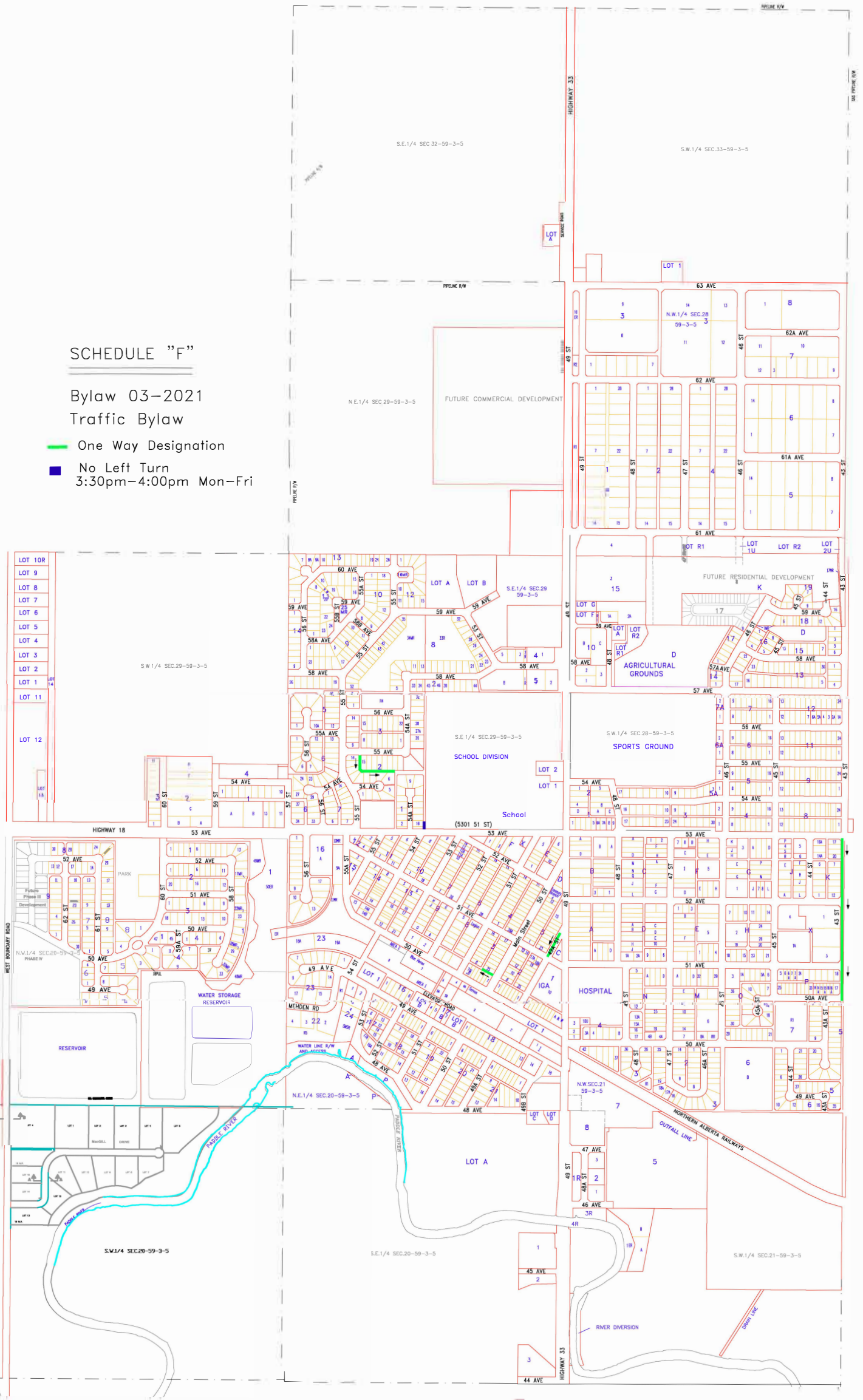


- ▼ Yield Signs
- Stop Signs
- ◆ Playground Zones
- School Zones



Bylaw 03-2021
Traffic Bylaw

One Way Designation
No Left Turn
3:30pm-4:00pm Mon-Fri





REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 23, 2021

Re: Correspondence Item

Item # 1 Letter from the Volunteer Appreciation Evening Planning Committee, dated January 26, 2021, advising that the Committee has chosen to fund recognition items for Volunteer of the Year 2021.

Recommendation:

That Council accept the letter from the Volunteer Appreciation Evening Planning Committee, dated January 26, 2021, advising that the Committee has chosen to fund recognition items for Volunteer of the Year 2021, as information.

Item # 2 A copy of a letter from the Yellowhead Region Chamber of Commerce, dated February 11, 2021, originally sent to the Honourable Jason Kenney, requesting that the Government of Alberta re-evaluate the parameters regarding businesses ability to re-open.

Recommendation:

That Council accept the letter from the Yellowhead Region Chamber of Commerce, dated February 11, 2021, originally sent to the Honourable Jason Kenney, requesting that the Government of Alberta re-evaluate the parameters regarding businesses ability to re-open, as information.

Item # 3 2020 Fact Sheet from Family and Community Support Services Society.

Recommendation:

That Council accept the 2020 Fact Sheet from Family and Community Support Services Society, as information.

- Item # 4** Letter from the Alberta Police Interim Advisory Board, dated February 15, 2021, ensuring that municipalities continue to have an understanding of the work the Board is doing.

Recommendation:

That Council accept the letter from the Alberta Police Interim Advisory Board, dated February 15, 2021, ensuring that municipalities continue to have an understanding of the work the Board is doing, as information.

- Item # 5** Letter from the Alberta Police Interim Advisory Board, dated January 29, 2021, providing the Board's report on recommendations for 2021-22 policing priorities.

Recommendation:

That Council accept the letter from the Alberta Police Interim Advisory Board, dated January 29, 2021, providing the Board's report on recommendations for 2021-22 policing priorities, as information.

(Original signed by the CAO)
Edward LeBlanc
CAO

Volunteer Appreciation Evening Planning Committee
c/o Barrhead & District FCSS
Box 4616, Barrhead, AB T7N 1A5

January 26, 2021

RECEIVED
FEB 09 2021

Mayor Dave MacKenzie and Town Council
Town of Barrhead
5014 – 50 Ave
Barrhead, AB T7N 1A2

Dear Mayor MacKenzie and Town Council,

Thank you for your continued commitment and support for the Volunteer Appreciation Event over the years.

Your donations have enabled us to acknowledge the contribution of our outstanding Barrhead Volunteers.

Annual funding for this event is traditionally provided from the Town of Barrhead, Barrhead County, Barrhead AG Society, Barrhead & District FCSS, Volunteer Alberta, and sometimes local service groups. Your support has enabled our community to provide a lovely celebration with meals and entertainment to Barrhead recipients. We are ever grateful of the financial partnership this group has created in support of the event.

Due to COVID-19 the Volunteer Appreciation Committee has chosen to fund recognition items for Volunteer of the Year 2021 from remaining monies in Volunteer Appreciation coffers. After COVID we look forward to working with you again to honor so many worthy Volunteers. Thank you ever so much!

Sincerely,



Rae Whiting, Chair
2021 Volunteer Appreciation Planning Committee
780 674 3341 cdvc.fcss@gmail.com

Cc: Shelly Dewsnap
Executive Director
Barrhead & District FCSS
780-674-3341

YELLOWHEAD REGION CHAMBERS OF COMMERCE



February 11, 2021

The Honourable Jason Kenney, MLA
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 - 97 Avenue
Edmonton, Alberta T5K 2B6
premier@gov.ab.ca

Dear Mr. Kenney,

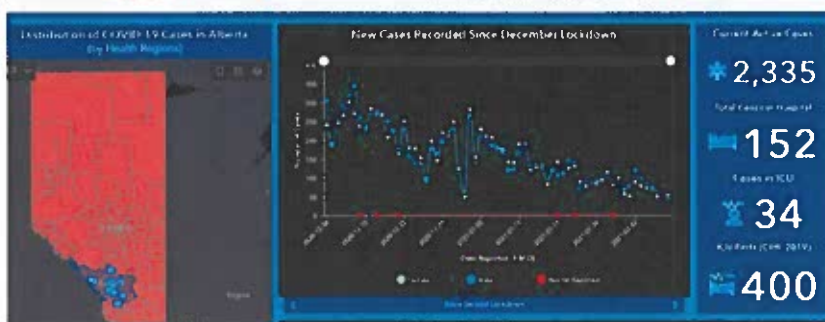
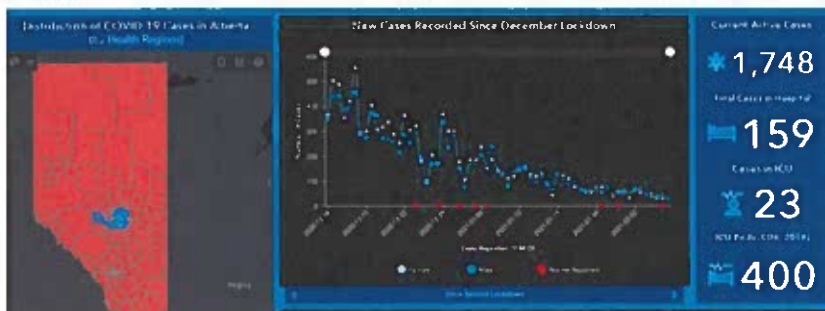
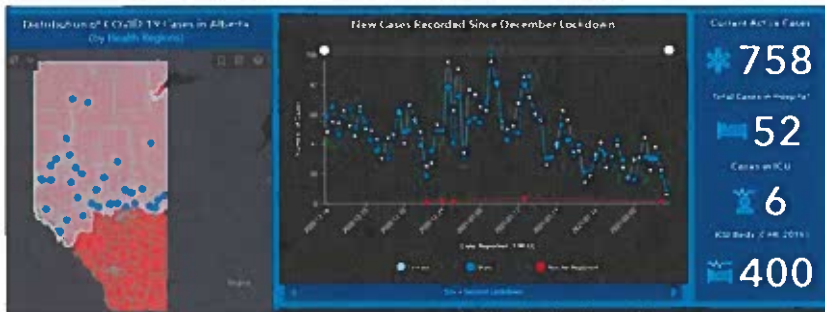
On behalf of the membership of the Whitecourt & District Chamber of Commerce, Swan Hills Chamber of Commerce, Fox Creek Chamber of Commerce, Onoway & District Chamber of Commerce, Barrhead & District Chamber of Commerce and Hinton & District Chamber of Commerce, it is requested that the Government of Alberta, via the Emergency Management Cabinet Committee and Jobs and Economy Cabinet Policy Committee, re-evaluate the parameters regarding businesses ability to re-open. The current parameters are subject to the number of hospitalizations acting as a threshold, which does not allow industry to coordinate their operations in a consistent and continuous manner.

Entrepreneurs and business leaders are driven by autonomy; their ability to act on their own values and interest. These individuals risk their capital and security in order to achieve success, which in turn contributes to the overall economic health of our province. The coordinated measures outlined in the most recent reopening strategy do not provide consistency to business, and instead communicates a "one day open, next day closed" mentality from the Alberta government.

Additionally, regions experiencing minimal active "cases" are under the same restrictions as areas with a higher population density and therefore, higher case count. And within these more densely populated areas, there are larger facilities and centers that can house a significant number of patrons, regardless of a capacity set at 15% of the fire code. For example, every resident of Fox Creek and Swan Hills could occupy West Edmonton Mall and that would satisfy the occupancy limit, but these same individuals cannot participate in formal recreation, dining, or shopping indoors in their own municipalities en masse. It is these residents that are the lifeblood of their smaller communities and local economies. By placing equal, yet unjust, restrictions across the province, there is unbalanced disparity as an end result as you can see in the table below.

	Population	Cumulative Cases	% of Population Infected	Cumulative Deaths	Current Cases	Current % of Population Infected	Suicide (2020 Provincial)	Unemployment	Job Bank Vacancies
North Zone	484,964	10,600	2.186%	120	758	0.156%	146	15%	72,260
Edmonton Zone	1,363,653	52,300	3.835%	892	1748	0.128%	104	13%	178,639
Calgary Zone	1,622,391	48,900	3.014%	536	2335	0.144%	111	13%	212,533

In a recent call with the Alberta Chambers of Commerce, you stated that while case counts are going down in the Edmonton and Calgary zones, they are increasing in rural Alberta, and that if a regional approach was



taken, more restrictions would be justified for areas such as those located in the North Zone. However, based upon provincial data, it is noted that case counts are actually dropping significantly in the North Zone, with some areas at zero cases, yet still treated with the same restrictions at major centres with thousands of cases documented. It should also be observed that the North Zone encompasses over 60% of the land area of the Province of Alberta, naturally reducing population density which should be a significant consideration when comparing to major centres.

We are asking the Government of Alberta to return autonomy to business owners, and give them back their right to achieve prosperity. We are asking for the opportunity to thrive once again and provide valued services to our communities. We are asking for a consistent and predictable

plan that is sustainable and reasonable. Our smaller urban centers and rural communities have been punished enough, and we cannot support this "Path Forward."

Sincerely,

Whitecourt & District Chamber of Commerce
Hinton & District Chamber of Commerce
Swan Hills Chamber of Commerce

Barrhead & District Chamber of Commerce
Onoway & District Chamber of Commerce
Fox Creek Chamber of Commerce

Cc:
 Hon. Ric McIver (Vice Chair, Emergency Management Cabinet Committee)
 Hon. Kaycee Madu
 Hon. Travis Toews
 Hon. Jason Nixon
 Hon. Devin Dreesen
 Hon. Prasad Panda
 Hon. Rajan Sawhney
 Hon. Tyler Shandro
 Hon. Rick Wilson

Hon. Doug Schweitzer (Chair, Jobs and Economy Cabinet Policy Committee)
 Hon. Demetrios Nicolaides (Vice Chair, Jobs and Economy Cabinet Policy Committee)
 Hon. Jason Copping
 Hon. Travis Toews
 Hon. Nate Glubish
 Hon. Grant Hunter
 Mr. Glenn van Dijken, MLA
 Mr. Martin Long, MLA



2020 Facts

*Barrhead & District FCSS Society was governed by
9 Community, 2 Town and 2 County Board Members.*

*The organization employed 25 personnel and received support from over 65 active FCSS volunteers!
123 Volunteer position provided 2,673.5 hours of donated service in 2020!*

FCSS 80/20 Preventative Programs

Advocacy & Support Mentor

*Advocacy & Support helps clients make connections to resources in our Province and local community.
The program served on average 10 separate clients per month.*

Referral Counseling

Referral Family Counseling provides short-term counseling and referral services for individuals and families. 48 Clients were served. This program changed to offer subsidized counselling service in August and served another 13 clients through a referral partnership with local counselling agencies.

Community Development & FCSS Volunteer Coordination

Volunteer Appreciation Event sold 0 tickets; due to COVID-19 the event was cancelled.

Volunteers: 7 Hours: 168

Compass for Caregivers Program trained 2 facilitators; graduated 4 participants.

Volunteers: 2 Hours: 28

Community Snow Angels

Volunteers: 2 Hours: 6

Volunteer In-School Mentors supported 6 children at Barrhead Elementary School.

Volunteers: 6 Hours: 72

Community Welcome Baskets - Provide information on programs and services available in our area. 7 Baskets were provided this year.

Volunteers: 7 Hours: 15

Community Block Party Assistance Program: Not active this year

Our FCSS Community Development & Volunteer Programs were fortunate to have 24 active volunteers, providing 268 hours of donated service.

Seniors Programs

Home Support provides light housekeeping services for seniors in our community. 64 clients accessed the program, averaging 40 clients per month receiving service. Overall, there were 1104 hours service, averaging 92 hours of per month.

Meals on Wheels Volunteer Drivers provided 1860 hospital-made meals to residents living in the Town of Barrhead. The Hospital takes client-registrations; FCSS coordinates the schedules for volunteer drivers. Together, there were 21 individual volunteer drivers and 2 church groups volunteering their time.

Volunteers: 41 Hours: 496

Seniors Information & Referrals served 71 inquiries and provided referrals for 34 individuals.

Seniors Pie & Coffee is hosted weekly on Thursday afternoons at FCSS. 18-20 seniors regularly attend, and 4 Seniors volunteer to help make this program successful! This program was not held after March due to COVID-19.

Volunteers: 4 Hours: 56.5

Monthly Seniors Dinners runs September through November & February through May at the Barrhead & District Seniors Drop-In Centre. 109 participants attended the only monthly dinner, held in February. All other dinners were cancelled due to COVID-19.

Volunteers: 8 Hours: 15

Seniors Group Exercises happens Thursday mornings at FCSS. 4-6 participants regularly attend. The program only ran from January to March this year.

Volunteers: 1 Hours: 5

Volunteer Income Tax Completion for Seniors & Low Earner Incomes

222 individual tax returns were filed this year, however the program ended in June 2020 due to COVID-19 modifications.

Volunteers: 5 Hours: 111

Our Senior programs were fortunate to have 59 volunteers, providing 683.5 hours of donated service.

Family School Liaison

The Family School Liaison Program connects students and families to resources within the school system and the local community. FCSS provided service to Barrhead Composite High School, Barrhead Outreach and Dunstable Schools. Individual student meetings - 1566, parent meetings - 48, referrals to other services - 26 and 2 group-based programs were facilitated. Our FCSS Family School Liaison retired the end of June. Additional programs and services are now offered through the FCSS Youth Program.

Front Desk Information & Referrals

From January - December 2020 - FCSS served 1,471 walk-in clients, 4,343 phone inquiries, and 12 email requests. We closed our front doors and group programs on March 18, 2020, however staff remained at the office to respond to requests at the front desk, crisis services and telephone or email requests. On August 1, 2020 we re-opened safely to continue with one-on-one service and support, payments, donations, and appointments.

Government Contract & Grant Programs

Barrhead Parent Link & Early Childhood development Initiative - This program closed in March due to Government program restructure. Much of our time was spent with final gatherings and goodbyes, contract reporting and facility cleaning. In the first 2 months, Parent Link offered 7 unique programs plus a Goodbye Celebration. There were 9 referrals and 2 supported referrals for families. In attendance were 74 children ages 0-5, 22 children ages 6-17 and 73 adults. Our Early Childhood Development program - Fort Assiniboine Play, served 12 families with 19 children ages 0-5 years of age. The Kids Klost distributed over 50 pieces of children's clothing and the Toy Library served 23 families. 40 Developmental Kits were distributed through FCSS, Barrhead Food Bank, Healthy Families Healthy Futures, McMann, Family support Services for Children and Alberta Health Services.

Volunteers: 8 Hours: 41

Barrhead & District Family Connections Centre

This program provides parent-child interactive programs focused on Caregiver Capacity Building and Child Development & Well-being. The Barrhead & District Family Connection Centre launched in April 2020 under the new Family Resource Networks framework. The FCC hosted 28 online and curbside delivery programs and produced 31 video programs for social media. We served 71 - 0-6-year-olds, 21 - 7-11 year olds, 14 - 12-17 year olds and 90 parent/caregivers. There were 2 new referrals this year and we provided 5 referrals to other community resources.

*Volunteers: 0 Hours: 0 *Due to COVID-19 programs switched to an online format*

Developmental Screening

Parents use the ASQ-3 and the ASQ:SE2 program to screen children, ages 0 - 5 ½ years old. Screenings provide information on child growth and development, along with activities for parents and children that they can do in areas where the children are still developing. We provide families with age-specific tip sheets to help understand their child's needs relative to their age. 23 screenings took place in 2020, all occurred online. 11 children were screened by the ASQ:SE2 questionnaire; 12 were screened with the ASQ-3 questionnaire. 1 developmental screening was flagged and 2 screenings were referred.

COVID Connections Programs - *This program provides wellness check-ins and curbside visits for Seniors during the COVID-19 pandemic. Connections Wellness Kits, consisting of games, puzzles, and activities were provided to all ages reaching out with requests. Together we partner with Seniors Homes, Assisted Living, Schools, Community Groups, Churches, and local agencies. Program Participant: 332*

Meals on Wheels Volunteer Drivers - *A grant from New Horizons for Seniors Programs made it possible for FCSS to provide our drivers with belt packs containing identification badges, masks, hand sanitizer, gloves, a gas card, and a complimentary local meal for our volunteers that continue to drive for this program, serving seniors, during COVID-19.*

Government Grant Contracts were fortunate to have 8 volunteers, providing 41 hours of donated service.

Community-Funded Programs

THRIVE:

Family Violence and Relationship Abuse Prevention

Served 52 families through the THRIVE Program; with 30 minor children living in the home at the time of service. Our Thrive Mentor also works with schools and youth programs, teaching Healthy Relationship Skills. In 2020, 13 Youth sessions were held serving ages 13 - 19 with 254 students in total.

*Volunteers: 0 Hours: 0 * Awareness events/fundraisers were cancelled due to COVID-19*

FASD Mentor

Individual Support, Collaboration, Referrals and Community Awareness

FASD Coordinator supported 4 individuals with FASD. The Mentor attended workshops, and partnered with the BCHS, FASD Coach, FASD Network, Ripple Connections and Pembina Hills School.

*Volunteers: 0 Hours: 0 *The annual Main Street Mocktail Challenge was cancelled this year.*

Barrhead Food Bank #780-284-7390

Open Tues & Thurs 2-4pm

Assisted 2018 individuals with emergency food supplies; served 784 households. The Food Bank adopted a curbside pickup due to COVID health and safety protocols.

Volunteers: 19 Hours: 1373

BES School Lunch - served daily at Barrhead Elementary School

Provided Hot Lunch to an average of 125 students at Barrhead Elementary School each day; 32 children were subsidized throughout the year on the Hot Lunch Program.

Volunteers: 1 Hours: 60

BCHS Soup & Bun

Barrhead FCSS Community Programs purchased 912 Soup & Bun servings for teens in high need of a nutritious meal at Barrhead Composite High.

Community Youth - Red Cross Babysitting Course

Hosted 2 courses in 2020. 1 Babysitting course on October 2nd with 12 participants and 1 Stay Safe Course, on September 25 with 10 participants

Community-Funded Programs

FCSS Youth! *Co-sponsors: FCSS 80/20, AGLC and Community Funds.

Serving youth aged 11 - 17 years of age in the Barrhead Community and surrounding areas. 24 in-person events were planned, 6 virtual events were planned, 11 video programs were posted on Social Media, serving 84 youth.

Volunteers: 3 Hours: 17

CARE (Community Angels for Recreational Enrichment)

The CARE Program provided 12 children the opportunity to participate in 10 different recreational/leisure/cultural activities. A total of \$2,117.30 was provided under the CARE Program, with an average of \$176.44 spent per child.

Santa's Toy Box & Christmas Hampers

FCSS received 124 applications for Christmas Programs in 2020.

60 families (128 children) received Santa's Toy Box gifts and food hampers this year

13 families were adopted by community families and organizations

56 Christmas Hampers were provided to adult applicants.

Volunteers: 7 Hours: 204

Coats for Kids & Families *Sponsored in partnership with Barrhead Cleaners and Servus Credit Union. *We distributed 30 kids coats, 13 pairs of kids ski pants, 19 adult coats and 22 mitts/toques. Volunteers: 2 Hours: 27*

Tools for School *91 Kits with school supplies were provided.*

Barrhead: *8 kits for students in grades 1-3, 10 kits for students in grades 4-6, 13 kits for students in junior/senior high. Extra supplies (not full kits) were provided to 22 additional students in grades 7-12. Overall, 53 students received supplies in Barrhead.*

Dunstable: *10 kits for students in grades 1-3, 5 kits for students in grades 4-6. Overall; 15 students in Dunstable received supplies.*

Fort Assiniboine: *6 kits were provided for students in grades 4-6. Additional supplies (not full kits) were provided for 18 students in grades 1-3. Overall; 23 students in Fort Assiniboine received supplies.*

Community Funded Programs *were fortunate to have 32 Volunteers, providing 1681 hours of donated service.*



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20th.

Interim Board's Mandate

The APIAB was established by the Minister of Justice and Solicitor General (JSG). Our work is two-fold: to share the municipal perspective on policing priorities with the RCMP and Government of Alberta, while developing the governance structure for the permanent Board. As determined by JSG, the Interim Board is comprised of representatives from the RMA Board, the AUMA Board and the Alberta Association of Police Governance Executive, with specific representation identified by each association. The Interim Board's mandate concludes at the end of November 2021. Based upon the Minister of JSG accepting the recommendations for the governance structure of the permanent Board, the recruitment and selection process for the permanent Board will commence in the Fall 2021.

Interim Board's Focus

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

Interim Board's Engagement with Municipalities

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size

- Representation
 - Public versus elected officials
 - Members at large
 - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

RCMP Update on Resourcing

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

In conclusion, I and my fellow Interim Board members are pleased with the engagement of the RCMP and JSG in our discussion and our progress to date. We continue to see the potential of this Board to increase the municipal voice in policing across the province. Please contact me or my Board colleagues with any questions or concerns, and I look forward to providing you with the next quarterly update in a few months.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn
Board Chair, Alberta Police Interim Police Advisory Board
403-860-7342
Board@ABPoliceAdvisoryBoard.com



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

January 29, 2021

Honourable Kaycee Madu
Minister of Justice and Solicitor General
424 Legislature Building
10800 - 97 Avenue NW
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSJ/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at tthorn@okotoks.ca.

We look forward to engaging with you soon!

Sincerely,

A handwritten signature in black ink, appearing to be 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn
Chair
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta
Barry Morishita, President, Alberta Urban Municipalities Association
Terry Coleman, Chair, Alberta Association of Police Governance
Deputy Commissioner Curtis Zablocki, "K" Division RCMP
Marlin Degrand, Justice & Solicitor General

Encl: (2)



ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

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Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board's mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none">• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.• Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none">• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.• Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none">• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.• Improve reporting to municipalities and the public on what constitutes a "repeat offender" and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.
Work with municipal and community leaders to identify	<ul style="list-style-type: none">• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to

local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> • Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.
Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities. • Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities. • Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.
Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.	<ul style="list-style-type: none"> • That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP. • Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.
Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> ○ How to form relationships with municipal leaders ○ How to effectively report to and update municipalities about policing in the community ○ How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities ○ How to maintain collaboration following changes in detachment and/or municipal leadership
Work with community and municipal leaders to address racism and other forms of discrimination in policing.	<ul style="list-style-type: none"> • Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities. • Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

	<ul style="list-style-type: none">• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.
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As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)¹ a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing² and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

1. Develop the scope and terms of reference for the operational Board.
2. Develop a recruitment and selection process for operational Board members.
3. Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document.
4. Provide input, advice, and recommendations to the provincial government and RCMP "K" Division on the buildup of the provincial police service.
5. Provide input into discussions on provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

¹ Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

² Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.

Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

Systemic Resource Constraints

Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.

Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

RECOMMENDATIONS:

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

Crime Reduction and Prevention

Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting

repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the **direct** impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.

While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.

RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

Outcome Accountability

Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

RECOMMENDATIONS:

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be

used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

RECOMMENDATIONS:

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
 - How to form relationships with municipal leaders
 - How to effectively report to and update municipalities about policing in the community
 - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
 - How to maintain collaboration following changes in detachment and/or municipal leadership

Social Justice

Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

RECOMMENDATIONS:

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

Appendix 1

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

MANDATE / RESPONSIBILITIES

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

SCOPE

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

MEMBERSHIP

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

Interim Board Representation

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

Chair

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

Secretary

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

RESPONSIBILITIES

Conduct

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

Duties

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP "K" Division as necessary and required to discuss matters related to the Interim Board's mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board's work.

Meetings

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

Reporting

Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board's recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

Quorum

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

Voting

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

EXPENSES

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

CONFIDENTIALITY

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County

Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality
2. Our municipality is a:
 - City
 - Town
 - Village
 - Summer Village
 - Specialized Municipality
 - County/Municipal District
 - Other (please specify)
3. We represent a population:
 - Under 2,000
 - 2,000 - 5,000
 - 5,001 - 10,000
 - Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?
 - Yes
 - No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
 - Four times a year or more
 - 2-3 times a year
 - Once a year
 - Less than once a year
 - We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
 - Yes
 - No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes

No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes

No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes

No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes

No

If yes, what is your preferred mechanism for doing so?

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

911 response times
Community visibility
Filling vacancies and providing full coverage service
Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)
Communication with community members and other stakeholders
Other (fill in)

Rollout of New Police Resources

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

Yes

No

If yes, what information did you receive from your detachment on new police resources?

21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

Yes

No

If no, what additional information do you require on the new police costing model?