



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, JUNE 9, 2020 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – May 26, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 6:00 p.m. – Marcie Stephani, President of the 2020 Barrhead High School Graduation Celebration
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Request for a temporary closure of a portion of 51<sup>st</sup> Avenue
8. Reports - The Council Reports
  - (a) CAO's Reports

9. Minutes
  - (a) Barrhead & District Family & Community Support Services Society – April 16, 2020
  - (b) Barrhead & District Family & Community Support Services Society Annual General Meeting – April 18, 2020
10. Bylaw
  - (a) There is no Bylaw
11. Correspondence
  - (a) Letter from Town of Edson – Northwest Alberta Electric Vehicle Charging Network
12. For the Good of Council
13. Tabled Items
14. Closed Session
  - (a) Land – Pursuant to Section 16 of the FOIP Act
  - (b) Land – Pursuant to Section 16 of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, MAY 26, 2020,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

Others: Barry Kerton, Barrhead Leader

**ABSENT** Kathy Vickery, Director of Corporate Services

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

**AGENDA** The agenda was reviewed.

164-20 Moved by Cr. Klumph that the agenda be accepted with the following additions:

- 8(a) Family Community Support Services Report
- 8(a) Library Report
- 8(a) Yellowhead East Community Futures Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES** The Minutes of the Town Council Regular Meeting of May 12, 2020 were reviewed.

165-20 Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of May 12, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**MUNICIPAL EMERGENCY MANAGEMENT PLAN** The Town of Barrhead’s amendment to the Municipal Emergency Management Plan, was reviewed.

CAO, Edward LeBlanc discussed with Council the amendments to the Pandemic Plan.

- Step 1 – Change “may” back to “will”
- Step 2 – Change “may” back to “will”
- Step 3 – Change “may” back to “will”
- Step 4 – Change “may” back to “will close facilities”

166-20 Moved by Cr. Klumph that Council approves the revised Pandemic Plan of the Town of Barrhead’s Municipal Emergency Management Plan, as amended.

CARRIED UNANIMOUSLY

167-20 Moved by Cr. Assaf that Council approves the amendments to Section 2.3 of the Town of Barrhead’s Municipal Emergency Management Plan, as presented.

CARRIED UNANIMOUSLY

**PROPOSED NEW LEASE AGREEMENT WITH THE BARRHEAD CURLING CLUB** The proposed new lease agreement between the Town of Barrhead and the Barrhead Curling Club, was reviewed.

CAO, Edward LeBlanc presented and reviewed with Council.

168-20 Moved by Cr. Klumph that Council approves the proposed new ten-year lease agreement between the Town of Barrhead and the Barrhead Curling Club, as presented.

CARRIED UNANIMOUSLY

**REPORTS TO  
COUNCIL**

The following Reports to Council as of March 26, 2020, was reviewed:

- Family Community Support Services
- Library
- Yellowhead East Community Futures

169-20

Moved by Cr. Kluin that the following Reports to Council as of March 26, 2020 be accepted as information:

- Family Community Support Services
- Library
- Yellowhead East Community Futures

CARRIED UNANIMOUSLY

**CORRESPONDENCE  
ITEM**

The following correspondence item was reviewed:

Letter from Alberta Municipal Affairs, dated May 19, 2020, regarding the Town of Barrhead's 2020 MSI capital allocation and 2020 MSI operating allocation.

170-20

Moved by Cr. Smith that Council accept the letter from Alberta Municipal Affairs, dated May 19, 2020, regarding the Town of Barrhead's 2020 MSI capital allocation and 2020 MSI operating allocation, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie commended the Parks and Recreation staff on the Aaron the Blue Heron video and all the other videos they are producing.

Cr. Klumph thanked the Public Works Department for the road maintenance and the Parks and Recreation staff for the playground maintenance.

Cr. Penny commented that it was good to see young people in the playgrounds again.

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

171-20

Moved by Cr. Assaf that Council go in closed session at 5:55 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

172-20

Moved by Cr. Smith that Council come out of closed session at 6:45 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

173-20

Moved by Cr. Kluin that the Council Meeting be adjourned at 6:45 p.m.

CARRIED UNANIMOUSLY

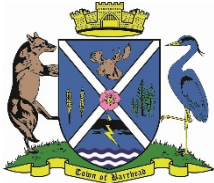
**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** June 9, 2020

**Re:** 6:00 p.m. Delegation

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**1.0 PURPOSE:**

Delegation – Marcie Stephani, President of the 2020 Barrhead High School Graduation Celebration at 6:00 p.m.

**2.0 BACKGROUND AND DISCUSSION:**

Marcie Stephani will be meeting with Council to discuss the 2020 Barrhead High School Graduation Celebration at 6:00 p.m.

**3.0 ALTERNATIVES:**

3.1 That Council accepts the presentation from Marcie Stephani, President of the 2020 Barrhead High School Graduation Celebration, as information.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

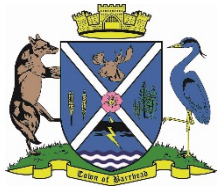
**9.0 RECOMMENDATION:**

That Council accepts the presentation from Marcie Stephani, President of the 2020 Barrhead High School Graduation Celebration, as information.

(Original signed by the CAO)

Edward LeBlanc

CAO



Item No. 7(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** June 9, 2020

**Re:** Request for a temporary closure of a portion of 51<sup>st</sup> Avenue

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## **1.0 Purpose:**

To approve the temporary closure of 51<sup>st</sup> Avenue as requested by the Blue Heron Support Services Association.

## **2.0 Background and Discussion:**

The Blue Heron Support Services Association in conjunction with the Mainstreet Merchants Association would like to co-ordinate their efforts to host a weekly outdoor Summer Market.

The pending market would be held from approximately 8:00 a.m. to 3:00 p.m. every Saturday starting on June 27<sup>th</sup> with the season completed on August 29<sup>th</sup>.

The Town's involvement would be for Council to formally endorse the noted road closure along with providing vehicle barricades on a weekly basis.

In speaking with Alberta Health Services (A.H.S.) as the noted activity would be considered outside the parameters of a Farmers' Market it is uncertain at this time what exactly the approval process would be from the Province.

## **3.0 Alternatives:**

- 3.1 Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26 and ending on August 29<sup>th</sup> for their outdoor

Summer Market Program, subject to the Association obtaining all applicable Provincial approvals.

- 3.2 Council deny the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26 and ending on August 29<sup>th</sup> for their outdoor Summer Market Program.
- 3.3 Council instructs Administration to provide further information to the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26 and ending on August 29<sup>th</sup> for their outdoor Summer Market Program and to bring back the information at the next Council Meeting.

#### **4.0 Financial Implications:**

Limited to the expense of having the Town staff erecting and dismantling the required barricades. However, co-ordination with the Association would be made to reduce the Town's expense.

#### **5.0 Interdepartmental Implications:**

This request for barricades would coordinated by the Town's Public Works Department.

#### **6.0 Senior Government Implications:**

As previously noted, the Association would be required to contact A.H.S. to determine the approval process for this particular event.

#### **7.0 Political/Public Implications:**

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

#### **8.0 Attachments:**

- 8.1 E-mail from Blue Heron Support Services Association dated June 3, 2020 requesting the noted road closure.
- 8.2 A map of the Town of Barrhead outlining the portion of 51<sup>st</sup> Avenue that is requested to be closed.
- 8.3 Road Closure Policy # 32-010



## **9.0     Recommendations**

Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26 and ending on August 29<sup>th</sup> for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals.

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

Edward LeBlanc  
CAO

## Edward LeBlanc

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**From:** Diane Magill  
**Sent:** June 3, 2020 4:42 PM  
**To:** Edward LeBlanc  
**Subject:** Questions

Good Afternoon Ed:

Hope you are well. A couple of months ago the Main Street Merchants Association (MSMA) were talking about organizing a summer market, and I know Chris had indicated she had talked to you about the town helping out with this. It is my understanding that at that time the town was willing to allow for a block of 51st avenue to be closed on either side of 50th street on Saturdays from approximately 8:00 am to 2:00 or 3:00 pm. The MSMA also approached Blue Heron with a request to organize this event as a fundraiser for Blue Heron.

Since that time, although COVID-19 has put a damper on many of the summer plans, Blue Heron would like to pursue continuing with organizing this activity for the summer. Unfortunately the association has lost almost all of our regular fundraising activities due to COVID-19.

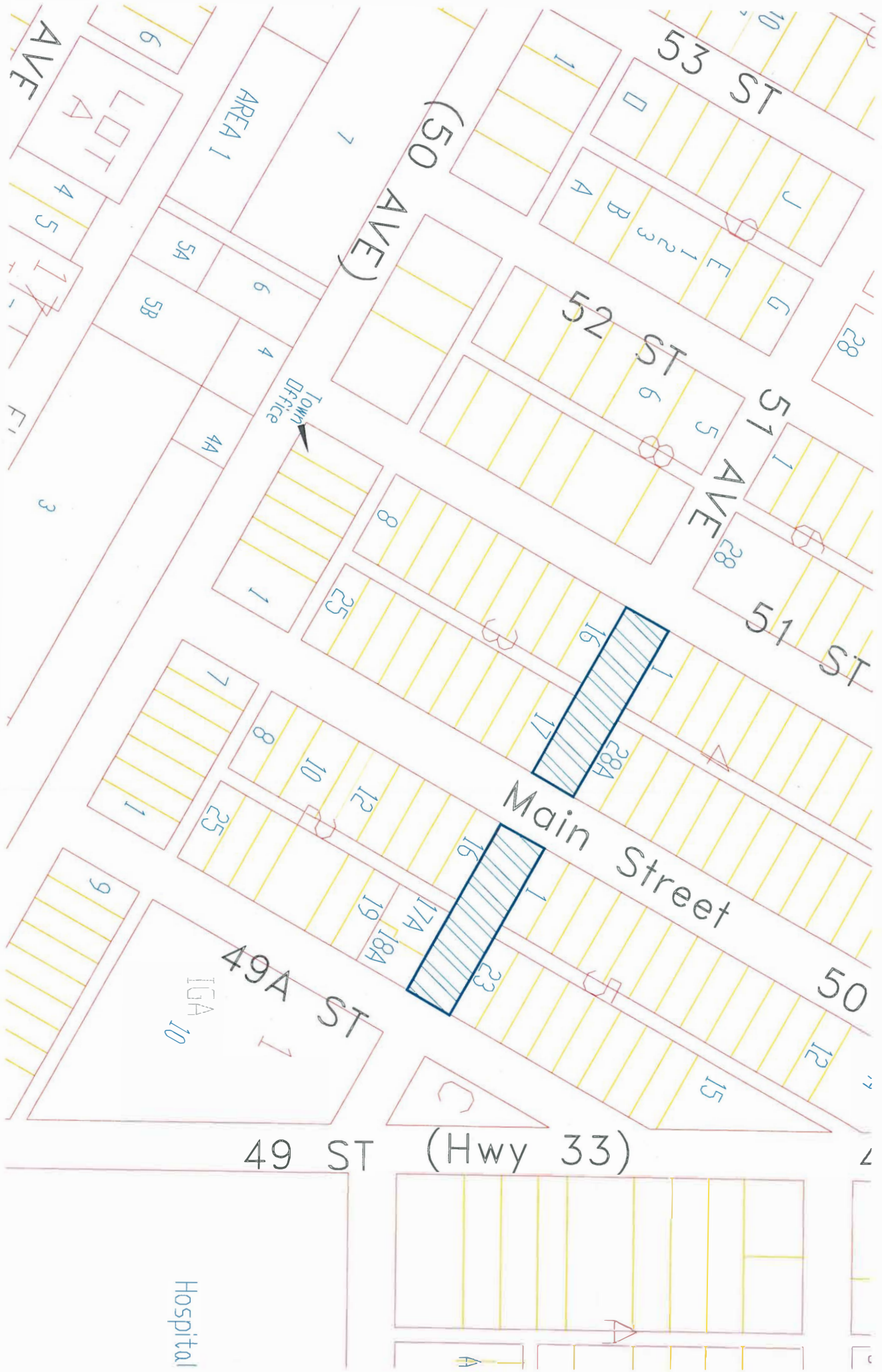
We are asking for the Towns support to move forward with this opportunity for not only Blue Heron to raise some much needed funds for our programs but also to provide an activity for the community that we hope will draw people to the community and the downtown core. As part of that support we would need the towns to agree that these blocks can be closed off for the few hours on Saturdays and that the town could provide barricades that we can set up on the Saturday morning.

Blue Heron will manage the placement and take down of the barricades and the registration and organization of the vendors. We will also provide vendors with guidelines they will need to follow to meet appropriate health and safety considerations as related to COVID-19. We would also welcome any feedback or requirements the town may want considered in this regard.

As it is already well into spring and summer is fast approaching we would like to get started on this right away.

I appreciate your consideration of this request and am look forward to hearing back from you. Thank you and have a great day.

***Diane Magill***  
***Executive Director***  
***Blue Heron Support Services Association***  
***780-674-4944 Ext. 316***  
***[www.bhssa.ca](http://www.bhssa.ca)***



53 ST

52 ST

51 AVE

51 ST

50 ST

Main Street

49A ST

49 ST (Hwy 33)

Hospital

AREA 1

IGA 10

Town Office

LOT A

## TOWN OF BARRHEAD

### PROCEDURE STATEMENT

(Policy 32-010)

Road Closures

Effective Date: 08/09/08

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#### PROCEDURES:

The Municipal Manager will approve certain roads to be automatically closed for functions that occur on an annual basis in the Town of Barrhead.

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- .1 The following roads will be closed to accommodate for the Town of Barrhead's annual functions:
  - a) Last Saturday in May of each year - Antique Car Rally – 57 Avenue, from the east corner of the museum to the lane, which runs north towards the seed cleaning plant, and the service road in front of the museum  
Or  
All or part of 50 Street (Main Street) from 50 Avenue to 49 Street and side street 51<sup>st</sup> Avenue to 51<sup>st</sup> Street West between the Scotiabank and Barrhead Bakery to Clarahan Accounting.  
All or part of 50th Street (Main Street) from 49th Street to 50th Avenue
  - b) 1<sup>st</sup> or 2<sup>nd</sup> Saturday in June - Blue Heron Street Festival – 50 Street from 49 Street to 50 Avenue
  - c) 1<sup>st</sup> or 2<sup>nd</sup> Friday in June - Soap Box Derby – 47 Avenue, just south of the Co-op
  - d) Last Friday or Saturday in June – Graduation – 57 Avenue from 48 Street to 46 Street
  - e) July of each year – Santa's Toy Box Christmas in July – Service Road in front of Splash Park
  - f) 2<sup>nd</sup> Weekend in August - Blue Heron Fair – 57 Avenue from 48 Street to 46 Street; 50 Street from 49 Street to 50 Avenue

- g) 2<sup>nd</sup> or 3<sup>rd</sup> Friday in November - Christmas Light Up & Christmas Parade – 50 Street from 50 Avenue to 52 Avenue

Emergency Services and the Public Services Department will be notified in advance of the above road closures. Barricades will be put up and taken down, upon request, by Town Public Services Staff.

Any new requests for road closures will be presented to Council for approval and if successful, will thereafter be added to the policy as an annual Town of Barrhead road closure item.



## C.A.O Report

**To:** Town Council

**Date:** June 9, 2020

**Re:** June 9, 2020 Council Meeting

### **Administrative Services:**

Similar to last month's reporting, the Covid-19 health emergency continues to be a focal point for Administration. As the Town's Director of Emergency Management and with the co-ordination of Director Callihoo, serving as the Town's Deputy Director of Emergency Management, we continue to undertaking the following activities:

- Participate in the Province's Emergency Operational Centre briefings now scheduled for every Tuesday afternoon.
- Review and digest daily reports, as issued by the Province's Emergency Operational Center
- On-going discussion with the local Alberta Health Services Inspector and other Alberta Health Services representatives.

As indicated in my previous report, any public complaints are directed to:

<https://ephisahs.microsoftcrmportals.com/create-case/>

Based on the details of the complaint the Alberta Health Services Inspector will undertake an initial investigation and if required will contact our Community Peace Officer and/or the local RCMP for assistance.

- The Province has released their relaunching strategy. It will be a three-stage process and currently Administration is waiting for specific details from the Province.

- The Province is exploring the launch of Stage 2 earlier than its original schedule of June 19<sup>th</sup>. More information is expected by early next week.

On May 21<sup>st</sup> I meet with CAO for the County of Barrhead to review a number of potential joint initiatives. More information will be forthcoming.

On June 2<sup>nd</sup> Mayor and I attending another meeting of Alberta Healthy Communities Initiative, hosted by Alberta Health Services.

Exploring the aspect of Fibre Optics internet service for the Town.

### **General Administration Services:**

Staff worked with our Communitation Co-ordinator with preparing inserts for our Tax Notices.

Tax Notices were mailed out on Friday June 5<sup>th</sup>

### **Communication Services:**

#### ➤ Accomplished

- Continue reviewing Parks & Rec videos for content
  - First welcome video has over 600 views
  - YouTube channel has 36 subscribers (+17 in last 28 days)
  - Last 28 days our YouTube channel has seen:
    - +17 subscribers for a total of 36 subscribers
    - 1.1K views, up 156%
    - 52.2 watch time (hours), up 209%
- Top videos in last 28 days:
  - “While you’re away...” with 230 views
  - “Picnic in the Park” with 156 views
  - “De Herdt Community Feature Friday” with 154 views
- The recent “Barrhead Burger Burglar” feature with the Barrhead RCMP is climbing the list with 121 views in the last 28 days, but was posted May 29, 2020.
  - Positive exposure for the police in our region
- Parks and Recreation Department moving forward with focusing on community profile videos
- Collaborated with the Finance Department on inserts for tax notices highlighting:
  - Tax deadline extension
  - Tax payment options & TIPSS
  - Provincial government notice for non-residential education property tax deferral
  - Focus on buying local
  - Accessing tax payment agreement info on the website

- BARCC
- Posting of finance information, forms and agreements on our website
- Created 4H video message with Mayor McKenzie
- Creating of signage (pull up banner, floor stickers) for office space when we re-open

➤ Works in Progress

- Continue to update website with relevant COVID information
- Ongoing update and refresh of information on the website (finance, bylaws, etc)
- Engage with departments on branding requirements
- Engage ION for changes to stacking of logo & addition of delineated heron to the logo
- Participation in a COVID-19 economic task force with County, Chamber and Community Futures looking at how we can assist the recovery of local business after restrictions are lifted
  - Survey has been released to local businesses asking what information they need help with – decided to let the business community “drive the bus” as opposed to assuming we understand their challenges and needs
- Work with businesses and community groups to move their businesses/communications online (POST-COVID)
  - Help understanding of narrowing message on marketing materials
  - Work with Community Futures and Business Support Network to assist businesses to understand how to build online platforms
  - Help facilitate understanding of digital marketing
  - Connect with community groups (post-COVID) to promote events on our community calendar
- Work with Mayor McKenzie on PSA type videos and community group greeting messages (ie: Ox-eye daisies garbage bin distancing, snow removal/sidewalks, tourism, noxious weeds, road repair, etc)
- Obtain ICS 100 – 300 to fulfill obligations of Public Information Officer
- Celebrate our successes
  - Working with Department Managers to review timelines of activities
- Filming different activities to build a catalogue of video and image inventory for future projects



### **Legislative and Development Services:**

- Working with residents on development inquiries
- Working with the Town's Subdivision Approving Authority on Subdivision inquiries
- Fielding business license inquiries
- Processing development permits
- Amendments to the Town Area Structure Plan ongoing
- Attending POC conference calls
- Ongoing mapping requests for Town departments.
- Attended virtual Volunteer Appreciation meeting

### **Fire Protection Services:**

- Incidents from May 1 – May 31
  - Fires – 2
  - Rubbish/Grass Fires - 9
  - Ambulance Assist - 11
  - False alarms – 4
  - Alarms -
  - Vehicle accidents – 1
  - Electrical hazards - 2
- Training:
  - 1001 class continued.
  - Members just perform equipment checks and pre-trip inspections.
- Other
  - New Fire engine sign off to proceed to construction at Fort Garry.
  - New Wildland Truck chassis built and waiting for delivery to Barrhead, delivery date is currently unknown.
  - installed new bunker gear washer/extractor
  - Assisted local Co-op with supply of hose for water main interruption for repair.
  - Membership is 35 - 30 responding, 1 leave of absents, 2 working with Forestry for the summer, 1 working out of province, 1 refusing to respond during COVID.

## **Recreation Services:**

### ➤ Operational:

- Worked on the old boardwalk site and the Creek trail system, cleaning, brushing, removing dead fall.
- Had Clark Builders in to remove huge amounts of tile from all the cold joints in the hot tub as it was pushing through the grout.
- Staff dressed up Rotary Campground for the summer camping season.
- Staff planted shrubs at the Friendship park, and placed ground cover around them.

### ➤ Upcoming Special Events:

- Staff continue to work on PSA's feature videos and craft videos with Aaron the Heron.
- Upcoming videos featuring Arron the Heron promoting our community.

### ➤ Capital Projects:

- Jen-Col started working in the curling rink on both the mechanical system and the new roof.
- Arena sound system installation should begin on June 8, 2020. Anticipate it will take 3-4 days to complete.
- Aquatics Centre LED retrofit completed, approximately \$5000.00 under budget by having staff do some of the prep, and clean-up work.

### ➤ Works in Progress:

- Clark Builders to start to retile the hot tub on June 8, 2020.
- Staff have started to paint the bleachers at the sports ground ball diamonds.
- Gazebo repairs are costed.
- Location for placement of Aaron the Heron in the gazebo park.

### ➤ Outstanding:

- Having members of the Barrhead Curling Club sign the newly approved lease for curling rink usage.

## **Transportation Services:**

### ➤ Operational:

- Training on new sweeper
- Pot hole repairs
- Backfilling new sidewalk 50<sup>th</sup> avenue
- Start mowing water plant berms and large areas with big mower.
- Crack sealing of roads started
- 50% of the hydrant and water line flushing program completed
- One main lift station pump in for repairs, seal went and contaminated internal parts and scored shaft. Approximately 5-week repair timeline.
- Removing old barbwire fence from around sewage lagoon storage cell.
- Brushing and tree removal along fence lines at lagoon.
- Grader back in service; hydraulic pump and engine repairs
- County finished cover of landfill cell and demolition area.
- Clean out sludge tanks water plant.

### ➤ Capital:

- Two new compressors installed in lagoon blower building part of lagoon upgrade.

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

Edward LeBlanc - C.A.O.

**APPROVED**

May 21, 2020

**Barrhead & District Family & Community  
Support Services Society  
Thursday, April 16, 2020  
Audit Report, Financial Reports & Regular Board Meeting -9:00 a.m.  
VIA Zoom**

**Present:**

Randy Hindy, Chairperson  
Shelly Dewsnap - Executive Director  
Carol Lee, Recording Secretary  
Jane Wakeford - Vice Chair  
John Szweg, Secretary/Treasurer  
Leslie Penny Dausen Kluin  
Ron Kleinfeldt Vicki Kremp Sally Littke  
Marvin Schatz Mark Oberg Sharen Veenstra Marsha Smith Shelly Bye  
Auditor: Blaine Clarahan

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order 9:04 a.m. by Chair, Randy Hindy

**2) Acceptance of Agenda - Additions/Deletions**

12-20 Moved by Mark Oberg to accept the Agenda, motion seconded by Vicki Kremp.  
Carried

**3) Items for Approval****a) Minutes of the regular Board meeting of the Barrhead & District FCSS, February 20, 2020.**

14-20 Moved by Leslie Penny to accept the minutes of the Regular Board meeting of February 20, 2020, seconded by Sally Littke.

Carried

**b) Financial Statements**

15-20 John Szweg moved not to invest in GIC's from both Community and 80/20 General Accounts, seconded by Shelly Bye.

Carried

16-20 Mark Oberg moved to transfer \$6,500.00 from undesignated funds into the School Lunch Program. Seconded by Leslie Penny.

Carried

17-20 Moved by Marvin Schatz to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on March 31, 2020, as presented, seconded by Sally Littke.

Carried

**4) Staff Presentation: None at this time**

**5) New Business****a) Auditor's Report**

13-20 Ron Kleinfeldt moved to accept the Audited Financial Report presented by Blaine Clarahan, motion seconded by Shelly Bye.

Carried

The Board thanked Mr. Clarahan for all the work he did to present his report.

**b) Covid 19 Emergency Response**

18-20 John Szvec moved to postpone the FCSS March meeting and resume at later date through social media, motion seconded by Dausen Kluin.

Carried

19-20 Marsha Smith moved FCSS to support wages for staff affected by Covid-19 to April 3, 2020 with intention to allow Government support/response programs time to roll out. Motion seconded by Sally Littke.

Carried

20-20 Shelly Bye moved to move the AGM to May 21, 2020, seconded by Marsha Smith.

Carried

FYI: March 14 FCSS closed all social programs. All schools in the Barrhead area closed March 16<sup>th</sup>, adjustments were made to people accessing the Food Bank, it is now by appointment only. Changes to MOW - drivers pick up food at back door of hospital - ring doorbell at residence, have meal in plastic grocery bag, hang on door or place on ground. Make sure clients take meal before leaving. Free Income Tax Program re-opened last week, by appointment only on Wednesdays. Clients come through the back door, fill out forms and leave. Deb White is doing the returns so no volunteers coming in. FCSS has no work at this time for Home Support Staff. ROE's issued April 3, 2020. FCSS is looking to hire a Covid-19 Program Coordinator. Looking at delivering meals prepared locally to more people as MOW is limiting clients to 10 people, applying for funding to cover this.

**c) FCSS Emergency Social Services Response Plan**

Board Members were asked if they are interested in volunteering their time to sit on this committee. Training will be provided, please let Shelly Dewsnap know if you are interested.

**d) Infectious Disease Policy**

The Policy & Procedure Committee will meet via Zoom before the next Board meeting, May 21 and review this policy.

**e) Covid 19 Business Continuity Plan**

FCSS is supporting staff working from home, splitting days working at home and on site in the office. We are spreading staff around so not too many on site daily. If any staff are sick, we ask that they stay home for the allotted time and recover.

The Board thanked Shelly Dewsnap for staying on top of everything Covid related and everything else she does for FCSS.

**6) Old Business****a) Employee Policy & Procedure**

Shelly Dewsnap has two policies, one from Lacombe FCSS and one from NE Entral FCSS Network to give to the Policy & Procedure Committee to look at for comparison.

**7) Items for Information****a) Directors Report****b) Staff Reports****8) Board Development****a) Board Training**

Board Members are encouraged to take training online if something interests them. There is a budget for training for Board Members.

**9) Next Meeting:****May 21, 2020 followed by the AGM at 11:00 a.m.****10) Meeting Adjournment**

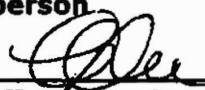
21-20 Ron Kleinfeldt moved to adjourn the meeting at 11:16 a.m. and John Szewc seconded the motion.

Carried

**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of April 16, 2020**



\_\_\_\_\_  
Chairperson



\_\_\_\_\_  
Recording Secretary

**APPROVED***May 21, 2020*

**Barrhead & District Family & Community  
Support Services Society  
Annual General Meeting – April 18<sup>th</sup>, 2019 @ Barrhead Parent Link Centre**

**Attending:** Dausen Kluin  
Ron Kleinfeldt  
Marvin Schatz  
Randy Hindy  
Shelly Dewsnap, Executive Director  
Carol Lee, Recording Secretary  
John Szwec  
Jane Wakeford  
Leslie Penny  
Sally Littke  
Sharen Veenstra  
Marsha Smith  
Vicki Kremp

**Missing:** Mark Oberg

**Guests:** Blaine Clarahan, Debbie Gilroy

**Staff:** Rae Whiting, Ros Rudd, Debbie White, Rod Klumph

**Call to Order:**

- 1) The meeting was called to order by Chairperson Randy Hindy at 10:59 a.m..

2) **Establishment of Membership & Quorum**

Chairperson Randy Hindy declared that a quorum was established. There were 13 paid members to this point.

3) **Additions/Deletions and Acceptance of Agenda**

1-19 AGM  
Agenda  
Moved by Dausen Kluin that the Agenda for the Annual General Meeting be accepted with the addition of 6f) Bylaws. Motion seconded by Vicki Kremp.

Acceptance

Carried

4) **Acceptance of Minutes of the Annual General Meeting of April 19, 2018**

2-19 AGM  
Minutes of  
2018  
Moved by Sally Littke that the Minutes of the Annual General Meeting of April 19, 2018 be accepted, motion seconded by John Szwec.

Carried

**5) Election of New Board Members**

Chairperson Randy Hindy, introduced Marsha Smith Chair of the Nomination Committee, and asked that she give the Nomination Committee's report and recommendations.

Marsha Smith advised the members that Board consists of 13 members with 2 representatives each from the County and Town Council and 9 at large members from the community. Currently we have 1 vacancy to fill. Marsha Smith nominated Mark Oberg to the FCSS Board.

- 03 -19 Vicki Kremp moved to accept Marsha Smith's report and the nomination, John Szvec seconded the motion.  
Vote called, unanimously voted Mark Oberg as new FCSS Board Member.

**ANNUAL REPORTS**

Copies of the written Annual Reports were circulated prior to the meeting. The reports were reviewed and expanded on during the meeting.

**6) Board Reports:****a) Chairperson's Report: Randy Hindy**

- 04 -19 AGM Moved by Ron Kleinfeldt to accept the Chairperson's Report as presented, motion seconded by Marsha Smith.

Accepted

Carried

**b) Financial Chairperson's Report: John Szvec**

- 05 -19 AGM Moved by Dausen Kluin to accept the Financial Chairperson's Report as presented, motion seconded by Sally Litke.

Accepted

Carried

**c) Auditor Report & Recommendations: Blaine Clarahan**

Blaine Clarahan, Auditor, was introduced by Randy Hindy and given the floor at 11:07 a.m.

The meeting continued with review of the Individual financial audited statements by Blaine Clarahan for the year 2018.

- 06 -19 AGM Moved by Dausen Kluin to accept the General Financial audit and Community Financial audit for the year 2018 as presented.  
Acceptance Of Audit Seconded by John Szvec.

Carried

**d) Personnel Committee – John Szvec, Chairperson**

- 07 -19 AGM Moved by Sally Litke to accept the Personnel Committee report as presented. Motion seconded by Shelly Bye.

Accepted

Carried



**e) Policy & Procedures Committee – Leslie Penny, Chairperson**

08 -19 AGM Moved by Vicki Kremp to accept the Policy & Procedures Committee report as presented. Motion seconded by Jane Wakeford.

Accepted

Carried

**f) Bylaws**

09-19 John Szwec moved to repeal the existing Bylaws and Ammendments and replace with the new Bylaws. Leslie Penny seconded this motion.

Accepted

Carried

**7) Acceptance of Staff Reports & AGM Document**

10 – 19 AGM Moved by Marvin Schatz to accept the Staff Reports and 2018 AGM Document. Motion seconded by John Szwec.

Accepted

Carried

Randy Hindy thanked the FCSS Staff for an outstanding job!

**8) Appointment of Auditor for next year**

11 - 19 AGM Moved by Ron Kleinfeldt to appoint Blain Clarahan to do the 2019 Annual Audit. Blain Clarahan accepted. Motion was seconded by John Szwec.

Accepted

Carried

**9) Adjournment**

Randy Hindy adjourned the FCSS Annual General Meeting at 11:25 a.m.

**Barrhead & District Family & Community Support Services Society  
Annual General Board Meeting of April 18, 2018**



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Chairperson

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Recording Secretary

GM Minutes 2019/Board File/AGM2019 folder



## REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** June 9, 2020

**Re:** Correspondence Item

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**Item # 1** Letter from Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by contributing to seed funding estimated at a shared total of \$30,000.00.

Background information:

A total of 17 municipalities were approached by the Town of Edson.

The Town of Edson advised that a municipality's share will be depended on how many municipalities participate in the initiative.

Administration contacted the Town of Westlock and the Town of Whitecourt – the matter will be discussed during their Council Meeting both scheduled for June 8<sup>th</sup>.

Based on some research there are three types of charging stations:

Level 1 – “can take hours, if not days to charge”

Level 2 – “8 – 12 hour charge”

Level 3 – requires 3-phase power “generally 40 – 120 minutes to fully charge”

Peavey Mart in Westlock has a charging station service (apparently a Level 1) at no cost to the owner of vehicle.

Recommendation:

Administration waits for further direction from Council.



605 – 50<sup>th</sup> Street  
P.O. Box 6300  
Edson, AB T7E 1T7  
[www.edson.ca](http://www.edson.ca)

## **TOWN OF EDSON**

Office of the Mayor

May 25, 2020

Mayor and Council  
Town of Barrhead  
5014-50 Avenue, Box 4189  
Barrhead, Alberta T7N 1A2

Dear Mayors and Councils,

Re: Northwest Alberta Electric Vehicle (EV) Charging Network

The Mayor and Council for the Town of Edson endorse a regional collaborative initiative for a Northwest Alberta Electric Vehicle Charging Network. We would like to invite your municipality to join us in advocating for senior government, sector-related supports and grants for this initiative as its benefit in promoting regional long-term economic growth and tourism as well as connecting our citizens to the rest of Alberta and British Columbia.

Further, we invite those communities wanting to collaborate to contribute seed funding estimated at a shared total of \$30,000 at the initial phase towards the professional completion of a formal plan and supporting documents for known grant funding. The estimated cost may be revised as we move to the next phases. If your municipality would like to be part of the core committee members to drive this initiative and contribute toward the seed funding, we would share the burden in building this seed funding to drive the project forward. We expect that this project will be almost completely funded by grants, as seen in the recent Peaks to Prairies initiative in Southern Alberta.

We would appreciate your response to indicate your support as a regional collaborator and your interest in being a core committee member by the middle of June due to the federal grant deadline of July 23, 2020. If interested, could you also provide a potential site location within your municipality.

Sincerely,

His Worship Kevin Zahara  
Mayor, Town of Edson

CC: Brazeau County, City of Grande Prairie, Municipal District of Greenview, Municipality of Jasper, Parkland County, Town of Athabasca, Town of Barrhead, Town of Drayton Valley, Town of Fox Creek, Town of High Prairie, Town of Hinton, Town of Rocky Mountain House, Town of Slave Lake, Town of Westlock, Town of Whitecourt, Woodlands County, Yellowhead County