



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, AUGUST 11, 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 – July 14, 2020
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There is no Delegations
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Covid-19 Discussion
 - (b) Financial Statement Report to June 30, 2020
8. Reports - The Council Reports
 - (a) CAO's Report
 - (b) Council Action List – January 1, 2019 to July 14, 2020

9. Minutes
 - (a) There are no Minutes

10. Bylaw
 - (a) Parks and Public Facilities Bylaw
 - (b) Code of Conduct for Committee and Board Members Bylaw

11. Correspondence Item
 - (a) Letter from Richard Martin, dated July 30, 2020, regarding the family's appreciation for the work done at Cecile Martin Park
 - (b) Letter from Woodlands County, dated August 6, 2020, regarding the assessment model review for oil and gas companies

12. For the Good of Council

13. Tabled Items

14. Closed Session
 - (a) Land – Pursuant to Section 16(b) of the FOIP Act
 - (b) Land – Pursuant to Section 16(b)(c)(i) of the FOIP Act
 - (c) Legal – Pursuant to Section 21(3) of the FOIP Act

15. Adjourn

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

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald, L. Penny and D. Smith
Officials: Ed LeBlanc, CAO and Kathy Vickery, Director of Corporate Services
Others: Kevin Berger, Barrhead Leader

ABSENT Cheryl Callihoo, Director of Development & Legislative Services

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

AGENDA The agenda was reviewed.

199-20 Moved by Cr. Smith that the agenda be accepted as presented/with the following additions:

- 7(b) Appointment of a Weed Inspector
- 7(c) Grant Application Letter of Support – Barrhead Public Library
- 14(b) Closed Session – Labour
- 14(c) Closed Session – Legal

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of June 23, 2020 were reviewed.

200-20 Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of June 23, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Ms. Shelley Dewsnap from Barrhead & District Family and Community Support Services at 5:30 p.m.

Ms. Shelley Dewsnap provided Council with a 6-month review report including an operational update for 2020, and the program delivery affected by the COVID pandemic.

Cr. Klumph congratulated Barrhead & District Family and Community Support Services on 50 years of great service to the community.

EXITED Mayor McKenzie and Council thanked Ms. Shelley Dewsnap for her presentation and she exited the Chambers at 6:02 p.m.

201-20 Moved by Cr. Klumph that Council accept the presentation from Ms. Shelley Dewsnap from Barrhead & District Family and Community Support Services, as information.

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT

The Monthly Bank Statement for the month ended June 30, 2020, was received.

202-20 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended June 30, 2020, as presented.

CARRIED UNANIMOUSLY

WEED INSPECTOR

Appointment of the Town of Barrhead's Weed Inspector.

203-20 Moved by Cr. Kluin that Council appoint Mr. Jon Hynes as the Town of Barrhead's Weed Inspector for 2020, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC LIBRARY –
REQUEST FOR SUPPORT**

Barrhead Public Library request for a letter of support for their Alberta Culture Days Grant application, was received.

204-20 Moved by Cr. Penny that Council provide a letter of support for the Barrhead Public Library Alberta Culture Days Grant application with no financial commitment from the Town.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Report to Council as of July 14, 2020, was reviewed:

- CAO's Report

205-20 Moved by Cr. Klumph that the following Report to Council as of July 14, 2020 be accepted as information:

- CAO's Report

CARRIED UNANIMOUSLY

**COUNCIL ACTION
LIST**

The Council Action List for January 1, 2019 to June 23, 2020, was received.

Council appreciated the list and status of Council's resolutions and they thanked CAO, Ed LeBlanc for providing this report.

206-20 Moved by Cr. Klumph that Council approve the January 1, 2019 to June 23, 2020 Council Action List, as information.

CARRIED UNANIMOUSLY

207-20 Moved by Cr. Assaf that Council instruct Administration to prepare a Code of Conduct Bylaw regarding Member at Large Committee posting with the Town.

CARRIED UNANIMOUSLY

208-20 Moved by Cr. Penny that Council instruct Administration to include the topic of single use plastics in the upcoming Strategic Planning Session in the fall.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed:

Letter from Alberta Municipal Affairs, dated July 2, 2020, outlining the Premier's announcement on June 29th relating to a multi-billion dollar economic recovery Plan. The letter also indicated that more information will be forthcoming from the Province.

209-20 Moved by Cr. Penny that Council accept the letter from Alberta Municipal Affairs, dated July 2, 2020 outlining the Premier's announcement on June 29th relating to a multi-billion dollar economic recovery Plan, as information.

CARRIED UNANIMOUSLY

Letter from the Barrhead and District Historical Society, dated June 24, 2020, requesting the Town's annual funding allocation of \$10,000.00.

210-20 Moved by Cr. Penny that Council accept the letter from the Barrhead and District Historical Society, dated June 24, 2020 requesting their annual operational allocation, as information and to release the \$10,000.00 which is incorporated in the 2020 Operating Budget to the Society.

CARRIED UNANIMOUSLY

Letter from Community Futures Yellowhead East dated July 6th, requesting a contribution of \$500.00 towards their Labour Market Partnership Grant application.

211-20

Moved by Cr. Penny that Council authorize the contribution of \$500.00 to Community Futures Yellowhead East for their Labour Market Partnership Grant application, as outlined in their letter dated July 6, 2020.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Oswald thanked Pembina Hills for the Virtual Graduation and stated that the Graduation Committee did an excellent job.

Cr. Klumph acknowledged that the Fire Department's air horn has been heard and suggested that information about it be placed on the Facebook page.

**CLOSED SESSION – LAND UPDATE
FOIP ACT SECTION 16(1), LABOUR
AND LEGAL**

212-20

Moved by Cr. Smith that Council go in closed session at 6:28 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

213-20

Moved by Cr. Penny that Council come out of closed session at 7:22 p.m.

CARRIED UNANIMOUSLY

ADJOURN

214-20

Moved by Cr. Assaf that the Council Meeting be adjourned at 7:22 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



Item No. 7(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 11, 2020

Re: Covid-19 Discussion

1.0 Purpose:

Mayor McKenzie will be presenting a general discussion on Covid-19.

2.0 Background and Discussion:

Not applicable.

3.0 Alternatives:

3.1 For Council to approve the Covid-19 discussion, as presented.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

None

7.0 Political/Public Implications:

Not applicable

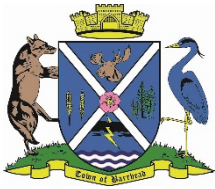
8.0 Attachments:

Not applicable

9.0 Recommendations

That Council approves the Covid-19 discussion, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO



Item No. 7(b)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 11, 2020

Re: Financial Statement Report to June 30, 2020

1.0 Purpose:

For Council to approve the Financial Statement Report to June 30, 2020, as presented.

2.0 Background and Discussion:

It has been the practice of Administration to provide Council with interim financial information to provide some insight on the Town's financial activities for both the operational and capital budgets.

3.0 Alternatives:

3.1 Council approves the Financial Statement Report to June 30, 2020, as presented.

3.1 Council instructs Administration to provide additional information to the Financial Statement Report to June 30, 2020 and report back at the next 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:

Not applicable

9.0 Recommendations

Council approves the Financial Statement Report to June 30, 2020, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO



TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO JUNE 30, 2020

Council approved the 2020 Operating and Capital Budgets on April 28, 2020. During the budget process Council reviewed all budget line items, set priorities and established the property tax rates for 2020. Total Operating budget was set at \$ 14.5 million and Capital budget at \$ \$7.8 million.

One significant factor taken into consideration was the potential impact of COVID-19. Council implemented a number of property tax and utility payment options to assist ratepayers and customers. Though the total 2020 property tax assessments were lower than the assessment totals for 2019, Council maintained the Municipal property tax rates for 2020 at the same level as in 2019.

For a number of months municipal facilities were closed to the public, and all recreational facilities were closed and no programs were running. When the budget was prepared this was taken into consideration, but the final impacts won't be realized until closer to the end of the year.

The June 30, 2020, Financial Statements indicate that all departments are doing very well with the various budget items. At June 30th budgets would typically be at approx. 50% levels, however total property tax revenues are accounted for when levied, and entries for transfers to capital for projects and reserves are done at the end of the fiscal year.

A summary of the Operating and Capital Budgets at June 30, 2020 follows.

A. OPERATING FINANCIAL STATEMENT BY DEPARTMENT (A-1, 2)

The Operating Financial Statement by Department provides summarized details by each particular department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

On average most of the revenues by department are at approx. 45% to 55% and expenses are in a similar range with a number of them being at 35% to 50%.

Taxes revenue of \$ 6.8 million is shown as 100%, as this is recorded when the taxes were levied, which was done on June 15th. The actual amount of taxes that still need to be paid at June 30th, is shown on the Assets (C-1) document. For 2020 Council extended the Taxes payment due date to September 30, 2020.

The revenues for the Arena and Pool are at 26% and 22%, but this is due to these facilities being closed for a few months earlier in the year and that the County of Barrhead contribution towards recreation is received later in the year. For the recreation facilities operations and programs, revenues were estimated based on a potential opening date in the fall of 2020. Though some of these facilities were opened earlier in the year, with the requirements for social distancing and limited occupancy due to COVID-19, the actual revenues may still come in lower than the estimated budgets.

Most of the expenses in all the departments are below the 50% range. The expenses for the Arena and Pool are at 50%, as a number of extra sanitizing, cleaning, maintenance, and painting projects were undertaken when these facilities were closed to the public.

Entries for the various departmental contributions to capital for projects and reserves are completed at the end of the year.

B. OPERATING FINANCIAL STATEMENT BY CATEGORY (B-1)

The Operating Financial Statement by Category provides the same information as in (A-1,2) but is summarized by the various categories (taxes, sales of goods & services, grants, salaries, contracted services, equipment maintenance, insurance, utilities), with total operating revenues followed by total operating expenses.

Upon a review of this operating report at June 30, 2020 many of the revenues are close to 50%, keeping in mind that the Taxes are recorded when levied, the same as for the utility billings under Sales of Good & Services which were billed on June 30th.

For the expense section a large number of expenses are close to the 50% mark. A number of items are paid for early in the year so they will be at a higher %, such as insurance and memberships.

As noted the Contribution to Capital of \$ 1.35 million listed near the bottom of the report is done at the end of the year so it will be close to 0% at this time.

Overall all Departments are doing very, very well with their budgets.

C. ASSETS & LIABILITIES (C-1)

The Assets report lists the Cash & Investments of \$ 6.1 million as at June 30, 2020. A portion of these funds will be utilized during the year for operations and for the capital projects that have been undertaken in 2020.

The Taxes Receivable of \$ 4.6 million lists the actual amount of taxes that were not paid at the end of June. The due date was extended to Sept. 30, 2020 so this amount will be significantly lower at that time.

The Receivables of \$ 1.07 million is the amount owing for the Utility billings that were processed on June 30th, invoicing for Landfill fees, bulk water, licenses and GST to be recovered from the government.

The Liabilities section shows the various operating and capital reserves as well the deferred revenues which is for the government grants that have been received but not expended yet.

The Pool debenture of \$4.5 million is at December 31, 2019, with the 2020 payment amounts to be applied later in in the year.

D. CAPITAL FINANCIAL STATEMENT BY DEPARTMENT (D-1,2)

The Capital Financial Statement by Department shows all the capital revenues and expenses by Department (Fire, Water, Sewer, Arena, Pool). The revenues are listed first, followed by the expenses.

Most Capital Revenues will come from reserves, grants or contributions from the operating budget. The entries for most these will be completed at the 2020 year-end, so it is not unusual for many of these revenues to be at 0% on this report.

The Capital Expenses show the expenses to June 30th. A number of the capital projects are in progress and will be completed in 2020 or a few could be forwarded to 2021 after tenders have been reviewed or capital grant funding for the project has been approved. (i.e. Industrial Park Water Reservoir Project)

E. CAPITAL FINANCIAL STATEMENT BY CATEGORY (E-1)

The Capital Financial Statement by Category lists the same information as in (D-1,2) but by category (Grants, From Capital Reserves, From the Operating Function, Engineering Structures Addition, Equipment Additions). Capital Revenues are listed, followed by Capital Expenses.

As noted previously most Capital Revenues will be recorded later in the year and the Capital Expenses are based on the payments that have been made to date as many projects are still in progress for this year.



TOWN OF BARRHEAD
Operating Financial Statement by **DEPARTMENT**
For the Six Months Ending June 30, 2020

A-1

	Jun 2020	2020 Budget	Variance	Variance %
<u>REVENUES</u>				
1-0101 Taxes	(6,812,411.77)	(6,812,411)	0.77	100.00%
1-0201 Other	(490,770.57)	(765,000)	(274,229.43)	64.15%
1-1102 Council	(276.00)	(1,500)	(1,224.00)	18.40%
1-1201 Administration	(45,096.42)	(83,450)	(38,353.58)	54.04%
1-2101 RCMP	(47,343.09)	(160,114)	(112,770.91)	29.57%
1-2301 Fire	(407,909.91)	(855,200)	(447,290.09)	47.70%
1-2303 ERC	(12,831.00)	(25,662)	(12,831.00)	50.00%
1-2305 Town Fire/Town ERC		(2,000)	(2,000.00)	0.00%
1-2401 Disaster Services		(50)	(50.00)	0.00%
1-2601 Bylaw	(14,522.88)	(30,700)	(16,177.12)	47.31%
1-2702 Public Health		(10,000)	(10,000.00)	0.00%
1-3101 Common Services	(15,953.17)	(36,500)	(20,546.83)	43.71%
1-3201 Roads	(74,355.00)	(74,355)	0.00	100.00%
1-4101 Water	(1,291,672.20)	(2,837,670)	(1,545,997.80)	45.52%
1-4201 Sewer	(329,331.99)	(606,900)	(277,568.01)	54.26%
1-4301 Trade Waste	(158,275.44)	(320,457)	(162,181.56)	49.39%
1-4302 Landfill	(113,153.44)	(253,490)	(140,336.56)	44.64%
1-4303 Recycle	(71,603.47)	(146,698)	(75,094.53)	48.81%
1-4304 New Landfill		(4,000)	(4,000.00)	0.00%
1-5101 FCSS	(195,713.00)	(391,423)	(195,710.00)	50.00%
1-5601 Cemetery	(2,000.00)	(5,600)	(3,600.00)	35.71%
1-6101 Development	(2,220.00)	(10,300)	(8,080.00)	21.55%
1-6201 Communications		(7,100)	(7,100.00)	0.00%
1-6601 Subdivision #1	(12,651.25)	(145,000)	(132,348.75)	8.73%
1-7201 Recreation Administration	(2,399.00)	(66,600)	(64,201.00)	3.60%
1-7202 Arena	(85,117.85)	(329,250)	(244,132.15)	25.85%
1-7203 Pool	(71,924.45)	(326,950)	(255,025.55)	22.00%
1-7204 Parks	(74,354.00)	(98,354)	(24,000.00)	75.60%
1-7206 Rotary Park		(20,000)	(20,000.00)	0.00%
1-7207 Bowling Alley		(3,000)	(3,000.00)	0.00%
1-7209 Curling		(12,879)	(12,879.00)	0.00%
1-7210 Walking Trail		(20,000)	(20,000.00)	0.00%
1-7402 Twinning		(4,535)	(4,535.00)	0.00%
1-9701 Contingency/General		(47,913)	(47,913)	0.00%
Total Revenue	(10,331,885.90)	(14,515,061)	(4,183,175.10)	71.18%
<u>EXPENSES</u>				
2-1101 Mayor	18,545.03	47,625	29,079.97	38.94%
2-1102 Council	66,733.58	177,370	110,636.42	37.62%
2-1201 Administration	494,659.42	957,690	463,030.58	51.65%
2-1202 Computer	44,266.08	93,500	49,233.92	47.34%
2-2101 RCMP	61,404.87	213,530	152,125.13	28.76%
2-2301 Fire	410,687.77	855,200	444,512.23	48.02%
2-2303 ERC	20,730.51	51,324	30,593.49	40.39%
2-2305 Town Fire/Town ERC	160,996.34	357,540	196,543.66	45.03%
2-2401 Disaster Services	152.14	2,500	2,347.86	6.09%
2-2601 Bylaw	65,778.77	134,070	68,291.23	49.06%
2-2701 Safety		2,000	2,000.00	0.00%
2-2702 Public Health	5,689.90	23,000	17,310.10	24.74%
2-3101 Common Services	205,834.30	532,102	326,267.70	38.68%
2-3201 Roads	539,666.50	1,358,099	818,432.50	39.74%



TOWN OF BARRHEAD
 Operating Financial Statement by **DEPARTMENT**
 For the Six Months Ending June 30, 2020

	Jun 2020	2020 Budget	Variance	Variance %
2-3301 Airport	10,663.00	41,326	30,663.00	25.80%
2-3701 Storm Sewer	14,173.95	24,018	9,844.05	59.01%
2-4101 Water	746,516.87	1,966,727	1,220,210.13	37.96%
2-4102 BRWC	299,769.90	870,943	571,173.10	34.42%
2-4201 Sewer	104,637.78	606,900	502,262.22	17.24%
2-4301 Trade Waste	95,341.28	320,457	225,115.72	29.75%
2-4302 Landfill	96,387.43	253,490	157,102.57	38.02%
2-4303 Recycle	110,953.04	200,694	89,740.96	55.28%
2-4304 New Landfill		34,425	34,425.00	0.00%
2-5101 FCSS	233,711.48	467,423	233,711.52	50.00%
2-5601 Cemetery	10,033.92	25,233	15,199.08	39.77%
2-6101 Development	52,579.32	128,412	75,832.68	40.95%
2-6201 Communications	56,208.38	163,614	107,405.62	34.35%
2-6601 Subdivision #1	12,651.25	15,000	2,348.75	84.34%
2-7201 Recreation Administration	143,447.42	293,811	150,363.58	48.82%
2-7202 Arena	292,105.42	581,658	289,552.58	50.22%
2-7203 Pool	561,654.01	1,063,392	501,737.99	52.82%
2-7204 Parks	100,064.87	421,759	321,694.13	23.73%
2-7205 Sportsground	27,822.70	125,973	98,150.30	22.09%
2-7206 Rotary Park	1,578.93	14,500	12,921.07	10.89%
2-7207 Bowling Alley	3,197.55	28,000	24,802.45	11.42%
2-7209 Curling	13,982.66	47,352	33,369.34	29.53%
2-7210 Walking Trail	11,821.67	68,583	56,761.33	17.24%
2-7213 Museum		500	500.00	0.00%
2-7401 Tourism/Culture	20,199.66	117,029	96,829.34	17.26%
2-7402 Twinning	190.00	9,070	8,880.00	2.09%
2-7403 Library	73,378.67	110,289	36,910.33	66.53%
2-8101 Requisition	676,711.22	1,588,590	911,878.78	42.60%
2-9701 Contingency/General	2,397.05	102,397	99,999.95	2.34%
Total Expenses	5,867,324.64	14,497,115	8,629,790.36	40.47%
(Surplus)/Deficit	(4,464,561.26)	(17,946)	4,446,615.26	



TOWN OF BARRHEAD
 Operating Financial Statement by **CATEGORY**
 For the Six Months Ending June 30, 2020

B-1

	Jun 2020	2020 Budget	Variance	Variance %
REVENUE				
Taxes	(6,812,411.77)	(6,812,411)	0.77	100.00%
Sales of Goods & Services	(1,956,947.17)	(4,145,943)	(2,188,995.83)	47.20%
Penalties and Costs on Taxes	(16,709.55)	(25,000)	(8,290.45)	66.84%
Licenses & Fees	(55,097.88)	(74,300)	(19,202.12)	74.16%
Concessions and Franchises	(430,565.98)	(740,000)	(309,434.02)	58.18%
Return on Investments - Operating	(43,495.04)		43,495.04	
Rentals	(145,671.97)	(310,827)	(165,155.03)	46.87%
Donations		(2,400)	(2,400.00)	0.00%
Other	(68,328.45)	(236,515)	(168,186.55)	28.89%
Federal Grants	(2,400.00)	(2,400)	0.00	100.00%
Provincial Grants	(306,422.00)	(674,132)	(367,710.00)	45.45%
Local Government Contributions	(493,836.09)	(1,388,520)	(894,683.91)	35.57%
Transfers From Operating Reserve		(102,613)	(102,613.00)	0.00%
Total Revenue	(10,331,885.90)	(14,515,061)	(4,183,175.10)	71.18%
EXPENSES				
Salaries & Wages	1,711,679.08	3,458,653	1,746,973.92	49.49%
Employer Costs/Benefits	404,495.62	817,879	413,383.38	49.46%
Training & Development	14,832.92	82,400	67,567.08	18.00%
Mayor/Council Fees & Per Diems	76,691.00	171,160	94,469.00	44.81%
Mayor/Council Travel & Subsistence	4,318.78	42,500	38,181.22	10.16%
Fire Fighter & Guardian Fees	89,366.05	172,700	83,333.95	51.75%
Fire Guardian Mileage	1,461.43	7,500	6,038.57	19.49%
Travel & Subsistence	21,837.41	65,607	43,769.59	33.29%
Memberships	12,242.85	19,850	7,607.15	61.68%
Freight & Postage	15,059.47	32,095	17,035.53	46.92%
Telephone & Internet	34,661.17	68,610	33,948.83	50.52%
Appreciation/Promotional Events	11,949.41	29,400	17,450.59	40.64%
Contracted/Professional Services	793,881.84	2,008,590	1,214,708.16	39.52%
Repairs & Maintenance General	138,915.10	439,000	300,084.90	31.64%
Building Maintenance	49,723.93	152,500	102,776.07	32.61%
Equipment & Vehicle Maintenance	143,786.03	354,550	210,763.97	40.55%
Leases, Licenses	70,786.40	152,470	81,683.60	46.43%
Insurance	228,682.07	238,850	10,167.93	95.74%
Materials & Supplies, Chemicals	323,586.50	974,050	650,463.50	33.22%
Gas, Power, Water	411,969.83	933,950	521,980.17	44.11%
Landfill Close/Post Close		30,425	30,425.00	0.00%
Requisitions/Adjustments	676,711.22	1,588,590	911,878.78	42.60%
Contribution to Other Local Government	10,663.00	21,326	10,663.00	50.00%
Contribution to Boards & Agencies	470,136.49	976,502	506,365.51	48.14%
Contribution to Capital	166.80	1,351,042	1,350,875.20	0.01%
Add to Operating Reserve		4,050	4,050.00	0.00%
Debenture, Bank Charges, Other	147,323.19	300,469	153,145.81	49.03%
Underlevy/(Overrequisition)	2,397.05	2,397	(0.05)	100.00%
Total Expenses	5,867,324.64	14,497,115	8,629,790.36	40.47%
(Surplus)/Deficit	(4,464,561.26)	(17,946)	4,446,615.26	



TOWN OF BARRHEAD
ASSETS & LIABILITIES
For the Six Months Ending June 30, 2020

C-1

	<u>June</u> <u>2020</u>
ASSETS	
Cash & Investments	6,189,095.72
Taxes Receivable	4,631,485.88
Receivables - Utilities, GST, Other	1,072,447.07
Inventory	48,394.57
Engineering Structures - Assets	76,030,157.22
Accum. Amort. Engineering Structures	(42,615,386.65)
Buildings - Assets	26,967,560.69
Accum. Amort. Buildings	(4,800,308.01)
Machinery & Equipment - Assets	7,319,130.63
Accum. Amort. Machinery & Equipment	(2,709,003.36)
Land - Assets	1,496,108.70
Land Improvements - Assets	1,788,926.41
Accum. Amort. Land Improvements	(1,040,538.85)
Vehicles - Assets	3,172,613.42
Accum. Amort. Vehicles	(1,276,193.89)
TOTAL ASSETS	76,274,489.55
LIABILITIES	
Employer Liabilities - Payroll	(281,965.33)
Deposits & Trusts	(59,945.25)
Operating Reserves	(736,651.06)
Deferred Revenues & Liabilities	(1,314,360.86)
Building, General Reserves	(3,356,015.46)
Machinery, Equipment, Vehicles Reserves	(1,311,693.91)
Payables & Holdbacks	(436,750.85)
Pool - Long Term Loan Payable	(4,512,193.76)
Equity in Fixed Assets	(59,820,872.55)
Accumulated Surplus	(324,951.21)
TOTAL LIABILITIES	(72,155,400.24)



TOWN OF BARRHEAD
 Capital Financial Statement by DEPARTMENT
 For the Six Months Ending Tuesday, June 30, 2020

D-1

		JUNE 2020	2020 BUDGET	VARIANCE	VARIANCE %
<u>CAPITAL REVENUES</u>					
5-1201	Administration	0.00	(90,000)	(90,000.00)	0.00%
5-2301	Fire	(322,600.00)	(793,951)	(471,351.00)	40.63%
5-2303	ERC	(595.24)	0	595.24	
5-3101	Common Services	(246,000.00)	(483,131)	(237,131.00)	50.92%
5-3201	Roads	0.00	(214,043)	(214,043.00)	0.00%
5-3301	Airport	0.00	(30,000)	(30,000.00)	0.00%
5-3701	Storm Sewer	0.00	(15,000)	(15,000.00)	0.00%
5-4101	Water	0.00	(2,663,663)	(2,663,663.00)	0.00%
5-4201	Sewer	0.00	(1,902,125)	(1,902,125.00)	0.00%
5-4301	Trade Waste	0.00	(75,281)	(75,281.00)	0.00%
5-4304	New Landfill	0.00	(4,000)	(4,000.00)	0.00%
5-7202	Arena	0.00	(101,000)	(101,000.00)	0.00%
5-7203	Pool	0.00	(69,515)	(69,515.00)	0.00%
5-7204	Parks	0.00	(96,500)	(96,500.00)	0.00%
5-7205	Sportsground	0.00	(178,500)	(178,500.00)	0.00%
5-7206	Rotary Park	0.00	(5,500)	(5,500.00)	0.00%
5-7207	Bowling Alley	0.00	(39,450)	(39,450.00)	0.00%
5-7209	Curling Rink	(111,136.00)	(596,190)	(485,054.00)	18.64%
5-7210	Walking Trail	0.00	(108,275)	(108,275.00)	0.00%
5-9701	Contingency	0.00	(338,500)	(338,500.00)	0.00%
5-9702	Offsite	(2,670.00)	(10,000)	(7,330.00)	26.70%
TOTAL CAPITAL REVENUES		(683,001.24)	(7,814,624)	(7,131,622.76)	8.74%
<u>CAPITAL EXPENDITURES</u>					
5-1201	Administration	36,895.00	90,000	53,105.00	40.99%
5-2301	Fire	85,376.90	793,951	708,574.10	10.75%
5-3101	Common Services	358,285.48	483,131	124,845.52	74.16%
5-3201	Roads	0.00	214,043	214,043.00	0.00%
5-3301	Airport	0.00	30,000	30,000.00	0.00%
5-3701	Storm Sewer	0.00	15,000	15,000.00	0.00%
5-4101	Water	139,620.00	2,663,663	2,524,043.00	5.24%
5-4201	Sewer	117,903.24	1,902,125	1,784,221.76	6.20%
5-4301	Trade Waste	24,981.00	75,281	50,300.00	33.18%
5-4304	New Landfill	0.00	4,000	4,000.00	0.00%
5-7202	Arena	70,487.71	101,000	30,512.29	69.79%
5-7203	Pool	45,489.47	69,515	24,025.53	65.44%
5-7204	Parks	594.21	96,500	95,905.79	0.62%



TOWN OF BARRHEAD
Capital Financial Statement by **DEPARTMENT**
For the Six Months Ending Tuesday, June 30, 2020

D-2

	JUNE 2020	2020 BUDGET	VARIANCE	VARIANCE %
5-7205 Sportsground	2,679.24	178,500	175,820.76	1.50%
5-7206 Rotary Park	0.00	5,500	5,500.00	0.00%
5-7207 Bowling Alley	1,485.65	39,450	37,964.35	3.77%
5-7209 Curling Rink	138,845.29	596,190	457,344.71	23.29%
5-7210 Walking Trail	5,830.00	108,275	102,445.00	5.38%
5-9701 Contingency	0.00	338,500	338,500.00	0.00%
5-9702 Offsite	0.00	10,000	10,000.00	0.00%
TOTAL CAPITAL EXPENDITURES	1,028,473.19	7,814,624	6,786,150.81	13.16%



TOWN OF BARRHEAD
Capital Financial Statement by **CATEGORY**
For the Six Months Ending June 30, 2020

E-1

	Jun 2020	2020 Budget	Variance	Variance %
CAPITAL REVENUES				
Return on Investment/Rev. from Own Source	(595.24)	(149,691)	(149,095.76)	0.40%
Federal Grants		(1,941,750)	(1,941,750.00)	0.00%
Provincial Grants	(679,736.00)	(1,745,478)	(1,065,742.00)	38.94%
County/Other Municipal Contributions		(396,975)	(396,975.00)	0.00%
From Capital Reserves		(2,007,188)	(2,007,188.00)	0.00%
From Operating Function		(1,351,042)	(1,351,042.00)	0.00%
From Other Capital Function		(212,500)	(212,500.00)	0.00%
Developers Levy Payments	(2,670.00)	(10,000)	(7,330.00)	26.70%
TOTAL CAPITAL REVENUE	(683,001.24)	(7,814,624)	(7,131,622.76)	8.74%
CAPITAL EXPENDITURES				
Engineering Structures	123,733.24	1,686,400	1,562,666.76	7.34%
Building Additions	179,615.41	681,640	502,024.59	26.35%
Equipment Additions	639,153.43	2,994,450	2,355,296.57	21.34%
Land Improvement Additions	594.21	154,500	153,905.79	0.38%
Vehicle Additions	85,376.90	846,451	761,074.10	10.09%
To Other Capital Functions		212,500	212,500.00	0.00%
Add to Capital Reserves		1,238,683	1,238,683.00	0.00%
TOTAL CAPITAL EXPENDITURES	1,028,473.19	7,814,624	6,786,150.81	13.16%



C.A.O Report

To: Town Council

Date: August 11, 2020

Re: August 11, 2020 Council Meeting

Administrative Services:

The following are some of the more recent announcements made by the Province in respect to COVID-19:

Education (Aug 4, 2020):

- *Students will return to daily learning in K-12 classrooms at the beginning of the school year under near-normal operations with health measures in place.*
- *Mask use for Grade 4 to 12 students, and all school staff, will be mandatory in all settings where physical distancing cannot be maintained when school returns for the 2020-21 year.*
- *More than 1.6 million reusable masks will be distributed, two each to 740,000 students and 90,000 staff in public, separate, Francophone, charter and independent schools. Additional single-use masks will be available at schools, if required.*
- *Health officials will monitor and update the guidance for schools based on the best evidence.*

Mask Distribution Program – Program now completed (Aug 3, 2020):

- *40 million non-medical masks were shared with Albertans.*
- *26.1 million masks were handed out free of charge by program partners A&W, McDonald's Canada and Tim Hortons at more than 700 of their restaurant locations provincewide in June and July.*
- *2.5 million masks were delivered to more than 1,000 places of worship in the province for use by members of their congregations.*
- *3.6 million masks were distributed to long-term care and seniors' facilities, groups and organizations that support vulnerable Albertans, municipal and regional library boards, courthouses, and food banks.*
- *200,000 masks were shipped directly to Albertans who could not access drive-thrus.*
- *Instructions for proper care and use of non-medical masks are available at alberta.ca/masks.*

Expanding COVID-19 Testing in Pharmacies (July 30):

- *Alberta has performed almost 677,000 tests on more than 566,000 Albertans.*
- *Strong testing data helps government and public health officials understand how our communities are affected by COVID-19 to make public health decisions.*
- *Only those who have no symptoms and no known exposure to COVID-19 can be tested at participating pharmacies.*
- *Anyone with COVID-19 symptoms or known exposure must complete the [COVID-19 self-assessment](#) or call Health Link 811.*
- *AHS will directly contact any Albertan who tests positive to discuss the results, begin contact tracing, and protect the public's health.*

Municipal Infrastructure Funding (Alberta's Recovery Plan):

- *This \$500-million in additional municipal infrastructure is part of the more than \$10 billion infrastructure spending announced as part of Alberta's Recovery Plan.*
- *This spending also includes:*
 - *\$6.9 billion Budget 2020 capital spending*
 - *\$980 million accelerated for Capital Maintenance and Renewal*
 - *\$200 million for Strategic Transportation Infrastructure Program and water infrastructure projects*
 - *\$600 million in strategic infrastructure projects*
 - *1.5 billion to build the Keystone XL pipeline*

As part of the noted \$500 million in additional municipal infrastructure, the Town of Barrhead was allocated \$544,302.00. The matter will be discussed in greater detail during the September 8th Council Meeting in order to identify and approve an eligible project(s).

On August 6th Mayor and I attending another meeting with Alberta Healthy Communities Initiative, hosted by Alberta Health Services.

Administration continues to explore a few options relating to Fibre Optics internet service for the Town.

General Administration Services:

Tax Installment Payment Plan – deadline was extended to July 15, 2020 to enroll.

- Non-residential – 3 additional accounts for a total of 52 accounts or 17.5% of all non-residential accounts
- Residential – 15 additional accounts for a total of 440 accounts or 26.1% of all residential accounts
- Multi Residential/non-residential – 2020/2021 17-month payment plan – 1 non-residential enrollment
- Deferrals of up to 3 months for properties already enrolled in the TIPP (Tax Installment Payment Plan) – 19 non-residential accounts

Virtual City Hall Program – 37 accounts enrolled

Communication Services:

➤ Accomplished

- Continue reviewing Parks & Recreation. Department's videos for content:
 - 3,043 total views
 - 148.2 hours watch time
 - Last 28 days our YouTube channel has seen:
 - +4 subscribers for a total of 48 subscribers
 - 544 views, down 37%
 - 29.7 watch time (hours), down 29%
 - Top videos in last 28 days:
 - "How to Book Your Swim Online" with 95 views
 - "Let Us Eat Lettuce" with 75 views (Recent upload)
 - "Aaron Explores! Thunder Lake, Peanut Lake & Wallace Centennial Park" with 56 views
 - The "How to Book Your Swim Online" feature remains the top video as the pool reopening is exciting for regional residents
- Updating COVID information on website including summer programming (August sessions) and aquatics centre
- Increase in communication from residents through Facebook messenger and Facebook post comments regarding
 - Pool
 - Public Works matters
 - Summer programming
 - Created information insert for emergency blankets being distributed at Airport Poker Rally

➤ Works in Progress

- Collaborate with Mayor and County of Barrhead Communications Coordinator on BARCC signage for safe meeting exchange zone
- Work with Mayor on potential 2021 BARCC Crime Prevention Trade Show
- Continue to update website with relevant COVID information – Economic Development, recreation, Government of Alberta & Government of Canada updates and new tools
 - Monitor urban, rural, provincial and federal press releases and news conferences for information that may affect or influence our municipal operations, local businesses, and residents
- Ongoing update and refresh of information on the website (finance, bylaws, etc)
- Engage with municipal departments on branding requirements

- 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
- Work with businesses and community groups to move their businesses/communications online (POST-COVID)
- Work with the Mayor on Public Service Announcements (PSA) type videos and community group greeting messages (ie, garbage bin distancing, snow removal/sidewalks, tourism, noxious weeds, road repair, etc)
- Collaborating with County on re-developing the regional Economic Investment Readiness package
- Celebrate our successes
 - Working with department managers to understand 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
- Fielding business license inquiries
- Processing development permits
- Researched and drafted the Parks and Public Facilities Bylaw
- Researched and drafted the Code of Conduct Bylaw for Committees and Boards members
- Working with consultant to amend the Town Area Structure Plan for our 14-acre property
- Working on amendments to the Town's existing Community Standards Bylaw
- Ongoing mapping requests for Town departments.

Enforcement Services:

- The Department currently has 24 open file under review/investigation:
 - Bylaw issues: 5 files
 - Animal Control matters/miscellaneous: 2 files
 - Traffic Enforcement(speeding, school zone speeding, distracted driving, fail to obey stop sign): 17 files

Fire Protection Services:

- Incidents from July 1 – July 31
 - Fires – 4
 - Rubbish/Grass Fires - 2
 - Ambulance Assist - 11
 - False alarms – 3
 - Vehicle accidents – 2

Total of 22 calls which represented a total of 178.5 firefighter hours

- Training:
 - NFPA 1001 training continuing
 - Fitness testing and job-related skills evaluation Part 1.
 - Training grounds, doors are being installed and pavement around grounds completed.
- Other
 - Continue to supply the inflatable tent for COVID testing to AHS
 - Testing of fire hoses has started
 - Genesis Hydraulic rescue tools serviced by technician
 - All firefighters are now equipped with a reusable face mask
 - 3 members participated in the Stair Climb Challenge raising \$1400.00 for cancer
 - 4 members volunteered to cover the Town of Westlock Fire Station while they left their community for training and evaluation
 - 9 members assisted in the Canada Day fireworks display
 - Membership of 37 with 34 responding:
 - 3 new recruits
 - 2 working out of the area

Recreation Services:

- Operational:
 - On July 6th re-opened the Barrhead Regional Aquatics Centre under limited hours. August 4th expanded operational hours and re-introduced some fitness classes.
 - Re-painted the Gazebo downtown and had the benches powered coated.
 - Gravelled campsites and road at Rotary Campground

- Installed safety shields in the Bowling Alley, Curling Rink and Arena.
 - Opened and started running a successful summer program
 - Continue to mow parks and greenspace.
 - Continue to paint bleaches in the sports grounds.
 - Installing ice for the upcoming modified ice season.
 - Continue to make short videos with Arron the Heron.
- Capital:
 - Finishing with deficiencies related to the curling rink roof and mechanical project.
 - Special Events:
 - Due to COVID-19 no special events have been planned.

Transportation Services:

- Operational:
 - Continue with working on drainage issues around Town
 - Sewer main line flushing and camera work has resumed. Project was delayed due to COVID-19.
 - Staff pruning trees and shrubs is on-going
 - Department has completed curb painting program
 - Fire hydrant on 50th street is scheduled to be replaced
 - Older valve needs to be replaced
 - Completed two Utility CC replacement due to leaks
 - Crack sealing program has started – anticipated completion by mid-August
 - With the continual rain showers, it has unfortunately delayed the progress on a number of regular maintenance programs
- Capital:
 - Asphalt Contractor scheduled to start mid-August
 - Sidewalk replacement program nearly completed.
 - The Lagoon Upgrades Project is scheduled to be completed by mid-August.
 - The scope of work included:
 - Installation of new aeration system from coarse air to fine air (resulting in smaller bubbles)
 - Installation of two new air compressors
 - New laboratory equipment

- New ceiling in the Laboratory Building
- Two new pumps for testing

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

Edward LeBlanc - C.A.O.

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
	<u>July 14, 2020 Council Meeting</u>		
203-20	Moved by Cr. Kluin that Council appoint Mr. Jon Hynes as the Town of Barrhead's Weed Inspector for 2020, as presented.		Completed
204-20	Moved by Cr. Penny that Council provide a letter of support for the Barrhead Public Library Alberta Culture Days Grant application with no financial commitment from the Town.		Completed
207-20	Moved by Cr. Assaf that Council instruct Administration to prepare a Code of Conduct Bylaw regarding Member at Large Committee posting with the Town.	Proposed Bylaw is included in the August 11, 2020 Council Meeting Agenda	Completed
208-20	Moved by Cr. Penny that Council instruct Administration to include the topic of single use plastics in the upcoming Strategic Planning Session in the fall.		Considered Completed
210-20	Moved by Cr. Penny that Council accept the letter from the Barrhead and District Historical Society, dated June 24, 2020 requesting their annual operational allocation, as information and to release the \$10,000.00 which is incorporated in the 2020 Operating Budget to the Society.☐		Completed
211-20	Moved by Cr. Penny that Council authorize the contribution of \$500.00 to Community Futures Yellowhead East for their Labour Market Partnership Grant application, as outlined in their letter dated July 6, 2020.☐		Completed
	<u>June 23, 2020 Council Meeting</u>		
189-20	Moved by Cr. Assaf that Council send a letter to the MLA and Premier of Alberta, expressing concerns regarding Bill 16 and the potential cutbacks to Victim Services of funding and contact the other municipal partners for their support.	Administration received some preliminary information from Victim Services which was incorporated into the Town's letter. The letter was issued during the week of July 20th.	Completed

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress
	<u>May 26, 2020 Council Meeting</u>		
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.	Curling Club's Executives endorsed the agreement and was received by our office on August 4th.	Completed
	<u>May 14, 2020 Council Meeting</u>		
154-20	Moved by Cr. Assaf that Council approves the revision to the 2020 Capital Budget as follows: That 56 Avenue/55 Street Pavement Overlay be deleted and that 51 Avenue/54 Street Pavement Overlay remain with funding coming from Capital Reserves and that 56 – Avenue/55 Street Asphalt Replacement for \$95,000.00 be added.	Targeting the end of August for completion of the project	On-going
	<u>April 14, 2020 Council Meeting</u>		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending
128-20	Moved by Cr. Assaf that Council postpone the April 28, 2020 Annual Council Meeting to another date, to be determined at a future time, as presented.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
	<u>March 24, 2020 Council Meeting</u>		
103-20	Moved by Cr. Klumph that the Public Hearing for Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw be postponed and the date to be determined at a future time.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending
	<u>March 10, 2020 Council Meeting</u>		
083-20	Moved by Cr. Klumph that Council accept the bid from Jen-Col Construction Ltd. for the Curling Rink mechanical repairs and rink roof replacement project in the amount of \$456,075.00 and an additional cost for engineering and contingency in the amount of \$75,108.00, for a total project cost of \$531,183.00 and be fully funded from the Municipal Sustainability Initiative Capital Grant.	Roof portion of the project is completed. The Air Exchange Unit was installed on August 4th. Commissioning of the project is set for mid-August.	On-going
090-20	Moved by Cr. Assaf that Administration proceed with a mandatory Council Orientation after each General Election.	Administration has placed this item on their Calendar for future reference	Considered Completed
064-20	Moved by Cr. Kluin that Council provides its support in principle to the Rotary Club of Barrhead in their capital grant application of \$100,000.00 under the Co-op Community Investment Program for the construction of a trail system, replacing the Boardwalk along the Paddle River.	Administration learned that the Rotary Club was not successful in their grant application.	Considered Completed
	<u>January 14, 2020 Council Meeting</u>		
003-20	Moved by Cr. Klumph that Administration investigate a policy stating that a service agreement must be in place before utility service connections are approved outside Town boundaries.	The aspect of a potential policy will be incorporated in the Administration's report. (Reference: Resolution No. 032-19)	In Progress

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
	<u>November 26, 2019 Council Meeting</u>		
401-19	Moved by Cr. Assaf that Council accepts the proposal submitted by Associated Engineering Alberta Ltd. dated November 15, 2019 to complete the required detail design and contract specifications up to the tender ready phase for the proposed reservoir pump station upgrades in the amount of \$218,000.00 (GST excluded).	Required documents is finalized but to the lateness of the year, Administration will tender the project in January, 2021.	In Progress
386-19	Moved by Cr. Klumph that Council receives the final Blue Heron Bowling Alley Condition Assessment Report dated October 2019, as information.	Budgetary items were incorporated in the 2020 Budget for a total of \$19,450.00. All of the immediate items, as identified in the report will be completed by the early part of July. Specifically but not necessary limited to: Fire caulking around the door frames, concrete pad and handrails at the emergency doors, installation of sump pump cover and extending the eavestroughs away from the building	Completed
	<u>November 12, 2019 Council Meeting</u>		
368-19	Moved by Cr. Assaf that Council accept the presentation from the Rotary Club of Barrhead on the potential Boardwalk upgrades/improvements, as information and to continue to work with Administration.	July 28th - received confirmation from the Rotary Club that they were not successful in their grant application. The Town has approached the Rotary Club to determine if they are still in a position to participate in potential Observations Decks. The 100,000.00 capital budget currently in the 2020 Capital Budget will almost entirely be adsorbed by our pending asphalt path.	Considered completed

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
382-19	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot. Waiting for more information before the Town can proceed.	In Progress
	<u>September 15, 2019 Special Council Meeting</u>		
330-19	Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.	Anticipate a visit to the Manufacturing Plant sometime in October with delivery of the unit shortly thereafter.	In Progress
	<u>October 8, 2019 Council Meeting</u>		
315-19	Moved by Cr. Assaf that Council accept the presentation of ION Brand Design as information and that Council approve Creative Direction #3 Moving Forward.	Administration will revisit the Town logo and tag line with Council.	In Progress
	<u>September 10, 2019 Council Meeting</u>		
293-19	Moved by Cr. Klumph that Council approve the following five installation locations for Solar Pathway Lights:		
	a) 2 in the Off-Leash Dog Park		Completed
	b) 1 near the baseball storage unit and the old concession in the Sportsgrounds		Completed
	c) 2 on the walkway in Barr Manor	Scheduled to be completed by the end of August/early September.	Pending

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
	<u>July 9, 2019 Council Meeting</u>		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	<u>July 5, 2019 Council Meeting</u>		
213-19	Moved by Cr. Oswald that Council accept the proposal submitted by Alberta Pipe Inspection Ltd. for the Sanitary Sewer CCTV Project in the amount \$144,000.00 + GST, with an additional 20% contingency amount of \$28,800.00 + GST to be included for the overall project.	The completion of the project was delayed due to COVID-19. Will restart on July 6th with an anticipated completion date by early August.	In Progress
	<u>May 14, 2019 Council Meeting</u>		
144-19	Moved by Cr. Klumph that Council approve the request from the Barrhead Regional Water Commission (BRWC) for the Town staff to obtain water samples from three selected areas along the Paddle River, with the estimated costs of \$12,750.00 for the water sample collection and laboratory testing being reimbursed by the BRWC.	Project was only for a one year term, it is now completed.	Completed
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of \$947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	Target date for the completion of the project is mid August.	In Progress
154-19	Moved by Mayor McKenzie that Council adds the Agrena upstairs office space to the existing lease agreement of Fit for Motion, based on the existing cost per square foot rate, while doing the renovations of fresh paint, carpet cleaning or install new carpet to match the current carpet in the Fit for Motion Physiotherapy Clinic.	Renovations are completed. New lease agreement still needs to be finalized.	In Progress

TOWN OF BARRHEAD
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of July 11, 2020

Resolution Number	Resolution	Comments	Status
	<u>February 12, 2019 Council Meeting</u>		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one recently prepared for the Curling Club.	In Progress
	<u>January 22, 2019 Council Meeting</u>		
016-19	Moved by Cr. Assaf that Council approve the request to allow a partial road closure of 43 rd Street for the Hillcrest construction period.	Noted construction will continue until the Fall of 2020	Council's action is considered completed
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of \$31,500.00, to be funded from the water and sewer operating reserves.	Administration received a draft report in June, 2019. Administration needs to present it to Council for their review and consideration. The report includes 14 recommendations. Administration will provide their comments on the noted recommendations when the report is presented to Council.	In Progress



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 11, 2020

Re: Bylaw No. 08-2020 – Parks and Public Facilities Bylaw

1.0 PURPOSE:

For Council to pass all three readings to Bylaw No. 8-2020, adopting a Parks and Public Facilities Bylaw.

2.0 BACKGROUND AND DISCUSSION:

As a result of a recent incident at the Town's Rotary campsite, it was discovered that the Town does not have a Bylaw in place outlining the ability or the authority to enforce the camping rules.

In order to maintain a family-oriented environment to the Town's open Parks, Camp-ground and facilities, Administration is suggesting that an enforcement Bylaw should be in place.

3.0 ALTERNATIVES:

3.1 Council pass all three readings to Bylaw No. 8-2020 being a bylaw to adopt a Parks and Public Facilities Bylaw, as presented.

3.2 Council instructs Administration to provide additional information to the draft Bylaw No. 08-2020, being a Parks and Facilities Bylaw and report back at the next Council Meeting.

3.3 Council accepts the report relating to a proposed Parks and Facilities Bylaw, as information.

4.0 FINANCIAL IMPLICATIONS:

Any activities related to the proposed bylaw will be accommodated within the existing 2020 Operating Budget and subsequent Operating Budgets.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Should the Bylaw receive third reading, Enforcement Services would work closely and in conjunction with the Town's Parks and Recreation Department.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

With an enforcement Bylaw in place, it would allow the Town to better manage and control its recreational assets.

8.0 ATTACHMENTS:

8.1 By-law No. 8-2020.

9.0 RECOMMENDATIONS:

Council pass all three readings to Bylaw No. 8-2020 being a bylaw to adopt a Parks and Public Facilities Bylaw, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 08-2020
PARKS AND PUBLIC FACILITIES BYLAW

A BYLAW OF THE TOWN OF BARRHEAD A MUNICIPAL CORPORATION IN THE PROVINCE OF ALBERTA

WHEREAS, pursuant to Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto (the “MGA”), a municipality has jurisdiction to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; respecting the safety, health, welfare and protection of people, property, activities and things in, on, or near a public place or a place that is open to the public

WHEREAS, the *Municipal Government Act*, R.S.A. empowers a Municipal Council to impose a fine for infractions of a Bylaw;

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:

1. **TITLE:**

That this Bylaw shall be cited as the Parks and Public Facilities Bylaw.

2. **DEFINITIONS:**

In this Bylaw:

- a) “Abandoned” means left at a location in any of the following circumstances:
 - i. Without a permit or other similar authorization;
 - ii. Unattended in a condition that constitutes a present or potential hazard to persons, animals or property;
 - iii. After the authorization to be in that area expires; and/or,
 - iv. Is located in a prohibited area.
- b) “Animal” means a domestic animal and includes an animal that is wild by nature but has been domesticated.
- c) “Campground” means any area within the Town of Barrhead that is operated or managed by the Town where overnight camping is permitted.
- d) “Camping Unit includes but is not limited to:
 - i. tent;
 - ii. tent trailer;
 - iii. truck camper;
 - iv. van;
 - v. camper trailer, and/or;
 - vi. motor home.
- e) “Campsite” means a designated or assigned area in a campground where overnight camping is allowed for a fee.
- f) “CAO” means the Chief Administrative Officer of the Town of Barrhead
- g) “Council” means Council of the Town of Barrhead
- h) “highway” means a highway as described in the Traffic Safety Act, R.S.A., T-6, as amended
- i) "Municipal tag" means a ticket or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person

with the opportunity to pay an amount to the Town in lieu of prosecution for the offence;

- j) “Peace Officer” means an enforcement officer appointed by the Town and includes a community peace officer, bylaw enforcement officer or member of the Royal Canadian Mounted Police;
- k) “Park” means any land designated by the Town of Barrhead for recreational use and may include but is not limited to; municipal reserves, environmental reserves, campgrounds, day use area, playgrounds, splash park, skateboard park, ball diamonds, walking trails, etc.
- l) “Public Facility” means a recreational or cultural facility located in the Town of Barrhead including but not limited to; golf course, swimming pool, arena, rodeo grounds, seniors’ centers, bowling alley, curling rink, museum, cemeteries, gazebos etc.
- m) “Registered User” means that person who is at least 18 years or age and is named on the registry for a campsite; this individual shall be deemed responsible for the activities in and around a campsite with respect to camp rules, regulations and penalties. In case of no registration, this shall default to the person occupying a campsite.
- n) “Regulations” means rules/bylaws governing the usage of parks and public facilities as approved by the Town of Barrhead
- o) “Violation Tag” means a violation ticket issued under Part 3 of the Provincial Offences Procedures Act.

3. GENERAL

a) Animal Control

- i. a person shall not permit or otherwise allow an animal to run at large within a park, campground, or public facility unless it is a posted designated off-leash area.
- ii. a person whose animal defecates on park property, in a campground or public facility shall remove it immediately.
- iii. a Peace Officer may refuse to admit to a park or campground or require to be removed from a park or campground any animal if, in their opinion, it is not under the control of a responsible person or may be a nuisance or damage to the life, safety, health, property or comfort of any person or animal in the park or campground.

b) Liquor-Cannabis-Tobacco

- i. The consumption of liquor and/or cannabis may be permitted only at a designated campsite subject to the provisions of the Alberta Gaming, Liquor and Cannabis Act, or any other federal or provincial regulation pertaining to alcohol and/or cannabis use.
- ii. In an effort to protect children and limit second-hand exposure, public smoking or vaping of cannabis will be prohibited from any public place/park where tobacco is restricted.

c) Open Fire Pits

- i. Where the Town of Barrhead Fire Chief is of the opinion that a fire hazard exists, notices shall be posted for the purpose of prohibiting the setting, lighting or maintain of fires in the Town of Barrhead.
- ii. no person shall

- leave an authorized fire unattended;
- deposit or dispose of hot coals, ashes, embers or any other burning or smoldering material in a place other than a stove, fire pit or other place provided for that purpose.
- set, light or maintain a fire in a park or campground, where signs or notices have been erected prohibiting

d) Camping

No Person shall remain overnight in a park except in a campground or an area designated for temporary overnight use, unless they have permission of the Town to do so.

e) Vehicles

No Person shall:

- contravene the provisions of the Traffic Safety Act;
- operate a motor vehicle within a park or campground, except on a highway
- operate an off-highway vehicle within a park or campground.

f) Nuisances

- i. persons using a park or campground shall keep the land and improvements in a clean and tidy condition.
- ii. persons vacating a park or campground shall restore the land and improvements as nearly as possible, to a clean and tidy condition as they found it.
- iii. If, in the opinion of a Peace Officer, a nuisance exists, they may order the person to abate the nuisance.
- iv. persons shall not bring commercial or residential waste matter into a park or campground for disposal.

g) Damaging Property

No person shall remove, destroy, mutilate, deface, or misuse any property; and/or construct unauthorized objects or buildings in any park, campground or public facility within the Town limits.

h) Non-Profit/Profit Business Operations

No person or enterprises shall operate a business in a park, campground or public facility unless they have received written permission from the Town of Barrhead for that purpose

4. ENFORCEMENT

a) Powers of the Peace Officer

A Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may

- i. prohibit the entry of any person into a campground of public facility for non-payment of fees;
- ii. enter on and inspect any land, road, or structure in a park, campground or public facility;

- iii. request a person to cease from any action or conduct that may be dangerous to life or property or detrimental to the use and enjoyment of the park by other person;
- iv. issue an order to vacate a campsite, day use area, public facility or park and;
- v. issue a municipal tag to a person that is in contravene to any regulations or legislations under this bylaw.

b) Vicarious Liability

- i. For the purposes of this Bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent exercising the powers or performing the duties on behalf of the person under their agency relationship.
- ii. 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 "A" to this Bylaw, and the amount of time within which a voluntary payment may be made to the Town.
- iii. 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.
- iv. 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.

5. ADMINISTRATION

a) Rules of Interpretation

- i. Any headings in this Bylaw are for guidance purposes and convenience only.
- ii. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- iii. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license
- iv. 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.
- v. Where the provisions of this Bylaw conflict with any other Bylaw enacted by the Town of Barrhead, the provisions of this Bylaw shall apply.

This Bylaw shall come into force upon third and final reading.

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 2020
and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

SCHEDULE “A”

SPECIFIED PENALTIES

OFFENCE	SECTION	PENALTY
Dog at large in park	3(a)(i)	\$200.00
Failure to remove animal defecation	3(a)(ii)	\$100.00
Smoking/ vaping cannabis in a park or public place	3(b)(ii)	\$300.00
Camping where prohibited	3(d)	\$150.00
Nuisances	3(f) (i.-v.)	\$150.00
Property damages	3(g)	\$150.00

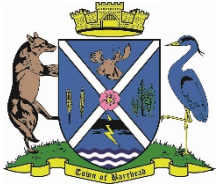
Contravention of any and each Bylaw provision:

Second Offence
within any twelve (12) month period

Double the above Penalties

Third and Subsequent Offence
within any twelve (12) month period

Triple the above Penalties



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 11, 2020

Re: Bylaw No. 09-2020 – Code of Conduct for Committee and Board Members

1.0 PURPOSE:

For Council to pass all three readings to Bylaw No. 9-2020, adopting the Council Committees and Boards Code of Conduct Bylaw.

2.0 BACKGROUND AND DISCUSSION:

During the February 25th, 2020 Council Meeting, Council passed the following resolution:

Moved by Cr. Assaf that Council instruct Administration to review the Council Code of Conduct Bylaw to include Member's at Large on Committees and report back to Council.

(Resolution No. 066-20)

Response was part of the March 10th CAO Report. Administration suggest a separate Bylaw for members' at large. At the time, no further direction was provided by Council.

During the presentation and discussion of the Action List Report at the July 14th Council Meeting, Council passed the following resolution:

Moved by Cr. Assaf that Council instruct Administration to prepare a Code of Conduct Bylaw regarding Member at Large Committee posting with the Town.

(Resolution No. 207-20)

3.0 ALTERNATIVES:

3.1 Council pass all three readings to Bylaw No. 9-2020 being a bylaw for the code of conduct for Council's Committees and Boards, as presented.

3.2 Council instructs Administration to provide additional information to the draft Bylaw No. 09-2020, being a bylaw to establish a code of conduct for

Council's Committee and Boards and report back at the next Council Meeting.

3.3 Council accepts the report relating to a proposed code of conduct for Council's Committees and Boards, 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:

With the passage of Bylaw No. 09-2020 it would provide Council with some guidelines should the need arises to address an issue with an appointment to a Council's Committee and/or Board.

8.0 ATTACHMENTS:

8.1 By-law No. 9-2020.

9.0 RECOMMENDATIONS:

Council pass all three readings to Bylaw No. 9-2020 being a bylaw for the code of conduct for Council's Committees and Boards, as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

**TOWN OF BARRHEAD
BYLAW NO. 09-2020**

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR APPOINTED MEMBERS OF COMMITTEE OR BOARDS AND BOARDS

WHEREAS, pursuant to section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of Committees or Boards and other bodies established by the council who are not councillors;

AND WHEREAS a code of conduct ensures that members of Committees or Boards share a common understanding of acceptable conduct.

1. TITLE

- a) This bylaw may be referred to as the “Committee and Boards Code of Conduct Bylaw”

2. PURPOSE

- a) The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of various boards and committees established by the Town of Barrhead Council

3. DEFINITIONS

3.1 In this bylaw:

- a) “Act” means the Municipal Government Act and amendments or successor legislation thereto.
- b) “Board” means any board created by resolution of council under the Municipal Government Act.
- c) “CAO” means the Chief Administrative Officer for the Town of Barrhead or his/her designate.
- d) “Council” means the duly elected officials of the Town of Barrhead.
- e) “Committee” means any committee created by resolution of Council under the Municipal Government Act;
- f) “Member” means a member of the public appointed to a Committee or board established by Council who are not Councillors or the Mayor;

4. COMMITTEE/BOARD MEMBERS

4.1 Members

- a) Shall act honestly and, in good faith, serve the interests of the Committee or Board established by Town Council;
- b) Shall perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) Conduct themselves in a professional manner with dignity in the course of the regular duties as members, and make every effort to participate diligently in meetings of their committees/boards.

4.2 Conduct

- a) No Member shall communicate to the media on behalf of the Town of Barrhead.
- b) No Member shall make any statements with the intent to mislead other members or members of the public.
- c) Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- d) Members shall treat one another, employees of the Town and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

- e) No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Town, or any member of the public.
- f) No member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- g) Involve themselves in matters of administration, which fall under the jurisdiction of the CAO.
- h) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Town.

4.3 Confidential Information

- a) In the course of their duties, members may become privy to confidential information.
- b) Members shall not disclose or release by any means to the public, including the media, any confidential information acquired by virtue of their position as an appointed member of a Committee or Board unless otherwise authorized to do so;
- c) Members shall not access or attempt to access confidential information in the custody or control of the Town unless it is necessary for the performance of their duties;
- d) Members shall not use confidential information for the personal benefit or for the benefit of any other individual or organization.

4.4 Conflicts of Interest

- a) Members must be free of undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise;
- b) No member shall use the influence of their appointment for any purpose other than for the exercise of the member's official duties;
- c) No member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before a Committee or Board to which they have been appointed to.
- d) Members shall refrain from using their appointments to obtain employment with the Town for themselves, family members, or close associates.
- e) If a member has a direct or indirect pecuniary or conflict of interest in any matter before a committee or board, the member shall declare such interest or likelihood of bias to the board and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the minutes.

4.5 Complaints Process

- a) Any person, member, or Council Member who has identified or witnessed conduct by a member that they reasonably believe, in good faith, is in contravention of this bylaw may address the prohibited conduct by:
 - (i) Advising the member that their conduct violates this bylaw and encouraging the member to stop;
 - (ii) Requesting the Mayor and/or the CAO to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue.
- d) Members shall uphold the spirit and intent of this bylaw.
- e) Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this bylaw.
- f) No Member shall:
 - (i) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (ii) Obstruct Council, or any other person, in carrying out the objectives of this bylaw.
- g) Sanctions that may be imposed on a member by Council, upon finding that a member has contravened this bylaw may include:
 - (i) A letter of reprimand addressed to the member;
 - (iii) Suspensions or removal of the member from their appointed Committee or Board.

5. GENERAL PROVISIONS

- a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- b) This Bylaw will take full force on the day of its final reading.

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO

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

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO

Read a third time this ____ day of _____, 2020 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Edward LeBlanc, CAO



Item No. 11(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: August 11, 2020

Re: Correspondence Items

Item # 1 Letter from Richard Martin, dated July 30, 2020, regarding the family's appreciation for the work done at Cecile Martin Park.

Recommendation:

That Council accept the letter from Richard Martin, dated July 30, 2020, regarding the family's appreciation for the work done at Cecile Martin Park, as information.

Item # 2 Letter from Woodlands County, dated August 6, 2020, regarding the assessment model review for oil and gas companies.

Recommendation:

That Council accept the letter from Woodlands County, dated August 6, 2020, regarding the assessment model review for oil and gas companies, as information and Administration awaits further direction from Council.

(Original signed by the CAO)

Edward LeBlanc, CAO

July 30, 2020

RECEIVED
AUG - 5 2020

Town Council
Town of Barrhead
5014 - 50 Avenue
Barrhead AB
T7N 1L1

Dear Members of Town Council

Re: Cecile Martin Park

2020 marks the 40th anniversary of the establishment of Cecile Martin Park. Cecile passed away of cancer in 1980 at the age of 36. Later that year, the late Mrs. Wilma Thompson requested that Town Council name the park in Barr Manor after Cecile. She had spearheaded a number of events to raise funds for the hill and for playground equipment. Cecile was quite well known as a local actress in a number of Barrhead Community Theatre plays and musicals.

With the Town's permission, my family and I were hoping to celebrate this 40th anniversary with an afternoon event (coffee and doughnuts) at the park in August. However, due to Covid 19, we've decided not to proceed this year. Perhaps next year will be kinder. We will be in touch with you at that time.

Thank you for all you have done and continue to do to make Cecile Martin Park a premier place for Barrhead residents to use and play. We sincerely appreciate the work done by past and present Town Councils.

Yours truly,



Richard Martin, husband of the late Cecile Martin

Our children: Caroline Martin, Michelle Martin, Jacqueline Werstiuk, Paul Martin,
Monique Britten

6 August 2020

RE: ADVOCACY - ASSESSMENT MODEL REVIEW

Dear Mayor/ Reeve:

As municipalities in Alberta have learned about the Government of Alberta's assessment model review for oil and gas properties, Woodlands County is reaching out to its stakeholders to bring awareness about the impacts on this proposed model to not only our ratepayers, but our partners as well.

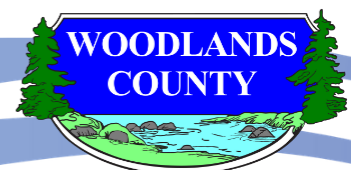
The Province, without municipal consultation has sat at the table and reviewed the assessment model for oil and gas companies. In conjunction with industry organizations, our municipal advocacy associations, RMA and AUMA, these discussions took place in secrecy, behind close doors, only disclosing some of information publicly on July 23, 2020.

It has been stated that these changes are to increase the competitiveness of oil and gas companies through a troubled economy, however, the revisions benefit multinational organizations, while rural municipalities, and its ratepayers are carrying the cost. Further, disastrous impacts to the County's partners and other stakeholders will be seen to counterbalance the large losses of revenue.

Based on information provided to Woodlands County from RMA, losses to the County of up to 14% of tax revenue, which equates to loss of \$3.1M, just in 2021. The impacts are expected to worsen after the first year, however, the Government of Alberta has also only provided scenarios for 2021 and no long-term impact analysis was completed.

Woodlands County is extremely concerned about the proposed changes as they will directly impact County residents and businesses. Depending on the scenario, a 7-14% loss in revenue for 2021 will have to be made up by reduction in service levels, employment loss, decreased capital expenditures, or a combination of all three. Should the County see reduced assessment, it effects our ability to pay fair-share to our municipal partners through requisitions, agreements, and grants.

The Province has given an advocacy period of only 30 days. Woodlands County and municipalities across Alberta are shaken. The focus currently for the County is to aggressively fight for our residents, businesses, municipal/ cost-share partners, not-for-profit groups, and all organizations who receive support from Woodlands County. If these proposed changes are passed, it will impact every stakeholder of Woodlands County, and the long-term viability of the municipality.



Premier Jason Kenney is expected to make an announcement on this proposal mid-to-late August. Woodlands County is encouraging you, our municipal cost-share neighbour to express your concerns to Minister Kaycee Madu, Municipal Affairs over the negative and drastic impacts these changes will have on rural ratepayers and you, as a partner.

Should you wish to further discuss this concerning matter, please connect with me at your convenience.

Sincerely,



John Burrows
Mayor, Woodlands County

Phone: 780-706-4747

Email: john.burrows@woodlands.ab.ca

