



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 11, 2018 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 – August 14, 2018
4. Public Hearings
 - (a) Bylaw 07-2018, Land Use Bylaw Amendment
5. Delegations
 - (a) Delegation at 6:00 p.m. – Mr. John Pattyson
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Monthly Bank Statement
 - (b) Summary Financial Statement
 - (c) Policy 12-026, Credit Card Acceptance Policy
 - (d) Weed Inspector
 - (e) Commuter Bus and Freight Service
 - (f) Barrhead School Expo & Career Fair
 - (g) Petition – Community Garden

8. Reports - The Council Reports

(a) Council Reports as of September 11, 2018

- Barrhead Agricultural Society
- Barrhead Regional Water Commission
- Municipal Planning Commission
- Twinning Committee

(b) CAO's Report

9. Minutes

(a) Barrhead & District Twinning Committee – August 30, 2018

10. Bylaws

(b) Bylaw 08-2018, Land Use Bylaw Amendment

11. Correspondence

(a) Fortis Update

(b) Athabasca Watershed Council Municipal Forum

(c) Alberta Health Services letter – Blue Heron Parade

(d) Proclamation – World Cerebral Palsy Day – October 6, 2018

(e) AltaGas – Tariff Revenues

(f) Alberta Recreation & Parks Association (ARPA) – 2nd Annual Greener Facilities Conference and Expo – November 14-15, 2018

12. For the Good of Council

13. Tabled Items

14. In-Camera

(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, AUGUST 14, 2018,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

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

ABSENT Cr. L. Penny

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

AGENDA The agenda was reviewed.

257-18 Moved by Cr. Smith that the agenda be accepted with the following amendments:

- Delete 5(b) Delegation – Mr. John Pattyson of Pembina Pipeline – reschedule to another Council Meeting
- Add 7(d) Local Criminal Activity
- Add 14(g) In-Camera – Legal
- Add 14(h) In-Camera – Legal – Accessibility

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of July 10, 2018 were reviewed.

258-18 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of July 10, 2018 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION – ASSOCIATED ENGINEERING ALBERTA LTD.

Mayor McKenzie and Council welcomed Mr. Kevin Danyluk and Mr. Andrew Christopher of Associated Engineering Alberta Ltd. at 5:50 p.m.

Mr. Kevin Danyluk introduced himself and Mr. Andrew Christopher to Council. He provided a PowerPoint presentation to Council reviewing their findings with regards to improvements/repairs to the Curling Rink Roof.

Council discussed the report and cost estimates.

EXITED Mayor McKenzie and Council thanked Mr. Kevin Danyluk and Mr. Andrew Christopher and they exited the Chambers at 6:22 p.m.

259-18 Moved by Cr. Klumph that Council receive the report from Associated Engineering Alberta Ltd. as information and forward to the budget discussions.

CARRIED UNANIMOUSLY

DELEGATION – RURAL PROFESSIONAL RECRUITMENT AND RETENTION PROGRAM

Mayor McKenzie and Council welcomed Mrs. Rita Lyster at 6:22 p.m.

Mrs. Rita Lyster introduced Ms. Leigh Gradwell to Council.

Mrs. Rita Lyster advised that a new Committee has been set up for the RPAP (Rural Professional Recruitment and Retention Program) and would like a Council Member to sit on the Committee. She also suggested that the Town update the Recruitment Brochure.

Mayor McKenzie will discuss the Rural Professional Recruitment and Retention Program with Council and decide on a volunteer to sit on the Committee.

EXITED Mayor McKenzie and Council thanked Ms. Rita Lyster and Ms. Leigh Gradwell and they exited the Chambers at 6:44 p.m.

RECESSED

260-18 Moved by Cr. Assaf to recess the meeting at 6:44 p.m.
CARRIED UNANIMOUSLY

RECONVENED

261-18 Moved by Cr. Assaf to reconvene the meeting at 7:14 p.m.
CARRIED UNANIMOUSLY

**IN-CAMERA – LAND UPDATE FOIP ACT
SECTION 16 AND 24, AND LEGAL UPDATE
FOIP ACT SECTION 16 AND 24**

262-18 Moved by Cr. Assaf that Council go in-camera at 7:14 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

263-18 Moved by Cr. Smith that Council come out-of-camera at 7:50 p.m.
CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended June 30, 2018, was reviewed.

264-18 Moved by Cr. Klumph that Council approve the Monthly Bank Statement for the month ended June 30, 2018, as information.
CARRIED UNANIMOUSLY

**AUMA CONVENTION –
RCMP**

An invitation to meet with the RCMP K Division at the AUMA Convention was received.

265-18 Moved by Cr. Smith that Council accept the invitation to meet with the RCMP K Division at the AUMA Convention as information.
CARRIED UNANIMOUSLY

**MUNICIPAL AFFAIRS – MINISTERIAL
ORDER EXTENSION**

The Minister of Municipal Affairs has made recent changes to the Municipal Government Act pertaining to the requirements for Intermunicipal Collaboration Frameworks and Intermunicipal Development Plans, was received.

266-18 Moved by Cr. Kluin that Council accepts the recent changes to the Municipal Government Act as information.
CARRIED UNANIMOUSLY

CRIMINAL ACTIVITIES

Cr. Assaf discussed the Criminal activity in Town and that Barrhead's Area Region Crime Coalition (BARCC) is in place and it was suggested that the Town implement a curfew bylaw between midnight and 6:00 a.m.

Council also discussed the existing Provincial Statutes to enforce bike regulations.

Council suggested that Administration research other communities' curfew bylaws.

REPORTS TO COUNCIL

The following Reports to Council as of August 14, 2018, were reviewed:

- Barrhead Agricultural Society
- CAO's Report and Department Head Report

267-18

Moved by Cr. Oswald that the following Reports to Council as of August 14, 2018, be accepted as information:

- Barrhead Agricultural Society
- CAO's Report and Department Head Report

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Social Housing Association – June 20, 2018

268-18

Moved by Cr. Oswald that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 07-2018,
LAND USE AMENDMENT
BYLAW**

Bylaw 07-2018, the Land Use Amendment Bylaw, was reviewed.

269-18

Moved by Cr. Assaf that Council give 07-2018, the Land Use Amendment Bylaw, for Lot 11, Block N, Plan 3702KS, first reading and set a Public Hearing for Tuesday, September 11, 2018 at 5:30 p.m. in the Town Council Chambers.

CARRIED UNANIMOUSLY

INFORMATION ITEMS

The following information items were reviewed:

- Town of Barrhead Strategic Priorities Chart
- Alberta Recycling Update

270-18

Moved by Cr. Oswald that the information items be accepted as information.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Oswald thanked the Communities in Bloom Committee and thanked the Recreation Department staff for the setup for the parade.

Cr. Klumph for the gate organization and the Agricultural Society for the Rodeo event. He also stated that the parade route was well received by the community and congratulated the Recreation Department staff.

Cr. Kluin congratulated Fife's Friendly Pharmacy (IDA) and Tim Horton's for fundraising \$1,200 for the scooter to be given to a town resident.

**IN-CAMERA – LAND UPDATE FOIP ACT
SECTION 16 AND 24, AND LEGAL UPDATE
FOIP ACT SECTION 16 AND 24**

271-18

Moved by Cr. Oswald that Council go in-camera at 8:09 p.m.

CARRIED UNANIMOUSLY

OUT-OF-CAMERA

272-18

Moved by Cr. Assaf that Council come out-of-camera at 9:00 p.m.

CARRIED UNANIMOUSLY

273-18

Moved by Cr. Assaf that Council extend the Council meeting past 9:00 p.m. as per Bylaw 06-2014, the Council Procedural Bylaw.

CARRIED UNANIMOUSLY

EXITED Cheryl Callihoo, Director of Development & Legislative Services vacated the Chambers at 9:00 p.m.

**IN-CAMERA – LAND UPDATE FOIP ACT
SECTION 16 AND 24, AND LEGAL UPDATE
FOIP ACT SECTION 16 AND 24**

274-18 Moved by Cr. Klumph that Council go in-camera at 9:00 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

275-18 Moved by Cr. Assaf that Council come out-of-camera at 9:30 p.m.
CARRIED UNANIMOUSLY

276-17 Moved by Cr. Klumph that Council deny the request to wave the penalties on tax roll numbers 013300 and 019170.
CARRIED UNANIMOUSLY

277-17 Moved by Cr. Smith that Council deny the request for compensation towards businesses disrupted by the ongoing construction along 50th Avenue.
CARRIED UNANIMOUSLY

ADJOURN

278-18 Moved by Cr. Klumph that the Council Meeting be adjourned at 9:30 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Martin Taylor



REQUEST FOR DECISION

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Bylaw 07-2018, Land Use Amendment Bylaw

Summary

Public Hearing at 5:30 p.m. for Bylaw 07-2018, Land Use Amendment Bylaw

Overview

Bylaw 07-2018 will rezone Plan 3702KS, Block N, Lot 11 from R1 – Residential to R2 – Residential to allow for the development of a legal basement suite in the resident.

Letters were sent to adjacent landowners as well as an ad in the local paper. The Town received only one inquiry into the use.

Recommendations for Action

Recommendation #1

That Council give Bylaw 07-2018, the Land Use Amendment Bylaw, second and third readings.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

BYLAW 07-2018
LAND USE AMENDMENT BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO AMEND BY-LAW 04-2015, THE LAND USE BYLAW

WHEREAS, Council wishes to re-district Plan 3702 KS, Block N, Lot 11 from R1 – Residential to R2 – Residential.

WHEREAS, Council considers it desirable, expedient and in the best interest of the Town of Barrhead to amend By-Law 04-2015, the Land-Use By-Law.

NOW THEREFORE the Municipal Council of the Town of Barrhead in an open meeting hereby enacts as follows:

1. That By-Law 04-2015 be amended to indicate that Plan 3702 KS, Block N, Lot 11, as indicated on attached Schedule "A," is rezoned from R1 – Residential to R2 - Residential.
2. That this By-Law once passed and signed shall form part of By-Law 04-2015, the Land-Use By-Law.
3. That this By-Law shall take effect on the day of the final passing thereof.

Read a first time this 14th day of August, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Read a second time this _____ day of _____, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

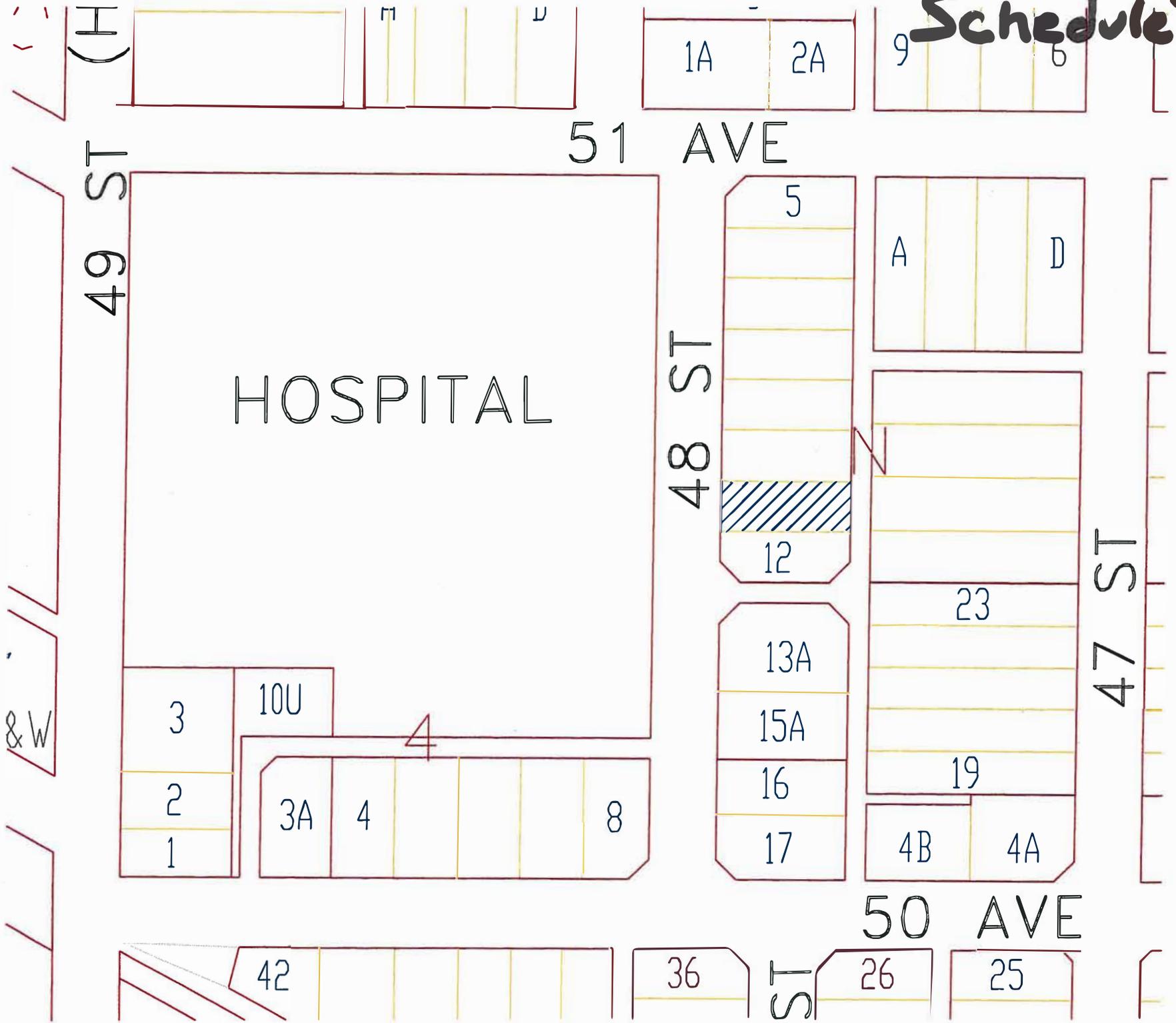
Read a third time this _____ day of _____, 2018 and passed.

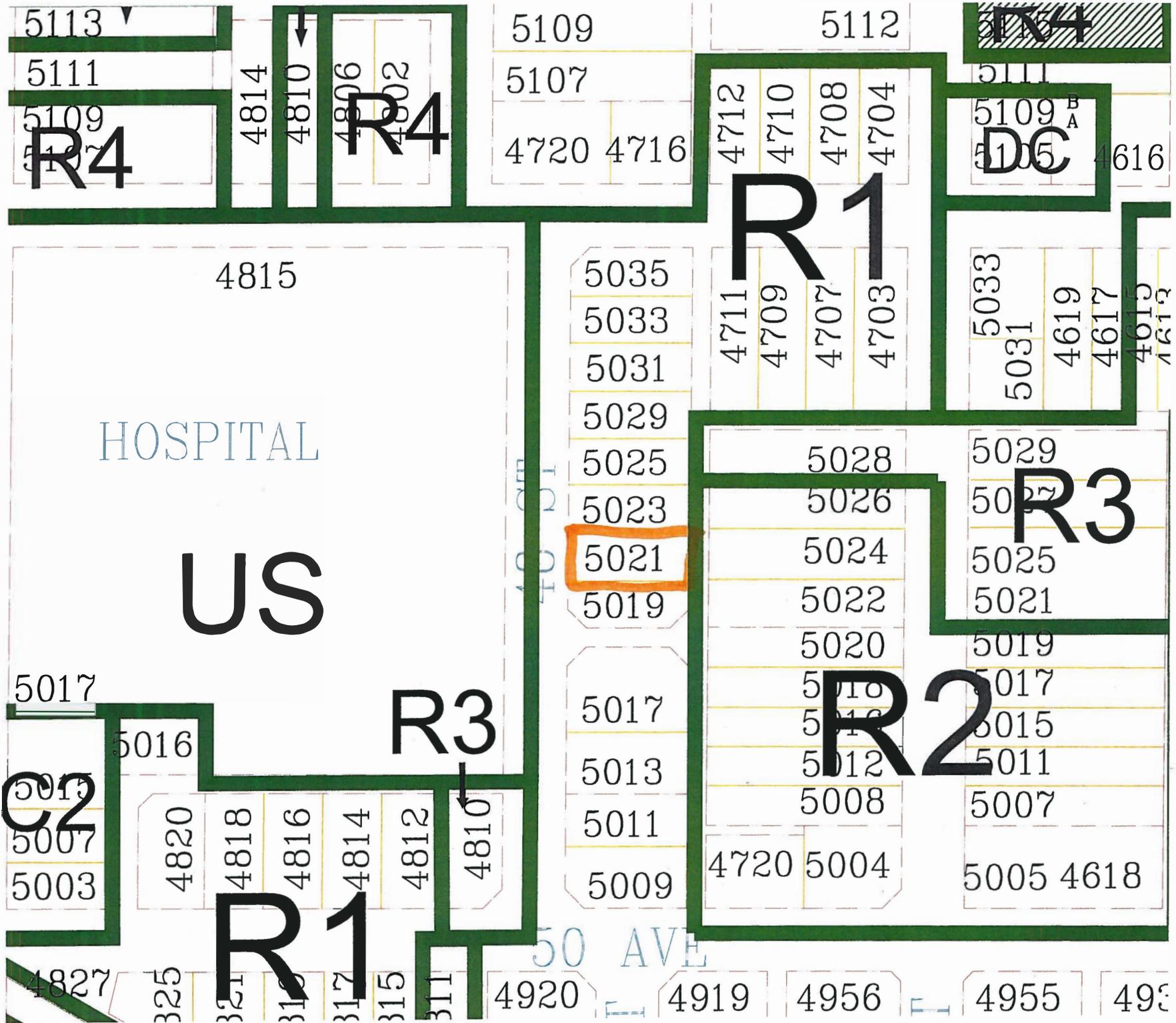
TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Schedule 'A'





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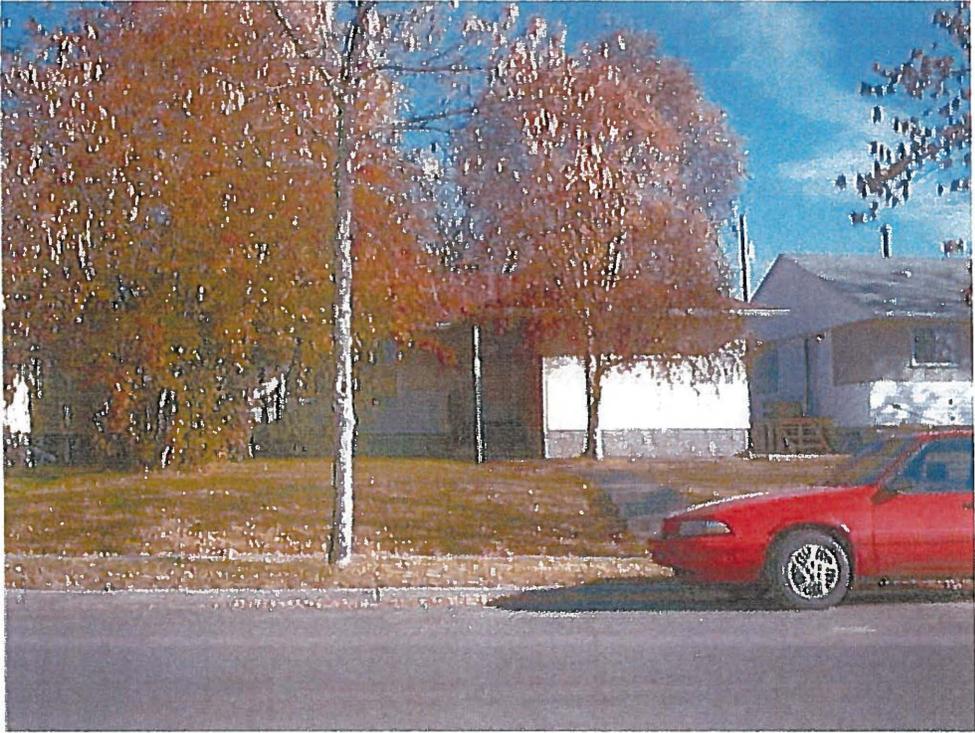
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TOWN OF BARRHEAD PUBLIC NOTICE

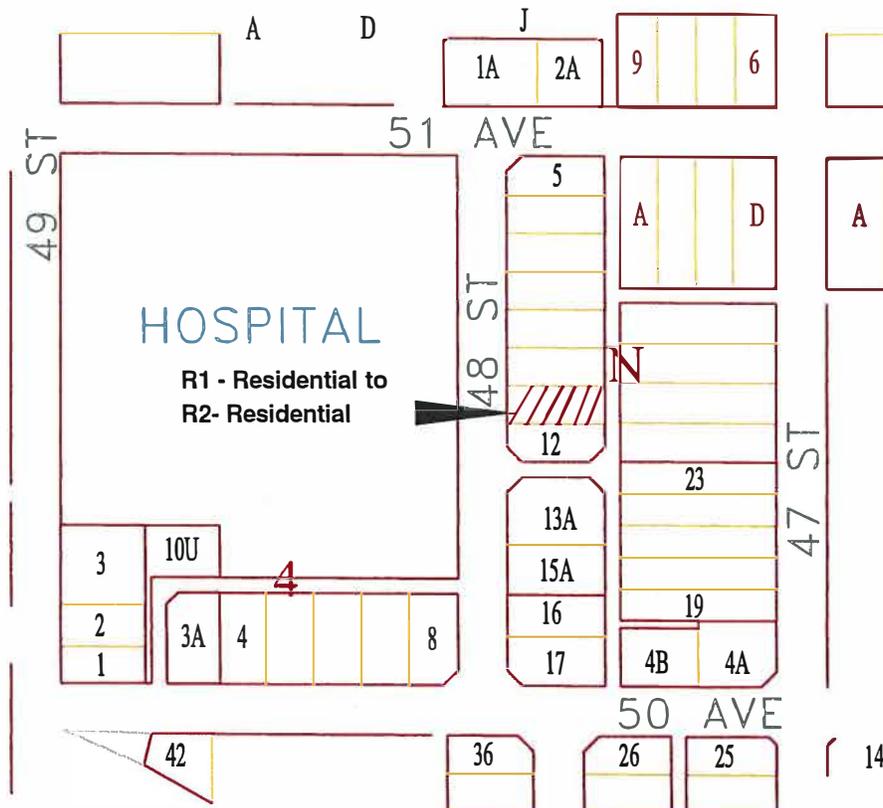
Public Notice is hereby given that Council of the Town of Barrhead proposes to pass a Bylaw to amend Land Use Bylaw No. 04-2015 of the Town of Barrhead.

Bylaw 07-2018, as proposed, will authorize the Council of the Town of Barrhead to amend Bylaw 04-2015 as follows:

Re-classify Lot 11, Block N, Plan 3702 KS

FROM - R1 Residential
TO - R2 Residential

A copy of Bylaw 07-2018 may be examined at the Town of Barrhead Administration Office during the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. A Public Hearing will be held at the Barrhead Town Office Council Chambers at 5014-50 Avenue at 5:30 p.m. on Tuesday September 11, 2018 A. D. for the purposes of hearing any objections, recommendations and/or complaints pertaining to the proposed amendment.





REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Delegation

Summary

Delegation at 6:00 p.m. – Mr. John Pattyson

Overview

Mr. John Pattyson will be meeting with Council to discuss Pembina Pipelines' Community Engagement Program.

Recommendations

Recommendation #1

That Council accept the delegation as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

Cheryl Callihoo

From: Dausen Kluin
Sent: Monday, July 16, 2018 10:25 PM
To: Martin Taylor
Cc: Cheryl Callihoo; Gail Hove
Subject: Re: John Pattyson of Pembina Pipeline for request to meet with Council

OK will do thank you

Sent from my iPad

> On Jul 16, 2018, at 8:33 AM, Martin Taylor <MTaylor@barrhead.ca> wrote:

>

> Good day Dausen, Have John call Cheryl to get him on the agenda as a delegation for the August 14th meeting. thanks

>

> -----Original Message-----

> From: Dausen Kluin

> Sent: Sunday, July 15, 2018 11:25 PM

> To: Martin Taylor

> Subject: John Pattyson of Pembina Pipeline for request to meet with Council

>

> Hello Martin. I was speaking with with John Pattyson the superintendent of Pembina Pipeline for this area. He informed me of Pembina Pipeline's community engagement program and how he is interested in meeting with council to discuss this program, and how council and various organization in and around our community may apply for this extra funding. He would like to know if he can present this information at the next council meeting and how he would go about doing that. Thank you.

>

> Sent from my iPad



REQUEST FOR DECISION

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Monthly Bank Statement

Summary

The Monthly Bank Statement for the month ended July 31, 2018.

Overview

Recommendations

Recommendation #1

That Council receive as information the Monthly Bank Statement for the month ended July 31, 2018.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED JULY 31, 2018**

PER TOWN OF BARRHEAD:	ATB FINANCIAL	
	GENERAL ACCOUNT	TERM DEPOSITS
Net Balance - Previous Month	3,920,958.01	2,998,017.61
Receipts	784,705.97	
Direct Deposits	3,792,915.08	
Interest	14,217.39	
Loan Proceeds	0.00	
Transfers from/to Term Deposits	0.00	2,505,249.73
Cancelled Cheques	88.73	
SUBTOTAL	8,512,885.18	5,503,267.34
Disbursements	1,521,528.28	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	2,505,249.73	0.00
NSF/Returned Cheques or Transfers	216.51	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	4,485,890.66	5,503,267.34

PER BANK:		
Balance at end of month	5,133,047.34	5,503,267.34
Outstanding Deposits	40,010.98	
SUBTOTAL	5,173,058.32	5,503,267.34
Outstanding Cheques	687,167.66	
NET BALANCE AT END OF MONTH	4,485,890.66	5,503,267.34

**TERM DEPOSIT SUMMARY
FOR MONTH ENDED JULY 31, 2018**

<u>Financial Institution</u>	<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Servus Credit Union	100,000.00	1.76%	July 9, 2018	92 day term deposit
Servus Credit Union	1,000,000.00	1.86%	July 16, 2018	91 day term deposit
Nova Scotia	100,000.00	1.70%	May 14, 2018	90 day term deposit
ATB Financial	750,000.00	1.55%	June 20, 2018	45 day term deposit
ATB Financial	2,500,000.00	1.60%	July 20, 2018	60 day term deposit
ATB Financial	1,000,000.00	1.55%	July 11, 2018	38 day term deposit
ATB Financial	<u>53,267.34</u>			Interest On Term Account
Total	<u>\$ 5,503,267.34</u>			



REQUEST FOR DECISION

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Summary Financial Statement to June 30, 2018

Summary

The Summary Financial Statement for the period ended June 30, 2018 is presented.

Overview

The Summary Financial Statement provides summarized details in two formats. In the operating section pages 1 to 4 provides detail, by department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

Pages 5 and 6 of the operating report provides the same information but it is summarized by the various categories (taxes, grants, salaries, equipment maintenance, insurance, utilities).

Upon a review of the report, at June 30th, most of the revenues are close to 50% and a large number of expenses are below the 50% mark. With the revenues some grants have not been received or will be transferred from the deferred revenues at the end of the year (for the grants that were received last year but will be expensed in 2018). Transfers to and from reserves are done at the end of the year once the overall revenues and expenses and various project costs have been determined.

For the expenses some of the June costs were paid in July (i.e. utilities) so the costs are at just under 50% and expenses for insurance are paid at the beginning of the year so it reads just under 90% at this time.

The Summary Balance Sheet and Summary Capital Revenues and Expenditures are also included for Council's information. The Capital Report is summarized similar to the Operating Report, with pages 1 to 3 providing details by department and pages 4 to 5 providing details by category.

Overall the June 30, 2018 Financial Statement indicates that all departments are doing very well with the various budget items.

Recommendations

That Council approve the Summary Financial Statement for the period ended June 30, 2018.

Respectfully submitted by:

Martin Taylor, CMC, CLGM
CAO

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
OPERATING REVENUES				
TAXES	(6,672,314.90)	(6,670,210.00)	2,104.90	100.03
OTHER	(443,734.14)	(755,000.00)	(311,265.86)	58.77
COUNCIL	(902.70)	(1,200.00)	(297.30)	75.23
ADMINISTRATION	(52,759.40)	(79,506.00)	(26,746.60)	66.36
RCMP	(44,990.06)	(151,839.00)	(106,848.94)	29.63
FIRE	(417,752.77)	(845,434.00)	(427,681.23)	49.41
EMERGENCY RESPONSE CENTRE	(12,256.00)	(24,512.00)	(12,256.00)	50.00
TOWN FIRE	(772.45)	(3,000.00)	(2,227.55)	25.75
DISASTER SERVICES	0.00	(50.00)	(50.00)	0.00
BYLAW	(12,531.54)	(39,900.00)	(27,368.46)	31.41
COMMON SERVICES	(21,511.49)	(47,200.00)	(25,688.51)	45.58
ROADS	0.00	(125,947.00)	(125,947.00)	0.00
WATER	(1,286,416.31)	(2,444,580.00)	(1,158,163.69)	52.62
SEWER	(305,457.78)	(557,100.00)	(251,642.22)	54.83
TRADE WASTE	(204,123.34)	(304,538.00)	(100,414.66)	67.03
LANDFILL	(156,479.74)	(219,900.00)	(63,420.26)	71.16
RECYCLE	(9,523.36)	(193,262.00)	(183,738.64)	4.93
NEW LANDFILL	0.00	(4,000.00)	(4,000.00)	0.00
FAMILY & COMMUNITY SUPPORT SERVICES	(191,095.00)	(365,423.00)	(174,328.00)	52.29
CEMETERY	(4,400.00)	(5,600.00)	(1,200.00)	78.57
DEVELOPMENT	(3,060.00)	(9,300.00)	(6,240.00)	32.90
PLANNING	(800.00)	(1,450.00)	(650.00)	55.17
COMMUNITY DEVELOPMENT	0.00	(13,135.00)	(13,135.00)	0.00
SUBDIVISION	(113,178.69)	(180,000.00)	(66,821.31)	62.88
RECREATION ADMINISTRATION	(23,711.87)	(64,800.00)	(41,088.13)	36.59

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
ARENA	(103,171.62)	(368,961.00)	(265,789.38)	27.96
POOL	(203,982.29)	(554,600.00)	(350,617.71)	36.78
PARKS	(610.00)	(106,147.00)	(105,537.00)	0.57
SPORTSGROUND	0.00	0.00	0.00	N/A
ROTARY PARK	(4,481.04)	(23,000.00)	(18,518.96)	19.48
BOWLING ALLEY	0.00	(3,800.00)	(3,800.00)	0.00
CURLING RINK	0.00	(12,879.00)	(12,879.00)	0.00
WALKING TRAIL	0.00	(20,000.00)	(20,000.00)	0.00
TOURISM	0.00	(150.00)	(150.00)	0.00
TWINNING	0.00	(4,805.00)	(4,805.00)	0.00
GENERAL	0.00	0.00	0.00	N/A
TOTAL REVENUES	(10,290,016.49)	(14,201,228.00)	(3,911,211.51)	72.46
OPERATING EXPENDITURES				
MAYOR	21,017.55	39,972.00	18,954.45	52.58
COUNCIL	79,530.15	157,107.00	77,576.85	50.62
ADMINISTRATION	481,210.49	1,009,999.00	528,788.51	47.64
COMPUTER	45,530.70	89,000.00	43,469.30	51.16
RCMP	56,627.66	282,325.00	225,697.34	20.06
FIRE	399,979.63	955,434.00	555,454.37	41.86
EMERGENCY RESPONSE CENTRE	21,851.54	49,024.00	27,172.46	44.57
TOWN FIRE	165,054.19	362,510.00	197,455.81	45.53
DISASTER SERVICES	106.95	250.00	143.05	42.78
BYLAW	62,445.59	198,916.00	136,470.41	31.39
COMMON SERVICES	192,765.35	816,113.00	623,347.65	23.62
ROADS	414,110.29	2,067,171.00	1,653,060.71	20.03

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
AIRPORT	4,591.50	23,766.00	19,174.50	19.32
STORM SEWER	14,405.12	157,776.00	143,370.88	9.13
WATER	632,047.40	2,139,227.00	1,507,179.60	29.55
WATER (BRWC)	308,097.22	610,853.00	302,755.78	50.44
SEWER	103,245.66	859,100.00	755,854.34	12.02
TRADE WASTE	122,059.08	319,538.00	197,478.92	38.20
LANDFILL	95,633.78	248,400.00	152,766.22	38.50
RECYCLE	101,325.52	225,270.00	123,944.48	44.98
NEW LANDFILL	0.00	34,425.00	34,425.00	0.00
FAMILY & COMMUNITY SUPPORT SERVICES	222,711.50	430,423.00	207,711.50	51.74
CEMETERY	14,733.29	20,894.00	6,160.71	70.51
DEVELOPMENT	54,670.07	139,917.00	85,246.93	39.07
PLANNING	600.00	1,250.00	650.00	48.00
COMMUNITY DEVELOPMENT	72,285.38	158,445.00	86,159.62	45.62
SUBDIVISION	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION	148,765.87	328,369.00	179,603.13	45.30
ARENA	302,373.39	800,899.00	498,525.61	37.75
POOL	638,690.55	1,569,836.00	931,145.45	40.69
PARKS	82,783.95	413,644.00	330,860.05	20.01
SPORTSGROUND	26,109.23	100,684.00	74,574.77	25.93
ROTARY PARK	3,132.82	43,200.00	40,067.18	7.25
BOWLING ALLEY	5,841.27	41,300.00	35,458.73	14.14
CURLING RINK	22,127.25	47,672.00	25,544.75	46.42
WALKING TRAIL	1,314.92	59,677.00	58,362.08	2.20
MUSEUM	0.00	3,700.00	3,700.00	0.00
TOURISM	13,674.22	102,286.00	88,611.78	13.37

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
TWINNING	3,256.81	9,610.00	6,353.19	33.89
LIBRARY	49,686.80	105,756.00	56,069.20	46.98
REQUISITION	736,951.94	1,489,411.00	752,459.06	49.48
GENERAL	3,251.73	167,752.00	164,500.27	1.94
TOTAL EXPENDITURES	5,724,596.36	16,680,901.00	10,956,304.64	34.32
LESS TANGIBLE CAPITAL ASSETS	0.00	2,497,100.00	2,497,100.00	0.00
NET OPERATING EXPENDITURES	5,724,596.36	14,183,801.00	8,459,204.64	40.36
 CURRENT YEAR (SURPLUS) DEFICIT	 (4,565,420.13)	 (17,427.00)	 4,547,993.13	 26,197.40

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
OPERATING REVENUES BY CATEGORY				
TOTAL TAXES	(6,672,314.90)	(6,670,210.00)	2,104.90	100.03
SALES OF GOODS & SERVICES, FEES, COMMISS.	(2,193,982.42)	(4,182,853.00)	(1,988,870.58)	52.45
FRANCHISE FEES, RENTALS, LICENSES, PERMITS	(771,223.63)	(1,408,826.00)	(637,602.37)	54.74
LOCAL GOV'T - TOWN, COUNTY, WOODLANDS	(486,400.54)	(1,345,587.00)	(859,186.46)	36.15
REVENUE FROM CAPITAL RESERVES	0.00	0.00	0.00	N/A
PROVINCIAL GRANTS	(166,095.00)	(482,117.00)	(316,022.00)	34.45
FEDERAL GRANTS	0.00	(10,800.00)	(10,800.00)	0.00
REVENUE FROM OPERATING RESERVES	0.00	(100,835.00)	(100,835.00)	0.00
UNDERLEVIIES	0.00	0.00	0.00	N/A
NET GAIN/LOSS DISPOSALS	0.00	0.00	0.00	N/A
TOTAL REVENUES	(10,290,016.49)	(14,201,228.00)	(3,911,211.51)	72.46
OPERATING EXPENDITURES BY CATEGORY				
SALARIES	1,690,617.36	3,482,485.00	1,791,867.64	48.55
EMPLOYER SHARE CPP, EI, BENEFITS, LAPP, WCB	380,185.42	795,124.00	414,938.58	47.81
TRAINING & DEVELOPMENT	40,536.93	106,855.00	66,318.07	37.94
COUNCIL FEES & PER DIEMS	80,194.00	147,920.00	67,726.00	54.21
FIRE FEES & GUARDIANS	54,543.22	166,000.00	111,456.78	32.86
TRAVEL & SUB, POSTAGE, PHONE, ADVERTISING	149,344.14	328,355.00	179,010.86	45.48
LEGAL, ENGINEERING, WATER COMM, ASSESSOR, AUDIT	588,070.08	1,431,906.00	843,835.92	41.07
BUILDING MAINT, GENERAL MAINT, BEAUTIFICATION	154,825.62	662,380.00	507,554.38	23.37
EQUIPMENT MAINTENANCE	118,367.01	257,900.00	139,532.99	45.90
VEHICLE MAINTENANCE	55,026.40	133,850.00	78,823.60	41.11
COMPUTER SUPPORT, CUSTODIAL, CONTRACTED SERV.	106,185.50	165,758.00	59,572.50	64.06
INSURANCE	217,386.78	249,650.00	32,263.22	87.08

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - OPERATING
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
ENHANCED POLICE, LAND TITLES	39,307.00	158,375.00	119,068.00	24.82
MATERIALS & SUPPLIES, FUEL, GRAVEL, ASPHALT	225,544.41	826,260.00	600,715.59	27.30
CHEMICALS	73,128.58	165,200.00	92,071.42	44.27
UTILITIES	417,884.92	855,615.00	437,730.08	48.84
COMPUTER PURCH. PROG., RENTALS	938.39	7,000.00	6,061.61	13.41
LANDFILL CLOSURE/POST CLOSURE	0.00	30,425.00	30,425.00	0.00
CONTRIB. TO REGIONAL FIRE, AIRPORT, FCSS, LIBRARY	442,043.99	887,055.00	445,011.01	49.83
CONTRIB. TO CAPITAL	0.00	1,488,206.00	1,488,206.00	0.00
GRANTS TO ORGANIZATIONS	4,000.00	26,700.00	22,700.00	14.98
DEBENTURE PAYMENTS, BANK CHARGES	146,262.94	292,569.00	146,306.06	49.99
WRITEOFFS	0.00	4,500.00	4,500.00	0.00
REQUISITIONS	736,951.94	1,489,411.00	752,459.06	49.48
UNDERLEVIES PREVIOUS YEAR	3,251.73	3,252.00	0.27	99.99
ADD TO OPERATING RESERVE	0.00	21,050.00	21,050.00	0.00
TANGIBLE CAPITAL ASSETS	0.00	2,497,100.00	2,497,100.00	0.00
TOTAL EXPENDITURES	5,724,596.36	16,680,901.00	10,956,304.64	34.32
LESS TANGIBLE CAPITAL ASSETS	0.00	2,497,100.00	2,497,100.00	0.00
NET OPERATING EXPENDITURES	5,724,596.36	14,183,801.00	8,459,204.64	40.36
CURRENT YEAR (SURPLUS) DEFICIT	(4,565,420.13)	(17,427.00)	4,547,993.13	26,197.40

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - BALANCE SHEET
From Jan. 1, 2018 to Jun. 30, 2018

	YTD
BALANCE SHEET - ASSETS	
CASH	
3-01-01-111-00 Cash - On Hand (Floats)	700.00
3-01-01-112-00 Cash - On Hand (Petty Cash)	600.00
3-01-01-121-00 Cash - Alberta Treasury Branch General	3,915,502.73
3-01-01-122-00 Cash - Alberta Treasury Branch Savings	0.00
Total for CASH	3,916,802.73
RECEIVABLES	
3-02-01-211-00 A/R - Taxes Receivable Arrears	62,772.65
3-02-01-212-00 A/R - Taxes Receivable Current	1,961,130.28
3-02-01-260-00 A/R - GST 57.14% Rebate Control	35,417.67
3-02-01-261-00 A/R - GST Claims Receivable	0.00
3-02-01-262-00 A/R - GST 100% Input Tax Credit	6,067.47
3-02-01-263-00 A/R - GST 76.43% Input Tax Credit	3,923.97
3-02-01-264-00 A/R - GST 42.86% Rebate	26,502.12
3-02-01-265-00 A/R - GST 23.57% Input Rebate	1,212.16
Total for RECEIVABLES	2,097,026.32
ADMINISTRATION TCA/ACCUM. AMORT.	593,189.10
RCMP TCA/ACCUM. AMORT.	366,465.14
FIRE TCA/ACCUM. AMORT.	2,020,440.93
BYLAW TCA/ACCUM. AMORT.	29,474.41
COMMON SERVICES TCA/ACCUM. AMORT.	3,379,223.62
ROADS TCA/ACCUM. AMORT.	16,946,389.87
AIRPORT TCA/ACCUM. AMORT.	108,977.61
STORM SEWER TCA/ACCUM. AMORT.	1,532,502.23
WATER	

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - BALANCE SHEET
From Jan. 1, 2018 to Jun. 30, 2018

	<u>YTD</u>
3-41-01-274-00 Water - Accounts Receivable (Bill)	484,863.46
3-41-01-274-01 Water - Receivables (Finalled)	0.00
Total for WATER	484,863.46
WATER TCA/ACCUM. AMORT.	6,948,343.02
SEWER TCA/ACCUM. AMORT.	5,911,293.37
TRADE WASTE TCA/ACCUM. AMORT.	197,267.00
LANDFILL TCA/ACCUM. AMORT.	781,108.79
RECYCLE TCA/ACCUM. AMORT.	203,675.00
CEMETERY TCA/ACCUM. AMORT.	44,920.00
SUBDIVISION TCA/ACCUM. AMORT.	2,435,781.72
RECREATION TCA/ACCUM. AMORT.	20,340,060.06
SPORTSGROUND TCA/ACCUM. AMORT.	247,261.11
ROTARY PARK TCA/ACCUM. AMORT.	14,589.40
BOWLING TCA/ACCUM. AMORT.	131,442.00
CURLING RINK TCA/ACCUM. AMORT.	165,081.20
WALKING TRAIL TCA/ACCUM. AMORT.	177,034.39
MUSEUM TCA/ACCUM. AMORT.	38,251.00
GAS	31,709.96
CONTINGENCY	0.00
GENERAL	
3-98-01-271-00 A/R - Trade	293,898.84
3-98-01-271-01 A/R - A/R Trade Not Invoiced	407,189.16
3-98-01-272-00 NSF/Postdated Clearing	0.00
3-98-01-273-00 A/R - Business License 2018	3,700.00
3-98-01-276-00 A/R - Parks & Rec	6,157.98
3-98-01-280-00 A/R - Accrued Receivables	0.00

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - BALANCE SHEET
From Jan. 1, 2018 to Jun. 30, 2018

	YTD
3-98-01-320-00 Term Deposits	2,998,017.61
3-98-01-345-00 Alberta Municipal Financing Corporation	30.00
3-98-01-412-00 Prepaid Insurance	0.00
3-98-01-415-00 Prepaid Expense	2,259.33
Total for GENERAL	3,711,252.92
TOTAL ASSETS	72,854,426.36
LIABILITIES - BALANCE SHEET	
CLEARING ACCOUNTS	(38,703.77)
PREPAID TAXES	0.00
ACCOUNTS PAYABLE - GST	(14,683.54)
ADMINISTRATION RESERVES OR DEFERRED REVENUE	(56,299.86)
EQUITY	(57,721,524.62)
SURPLUS	(322,442.49)
RCMP RESERVES OR DEFERRED REVENUE	0.00
FIRE RESERVES OR DEFERRED REVENUE	(100,962.06)
BYLAW RESERVES OR DEFERRED REVENUE	(1,909.20)
COMMON SERVICES RESERVES OR DEFERRED REVENUE	(641,897.74)
ROADS RESERVES OR DEFERRED REVENUE	(440,735.16)
AIRPORT RESERVES OR DEFERRED REVENUE	(12,540.39)
STORM SEWER RESERVES OR DEFERRED REVENUE	(41,000.00)
WATER RESERVES OR DEFERRED REVENUE	(1,116,284.28)
SEWER RESERVES OR DEFERRED REVENUE	(1,737,568.78)
TRADE WASTE RESERVES OR DEFERRED REVENUE	(254,710.10)
LANDFILL RESERVES OR DEFERRED REVENUE	(282,822.15)
RECYCLE RESERVES OR DEFERRED REVENUE	(27,901.58)

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - BALANCE SHEET
From Jan. 1, 2018 to Jun. 30, 2018

	<u>YTD</u>
CEMETERY RESERVES OR DEFERRED REVENUE	(34,485.13)
DEVELOPMENT RESERVES OR DEFERRED REVENUE	(4,000.00)
COMMUNITY DEVELOPMENT RESERVES OR DEFERRED REVENUE	(8,834.72)
SUBDIVISION RESERVES OR DEFERRED REVENUE	(134,358.10)
FAMILY CARE CENTRE RESERVES OR DEFERRED REVENUE	(61,894.08)
RECREATION RESERVES OR DEFERRED REVENUE	(772,183.78)
ROTARY PARK RESERVES OR DEFERRED REVENUE	(4,000.00)
BOWLING ALLEY RESERVES OR DEFERRED REVENUE	(5,000.00)
CURLING RESERVES OR DEFERRED REVENUE	(90,079.00)
WALKING TRAIL RESERVES OR DEFERRED REVENUE	(46,765.14)
TOURISM RESERVES OR DEFERRED REVENUE	(16,000.00)
CONTINGENCY	(356,978.07)
GENERAL	(1,014.42)
AQUATIC CENTRE DEBENTURE PAYABLE	(4,797,461.78)
TOTAL - LIABILITIES	(69,145,039.94)

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - CAPITAL
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
CAPITAL REVENUES				
ADMINISTRATION CAPITAL	0.00	(100,000.00)	(100,000.00)	0.00
RCMP CAPITAL	0.00	(130,000.00)	(130,000.00)	0.00
FIRE CAPITAL	0.00	(66,800.00)	(66,800.00)	0.00
EMERGENCY RESPONSE CENTRE CAPITAL	0.00	(10,000.00)	(10,000.00)	0.00
BYLAW ENFORCEMENT	0.00	(68,000.00)	(68,000.00)	0.00
COMMON SERVICES CAPITAL	0.00	(364,619.00)	(364,619.00)	0.00
ROADS CAPITAL	0.00	(1,900,355.00)	(1,900,355.00)	0.00
AIRPORT CAPITAL	0.00	(12,500.00)	(12,500.00)	0.00
STORM SEWER CAPITAL	0.00	(354,600.00)	(354,600.00)	0.00
WATER CAPITAL	0.00	(1,316,161.00)	(1,316,161.00)	0.00
SEWER CAPITAL	0.00	(2,638,946.00)	(2,638,946.00)	0.00
TRADE WASTE CAPITAL	0.00	(642,618.00)	(642,618.00)	0.00
LANDFILL CAPITAL	0.00	(22,200.00)	(22,200.00)	0.00
RECYCLE CAPITAL	0.00	0.00	0.00	N/A
NEW LANDFILL CAPITAL	0.00	(4,000.00)	(4,000.00)	0.00
DEVELOPMENT CAPITAL	0.00	0.00	0.00	N/A
SUBDIVISION CAPITAL	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION CAPITAL	0.00	0.00	0.00	N/A
ARENA CAPITAL	0.00	(306,250.00)	(306,250.00)	0.00
POOL CAPITAL	(10,000.00)	(140,411.00)	(130,411.00)	7.12
PARKS CAPITAL	0.00	(19,700.00)	(19,700.00)	0.00
SPORTSGROUND CAPITAL	0.00	(21,800.00)	(21,800.00)	0.00
ROTARY PARK CAPITAL	0.00	(29,200.00)	(29,200.00)	0.00
BOWLING ALLEY CAPITAL	0.00	(25,000.00)	(25,000.00)	0.00
CURLING RINK CAPITAL	(10,710.00)	(77,710.00)	(67,000.00)	13.78

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - CAPITAL
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
WALKING TRAIL CAPITAL	0.00	0.00	0.00	N/A
OFFSITE CAPITAL	(3,125.00)	(13,141.00)	(10,016.00)	23.78
CONTINGENCY CAPITAL	0.00	(187,500.00)	(187,500.00)	0.00
TOTAL CAPITAL REVENUE	(23,835.00)	(8,451,511.00)	(8,427,676.00)	0.28
CAPITAL EXPENDITURES				
ADMINISTRATION CAPITAL	0.00	100,000.00	100,000.00	0.00
RCMP CAPITAL	0.00	130,000.00	130,000.00	0.00
FIRE CAPITAL	12,062.16	66,800.00	54,737.84	18.06
EMERGENCY RESPONSE CENTRE CAPITAL	0.00	10,000.00	10,000.00	0.00
BYLAW ENFORCEMENT	0.00	68,000.00	68,000.00	0.00
COMMON SERVICES CAPITAL	36,402.25	364,619.00	328,216.75	9.98
ROADS CAPITAL	80,225.63	1,900,355.00	1,820,129.37	4.22
AIRPORT CAPITAL	0.00	12,500.00	12,500.00	0.00
STORM SEWER CAPITAL	0.00	354,600.00	354,600.00	0.00
WATER CAPITAL	19,000.00	1,316,161.00	1,297,161.00	1.44
SEWER CAPITAL	24,662.50	2,638,946.00	2,614,283.50	0.93
TRADE WASTE CAPITAL	483,532.35	642,618.00	159,085.65	75.24
LANDFILL CAPITAL	7,200.00	22,200.00	15,000.00	32.43
RECYCLE CAPITAL	0.00	0.00	0.00	N/A
NEW LANDFILL CAPITAL	0.00	4,000.00	4,000.00	0.00
DEVELOPMENT CAPITAL	0.00	0.00	0.00	N/A
SUBDIVISION CAPITAL	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION CAPITAL	0.00	0.00	0.00	N/A
ARENA CAPITAL	145,995.02	306,250.00	160,254.98	47.67
POOL CAPITAL	60,777.80	140,411.00	79,633.20	43.29

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - CAPITAL
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
PARKS CAPITAL	4,411.00	19,700.00	15,289.00	22.39
SPORTSGROUND CAPITAL	0.00	21,800.00	21,800.00	0.00
ROTARY PARK CAPITAL	5,600.00	29,200.00	23,600.00	19.18
BOWLING ALLEY CAPITAL	0.00	25,000.00	25,000.00	0.00
CURLING RINK CAPITAL	0.00	77,710.00	77,710.00	0.00
WALKING TRAIL CAPITAL	0.00	0.00	0.00	N/A
OFFSITE CAPITAL	0.00	13,141.00	13,141.00	0.00
CONTINGENCY CAPITAL	0.00	187,500.00	187,500.00	0.00
TOTAL CAPITAL EXPENDITURES	879,868.71	8,451,511.00	7,571,642.29	10.41

2018 Town of Barrhead
SUMMARY FINANCIAL STATEMENT - CAPITAL
From Jan. 1, 2018 to Jun. 30, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
CAPITAL REVENUE BY CATEGORY				
DEBENTURE FUNDS	0.00	0.00	0.00	N/A
RETURN ON INVEST/REV. FR. OWN SOURCE	(20,710.00)	(324,206.00)	(303,496.00)	6.39
SALE OF FIXED ASSET	0.00	0.00	0.00	N/A
FEDERAL GRANTS	0.00	(720,119.00)	(720,119.00)	0.00
PROVINCIAL GRANTS	0.00	(2,994,099.00)	(2,994,099.00)	0.00
COUNTY/OTHER MUNICIPAL CONTRIBUTIONS	0.00	(34,500.00)	(34,500.00)	0.00
FROM CAPITAL RESERVES	0.00	(2,494,781.00)	(2,494,781.00)	0.00
FROM OPERATING FUNCTION	0.00	(1,488,206.00)	(1,488,206.00)	0.00
FROM OTHER CAPITAL FUNCTION	0.00	(385,600.00)	(385,600.00)	0.00
DEVELOPERS LEVY PAYMENTS	(3,125.00)	(10,000.00)	(6,875.00)	31.25
TOTAL CAPITAL REVENUE	(23,835.00)	(8,451,511.00)	(8,427,676.00)	0.28
CAPITAL EXPENDITURES BY CATEGORY				
ENGINEERING STRUCTURES	129,488.13	5,106,838.00	4,977,349.87	2.54
BUILDING ADDITIONS	14,850.00	250,200.00	235,350.00	5.94
EQUIPMENT ADDITIONS	329,507.98	881,961.00	552,453.02	37.36
LAND ADDITIONS	0.00	0.00	0.00	N/A
LAND IMPROVEMENT ADDITIONS	0.00	5,200.00	5,200.00	0.00
VEHICLE ADDITIONS	406,022.60	661,000.00	254,977.40	61.43
CONTRIBUTIONS TO OPERATING FUNCTION	0.00	0.00	0.00	N/A
TO OTHER CAPITAL FUNCTIONS	0.00	385,600.00	385,600.00	0.00
ADD TO CAPITAL RESERVES	0.00	1,160,712.00	1,160,712.00	0.00
TO OTHER ORGANIZATIONS	0.00	0.00	0.00	N/A
PROCEEDS TO GAIN/LOSS DISPOSAL	0.00	0.00	0.00	N/A
TOTAL CAPITAL EXPENDITURES	879,868.71	8,451,511.00	7,571,642.29	10.41



REQUEST FOR DECISION

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Policy 12-026, Credit Card Acceptance Policy

Summary

Policy 12-026, Credit Card Acceptance Policy

Overview

Policy 12-026, the Credit Card Acceptance Policy is presented for Council's approval.

Over the past several years, we have had numerous requests to accept credit card payments for goods and services. We currently have debit machines both at the Town Administration Office and the Recreation Office; however, they are only set up to accept Interac payments. Administration is requesting that these machines be upgraded to accept credit card payments as well.

In addition, Administration is requesting that online credit card payments be accepted for Recreation Fees, such as swimming lessons.

Currently, we pay \$27.00 per month for rental of each of the debit machines that we have, plus a \$5.00 per month account service package fee for each machine (\$32.00/month X 2 machines = \$64.00/month). If we choose to add credit card payments to these machines, that cost will decrease to \$25.95 per month for the rentals, plus \$3.95 per month for the account service package fee (\$59.80/month).

The cost to accept online credit card payments for Recreation Fees amounts to \$35.00 per month plus a \$3.95 account service package fee, for a total of \$38.95 per month or \$467.40 per year. At this time Administration is requesting that the online credit card acceptance is limited to recreation fee payments. The Recreation Department software system should be ready to process online payments by the end of the month, with staggered implementation for swimming lessons, memberships, etc.

In the future, after the Town financial system has been upgraded, it will be requested that online credit card payments also be accepted for utility payments and other general municipal goods and services. At that time, an additional \$38.95 monthly fee would be incorporated into the budget.

In addition to the above mentioned monthly fees, there are also credit card transaction fees. These fees vary depending on the type of credit card being used, but the average fee is approximately 2% per transaction. For example, if we accept a \$500.00 credit card payment, our transaction fees would amount to approximately \$10.00.

Due to the higher transaction fees when accepting credit card payments, Policy 12-026 outlines which goods and services the Town will accept credit card payments for and which it won't. You will notice that we will not accept credit card payments for property taxes or lot sales, as the transaction fees on these amounts would be exceedingly high. Most municipalities do not accept credit card payment for these types of transactions.

A significant number of municipalities in Alberta have been accepting credit cards for several years. We would like to offer this service as a benefit to our citizens.

Recommendations

Recommendation #1

That Council approve Policy 12-026, the Credit Card Acceptance Policy, and authorize Administration to proceed with adding credit card payments to the debit machines at the Administration Office and the Recreation Office, and that online credit card payments be set up for recreation services and fees.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-026

RESOLUTION #

POLICY TITLE: Credit Card Acceptance Policy

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: September 11, 2018

POLICY STATEMENT:

The Town of Barrhead will accept credit cards for payment of specified goods and services.

PURPOSE:

To clarify the types of goods and services that the Town will accept credit card payments for.

TOWN OF BARRHEAD
PROCEDURE STATEMENT
(Policy 12-026)
CREDIT CARD ACCEPTANCE POLICY

Resolution #

PROCEDURES:

The Town of Barrhead will accept credit cards for payment of specified goods and services. These transactions will be subject to the availability of the Town's financial systems in place at the time.

CREDIT CARD ACCEPTANCE PROCEDURES:

1. The Town will accept credit card payments for the following goods and services:

- a) Utility Account Payments
- b) Dog and Cat tags
- c) Parking and other enforcement fines
- d) Business License fees
- e) Cemetery Plot Sales
- f) Recreation rentals, programs, services and fees
- g) Tax Certificates
- h) Compliance Certificates
- i) Development Permits, Rezoning Fees and Appeal Fees
- j) Subdivision Applications and Endorsement Fees
- k) Assessment Complaint Fees
- l) Garbage Bin purchases
- m) Bulk Water Deposits and Fees
- n) Rotary Camping Fees
- o) Landfill Fees
- p) Fire Fighting Fees
- q) NSF Charges
- r) Sale of miscellaneous items (maps, pins, promotional material, etc.)
- s) Services provided by Public Works Department (sanding, sweeping, etc.)
- t) Any other charges as approved by the CAO or designate.

2. The Town will NOT accept credit cards for the following:

- a) Property Taxes
- b) Offsite Levies
- c) Residential/Commercial/Industrial Lot Sales
- d) Sales of large equipment, vehicles
- e) Any miscellaneous goods/services amounting to greater than \$5,000.00.



REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Weed Inspector

Summary

Weed Inspector

Overview

As per the Weed Act, Section 7, the Town of Barrhead shall appoint an Inspector to enforce and monitor compliance with the Act with the Town.

It is recommended that Jonathan Hynes be appointed as the Weed Inspector on behalf of the Town of Barrhead.

Recommendations

Recommendation #1

That Council appoint Mr. Jonathan Hynes as the Weed Inspector for the Town of Barrhead.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Commuter Bus and Freight Service

Summary

Commuter Bus and Freight Service

Overview

With Greyhound announcing they are suspending commuter bus service in Western Canada, Amethyst Transport is conducting a survey to evaluate the feasibility of offering a commuter and freight bus service to the rural areas.

Recommendations

Recommendation #1

1. That Council provide feedback on the Amethyst Transport survey regarding the rural bus service.

OR

2. That Council accept the Amethyst Transport survey as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

Amethyst Transport Rural Bus Link

RECEIVED
AUG 22 2018

With the recent announcement of Greyhound Canada suspending their Western Canada commuter routes on October 31, 2018, it brings some uncertainty to approximately two million passengers. The full impact of Greyhound's decision is still being analyzed with no concrete solution proposed to help connect individuals to their destinations, especially in the rural areas. That is why Amethyst is taking the initiative to contact the local Towns and Counties to see what type of a solution can be generated when commuter bus service is suspended.

Enclosed is a questionnaire and pre-paid return envelope to **evaluate the feasibility** of implementing a commuter bus and freight service from the rural Communities in the Edmonton Area to connect them to "the big City" and the International Airport. Bus stops would be areas where other public transit is readily available such as transit terminals or shopping centres.

Questionnaire closing date is September 20, 2018.

Thanks,



Alex Kyle

Director, Amethyst Transport

St. Albert, AB.

Rural Bus Link Questionnaire

-Does Greyhound (or any other Carrier) currently operate in your community for commuter service?

-If yes: Would there be a potential impact to the day to day operations of the local businesses and/or people when Greyhound cancels their routes? _____

-What issues might arise? _____

-Would your Community exhibit interest in having a commuter and freight service in place? (Travel between surrounding towns and/or a link to St. Albert, Edmonton Transit and the International Airport.) _____ How many days per week? _____

What area(s): _____

-If yes: Please indicate (a) potential solution(s)

-Fully funded by Users: _____ Funded by Corporate Sponsors: _____

-Council*/User Partnership: _____ Other (Specify): _____

-Funded fully by Council*: _____

*Partnering with surrounding Communities to split the cost.

-Has Council been made aware of the Rural Transportation Pilot Program offered by the Alberta Government? _____

-If a bus service were to become operational, what type(es) of bus(es) would you feel would be most beneficial?

-Motor coach: _____ Wheel chair equipped: _____

-School bus with trailer: _____ A/C equipped: _____

-Commercial bus (white school bus with coach style seats): _____

-Low floor transit bus: _____ What size of bus? _____

Comments: _____

Contact: _____ Position: _____ Date: _____

Interest in receiving results of this research study once completed? _____ *Results remain anonymous *

Return to: Amethyst Transport P.O. Box 23117, St. Albert AB., T8N 6Z9



REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Barrhead School Expo & Career Fair

Summary

Barrhead School Expo & Career Fair

Overview

Attached is information regarding the School Expo & Career Fair to be held on Thursday, September 27th at the Barrhead Composite High School.

Council at their May 22nd Meeting approved the Town's participation in the School Expo.

Recommendations

Recommendation #1

That Council accept the School Expo & Career Fair as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



Board of Trustees
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Jackie Carson
Jackie Comeau
Nancy Keough
Judy Lefebvre
Kerry McElroy
Wendy Scinski
Superintendent
David Garbutt

You are invited to be a part of the School Expo & Career Fair:

“Making Connections - Face to Face”

Thursday, September 27th, 2018

Dear Sir or Madam:

Pembina Hills Public Schools will be hosting the annual School Expo & Career Fair “**Making Connections - Face to Face**” on Thursday, September 27th, 2018 at the Barrhead Composite High School, 5307-53 Ave., Barrhead, AB. The event gives students a chance to explore opportunities available to them during their high school years and beyond. Local employers, professional associations and organizations, as well as post-secondary institutions will be on hand for students to connect with. Highlighting work opportunities within our region (through this event), while simultaneously clarifying the education and skills required to take advantage of these employment opportunities in the region, will give our youth more reason to remain or return to the region to work, live, and play. As an exhibitor, you will be able to showcase your organization as well as make valuable, lasting connections with our youth.

About 1000 students from grades nine to twelve will attend the Expo. Students will be coming from Barrhead, Westlock and surrounding communities. While attending the Expo, students will be looking for answers to questions such as: “*What am I really interested in doing after High School? How can I reach that goal? What are my next steps?*”

We invite you to register for your FREE table by returning the attached registration. If you register by Wednesday, August 15th, 2018, your organization’s name and website will be listed in the electronic program, which students will use to prepare for the Expo. For further information, please feel free to contact me at kncfischer@gmail.com or call 780-674-3182. Thank you for your consideration and interest in this event. I look forward to hearing from you.

Sincerely,

K. Fischer

Karen Fischer
School Expo Coordinator
kncfischer@gmail.com
780-674-3182 (H)
780-305-8505 (C)

Regional Office

5310 - 49 Street, Barrhead, AB T7N 1P3 • www.phrd.ab.ca
P 780.674.8500 • F 780.674.3262 • Toll Free 1.877.693.1333

TOGETHER WE LEARN



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“Making Connections – Face to Face”

School Expo & Career Fair
Thursday, September 27th, 2018
Barrhead Composite High School
5307-53 Ave. Barrhead, AB

Exhibitor Registration

Business Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Website: _____

Contact Person: _____

Display Booths Will Be Open From 9:00 a.m. – 2:45 p.m.

(Coffee, juice, water, and pastries will be provided @ 8:15 a.m. – 8:45 a.m.)

Please check box if you would like a table with a power outlet reserved for you.

Please check box to sign up for Lunch (No Charge):

Lunch Number of people: _____

Please return this registration form **by Wednesday, August 15th, 2018
for inclusion in the promotional material.*

Email: kncfischer@gmail.com

Fax: 780-674-3262 (Attention Karen Fischer)



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“Making Connections – Face to Face”

School Expo & Career Fair
Thursday, September 27, 2018
Barrhead Composite High School, East Gym
5307 – 53 Avenue, Barrhead, AB

Exhibitor Information

General Information:

- Exhibitors will have 2 chairs & a table (about 2'x8') covered with a black tablecloth – no charge.
- Exhibitors on the outside perimeters may tape posters, etc. on the walls behind them.
- Exhibitors may reserve a table with power by checking off the box on the registration form.
- Extension cords may be used as long as they don't cross the traffic flow.
- The expo (displays/booths) will be open from 9:00 a.m. – 2:45 p.m.

Refreshments:

- Lunch will be available for those who sign up, as indicated on the registration form.
- Bottles of water and coffee will be provided/delivered to you at your exhibit/table.

Set up and Take Down:

- **Set-Up Time:** from 8:00 a.m. to 8:15 a.m. Please do not arrive after 8:30 a.m. as the parking & school access will be congested. All exhibitor booths must be set up by 8:15 a.m.
- **Unloading area:** Front Doors (See Map).
- **Parking** is available in the front and rear of the school. The rear parking lot can be accessed through the alley at the west end of the school. There will be some reserved parking that will be marked as well as (parking lot) marshals to direct you. (See Map)
- **Student volunteers** will also be available to assist you with your equipment and supplies.
- **Take-Down:** Plan to pack up your booth after 2:45 p.m.

Be comfortable all day:

- Dress in layers so that you can be comfortable even if the gym is too cold or too warm.
- Wear comfortable shoes.

Students:

- Up to 1000 students from Grades 9-12, will be attending from our host and visiting schools.



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May 10, 2018

To: Whom It May Concern

Re: 2018 "Making Connections - Face to Face" School Expo Sponsorship

Thursday, September 27th, 2018 is the date of the School Expo & Career Fair event hosted this year by Barrhead Composite High School. This annual event provides a forum for youth to personally interact with **exhibitors**, including regional employers, post-secondary educational institutions and community organizations. Approximately 65 presenters will be set up in the high school gymnasiums and up to 1,000 youth in Grades 9-12 from a variety of schools in the region (regardless of school division affiliation) will tour the booths. This forum encourages youth to gather information and engage in conversations, which provides a positive impact to their future career and residence decisions. The ultimate goal of this event is to have conversations that help students connect the dots between the courses they take and the future career paths; 'making connection - face to face!' The event is also a strategy for youth retention in the region. It is a chance to showcase the variety of employment and career opportunities available to them in their home communities, so that the youth will be inclined to stay or return, learn, live, work and play.

Over the past 10+ years, this event has become a premier youth focused forum for the region. We are currently seeking sponsorship to assist with offsetting some of the costs associated with this valuable event. Recognition is given to our event sponsors based on the sponsorship amounts. Sponsors will be publicized and promoted at the event, recognized in the 'Town & Country' section of the Barrhead Leader & Westlock News, as well as posted on the Pembina Hills Public Schools web site and the Barrhead Composite High School web site.

Please take the time to review the following sponsorship opportunities that are available. We hope you and/or your organization find this event as important as we do and are able to offer sponsorship based on your available resources. If you require more information, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

K. Fischer

Karen Fischer, School Expo Coordinator

E-mail: knfischer@gmail.com

Phone: (780) 674-3182

Cell: (780) 305-8505



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“Making Connections – Face to Face” 2018 School Expo Sponsorship Opportunities

Gold Expo Sponsor

\$500 (3 Available)

- Recognition as a premier sponsor of the Expo event with the largest representation in the (print & electronic) media.
- Opportunity to display/distribute collateral material or promotional items at the event.

Silver Expo Sponsor

\$300 (5 Available)

- Recognition as a sponsor of the Expo event with the 2nd largest representation in the (print & electronic) media.
- Opportunity to display material or promotional items at the event.

Bronze Expo Sponsor

\$150 (10 Available)

- Recognition as a Bronze Level sponsor of the Expo event with representation in the (print & electronic) media.

Promotion (Grand Door Prize) Sponsor

\$350 (1 Available)

Students are encouraged to participate at the School Expo by engaging with exhibitors. Once finished, they will be given an opportunity to fill out an electronic survey and enter their name in the draw for the grand door prize.

- Recognition as door prize sponsor of the Expo event.
- Logo sticker on prize.

Refreshment Sponsor

Morning/afternoon break: \$500 (1 Available)

Lunch: \$500 (1 Available)

- Specific print recognition as the sponsor during the meal and during the Expo event.
- Acknowledgement as a sponsor in the (print & electronic) media.

Door Prize Contributor

\$20 - \$50 value (20 Available)

Both students & exhibitors will be eligible for door prizes upon completion of their Expo evaluation/feedback survey. Prizes will NOT be cash, but rather a gift certificate.

- Recognition as a door prize sponsor of the Expo Event

Thank you for taking the time to review the sponsorship opportunities available in support of our regional youth at this premier event.

Sponsorship opportunities are first-come, first-served. For more information, or to discuss your participation as a sponsor, please contact:

Karen Fischer, School Expo Coordinator

Phone: (780) 674-3182 Cell: (780) 305-8505

Email: knfischer@gmail.com



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“Making Connections – Face to Face” 2018 School Expo Sponsorship Form

Name: _____ Title: _____

Organization: _____

Street Address: _____

City/Town: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Level of Sponsorship	
<input type="checkbox"/> Gold School Expo Sponsor	\$ 500.00
<input type="checkbox"/> Silver School Expo Sponsor	\$ 300.00
<input type="checkbox"/> Bronze School Expo Sponsor	\$ 150.00
<input type="checkbox"/> Promotion Sponsor (Grand Door Prize)	\$ 350.00
<input type="checkbox"/> Refreshment Sponsor	\$ 500.00
<input type="checkbox"/> Door Prize Contributor (per door prize sponsored)	\$20.00 - \$50.00

Please submit your completed sponsorship form before August 15th, 2018.

Attention: Karen Fischer

Post: 5310 49 St, Barrhead, AB T7N 1P3

Fax: (780) 674-3262

Email: kncfischer@gmail.com



REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Petition – Community Garden

Summary

Petition – Community Garden

Overview

The Town Administration has received a petition against a proposed move of the Community Garden to Beaver Brook Estates.

After review, the CAO has determined the petition to be invalid as per Section 224 of the Municipal Government Act.

The petition did not contain a witness signature to each name nor was an affidavit attached to the petition.

However, the Town is considering other areas for the Community Garden and it was never the intent that Beaver Brook park was the only area considered for the proposed relocation of the gardens.

Recommendations

Recommendation #1

That Council accept the Community Garden Petition as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

Petition sufficiency requirements

221 A petition is sufficient if it meets the requirements of sections 222 to 226 or, where those requirements are modified by bylaw under section 226.1, if it meets the requirements as modified.

RSA 2000 cM-26 s221;2015 c8 s26

Who can petition

222 Unless otherwise provided in this or any other enactment, only electors of a municipality are eligible to be petitioners.

1994 cM-26.1 s222

Number of petitioners

223(1) A petition must be signed by the required number of petitioners.

(2) If requirements for the minimum number of petitioners are not set out under other provisions of this or any other enactment then, to be sufficient, the petition must be signed,

- (a) in the case of a municipality other than a summer village, by electors of the municipality equal in number to at least 10% of the population, and
- (b) in the case of a summer village, by a number of the electors of the summer village equal to at least 20% of the number of summer village residences in the summer village.

RSA 2000 cM-26 s223;2016 c24 s17

Other requirements for a petition

224(1) A petition must consist of one or more pages, each of which must contain an identical statement of the purpose of the petition.

(2) The petition must include, for each petitioner,

- (a) the printed surname and printed given names or initials of the petitioner,
- (b) the petitioner's signature,
- (c) the street address of the petitioner or the legal description of the land on which the petitioner lives,
- (c.1) the petitioner's telephone number or e-mail address, if any, and
- (d) the date on which the petitioner signs the petition.

(3) Each signature must be witnessed by an adult person who must

- (a) sign opposite the signature of the petitioner, and
 - (b) take an affidavit that to the best of the person's knowledge the signatures witnessed are those of persons entitled to sign the petition.
- (3.1)** The petition must have attached to it the affidavits referred to in subsection (3).
- (4)** The petition must have attached to it a signed statement of a person stating that
- (a) the person is the representative of the petitioners, and
 - (b) the municipality may direct any inquiries about the petition to the representative.

RSA 2000 cM-26 s224;2015 c8 s27;2017 c13 s1(17)

Counting petitioners

225(1) A petition must be filed with the chief administrative officer and the chief administrative officer is responsible for determining if the petition is sufficient.

- (2)** No name may be added to or removed from a petition after it has been filed with the chief administrative officer.
- (3)** In counting the number of petitioners on a petition there must be excluded the name of a person
- (a) whose signature is not witnessed,
 - (a.1) whose signature is witnessed but for which no affidavit is attached to the petition,
 - (b) whose signature appears on a page of the petition that does not have the same purpose statement that is contained on all the other pages of the petition,
 - (c) whose printed name is not included or is incorrect,
 - (d) whose street address or legal description of land is not included or is incorrect,
 - (e) if the date when the person signed the petition is not stated,
 - (f) when a petition is restricted to certain persons,
 - (i) who is not one of those persons, or
 - (ii) whose qualification as one of those persons is not, or is incorrectly, described or set out,

**COUNCIL REPORTS
AS OF SEPTEMBER 11, 2018**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
Barrhead Cares Coalition	Cr. Kluin	<u> </u>
Barrhead & District Social Housing Association	Cr. Penny	<u> </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	<u> </u>
Barrhead Regional Airport Committee	Mayor McKenzie	<u> </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	<u> X </u>
Capital Region Assessment Services Commission	Cr. Penny	<u> </u>
Chamber of Commerce	Cr. Kluin	<u> </u>
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	<u> </u>
Economic Development Committee	Vacant	<u> </u>
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)	<u> </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Penny	<u> </u>
Library Board/Yellowhead Regional Library Board	Cr. Klumph	<u> </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Cr. Oswald)	<u> X </u>
Regional Landfill Committee	Cr. Klumph and Cr. Penny	<u> </u>
Subdivision & Development Appeal Board	Cr. Penny	<u> </u>
Twinning Committee	Cr. Oswald	<u> X </u>



Date: September 7, 2018

To: Mayor McKenzie and Council

From: Martin Taylor, CAO

Re: CAO update

- Council will be meeting with AHS regarding ambulance service in late September.
- Aquatic centre annual shut down underway.
- Lagoon upgrade tender next month.
- Roof replacement tenders for the detachment are under review.
- Linda Prokott our new recreation coordinator started employment this week.
- Meeting with community garden representatives.
- Deputy Fire Chief Gary Hove has been promoted to Fire Chief effective Monday, September 10th.
- Meeting with Alberta Transportation regarding access for the 14 acres.
- Hosting the LGAA zone meeting on Friday, September 21st.

Respectfully submitted,
Martin Taylor, CLSM
CAO

**BARRHEAD & DISTRICT TWINNING COMMITTEE MEETING
HELD THURSDAY AUGUST 30, 2018, AT 12:00 NOON
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT Deb Schembri, Elaine Dickie, Lynn Down, Cheryl Callihoo, Walter Preugschas, Karen Fischer and Bill Lane

EXCUSED Chairperson Shelley Oswald, Gail Hove, Steven Kaplan and Wayne Klufas

CALL TO ORDER

Vice Chairperson Deb Schembri called the meeting to order at 12:00 p.m.

**CONSIDERATION
OF AGENDA**

Moved by Lynn Down that the Agenda be accepted as presented.

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

Notes of the Meeting held Monday June 18, 2018 were reviewed

JET DELEGATION

The Committee reviewed and discussed an itinerary for the upcoming JET delegation visit and also discussed advertising for homestays for the delegation.

**A/JTMA CONFERENCE
BARRHEAD 2019**

Twinning Conference - Barrhead 2019 – the committee discussed and suggested tentative date for the Conference be the June 1, 2019 weekend.

JAPANESE GARDEN UPDATE

The Committee members were provided with an update on the railing installation at the garden.

FINANCIAL STATEMENT

Moved by Lynn Down that the Financial Statement for the month ended July 31, 2018, be accepted as information.

CARRIED UNANIMOUSLY

NEXT MEETING

Thursday September 20, 2018 at noon.

ADJOURN

Deb Schembri adjourned the meeting at 1:20 p.m.

CARRIED UNANIMOUSLY



REQUEST FOR DECISION

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Bylaw 08-2018, Land Use Amendment Bylaw

Summary

Bylaw 08-2018, Land Use Amendment Bylaw

Overview

Bylaw 08-2018 will amend the Land Use Bylaw to include Cannabis related services with designated areas of the Town of Barrhead.

Recommendations for Action

Recommendation #1

That Council give Bylaw 08-2018, the Land Use Amendment Bylaw, first reading and set a Public Hearing for Tuesday, October 9, 2018 at 5:30 p.m. in the Town Council Chambers.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

BYLAW 08-2018
LAND USE BYLAW AMENDMENT

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF
ALBERTA, TO AMEND BY-LAW 04-2015, THE LAND USE BYLAW

WHEREAS, Council of the Town of Barrhead has deemed it necessary to amend By-Law 04-2015, the Land-Use By-Law to accommodate cannabis related businesses.

NOW THEREFORE the Municipal Council of the Town of Barrhead in an open meeting hereby enacts as follows:

1. That **Part II, Section 1: Terminology**, be amended with the following:

Additions/ Amendments:

“**Cannabis**” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis, a broad term used to describe the various products derived from the leaves, flowers and resins of the Cannabis sativa and Cannabis indica plant or hybrids of the two. These products exist in various forms and are used for different purposes (e.g. medical, and recreational use and industrial use)

“**Cannabis Accessory**”:

- (i) includes rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis; or
- (ii) cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time that is deemed under the Cannabis Act (Canada) to be represented in the consumption or production of cannabis.

“**Cannabis Production Facility**” means a development or part thereof that involves the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government. A Cannabis Production Facility shall not include Cannabis Retail as an accessory use.

“**Cannabis Retail**” means a retail store licensed by the Province where Cannabis and Cannabis Accessories are sold to individuals who attend the premises. This use does not include a Cannabis Production Facility and cannot be combined with any other use such as Convenience Services or Retail Services.

“**Convenience Services**” add the following to the definition: Convenience Services does not include the sale of Cannabis.

“**Extensive Agriculture**” add the following to the definition: Extensive Agriculture does not include the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government.

“**Intensive Agriculture**” add the following to the definition: Intensive Agriculture does not include the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government.

“**Retail Services**” add the following to the definition: Retail Services does not include the sale of Cannabis.

“**Warehouse Sales**” add the following to the definition: Warehouse Sales does not include the storage and distribution of Cannabis and Cannabis products licensed by the Federal Government.

2. Part VIII- Use Specific Regulations

New Section 29 – Cannabis

Any Cannabis Retail and Cannabis Production Facility and any related use is distinct and cannot be considered as part of an accessory to or operated in conjunction with any other use within this bylaw

1) Cannabis Retail

- a) A development authority shall not issue a development permit for Cannabis Retail:
 - i) unless all applicable licensing and approvals have been provided by the Province and Federal Government and
 - ii) if the proposed development does not comply with the Provincial regulations under the Alberta Liquor and Gaming Commission.
- b) Cannabis Retail shall not be located within 100m of a the boundary of a provincial health care facility, a school, municipal and school reserve, a day care or the boundaries of a public park and/or playground frequented by children.

2) Cannabis Production Facility

- a) A Cannabis Production Facility shall not be operated in conjunction with any other uses.
- b) A Cannabis Production Facility shall include ventilation equipment designed and intended to remove any odors escaping from the building.
- c) A development authority may require a plan describing the method and location of collection and disposal of waste material from the Cannabis Production Facility.
- d) A Cannabis Production Facility shall not be located within 100m of a the boundary of a provincial health care facility, a school, municipal and school reserve, a day care or the boundaries of a public park and/or playground frequented by children.

The separation distance between a Cannabis Retail Sales or a Cannabis Production Facility and another use shall be determined by measuring a straight-line from the closet point on the lot line of the Cannabis Retail Sales or Cannabis Production Facility and the closest point on the lot line on which an above use is located. The separation distance shall not be measured from a district boundary or wall of a building.

3. Part XI Land Use District Regulations

Cannabis Retail shall also be included as a discretionary use to the following districts:

C1- Commercial Central Business District

C2 – Highway Commercial

M1- Industrial

The Following shall be added to the C1 , C2 & M1 Supplemental Regulations :

No cannabis related development may be permitted unless all applicable licensing and approvals have been provided for by the Province and Federal Governments.

A development Permit shall be required as per Section 105 (2)(a) of the Gaming and Liquor Amendment Regulation.

All security measures required by the applicable licensing and approvals required from the Province and Federal Governments must be in place and any additional study or assessment or information necessary to address specific concerns at the discretion of the Development Authority or any other thing required by the municipality shall be provided at the time of development permit application.

Cannabis Retail Sales is required to comply with any Federal or Provincial Regulations.

The Following shall be added to the M1 Supplemental Regulations :

Cannabis Production Facility is required to comply with any Federal or Provincial Regulations.

ADMINISTRATION

4. It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
5. That this By-Law once passed and signed shall form part of By-Law 04-2015, the Land-Use By-Law.
6. That this By-Law shall take effect on the day of the final passing thereof.

Read a first time this _____ day of _____, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Read a second time this _____ day of _____, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Read a third time this _____ day of _____, 2018 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO



REQUEST FOR DECISIONS

Date: September 11, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Information Items

Summary

Information Items for Council's review.

Overview

The following information items were presented:

- Fortis Update
- Athabasca Watershed Council Municipal Forum
- Alberta Health Services letter – Blue Heron Parade
- Proclamation – World Cerebral Palsy Day – October 6, 2018
- AltaGas – Tariff Revenues
- Alberta Recreation & Parks Association (ARPA) – 2nd Annual Greener Facilities Conference and Expo – November 14-15, 2018

Recommendations

Recommendation #1

That Council accept as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

August 8, 2018

Dear, Martin Taylor

RE: Alberta Utilities Commission (AUC) Confirms FortisAlberta's Exclusive Municipal Franchise Areas

As the electric distribution service provider in your municipality, FortisAlberta is delighted to inform you of the release of Decision 22164-D09-2018: FortisAlberta Inc. Application for Orders Confirming Boundaries of FortisAlberta Inc. Exclusive Municipal Franchise Areas. This Decision was released by the AUC on July 16, 2018.

FortisAlberta greatly values its relationship with your municipality as well as the provision of safe and reliable service to your residents. To that end and given the importance of the AUC's Decision to your municipality, I will be in touch with you in September to discuss the AUC's Decision with you in more depth. Until that time, however, we wanted to inform you about the Decision and what it means for your residents.

This Decision represents a favorable result for your municipality for several reasons.

First, the AUC has now confirmed that FortisAlberta may collect franchise fees and linear tax charges on behalf of your municipality for any new customers or new electric distribution services located within your municipality's corporate limits, or for existing members of a Rural Electrification Association (REA) who elect to transfer to FortisAlberta. FortisAlberta may also collect these fees and charges on behalf of your municipality when there is a change in ownership at the site; when a REA requests a transfer of facilities or the REA member to FortisAlberta; or when the REA refuses to continue to serve the existing REA member. At the highest level, this is because the AUC ordered the alteration of REA service area boundaries so that they border, but no longer overlap, your municipality's corporate limits.

Second, the Decision confirms that your municipality may pass a bylaw requiring any members of a REA located within your municipality to take electric distribution service from FortisAlberta. Upon the passage of such a bylaw, any existing REA members in your municipality must become customers of FortisAlberta. As set out in the Decision, individual REA members who transfer to FortisAlberta may be entitled to a refund from their REA following their withdrawal from membership.

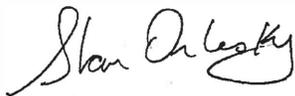
Finally, the Decision provides your residents with clarity that FortisAlberta is the exclusive electric distribution service provider in your municipality. It harmonizes FortisAlberta's service area with the boundaries governed by the municipal franchise agreements, is consistent with the AUC's previous

approval of those agreements, and best supports the public policy objective of reducing duplication of electric distribution facilities in Alberta.

The Decision is demonstrative of the number of steps that FortisAlberta has taken, and will continue to take, to fulfill its commitment to the municipal franchise agreement it has with your municipality. I can assure you that FortisAlberta will work with your municipality and the Alberta Urban Municipality Association (AUMA) to ensure that we are fulfilling our commitments to you as your electric distribution provider and the orders of the AUC in the Decision. We will also work collaboratively with the REAs affected by the Decision to ensure the continued and orderly operation of the electric distribution system for your residents.

As noted above, your Stakeholder Relations Manager will be in touch with you to schedule a meeting in September. However, if you have any questions before then, please do not hesitate to call.

Sincerely,



Supervisor, Stakeholder Relations



RECEIVED
AUG 20 2018

Janet Pomeroy, CMA, CPA, CAE
Executive Director
5101 – 50th Avenue
P.O. Box 1058
Athabasca, AB T9S 2A8

Dear Mr. Martin Taylor,

I pleased to introduce myself as the new executive director of the Athabasca Watershed Council. I am very excited to provide you with the attached invitation to the second Municipal Forum for the Athabasca Watershed Municipalities!

The first Municipal Forum (2011) had 13 counties and towns attending and inspired great conversations and information sharing. We have listened to you and we are again bringing the Athabasca Watershed Municipalities together for the common goals: safe, secure drinking water; healthy aquatic ecosystems; and reliable quality water supplies for a sustainable economy.

We have a day filled with stimulating speakers, a look at future projects and more! We will also be asking municipalities to again take five minutes to share with others any successes and challenges your municipality has had in working toward achieving a healthy watershed that supports community sustainability.

A river is a connector. It connects people to the environment and communities to each other. Our quality of life is tied to healthy and sustainable water supplies for the environment, for our communities and for our economic well-being. We look forward to seeing you, members of your council and staff on November 17, 2018 in Westlock!

Please visit our website or feel free to contact us directly for any watershed related information.

Yours truly,

Janet R. Pomeroy, CPA, CMA, CAE
Executive Director



(780) 213 0343

executive.director@awc-wpac.ca

www.awc-wpac.ca

YOUR COUNCILLORS, CAOS AND STAFF ARE INVITED
TO THE ATHABASCA WATERSHED COUNCIL

MUNICIPAL FORUM

NOVEMBER 17, 2018
WESTLOCK INN, ALBERTA
10AM-4PM

Topics:

- Your good news water stewardship stories
- Integrated Watershed Management Planning
- Tourism in the watershed
- Source water protection planning
- History of the Athabasca Watershed
- Economic study and movie making

RSVP: October 19, 2018 to admin@awc-wpac.ca



ATHABASCA WATERSHED COUNCIL
PO BOX 1058, 5101 50 AVE,
ATHABASCA, AB T9S 2A8
WWW.AWC-WPAC.CA

August 17 2018

RECEIVED

AUG 17 2018

Barrhead Town Council:

As the Alberta Health Services Seniors Health Manager, I am writing to express my concern regarding the recent Blue Heron Fair parade. A change to the route resulted in the parade not going past our facility or the neighboring Shepherds Care Facility.

The parade has for many years been an annual event for our residents. Our recreation department enlists the help of families, staff and volunteers to assist the residents to be able to enjoy the parade. The fact that the parade organizers take into consideration our seniors in facility living settings, affirms to them that they are valuable members of our town and county.

It is not a viable solution to transport residents to the down town area to view the parade. The majority of our residents are dependent on some type of assistance to mobilize and our bus holds a maximum of six wheelchairs at any one time. Physical limitations should not be considered indicative of anyone's ability to enjoy the parade.

It is disappointing that no one from our facility was contacted prior to this decision being made, nor were we notified of the decision other than by rumor. I am asking that you reconsider this change to the parade route for future events.

Please feel free to contact me should you require further clarification.



Jenny Nanninga RN
Manager Seniors Health
Barrhead



RECEIVED
SEP 05 2018

August 27, 2018

Mayor David McKenzie
Box 4189
Barrhead, AB
T7N 1A2

Dear Mayor McKenzie,

Since 2012, communities across Alberta have come together to recognize World Cerebral Palsy Day. This annual event is designed to raise public awareness about the serious challenges that remain for people affected by cerebral palsy.

To help us achieve this goal in communities across Alberta, we would like to request a proclamation of World Cerebral Palsy Day be made in your community to help us raise awareness locally and to mark this important event.

World Cerebral Palsy Day is **October 6, 2018** and if possible, we request the proclamation be made for this day.

Proclamations can be shared through social media and website, through local newspapers or magazines. **The Cerebral Palsy Association in Alberta services over 3900 members across the province, including Barrhead.** By proclaiming World CP Day in your community, we can work together to create a bright, more just and sustainable future for all Albertans; empowering men, women and children with cerebral palsy to love, learn, laugh and live as full citizens.

Together we make a difference!

The Cerebral Palsy Association in Alberta offers innovative opportunities for community inclusion, and takes a proactive stance in building capacity for persons with disabilities. Placing the utmost value on respect and dignity, the CPAA empowers members to live a Life Without Limits. Members have access to informed and compassionate support services, health and wellness activities and community advocacy.

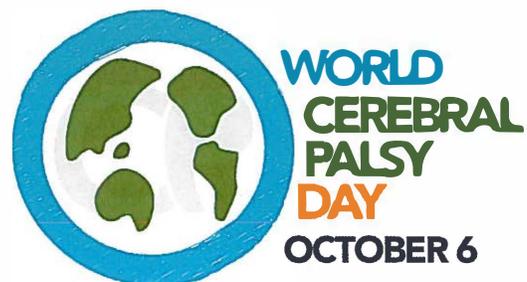
Thank you for helping us to create a **Life Without Limits**, I look forward to hearing from you.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mezaun Lakha-Evin'.

Mezaun Lakha-Evin
Associate Executive Director

Cerebral Palsy Association in Alberta
12001 44 Street SE, Calgary, AB T2Z 4G9
www.cpalberta.com 1-800-363-2807



Giving Back

Whether it is the gift of time or money, your generous support helps the CPAA further our mission of creating a Life without Limits for people with disabilities.



Visit

CPAlberta.com
to learn more

Recycling Program

Our donation bins, attended donation stations and home pickup options allow you to donate your clothing, household items, small electronics and recyclable beverage containers simply and easily. Your community or organization can also contact us to host a clothing drive!

Volunteer

The CPAA would not be able to put on the calibre or number of events each year without the support of our many dedicated volunteers. Volunteers have a hand in empowering a Life without Limits for clients with cerebral palsy and other disabilities.

Other Ways to Give

The programs and services we offer are made possible through the generosity of our donors and supporters. Your donation of a financial gift, event sponsorship, participation in our clothing or bottle recycling programs, makes our work possible. Thank you!

CEREBRAL PALSY
ASSOCIATION IN ALBERTA

LIFE WITHOUT
LIMITS 

Life Without Limits Abilities Centre

12001 - 44 St SE

Calgary, AB T2Z 4G9

Phone: 403.543.1161

Toll-Free: 1.800.363.2807

Fax: 403.543.1168

Email: admin@cpalberta.com

Edmonton

Phone: 780.477.8030

Toll-Free: 1.888.477.8030

www.cpalberta.com



CEREBRAL PALSY
ASSOCIATION IN ALBERTA

LIFE WITHOUT
LIMITS 

Making a difference

by enriching and supporting the lives of those
with cerebral palsy and other disabilities.





What is Cerebral Palsy?

Cerebral palsy (CP) refers to a group of disorders in the development of motor control and posture, occurring as a result of a non-progressive impairment of the developing central nervous system. The motor disorders of CP can be accompanied by disturbances of sensation, cognition, communication, perception, and/or seizure disorders.



Our Mission

The CPAA makes a difference by enriching and supporting the lives of those with cerebral palsy and other disabilities.

Through our programs and services, we advocate and promote awareness, acceptance and understanding for persons with disabilities to live, learn and work in the community.

1 out of every 400
Canadians are diagnosed with cerebral palsy and it is the most common physical disability in children.




65,000
 Canadians with cerebral palsy



Programs and Services

The CPAA offers programs and services that help people with disabilities to play an active role in their communities. We offer programs in areas such as art, dance, music, yoga, horticulture, cooking and more. These classes provide essential social interaction and participation in healthy activities in nurturing environments.

Support

Through our support services and advocacy, the CPAA is a valuable resource for families and persons with disabilities. The CPAA provides:

- Counselling services
- Funding request program
- Youth transition services
- Referrals and information
- Socialization groups

Vacation without Limits

We have a custom-built home in Raymond Shores Resort on Gull Lake, AB that is completely accessible, at very reasonable rates, and open to families with or without disabilities.

Advocacy and Awareness

People with disabilities often face stigmas and challenges in affordable and accessible housing, transportation, health care and employment. The CPAA is a collaborative partner with government, disability agencies and the community in addressing these issues. We also advocate, monitor, research and identify policy risks, threats, vulnerabilities, trends and opportunities that may affect our clients.

The CPAA educates and raises awareness through partnerships with United Cerebral Palsy (UCP) and NeuroDevNet. We are a leader in global initiatives such as World CP Day and Steptember.

RECEIVED
SEP 05 2018

August 23, 2018

Mayor David McKenzie and Council
Town of Barrhead
P.O. Box 4189
Barrhead, AB T7N 1A2

Dear Mayor McKenzie and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Barrhead and AltaGas Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2018. Failing notification, the current franchise fee percentage of **16.00%** will remain unchanged.

	2017 Actuals	2019 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$1897155.65	\$2,156,300.40
Delivery Revenues (Rate 3 & 13)	35,311.40	41,706.29
Total Delivery Revenues	<u>\$1,932,467.05</u>	<u>\$2,198,006.69</u>
2017 Actual Franchise Fee	<u>\$309,138.35</u>	
2019 Estimated Franchise Fee		<u>\$351,681.07</u>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@agutl.com.

Sincerely,

AltaGas Utilities Inc.



Irv Richelhoff
Supervisor, Business Development

RECEIVED
SEP 05 2018



Alberta
Recreation & Parks
Association

August 29, 2018

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

Dear Mayor McKenzie and all members of Council,

On behalf of the Alberta Recreation & Parks Association (ARPA) we wish to invite you and your colleagues to attend the 2nd Annual Greener Facilities Conference and Expo presented by the Alberta Recreation and Parks Association on November 14 -15, 2018 at the Edmonton Inn and Conference Centre.

In most municipalities the cost of operating facilities is a significant cost and has an impact on fees and taxes. The mandate of this event is to provide councils and their administrators with the following:

- ✓ Examples from speakers addressing specific opportunities and challenges associated with energy efficiency and a reduced ecological footprint;
- ✓ Innovative new technology products and services demonstrated by companies and consultants at the tradeshow expo, helping facilities deliver on their environmental and efficiency goals;
- ✓ Best practices sharing through sessions and networking with other like-minded sector decision makers and practitioners;
- ✓ Real-life solutions from municipalities and organizations who have already moved to energy efficient methods; and
- ✓ Information on grants, funding and cost-saving.

I want to highlight a few of our keynote speakers:

- ❖ *Property Assessed Clean Energy (PACE) Program - Justin Smith, Energy Efficiency Alberta -* This session will overview the legislation that allows municipalities to establish programs that will make it more affordable for Albertans to upgrade their properties (commercial, residential and agricultural) without having to put money down.
- ❖ *Les Quinton (Town of Black Diamond) -* This session will highlight key considerations in cost effective and greener decision making and planning.

.../Pg. 2

- ❖ *Blatchford* - This session will focus on the green infrastructure and renewable energy that is being incorporated into the subdivision. Living, working and learning in a sustainable community that uses 100% renewable energy, is carbon neutral, significantly reduces its ecological footprint, and empowers residents to pursue sustainable lifestyle choices.

Program sessions, registration and accommodation information can be found at <https://arpaonline.ca/events/greener-facilities-conference-expo/>

We look forward to see you there.

Yours sincerely,

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

Susan Laurin
President