



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JUNE 12, 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 – May 22, 2018
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 p.m. – Melissa Lotholz
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Municipal Sustainability Initiatives Operating Grant
 - (b) Twinning Budget Re-allocation Request
 - (c) Agrena Roof Repairs
 - (d) Mainstreet Merchants Association 2018 July Fest Request

8. Reports - The Council Reports

(a) Council Reports as of June 12, 2018

- Barrhead Agricultural Society

9. Minutes

(a) Barrhead & District Family & Community Support Services Society – April 19, 2018

(b) Barrhead & District Social Housing Association – March 22, 2018

10. Bylaws

(a) There are no Bylaws

11. Correspondence

(a) Alberta Health Services – Health Advisory Council Expression of Interest

(b) Alberta Recreation & Parks Association – Honour Outstanding Work in Your Community

(c) Alberta Recreation & Parks Association – Annual (ARPA) Conference & Energize Workshop “Partners in Progress”

(d) Barrhead & Area Regional Crime Coalition (BARCC) Terms of Reference

(e) Letter from Municipal Affairs regarding MSI Funding

12. For the Good of Council

13. Tabled Items

14. In-Camera

(a) Labour – Pursuant to Section 24(1) of the FOIP Act

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MAY 22, 2018,
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: Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services Others: Barry Kerton, Barrhead Leader
ABSENT	Martin Taylor, CAO
CALL TO ORDER	Mayor McKenzie called the meeting to order at 5:30 p.m.
AGENDA	The agenda was reviewed.
174-18	Moved by Cr. Assaf that the agenda be accepted with the following amendments: <ul style="list-style-type: none">• 7(g) Street Festival Rotary BBQ Cook-off – Beer Gardens• 11(a) Letter to Prime Minister regarding the Trans Mountain Pipeline Expansion Project• 14(d) In-Camera – Labour – Pursuant to Section 16 of the FOIP Act CARRIED UNANIMOUSLY
CONFIRMATION OF MINUTES	The Minutes of the Town Council Regular Meeting of May 8, 2018 were reviewed.
175-18	Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of May 8, 2018 be accepted with the following changes: <ul style="list-style-type: none">▪ Amend Motion 157-18, Motion 162-18 and Motion 163-18 to show that all of Council were opposed▪ Amend “For the Good of Council”, change Barrhead Varsities Singers to Barrhead Versitiles Singers CARRIED UNANIMOUSLY
MONTHLY BANK STATEMENT	The Monthly Bank Statement for the month ended April 30, 2018, was reviewed.
176-18	Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended April 30, 2018, as information. CARRIED UNANIMOUSLY
LETTER OF SUPPORT FOR BILL 201	The Rural Municipalities of Alberta requests a letter of support for Bill 201, to be sent to the Standing Committee on Alberta’s Economic Future, regarding the Employment Standards (Firefighter Leave) Amendment Act, was received. Council reviewed and discussed the request to send a letter of submission in regards to Bill 201.
177-18	Moved by Cr. Assaf that Council accepts the Standing Committee on Alberta’s Economic Future for Bill 201, regarding the Employment Standards (Firefighter Leave) Amendment Act, as information. CARRIED UNANIMOUSLY
FCSS THRIVE PROGRAM	A letter from the Barrhead & District Family and Community Support Services requesting to retain the funds that the Town has allocated from their budget for the continuation of the Thrive Program, was received.
EXITED	Cr. Klumph declared a pecuniary interest pursuant to Section 172 of the MGA and vacated the Chambers at 5:44 p.m. Council reviewed the request.

- 178-18 Moved by Cr. Penny that Council advise the Barrhead & District Family and Community Support Services that they can retain the financial contribution in the amount of \$15,000.00 to be used in 2019 for the Thrive Program.
CARRIED UNANIMOUSLY

RE-ENTERED Cr. Klumph re-entered the Chambers at 5:47 p.m.

**PEMBINA HILLS SCHOOL
EXPO & CAREER FAIR**

Information regarding the Pembina Hills School Expo & Career Fair on September 27, 2018, was reviewed.

- 179-18 Moved by Cr. Klumph that the Town of Barrhead will be an exhibitor at the upcoming Pembina Hills School Expo & Career Fair on September 27, 2018 at Barrhead Composite High School and for Administration to advise Pembina Hills.
CARRIED UNANIMOUSLY

**BARRHEAD CURLING RINK
ENGINEERING SERVICES
PROPOSAL**

Associated Engineering (AE) has provided the Town of Barrhead with a proposal to complete a condition assessment of the Barrhead Curling Rink, was received.

- 180-18 Moved by Cr. Klumph that Council authorizes Associated Engineering (AE) to complete the condition assessment review for \$19,250.00 plus GST and the building mechanical design for \$5,800.00 plus GST for the Barrhead Curling Rink, for a total fee of \$25,050.00 plus GST, to be funded from the Curling Rink Capital Reserve.
CARRIED UNANIMOUSLY

**PROPOSED SUBDIVISION –
PLAN 8279ET, BLOCK 14,
LOTS 8 & 9**

A review of the proposed subdivision of Plan 8279ET, Block 14, Lots 8 & 9, which will create separate titles for each lot located at 5024-54 Street, was reviewed.

Cheryl Callihoo, Director of Development & Legislative Services, outlined the details regarding the proposed subdivision.

Discussion took place.

- 181-18 Moved by Cr. Penny that Council approve the proposed subdivision of Plan 8279ET, Block 14, Lots 8 & 9, as recommended by the Subdivision Approving Authority, subject to the following conditions:
1. Pursuant to Section 654 of the Municipal Government Act, RSA 2000, all outstanding property taxes shall be paid.
2. Endorsement fee to be paid to the Town of Barrhead in the amount of \$100.00.
CARRIED UNANIMOUSLY

**STREET FESTIVAL ROTARY BBQ
COOK-OFF & BEER GARDENS**

A letter from the Barrhead Rotary Club requesting permission to add a Beer Garden into this year's Street Festival, was reviewed.

- 182-18 Moved by Cr. Oswald that Council approve the Rotary Club to have a Beer Garden at the Street Festival on June 9, 2018 from the hours of 12:00 p.m. to 6:00 p.m. and that the required supervision and security is on site during the operation of the Beer Garden.
CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of May 22, 2018, were reviewed:

- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board
- Twinning Committee
- Department Head Report

183-18 Moved by Cr. Oswald that the following Reports to Council as of April 24, 2018, be accepted as information:

- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board
- Twinning Committee
- Department Head Report

CARRIED UNANIMOUSLY

INFORMATION ITEM

The following information item was reviewed:

- Letter to Prime Minister Trudeau regarding the Trans Mountain Pipeline Expansion Project

184-18 Moved by Cr. Smith that the information item be accepted as information.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Mayor McKenzie presented a picture of the Barrhead Ball Team that went to Cuba.

Cr. Penny congratulated Cr. Oswald and the Hillcrest Home Foundation for the fundraiser event.

Cr. Kluin commended the Barrhead CARES for hosting the Party Program.

Cr. Oswald thanked Cheri Jantz for all her hard work for the Thrive Program.

Cr. Klumph thanked Cr. Assaf for participating and wearing the high heels during the Walk-A-Mile Event.

Cr. Assaf commended the Barrhead & District Family and Community Support Services (FCSS) for the Walk-A-Mile Event on behalf of the Thrive Program. He also thanked the Town of Barrhead for allowing the Antique Car Event and the use of Mainstreet.

RECESSED

185-18 Moved by Cr. Kluin to recess the meeting at 6:20 p.m.

CARRIED UNANIMOUSLY

RECONVENED

186-18 Moved by Cr. Penny to reconvene the meeting at 6:55 p.m.

CARRIED UNANIMOUSLY

IN-CAMERA – LAND UPDATE FOIP ACT SECTION 16

187-18 Moved by Cr. Assaf that Council go in-camera at 6:55 p.m.

CARRIED UNANIMOUSLY

OUT-OF-CAMERA

188-18 Moved by Cr. Smith that Council come out-of-camera at 8:25 p.m.

CARRIED UNANIMOUSLY

189-18 Moved by Cr. Kluin that Council approve the Stage 1, Market Analysis as presented by Collier Project Leaders at a cost of \$9,900.00 plus GST.

CARRIED UNANIMOUSLY

190-18 Moved by Cr. Assaf that the Kraft Sign be put back on the Curling Rink.
CARRIED

IN FAVOR: Mayor D. McKenzie, Crs.: T. Assaf,
D. Kluin, S. Oswald and L. Penny

OPPOSED: Crs.: R. Klumph and D. Smith

191-18 Moved by Mayor McKenzie that Council send a letter to the Barrhead Elks Club
thanking them for their proposed funding offer, however, Council has declined the
offer and are suggesting other funding avenues for their consideration.
CARRIED UNANIMOUSLY

192-18 Moved by Cr. Smith that the Town of Barrhead make a donation up to a maximum of
\$600.00 towards the cost of table and chair rentals for the Fly-In/Drive-In Pancake
Breakfast on Sunday, May 27, 2018.
CARRIED

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

OPPOSED: Cr. T. Assaf

193-18 Moved by Cr. Penny that the Town of Barrhead make a donation up to a maximum of
\$600.00 towards the cost of table and chair rentals for the Barrhead Street Festival on
Saturday, June 9, 2018.

CARRIED

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

OPPOSED: Cr. T. Assaf

ADJOURN

194-18 Moved by Cr. Kluin that the Council Meeting be adjourned at 8:45 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

Director of Corporate Services, Kathy Vickery



REQUEST FOR DECISIONS

Date: June 12, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Delegation

Summary

Delegation at 5:30 p.m. – Melissa Lotholz

Overview

Melissa Lotholz will be present to receive the Blue Heron Award.

Recommendations

Recommendation #1

That Council present Melissa Lotholz with the Blue Heron Award.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-025

RESOLUTION NO.: 092-18

POLICY TITLE: BLUE HERON AWARDS

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE:

POLICY STATEMENT:

The Mayor and Council may honour a distinguished person, organization, or group by presenting them with a Blue Heron Award. Outstanding contributions by an individual may be related to the arts, business and commerce, humanities, politics, community service, sports or professional endeavors.

PURPOSE:

To recognize that individuals, groups, and organizations, through their activities and achievements, help develop the community and provide a social, cultural, or economic benefit to the Barrhead Region and beyond. This policy provides a mechanism to publically recognize these people and thank them for their contributions and achievements.

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-025)

Blue Heron Awards

Effective Date:

PROCEDURES:

Council will adhere to, and have consideration for, the following criteria when selecting and bequeathing a Blue Heron Award.

PROCEDURAL STATEMENTS:

1. The Blue Heron Award is given at the discretion of Council and will require the unanimous vote of Council.
2. Recipients will demonstrate, in the opinion of Council, an outstanding achievement or act that provides a long term social, cultural, or economic benefit to the Barrhead Region, its residents, or beyond. This can be a singular or cumulative act or achievement.
3. Presentation of the Blue Heron Award will be made during a regularly scheduled Council meeting unless Council selects a different venue or occasion.
4. The Blue Heron Award includes;
 - a. A physical memento of the Blue Heron Award in the form of a plaque or statuette,
 - b. A framed Blue Heron Award Certificate,
 - c. A framed photograph of the recipient receiving the award which may be displayed publicly at the venue of Council's choosing,
 - d. Any additional benefits or gifts as determined by Council.
5. No benefits provided to a person, group, or organization conferred with the Blue Heron Award can be bequeathed or transferred.



REQUEST FOR DECISIONS

Date: June 12, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Municipal Sustainability Initiatives Operating Grant

Summary

Allocation of 2018 Municipal Sustainability Initiatives (MSI) Operating Grant to be determined by Council.

Overview

The 2018 Municipal Sustainability Initiatives (MSI) Operating Grant for 2018 is \$149,894.00. During the 2018 Budget preparation, Council allocated \$74,947.00 towards the Parks, Sport and Recreation category and \$74,947.00 towards the Roads and Bridges category.

The grant funding application will be allocated to the Parks, Sport and Recreation category for operating support for playgrounds, skateboard park, baseball diamonds and sports fields and to the Roads and Bridges category for maintenance of sidewalks, roadways and other equipment.

Recommendations

Recommendation 1:

That Council authorize the 2018 Municipal Sustainability Operating Grant application to be submitted based on allocations to Parks, Sports and Recreation for \$ 74,947.00 and Roads and Bridges for \$ 74,947.00.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



REQUEST FOR DECISIONS

Date: June 12, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Twinning Budget Re-allocation Request

Summary

Twining Budget Re-allocation Request

Overview

The Twinning Committee is requesting a re-allocation of the existing budget line items, Conference Fees/Memberships and Promotion/Gifts to Delegation Activities in order to host the upcoming JET Delegation Activities.

Recommendations

That Council approve the request of the Twinning Committee and re-allocate \$500.00 from line item Conference Fees/Memberships and \$500.00 from line item Promotion/Gifts, for a total of \$1,000.00 to Delegation Activities line item within the approved budget in order to facilitate the upcoming JET Delegation visit and activities.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



Barrhead & District Twinning Committee

Town and County of Barrhead, c/o Box 4189, Barrhead, Alberta T7N 1A2
Telephone: (780) 674-3301 Fax: (780) 674-5648



May 31, 2018

Mayor Mckenzie and Town Council Members;

Re: JET Delegation

In October of this year the Barrhead and District Twinning Committee will play host to a group of Japanese JET (Japan Exchange Training Program) students. They will be here October 4-6, as a part of their visit the Twinning Committee will host a dinner as well as touring them around our community

In order to facilitate this visit the Twinning Committee is requesting permission from both Town and County Council to re-allocate funds of \$500.00 each from the Conference Fees/Memberships and the Promotion/Gifts and allocate the funds to the Delegation Activities and still maintain our approved budget,

Thank you for your consideration of the request and we looking forward to your favorable reply.

Sincerely,

Shelley Oswald
Shelley Oswald
Chairperson

2018 Town of Barrhead

FINANCIAL STATEMENT TWINNING COMMITTEE

From Jan. 1, 2018 to May. 31, 2018

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
TWINNING OPERATING REVENUES				
TWINNING REVENUES				
1-74-02-590-00 Twinning - General Revenue	0.00	0.00	0.00	N/A
1-74-02-920-00 Twinning - From Operating Reserve	0.00	0.00	0.00	N/A
Total for TWINNING REVENUES	0.00	0.00	0.00	N/A
TOTAL TWINNING OPERATING REVENUES	0.00	0.00	0.00	N/A
TWINNING OPERATING EXPENSES				
TWINNING EXPENSES				
2-74-02-214-00 Twinning - Conference Fees/Memberships	100.00	1,000.00	900.00	10.00
2-74-02-216-00 Twinning - Postage	0.00	60.00	60.00	0.00
2-74-02-220-00 Twinning - Advertising	147.69	300.00	152.31	49.23
2-74-02-510-01 Twinning - Promotion/Gifts	66.28	1,000.00	933.72	6.63
2-74-02-510-02 Twinning - Delegation Activities	1,903.85	2,000.00	96.15	95.19
2-74-02-510-04 Twinning - Meeting Expense	391.95	750.00	358.05	52.26
2-74-02-510-06 Twinning - Misc. Activity/Japanese Garden	0.00	3,500.00	3,500.00	0.00
2-74-02-560-00 Twinning - Mileage/Rentals	307.14	1,000.00	692.86	30.71
2-74-02-764-00 Twinning - Transfer to Operate Reserve	0.00	0.00	0.00	N/A
Total for TWINNING EXPENSES	2,916.91	9,610.00	6,693.09	30.35
TOTAL TWINNING OPERATING EXPENSES	2,916.91	9,610.00	6,693.09	30.35
SUB-TOTAL TWINNING	2,916.91	9,610.00	6,693.09	30.35
COUNTY CONTRIBUTION	0.00	(4,805.00)	(4,805.00)	0.00
TOWN CONTRIBUTION	(2,916.91)	(4,805.00)	(1,888.09)	60.71

	A	B	C	D	E
1	<u>Barrhead & District Twinning Committee Proposed 2018 Budget</u>				
2	Approved by Committee - September 26, 2017				
3		2017 BUDGET	2017 PROJECTED	2018 PROPOSED BUDGET	<u>COMMENTS</u>
4					
5	<u>OPERATING REVENUES</u>				
6	General Revenue	-	(360)	-	In 2017 Revenues from Asia Pacific Foundation
7	Transfer from Operating Reserve	(3,000)	(3,000)	-	In 2017 Japanese Garden - 3,000
8	Municipal Contribution (Town)	(5,180)	(2,250)	(4,805)	
9	Municipal Contribution (County)	<u>(5,180)</u>	<u>(2,250)</u>	<u>(4,805)</u>	
10	TOTAL TWINNING OPERATING REVENUES	(13,360)	(7,860)	(9,610)	
11					
12	<u>OPERATING EXPENSES</u>				<u>COMMENTS</u>
13	Conference Fees/Memberships	1,000	500	1,000	
14	Postage	60	60	60	
15	Advertising	300	200	300	
16	Promotion/Gifts	1,000	800	1,000	
17	Delegation Activities	2,000	2,100	2,000	
18	Meeting Expense	1,200	500	750	
19	Miscellaneous/Japanese Garden	6,000	3,000	3,500	2017 Japanese Garden - 3,000 (offset by operating reserve - 3,000)
20	Mileage/Rentals	1,800	700	1,000	
21	Add to Operating Reserve	<u>-</u>	<u>-</u>	<u>-</u>	
22	TOTAL TWINNING OPERATING EXPENDITURES	13,360	7,860	9,610	



REQUEST FOR DECISIONS

Date: June 6, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Agrena Roof Repairs

Summary

Flynn Canada Ltd. has been contracted for the past number of years to conduct roof inspections on our Town buildings yearly. Our last inspection was May 24, 2018. The Agrena roof requires some repairs to be undertaken in 2018.

Overview

During the last inspection it was discovered that the Geogard Finnish coat (paint-on liquid membrane) has deteriorated so much over the last year that it needs to be removed and replaced. This is partly as a result of normal wear and tear, the winter seasons, and the Seagulls, which seem to enjoy spending long hours of the summer on the Agrena roof.

The scope of the work would be to clean with a degreaser, remove all dirt and debris, install caulking and a new Geogard Finish coating on all 8 seams or 2,400 L/Ft. and the ridge cap. In addition to this work they would also examine all details of the roof (wide gaps/joints, curbs/stacks, eaves/ gutters and install caulking where needed).

Recommendations

Recommendation #1

That Council authorize the expenditure of \$22,496.00 plus GST, for Flynn Canada Ltd. to do the recommended repairs to the Agrena roof, with the project being funded from the General Capital Reserve.

Respectfully Submitted by:

Martin Taylor, CMC CLGM
CAO



Flynn Canada Ltd.

25672 111 Avenue, Parkland Business Park Suite 100
Acheson, AB T7X6C8



Quotation Contract

Date May 07, 2018

Quote#: 006-000340-QQQ

To

Town of Barrhead
5607 - 47 Street, Box 4112
Barrhead, AB T7N 1A1
Tel: 780-674-2532 Fax: 780-674-2554

Project

Town of Barrhead
5607 - 47 Street, Box 4112
Barrhead, AB T7N 1A1

FLYNN CANADA IS PLEASED TO PROVIDE THIS QUOTE FOR THE FOLLOWING WORK AT THE ABOVE NOTED LOCATION.

**GEOGARD ROOF COATING: Approx; (8) seams 2,400 L/Ft , Ridge Cap 300 L/Ft, clean gutters
Roof System: Metal panel**

Devise and implement a site safety plan and consult with designated building personnel prior to performing roof repairs.

- Using a scrub brush, in areas of repairs that require degreaser (cleaner) to clean and prepare roofing system for coating.
- Remove any dirt or loose debris not well adhered prior to installation of caulking and Geogard.
- Examine all details (wide gaps/ joints, curbs/stacks, eaves /gutters) and re-install caulking at areas needed.
- Using Geogard Finnish coat (paint-on liquid membrane) one (1) layer coating of existing roof. Applied over end laps, eave edges, and ridge caps as required to create a new roofing coated system to meet the manufacturers written instructions. (2,400 L/Ft of seams) (300 L/Ft cap)
- Using a hose wash out and clean 300 L/Ft of gutters on each side of building. (600 L/Ft total)
- Complete a general roof clean up in area of work and leave site in a clean and presentable manner.

**OUR PRICE TO COVER THE ABOVE
TWENTY TWO THOUSAND FOUR HUNDRED NINETY SIX DOLLARS**

\$22,496.00



Flynn Canada Ltd.

25672 111 Avenue, Parkland Business Park Suite 100
Acheson, AB T7X6C8



Quotation Contract

Quote#: 006-000340-QQQ

Date May 07, 2018

To

Town of Barrhead
5607 - 47 Street, Box 4112
Barrhead, AB T7N 1A1
Tel: 780-674-2532 Fax: 780-674-2554

Project

Town of Barrhead
5607 - 47 Street, Box 4112
Barrhead, AB T7N 1A1

PLEASE NOTE:

- Ensure that a proper DOW safety practice is followed prior to start of work as required.
- At location of install; to be marked by others prior to Flynn's arrival onsite.
- Above price does not include taxes; all taxes are extra.
- All work to be completed during normal working hours.
- Acceptance of our quotation binds both parties to the conditions set out in this contract form.
- Any additional major repairs above and beyond this scope of work will be priced separately.
- Interior protection is not included.

The acceptance of this Offer shall be signified by the return of a copy hereof duly accepted. If any of the work is proceeded with, it shall be deemed that the work is being done subject to the terms and conditions hereof even if no formal acceptance has been received. This quotation is subject to conditional acceptance. General Conditions form part of this contract.

Town of Barrhead

Flynn Canada Ltd.

Accepted this _____ day of _____ A.D. _____

Gary Buzzell



Flynn Canada Ltd.

25672 111 Avenue, Parkland Business Park Suite 100
Acheson, AB T7X6C8



Quotation Contract

Quote#: 006-000340-QQQ

Date May 07, 2018

To

Town of Barrhead

5607 - 47 Street, Box 4112

Barrhead, AB T7N 1A1

Tel: 780-674-2532 Fax: 780-674-2554

Project

Town of Barrhead

5607 - 47 Street, Box 4112

Barrhead, AB T7N 1A1

GENERAL CONDITIONS

Definitions: Town of Barrhead hereinafter referred to as "Customer". Flynn Canada Ltd. hereinafter referred to as "Issuer"

Contract Form: Acceptance of this quote by Customer shall constitute a binding contract. In the event the Customer issues its own form of purchase order or contract, the terms and conditions contained herein shall be incorporated and form part of such purchase order or contract.

Credit: Approval of Customer's credit by the Issuer is required notwithstanding Customer's acceptance of this quote.

Expiry: Notwithstanding the above, this quote shall expire unless accepted by Customer within 30 days from the date shown on first page.

Terms of Payment: All payments shall be made by Customer in Canadian funds within 30 days of invoice date payable, without set-off, deduction or back-charges other than holdbacks required by lien legislation. Where material or labour referenced in this quote forms part of a contract in which progress payments are to be made, such progress payments shall be made by the Customer to the Issuer for the full amount of the labour and materials supplied by the Issuer to the end of the previous month less any holdback required pursuant to applicable lien legislation. Holdbacks shall be paid within the timeframe and in accordance with applicable lien legislation. Customers shall pay interest on all invoice amounts not paid within 30 days of the date of invoice at a rate of 18% per annum calculated on a daily basis from such date.

Force Majeure: The Issuer is not responsible for delays in providing the services, material or labour caused in whole or in part from transportation tie-ups or delays, priorities, strikes, picketing, boycotts, labour disputes, inclement weather, accidents, riots, war, acts of God, or other causes beyond the Issuer's control. **The Issuer shall be entitled to vary the price quote herein in the event of unforeseen escalation in the prices of materials. Should the Issuer provide notice of this occurring, the Customer shall be entitled to terminate the contract herein.**

Insurance: The Customer, at its sole expense and throughout the period in which the services are performed until the Issuer has been paid in full, shall maintain all risks insurance coverage for the full value of the work and materials set forth in the quote, naming the Issuer as an additional insured. The Customer shall provide certified copies of any such policy of insurance upon the Issuer's request. Any loss covered under such policies of insurance shall be paid to the Customer and the Issuer as their respective interests may appear. Any such loss shall not affect the rights and obligations of the parties hereto, and the Issuer shall be entitled to a reasonable extension of time in which to complete the work.

Default: If the Customer fails to make any payments as provided for herein or in any invoice or progress draw request of the Issuer, or otherwise breaches this contract, or if this contract is frustrated, or if the Customer should become insolvent, be petitioned into or have a petition filed for the purposes of bankruptcy or other debt relief legislation, or have a receiver appointed, then the Issuer may, in its sole discretion cease work immediately and shall be entitled to recover payment in full for the unpaid material and labour provided plus damages for loss of profit for the entire amount of the contract. Any failure by the Issuer to insist upon a strict performance of any of the terms herein shall not be deemed a waiver of any rights or remedies that the Issuer may have and shall not be deemed a waiver of any subsequent breach or default in the terms contained herein.

Liability: The Customer hereby indemnifies and holds the Issuer and its employees, subcontractors, suppliers and agents harmless from and against all liability, loss, damage, costs or expenses (including legal expenses) which the Issuer or such parties may suffer relating to: (a) all loss or damage to the materials including the finished work and the Issuer's equipment used to complete the services, resulting from theft, misuse, fire, water damage, flood, direct or indirect wind damage, hail, lightning, explosion, riots, impact by vehicles, damage by other trades, smoke damage and any hazard or risk not caused by the Issuer's employees or agents; (b) all claims, demands, actions, suits, penalties or proceedings ("Claims") arising out of or resulting from the presence of toxic or hazardous substances or materials not previously disclosed to the Issuer; and (c) all Claims for liquidated damages or otherwise by the Customer or third parties (including the owner) or for indirect or consequential damages, loss of profits, delay of use or occupancy other than direct damages to physical property or injury to persons directly attributable to the sole negligence of the Issuer. Notwithstanding anything contained herein, in no event shall the Issuer's aggregate liability to the Customer and third parties for any single or series of incidents exceed \$2,000,000.

Installation: The Issuer's method of installation shall be consistent with the specifications set out for the project by the Customer for which the materials and labour are provided. A suitable load bearing surface is not the responsibility of the Issuer. The Customer hereby warrants that, once commenced, the services may be completed without interruption by the Issuer and that lighting and electrical will be supplied by the Customer at no expense to the Issuer except as may be specified in writing. If the Customer requires variations to the materials or labour for the project or if the Issuer's work is delayed by an act or omission of the Customer or by a stop work order not attributable to the Issuer, then the Issuer shall be paid for such variations or the reasonable costs resulting from such delay.

Compliance with Laws: Where additional subcontractors or trades are performing work on the job site, the general contractor or the owner, as the case may be shall coordinate all activities and assume responsibility for complying with health and safety legislation. The Issuer shall not be responsible for any damages or costs resulting from specifications not conforming to laws, bylaws, building codes, regulations or ordinances. Unless otherwise indicated, the contractor or owner shall be responsible for all approvals, permits and easements for the work.

Job Site Storage: Adequate access to and storage at the job site and operating area shall be provided to the Issuer at no cost to the Issuer.

Notice of Commencement of Work: Customer shall provide the Issuer with at least 2 weeks written notice before buildings are ready for application of the Issuer's materials. Such notice shall be provided after the Issuer has received approval of erection detail. Customer shall be responsible for reimbursing the Issuer for all additional expenses incurred by the Issuer as a result of incorrect notification of readiness.

Roofing Warranty: Provided that the Issuer has received full payment for the materials and labour supplied, the Issuer warrants the workmanship and materials in accordance with the CRCA Standard Form of Guarantee (two years on roofing membrane and one year on related metal flashings) or the standard warranty of the local provincial roofing association, whichever is specified as applicable.

Customer Initials



REQUEST FOR DECISIONS

Date: June 12, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Mainstreet Merchants Association July Fest Request

Summary

Mainstreet Merchants Association July Fest Request

Overview

The Mainstreet Merchants Association is requesting use of the Town's tables, chairs and staging equipment for the 2018 July Fest at no cost to the event organizers.

Administration contacted Christine Driessen to gather some more detail.

Tables – preliminary estimate 75 tables (x \$10.00 = \$ 750.00)

Chairs – preliminary estimate 200 chairs (x \$3.00 = \$ 600.00)

Staging Equipment – use of our stage, outdoors, for dancers to perform on

At the May 22, 2018 Council made a motion to donate up to \$ 600.00 for the table and chair rentals for the "Street Festival Event" being held on June 9, 2018.

At this time the **actual** number of tables and chairs required for the July Fest event will be confirmed a bit later.

The stage equipment is usually used indoors, on a stable even surface, and only for presentations, or staging of a band and has not been used as a dancing surface. There are some concerns with the use of the stage in the outdoor environment and for this use.

It is recommended that Council donate up to \$ 600.00 towards the table and chair rentals for the July Fest Event and advise that the Town will not be able to provide the stage equipment.

Recommendations

1. That Council make a donation of up to a maximum of \$ 600.00 towards the cost of table and chair rentals for the Mainstreet Merchants Association 2018 July Fest Event and to also advise that the Town will not be able to provide the stage equipment.

OR

2. That Council provide the Town's tables, chairs and stage equipment to the Mainstreet Merchant Association for the 2018 July Fest Event at no cost to the Association.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

Mainstreet Merchants Association
5032B 50th street
Barrhead AB
T7N 1A6

June 7th 2018

Barrhead Town Council

Dear Council Members,

I am writing to you on behalf of the Mainstreet Merchants Association, not only to thank you for your continuing support, but also make another request of the council.

Last year, we used your tables and chairs for our July Fest event at no cost. We greatly appreciate your generosity and support in allowing us to do this. We are asking again to use your tables and chairs for the 2018 July Fest at no cost, as well as your staging equipment. We ask this because we are still a new organization, and need some support in order to put on this great event for our community.

We thank you in advance for your consideration, and again for your generosity in the past. We look forward to hearing from you.

Christine Driessen

President, Mainstreet Merchants Association

**COUNCIL REPORTS
AS OF JUNE 12, 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> </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> </u>
Regional Landfill Committee	Cr. Klumph and Cr. Penny	<u> </u>
Subdivision & Development Appeal Board	Cr. Penny	<u> </u>
Twinning Committee	Cr. Oswald	<u> </u>

APPROVED

May 17, 2018

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting April 19, 2018- 9:30 a.m.
Barrhead FCSS Building**

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

Present:

Randy Hindy, Chairperson
John Szvec, Secretary/Treasurer
Shelly Dewsnap, Executive Director
Carol Lee, Recording Secretary
Jane Wakeford - Vice Chair
Marsha Smith
Sharen Veenstra Dausen Kluin
Ron Kleinfeldt Vicki Kremp
Bill Lane

Absent: Leslie Penny

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:34 a.m. by Randy Hindy

2) Acceptance of Agenda - Additions/Deletions

21-18 Moved by Ron Kleinfeldt to accept the Agenda as presented with the addition of 3c) GIC. Motion seconded by Bill Lane.

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District FCSS, March 15, 2018.

22 -18 Moved by Marsha Smith to accept the minutes of the Regular Board meeting of March 15, 2018, seconded by Jane Wakeford.

Carried

b) Financial Statements

23 -18 Moved by Marsha Smith to accept the General Account, Community Account and Casino Account Financial Statements for the period ending March 31, 2018, as presented. The motion was seconded by Dausen Kluin.

Carried

c) GIC

24 - 18 Bill Lane moved #1: From the General Account re-invest the \$50,000.00 GIC (due April 22, 2018), adding \$30,000.00 from our Business Plan 100 #1 Chequing Account for a total investment of \$80,000.00 to a 90-day GIC. #2: From the Community Account re-invest the \$130,000.00 GIC (due April 22, 2018), adding \$30,000.00 from our Business Plan 100 #1 Chequing Account for a total investment of \$160,000.00 to a 90-day GIC. Motion seconded by Marsha Smith.

Carried

4) Staff Presentation: No presentation at this time

- 5) **New Business**
a) None at this time

- 6) **Old Business**
a) None at this time

- 7) **Items for Information**
a) **Director's Report**
b) **Staff Reports**

25 - 18 Moved by Bill Lane to accept the Directors and Staff Reports as presented.
Carried

Bill Lane, on behalf of the Barrhead Elks Club, advised the Board that Shelly Dewsnap gave a wonderful presentation to the Elks, very professional, and that later today, Barry from the Barrhead Leader will come for a photo op and cheque presentation of \$15,000.00 to go into the FCSS 'undesignated funds account'.

c) **Casino Update** - July 10 & 11, 2018. The package with the list of key positions will be mailed early next week to AGLC.

d) **Card of Thanks** - Mary Nikkel sent a card to the Board in appreciation and friendship shown to her during her time on the Board.

e) **Updated Organizational Chart** - New updated organizational charts were given to the Board for their packages.

- 8) **Board Development**
a) **NE Zone Spring Gathering:** Shelly, Randy & Leslie will be attending.

- 9) **Next Meeting**
Regular Meeting: May 17, 2018

10) Adjournment

26-18 Motion to adjourn the meeting at 10:26 a.m. was made by Bill Lane and seconded by Dausen Kluin.

Carried

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of April 19, 2018.**



Chairperson



Recording Secretary

3.1a

Minutes

BDSHA Regular Board Meeting

March 22, 2018

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – March 22, 2018**

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

1.0 Darrell Troock called the meeting to order at 1:00 pm.

2.0 Approval of Agenda

Leslie Penny moved to accept the Agenda of the March 22, 2018 Regular Board Meeting.

Carried Unanimously

3.0 Adoption of Minutes

3.1 Regular Board Meeting – February 27, 2018

Dale Kluin moved to accept the Minutes of the February 27, 2018 Regular Board Meeting as presented.

Carried Unanimously

4.0 Reports

4.1 Delegate, Blaine Clarahan, CPA, CA

Craig Wilson moved that Darrell Troock, Chairperson and Dorothy Clarke, CAO are authorized to execute the audited financial statements as presented by Blaine Clarahan, CPA, CA and submit to Alberta Seniors and Housing.

Carried Unanimously

4.2 Facility Manager's Report by Tyler Batdorf – Attached
 Golden Crest Manor

- The elevator work will begin on March 26th. This elevator will be out of service until it can be inspected by AEDARSA.

Pembina Court Manor

- The Hydraulic Fluid Tank will be replaced on April 4th. Like Golden Crest, this elevator will be out of service until AEDARSA is able to ensure it is safe to operate. Hopefully it happens sooner than later.

JDR Manor

- The siding work is complete and only minor deficiencies remain to address.
- The roof replacement has begun.

Initials: Chairperson _____ CAO TC

Minutes

BDSHA Regular Board Meeting

March 22, 2018

J&G Fellowship

- There was an issue with some surface mold in the east bedroom. It was cleaned up by maintenance and a mold control agent was used. It has been painted for now.

Swan Hills Community Housing

- Apparently, Tri-Tec is finished in Swan Hills. A final inspection will occur on Friday, March 23rd with Stan Champagne (government technician).

4.3 Chief Administrative Officer Report by Dorothy Clarke - Attached
Maintenance

Hillcrest Lodge Fire Suppression Retrofit – information has been submitted to Alberta Seniors and Housing. The electrician still needs to install the exit lights, emergency lights, and move 2 intercom speakers. The painters need to return to complete the deficiencies.

AdministrationVacancies

1 Community Housing – Barrhead

2 Community Housing – Swan Hills – will be 6 as soon as the 4 units are released by ASHC

1 Jubilee Manor – bachelor suite being kept for 1 client from U-wing

5 Hillcrest Lodge 3 large in 2 storey and 2 small in L-wing these will be filled by clients from the North U-wing as soon as the fire suppression project is completed.

2 clients in the North U-wing still need placement.

Handibus

Tender package for the handibus has not been completed.

Auditor Appointment – Subsequent Years

The invitation letters will be sent out to accounting firms in May, after the tax season.

John & Gerald Fellowship House Mortgage

The mortgage renewal documents have not been received from Canada Mortgage Housing Corporation.

Craig Wilson moved to accept the Management Reports as presented.

Carried Unanimously

4.4 GIC's as of March 16, 2018 – Attached – Information

4.5 Fire Sprinkler Safety Program Financial to Date – Attached - Information

4.6 Funds from Alberta Seniors and Housing – Attached - Information

Dale Kluin moved to accept the financial reports for information,

Carried Unanimously

3.1c

Minutes

BDSHA Regular Board Meeting

March 22, 2018

4.7 Cheque Logs February 2018 - Attached

*Leslie Penny moved to accept the cheque logs as presented.**Carried Unanimously*

5.0 Business Arising From Minutes

5.1 2018 Requisitions breakdown per municipality – Information

6.0 New Business

6.1 ASCHA – Ballot Voting 3 ballots

*Dale Kluin moved that the ballot voting delegates for the ASCHA Convention be Darrell Troock – 2 ballots and Leslie Penny – 1 ballot.**Carried Unanimously*

6.2 Lodge Business Plan – Revision

*Leslie Penny moved to approve the revised business plan decreasing the lodge budget to a deficit of \$17,760.**Carried Unanimously*

6.3 Lodge Assistance Program – Information

6.4 Capital/Non-Recurring Maintenance – John and Gerald Fellowship House – Information

7.0 Correspondence

7.1 Alberta Seniors and Housing – Business Plan

7.2 Alberta Seniors and Housing – Fire and Safety Program Hillcrest Lodge

*Craig Wilson moved to accept correspondence as information.**Carried Unanimously*

8.0 Date and Time of Next Regular Meeting

*Dale Kluin moved that the next Regular Meeting be held May 16, 2018 at 1:00 p.m.**Carried Unanimously*

9.0 In Camera

*Craig Wilson moved to go in camera at 1:48 p.m.**Carried Unanimously*

Out of Camera

*Craig Wilson moved to go out of camera at 2:20 p.m.**Carried Unanimously**Dale Kluin moved to increase the CAO salary to \$118,453 inclusive of 4% RRSP effective April 1st, 2018.**Carried Unanimously*Initials: Chairperson _____ CAO *PK*

Minutes

BDSHA Regular Board Meeting

March 22, 2018

*Craig Wilson moved to go in camera at 2:21 p.m.**Carried Unanimously*

Out of Camera

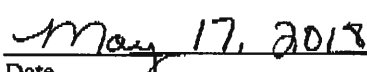

*Dale Kluin moved to go out of camera at 2:42 p.m.**Carried Unanimously*

10.0 Adjournment

*Meertin Zeldenrust moved to adjourn the meeting at 2:45 p.m.**Carried Unanimously*

Signature: Darrell Troock, Chairperson

Date


Signature: Dorothy Clarke, CAO
DateInitials: Chairperson _____ CAO 



REQUEST FOR DECISIONS

Date: June 12, 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:

- Alberta Health Services – Health Advisory Council Expression of Interest
- Alberta Recreation & Parks Association – Honour Outstanding Work in Your Community
- Alberta Recreation & Parks Association – Annual (ARPA) Conference & Energize Workshop “Partners in Progress”
- Barrhead & Area Regional Crime Coalition (BARCC) Terms of Reference
- Letter from Municipal Affairs regarding MSI Funding

Recommendations

Recommendation #1

That Council accept as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

Health Advisory Council Expression of Interest

Alberta Health Services is committed to ensuring that Albertans have a voice in health care. One way we achieve this is through Health Advisory Councils throughout Alberta. These councils provide insights and input to the Board of Directors and AHS leadership on health service delivery. They bring forward feedback from the public to support the strategic direction of Alberta Health Services.

Alberta Health Services is now recruiting Albertans who are involved in their communities and passionate about health care issues to become Health Advisory Council members. Council members represent their diverse communities and backgrounds, and speak to the wide range of health services in our province.

Council members serve terms of three years, to a maximum of six years. To ensure local representation on councils, members will be required to reside within their council geographic area – see [map](#) here to determine your council area.

Interested applicants should complete the following Expression of Interest form. The Alberta Health Services Board will appoint council members once the selection process is complete.

The form can be e-mailed, or scanned and emailed, to community.engagement@ahs.ca

If you require assistance in completing this form or have any questions regarding the Expression of Interest process, please contact the Community Engagement department toll free at 1-877-275-8830, or via email at community.engagement@ahs.ca.

For further information on the Health Advisory Councils, please visit our website at <http://www.albertahealthservices.ca/about/hac.aspx>

Thank you for your interest.

Janine Sakatch
Interim Executive Director, Community Engagement, AHS

Full Name: _____
(First) (Last)

Address: _____
(Mailing Address)

(City, Province) (Postal Code)

Email address: _____

Home Phone: () -

Work Phone: () -

Cell Phone: () -

Advisory Council: ☐ David Thompson ☐ Peace
*Please indicate which ☐ Greater Edmonton ☐ Prairie Mountain
council you are applying ☐ Lakeland Communities ☐ Tamarack
for ☐ Lesser Slave Lake ☐ True North
☐ Oldman River ☐ Wood Buffalo
☐ Palliser Triangle ☐ Yellowhead East

****Please review the area map on the AHS website to identify the Health Advisory Council for the area you live. Should you require further clarification please contact the Community Engagement department toll free at 1-877-275-8830 or via email at: community.engagement@ahs.ca***

Please answer the following questions.

1. What interests you most about being a member of an Advisory Council?

2. What insights, experience, and perspectives do you feel you have to offer?

3. Health Advisory Council members work in an advisory role communicating community health concerns and priorities to Alberta Health Services leaders. Members represent large areas with diverse demographics. Please comment on how you might be able to represent the perspectives of the public across the entire council area. (Note: Addictions & Mental Health and Cancer are provincial advisory councils and therefore represent the entire province.)

4. Please outline any experience you may have which would enable you to work successfully with other Health Advisory Council members in a group setting?

Completed Expression of Interest forms must be received by

REPLY BY FAX OR EMAIL:

Please fax to the attention of:

Health Advisory Councils, Community Engagement

To Fax #: 780-613-8800

OR

Please email the file or scan in your application form and send it by email.

With the Subject Line: Your Name, NAME Health Advisory Council

Send the email to: community.engagement@ahs.ca

For additional copies of this form visit the Alberta Health Services website at:
<http://www.albertahealthservices.ca/about/hac.aspx>

Your personal information may be collected by Alberta Health Services for the purposes of your application, pursuant to s. 33(c) of the Freedom of Information and Protection of Privacy Act (FOIPP). Your personal information may be used and disclosed by Alberta Health Services in accordance with FOIPP for the purpose for which this information is collected or compiled, or for a use consistent with that purpose.

Advisory Councils in Alberta

Councils provide feedback to Alberta Health Services on healthcare services and programs and community priorities. They see the provincial system through a community or local lens. Councils represent a variety of backgrounds, cultures and age groups and are able to bring and listen to diverse points of view in healthcare discussions. Councils work to build relationships and open lines of communication between the public and AHS.

Health Advisory Councils (HACs)

There are 12 HACs in Alberta, made up of people that live within certain geographic areas.

Provincial Advisory Councils (PACs)

There are three PACs in Alberta that focus on different areas of health:

- Cancer
- Addictions and Mental Health (AMH)
- Seniors and Continuing Care

PACs are made up of public members who represent all health zones, healthcare professionals, and stakeholders in their area of focus. In the future, more PACs may be created.

Wisdom Council

The Wisdom Council is a provincial council that focuses on indigenous health priorities, services, and resources. This council is made up of public members from across treaty areas and Alberta's health zones.

Advisory Council Members

- Are volunteers who represent their community.
- Share information on health services with the community and provide feedback and input to AHS.
- May be members of the general public, community leaders , as well as those with a health profession background.
- Are asked to identify any real or perceived conflicts of interest through a Conflict of Interest declaration form. This process helps to make sure that any personal or financial interests do not interfere with the decision-making processes.
- Are appointed by the Alberta Health Services' Board of Directors.

Council Member Roles:

- Share their communities' priorities with AHS.
- Give advice and help to inform the decision-making process.
- Participate in all public and other advisory council meetings.
- Promote and participate in activities, including activities outside of regularly scheduled meetings, that enhance Albertans' health.
- Engage with the community using engagement tools, such as focus groups or information sessions, to understand all aspects of community perspectives and support the council work plan.
- Give feedback on public education materials, policies, or discussion topics.
- Communicate regularly through e-mail, phone, or online.
- Follow-up on commitments made to your community on behalf of the council.
- Share public information with your community.
- Act as a partner to AHS and have an open, constructive relationship that contributes to shared goals.

The Scope of Advisory Councils:

What is in the scope of your role?	What is out of the scope of your role?
<ul style="list-style-type: none"> • Share community priorities with AHS 	<ul style="list-style-type: none"> • Voice opinions on behalf of a community without consulting them first
<ul style="list-style-type: none"> • Give advice and help to inform decision making 	<ul style="list-style-type: none"> • Give medical advice
<ul style="list-style-type: none"> • Engage with the community to understand all aspects of community perspectives and support the council work plan 	<ul style="list-style-type: none"> • Specific patient or personal concerns or cases
<ul style="list-style-type: none"> • Give feedback on public education materials, policies or discussion topics 	<ul style="list-style-type: none"> • Present issues in individual cases as system-wide feedback
<ul style="list-style-type: none"> • Share public information with your community 	<ul style="list-style-type: none"> • Use council events and activities to promote personal issues or interests
<ul style="list-style-type: none"> • Follow-up on commitments made to your community on behalf of council 	<ul style="list-style-type: none"> • Promise specific changes or outcomes to your community

This one-pager is a snapshot of Advisory Councils in Alberta. For more information, please see go to www.ahs.ca/about/communityrelations.aspx or email community.engagement@ahs.ca

May 22, 2018

RECEIVED

MAY 24 2018

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



Dear Mayor McKenzie and all Members of Council;

**Subject: Alberta Recreation and Parks Association and the Government of Alberta
Honour Outstanding Work in your Community**

The Alberta Recreation and Parks Association (ARPA), alongside the Government of Alberta, are pleased to present a variety of awards that celebrate leadership and excellence in the province's recreation and parks sector.

Award recipients will be honoured in front of 500 delegates at the President's Awards Banquet on Saturday, October 27th, 2018, as the concluding event of our annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge. We believe this formal recognition inspires Albertans to further outstanding work, and we ask that you consider nominating deserving members of your community for one of the following prestigious awards.

Lieutenant Governor's Leadership for Active Communities Award program

These awards honour the achievements of groups and individuals who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, the program is presenting the Group Spirit of Community Leadership, Professional Leadership and Elected Community Leader. The Lieutenant Governor will be in attendance at the President's Awards Banquet to present these three awards.

Alberta Recreation and Parks Association's Award

The A.V. Pettigrew Award honours communities or organizations that have made a significant impact on improving the quality of life of their citizens through recreation and parks.

Government of Alberta's Recreation Volunteer Recognition Awards

The Government of Alberta Volunteer Recognition Awards honour volunteers who have made significant contributions to recreation development at the community level.

Please visit the ARPA website at www.arpaonline.ca/awards/main to view more details on any of the above awards and to submit a digital nomination form.

We look forward to hearing about and recognizing the devoted individuals and groups working to improve your community, our province and the lives of Albertans.

Yours sincerely,

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6

ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

May 22, 2018

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



Dear Mayor McKenzie and all Members of Council;

Subject: 2018 Alberta Recreation & Parks Association (ARPA) Annual Conference & Energize Workshop "Partners in Progress"

I am writing to you on behalf of the Alberta Recreation & Parks Association (ARPA) to invite you to our Annual Conference and Energize Workshop, held at the Fairmont Jasper Park Lodge from Thursday, October 25, 2018 to Saturday, October 27, 2018.

In 2016, our conference was also held in Jasper and it was attended by 525 delegates, of which more than 100 were mayors, reeves and councillors from across Alberta. Our conference program includes the Energize Workshop, which is a series of sessions on topical issues designed to provide you, as an elected official, with innovative ideas, solutions and opportunities in recreation, parks and community development. This will be the Energize Workshop's twenty-third year.

It is broadly recognized that recreation and parks are essential public services that create enhanced quality of life for your citizens and strongly aid in your community's economic growth and sustainability. Your presence at our conference makes a significant contribution to the dialogue and your ongoing support of our organization is much appreciated.

Our 2018 conference program has been informed and influenced by comments and suggestions from the 2017 attendees, and our continual scan of the issues and trends in Alberta and across Canada. The event also provides a great networking opportunity in a welcoming, spirited and healthy environment, as attendees connect with friends and colleagues from across the province in a beautiful, natural setting. The detailed conference program will be available on our website later this spring at www.arpaonline.ca/events/energize-conference.

The program will reflect the goals of the **Framework for Recreation in Canada - Pathway to Wellbeing** that has been endorsed by every province and FCM and supported by the Government of Canada as well as active Alberta and the **Parks for All** framework document that was released in January 2018.

Our experience is that municipalities typically book their rooms well in advance of the conference, so we would encourage you to book your rooms soon. We look forward to seeing you there.

Yours sincerely,

Susan Laurin
President

11759 Groat Road NW • Edmonton • Alberta • T5M 3K6
ph: 780-415-1745 • fax: 780-451-7915 • arpa@arpaonline.ca • www.arpaonline.ca

Barrhead & Area Regional Crime Coalition (BARCC)

Terms of Reference

A. Purpose of the Coalition

To take a collaborative approach in making our communities safer. Through coordinated efforts in education and awareness of crime prevention and reporting suspicious activities BARCC is taking an active roll in reducing rural crime.

B. Background/Legislative Authority

1. Barrhead & District Rural Crime Watch, RCMP, and three (3) municipalities identified a need in January 2018 to form a coalition to address Rural Crime.
2. Memorandum of Understanding between the Alberta Provincial Rural Crime Watch Association and the Royal Canadian Mounted Police

C. Membership/Term

1. The following organizations make up the membership of the Coalition
 - a. Barrhead & District Rural Crime Watch Association
 - b. County of Barrhead
 - c. Town of Barrhead
 - d. Woodlands County
 - e. Barrhead RCMP Detachment
2. Municipal members shall be appointed annually by their respective Council, and each Council may appoint an alternate representative to act in the place of the appointed representative.

D. Accountability

1. Each member is responsible for reporting to their respective board, organization or Council.
2. Maintenance and refinement of terms of reference that involve clerical and grammatical errors can be made by the coalition.
3. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the coalition role can be approved by the coalition.
4. All other changes need to be approved by resolution of each Council.

E. Roles and Responsibilities

1. The Coalition is responsible for:
 - a) Fostering collaboration and sharing information on trends and issues
 - b) Maintaining at all times the focus of the coalition on the agreed scope, outcomes and benefits
 - c) Annually appointing a Chair from the municipal members at its first meeting of the year
 - d) Setting dates and times of meetings
 - e) Creating and reviewing a Terms of Reference
 - f) Making recommendations to member organizations and municipal Councils on items requiring funding or allocation of resources
2. Members of the Coalition Commit to:
 - a) Attending all scheduled coalition meetings or if necessary notifying the respective alternate on the coalition
 - b) Being a champion for the coalition
 - c) Making timely decisions as to not hold up the coalition's work

- d) Maintaining information received in a closed meeting confidential until the item is discussed in a meeting held in public
- 3. Members of the Coalition Will Expect:
 - a) That each member will be provided with complete, accurate and meaningful information in a timely manner
 - b) To be given reasonable time to make key decisions
 - c) To be alerted to potential risks and issues that could impact the work of the coalition, as they arise
 - d) Open and honest discussions, without resort to any misleading assertions
 - e) Ongoing checks to verify the overall status and work of the coalition
- 4. Role of the Chair:
 - a) To preside over Coalition meetings
 - b) Provide direction to Administration on the preparation of the Agenda
- 5. Administrative Support
 - a) The municipality that is represented by the Chair will provide administrative support to the Coalition which will include
 - i. Preparation and provision of meeting agendas and minutes to coalition members
 - ii. Recording minutes of each meeting of the coalition for adoption/approval at subsequent meeting of the coalition
 - iii. Preparation of any reporting or other documentation as approved by the coalition

F. Remuneration

- 1. Each member organization shall be responsible for compensation of their members in a manner as determined by their respective organization.

G. Governance of Meetings

- 1. All meetings will be chaired by the municipal member appointed by the Coalition at the first meeting of each year.
- 2. In the absence of the Chair, one of the other members shall be elected to preside and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair
- 3. Quorum shall be a majority of all member organizations that make up the Coalition.
- 4. Meetings will be held at the municipal office as represented by the Chair.
- 5. Agenda shall be prepared by Administration in consultation with the Chair and distributed 3-5 calendar days prior to the meeting
- 6. Motions presented to the Coalition will be debated and carried by majority vote. If the vote of the members is a tie vote, the decision is defeated.
- 7. Each member organization of the Coalition has a single vote.
- 8. Meetings must be held in public.
- 9. Meetings may be closed to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act (FOIPPA Act)*.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

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JUN 04 2018

AR93652

May 29, 2018

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

Dear Mayor McKenzie,

Our government remains committed to supporting municipalities in providing quality infrastructure and services to Albertans. In keeping with that commitment, I am pleased to confirm that Budget 2018 includes \$668 million in Municipal Sustainability Initiative (MSI) funding. This funding, when combined with the \$800 million in MSI funding made available through a 2017-18 Supplementary Estimate, will provide close to \$1.5 billion in the 2018 calendar year to help Alberta's municipalities address local infrastructure priorities. In addition, \$229 million is being provided under the federal Gas Tax Fund (GTF).

Your municipality's 2018 MSI and GTF allocations are listed in Appendix A (attached). Funding amounts for all municipalities are also posted on the Municipal Affairs grant program website at: municipalaffairs.alberta.ca/municipal-grants.

I look forward to working with you and our federal partners to ensure Albertans continue to have access to the essential infrastructure they need.

Sincerely,

Hon. Shaye Anderson
Minister of Municipal Affairs

Attachment

cc: Martin Taylor, Chief Administrative Officer, Town of Barrhead

Appendix A

Town of Barrhead

Program	Components	2018 Funding
Municipal Sustainability Initiative (MSI)	Capital Funding	\$701,960
	MSI Capital Component	\$427,220
	BMTG Component	\$274,740
	Operating Funding	\$149,894
	Non-SI Component	\$43,414
	SI Component	\$106,480
	Total MSI	\$851,854
Gas Tax Fund (GTF)		\$252,551

Notes:

- The allocations for the MSI capital component and operating funding are based primarily the 2017 Municipal Affairs Population List, 2017 education tax requisitions, and 2016 kilometres of local road.
- The allocations for the Basic Municipal Transportation Grant (BMTG) component are based on municipal status:
 - Calgary and Edmonton receive funding based on litres of road-use gas and diesel fuel sold;
 - other cities and urban service areas receive funding based on a combination of population and length of primary highways;
 - towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population; and
 - rural municipalities and Métis Settlements receive funding based on a formula which takes into account kilometres of open road, population, equalized assessment, and terrain.
- Sustainable Investment (SI) funding is provided to municipalities with a population under 10,000 and a limited local assessment base. This funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. Individual municipalities' SI funding is subject to annual fluctuations resulting from changes in their equalized assessment per capita for urban municipalities, or per kilometre of local road for rural municipalities, in relation to the provincial average.
- The GTF allocations are based on the 2017 Municipal Affairs Population List.