



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, APRIL 23, 2024 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 – April 9, 2024
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegations at 5:30 p.m. – Ms. Michelle Jones, Community Futures Yellowhead East
6. Old Business
  - (a) Temporary Service Road Closure Request – Extension
7. New Business
  - (a) Monthly Bank Statement – for the month ended March 31, 2024
  - (b) Appointment of Member-at-Large to the Twinning Committee
  - (c) Policies Amendments and Deletions
  - (d) Proclamation – Alberta Disability Services Professional Appreciation Week May 20-26, 2024

8. Reports
  - (a) Council Reports
  - (b) Council Action List to March 26, 2024
  
9. Minutes
  - (a) Barrhead & District Social Housing Association – March 1, 2024
  - (b) Barrhead & District Social Housing Association – April 2, 2024
  - (c) Barrhead & District Chamber of Commerce – April 10, 2024
  
10. Bylaw
  - (a) There are no Bylaws
  
11. Correspondence Item
  - (a) There are no Correspondence Items
  
12. For the Good of Council
  
13. Tabled Items
  
14. Closed Session
  - (a) Personnel – Pursuant to Section 17(1) of the FOIP Act
  
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, APRIL 9, 2024,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Cheryl Callihoo, Director of Development & Legislative Services and Jennifer Mantay, Director of Corporate Services

**OTHERS:** Barry Kerton, Barrhead Leader

**ABSENT** Ed LeBlanc, CAO

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

**AGENDA** The agenda was reviewed.

113-24 Moved by Cr. Klumph that the agenda be accepted with the following amendments:

- Add 6(b)
- Add 6(c)
- Add 14(b) Closed Session - Personnel

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of March 26, 2024, were reviewed.

114-23 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 26, 2024 be approved as amended to show that Mayor McKenzie called the meeting to order not Deputy Mayor Assaf.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Deb Breitreitz from the Ripples Connection at 5:32 p.m.

Ms. Deb Breitreitz provided an update on the Ripples Connection programs that they provide and requested financial support to continue serving the community.

Council discussed and requested that Ripples Connection provide further financial information before making a final recommendation on the request for financial support.

**EXITED** Mayor McKenzie and Council thanked Ms. Deb Breitreitz for her presentation and they she the Chambers at 6:00 p.m.

115-24 Moved by Cr. Sawatzky that Council accepts the presentation from Ms. Deb Breitreitz from the Ripples Connection, as information.

CARRIED UNANIMOUSLY

**INDIGENOUS DAY EVENT –  
JUNE 21, 2024**

For Council to provide financial support for the Indigenous Day event of June 21, 2024.

116-24 Moved by Cr. Oswald that Council provides financial support to the Barrhead and District Indigenous Committee in the amount of \$1,000.00 to cover facility and equipment rental costs.

CARRIED UNANIMOUSLY

**ROAD CLOSURE  
EXTENTION REQUEST**

For Council to authorize the extension request for the temporary closure of the Service Road along 49<sup>th</sup> Street between 59<sup>th</sup> Avenue and 61<sup>st</sup> Avenue.

117-24 Moved by Cr. Assaf that Council authorize the temporary close of the Service Road along 49<sup>th</sup> Street between 59<sup>th</sup> Avenue and 61<sup>st</sup> Avenue for an additional week extension to April 22, 2024.

CARRIED UNANIMOUSLY

**ROAD CLOSURE REQUEST**

For Council to authorize the request for the temporary closure of 50<sup>th</sup> Avenue between 51<sup>st</sup> and 52<sup>nd</sup> Streets.

118-24 Moved by Cr. Sawatzky that Council authorize the temporary closure of 50<sup>th</sup> Avenue between 51<sup>st</sup> and 52<sup>nd</sup> Streets for one day in order to connect utility services to a new development.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of April 9, 2024, were reviewed:

- Agricultural Society
- Barrhead & District Social Housing Authority
- Family & Community Support Services Society
- Twinning Committee

119-24 Moved by Cr. Sawatzky that the following Reports to Council as of April 9, 2024, be accepted as information and as presented:

- Agricultural Society
- Barrhead & District Social Housing Authority
- Family & Community Support Services Society
- Twinning Committee

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – December 21, 2023
- Barrhead & District Family and Community Support Services – February 15, 2024
- Community Futures Yellowhead East – February 15, 2024

120-24 Moved by Cr. Kluin that the Minutes to Council be accepted as information and as presented.

- Barrhead & District Family and Community Support Services – December 21, 2023
- Barrhead & District Family and Community Support Services – February 15, 2024
- Community Futures Yellowhead East – February 15, 2024

CARRIED UNANIMOUSLY

**BYLAW 04-2024, PROPERTY TAX BYLAW**

Proposed Bylaw 04-2024, the Property Tax Bylaw, was presented.

121-24 Moved by Cr. Klumph that Council give Bylaw 04-2024, the Property Tax Bylaw, first reading.

CARRIED UNANIMOUSLY

122-24 Moved by Cr. Smith that Council give Bylaw 04-2024, the Property Tax Bylaw, second reading.

CARRIED UNANIMOUSLY

123-24 Moved by Cr. Assaf that Council give Bylaw 04-2024, the Property Tax Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

124-24 Moved by Cr. Kluin that Council give Bylaw 04-2024, the Property Tax Bylaw, third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

Cr. Klumph attended the annual general meeting of the Community Garden and they thanked the Town of Barrhead for all the support they have provided.

Cr. Assaf commended the people involved in the FCSS food drive. He also commended the Director of Corporate Services for a job well done on the budget.

Mayor McKenzie advised that the RhPAP Program students toured the medical facilities and commended the Hospital Staff for a job well done.

**EXITED** Jennifer Mantay, Director of Corporate Services exited the Chambers at 6:35 p.m.

**RECESSED**

125-24 Moved by Cr. Assaf to recess the meeting at 6:35 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

126-24 Moved by Cr. Smith to reconvene the meeting at 7:00 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
FOIP ACT SECTION 17 & 23 –  
PERSONNEL & LAND**

127-24                    Moved by Cr. Klumph that Council go in closed session at 7:00 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

128-24                    Moved by Cr. Smith that the Council come out of closed session at 8:00 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

129-24                    Moved by Cr. Sawatzky that the Council Meeting be adjourned at 8:00 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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Director of Development & Legislative Services,  
Cheryl Callihoo

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** 5:30 p.m. Delegation – Ms. Michelle Jones, representing Community Futures Yellowhead East

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## **1.0 PURPOSE:**

To review and discuss the 2023-2024 Annual Review as presented by the Community Futures Yellowhead East.

## **2.0 BACKGROUND AND DISCUSSION:**

On February 8<sup>th</sup>, Administration received a request from Community Futures Yellowhead East office to make a presentation to Town Council on their 2023-2024 Annual Review.

## **3.0 ALTERNATIVES:**

3.1 Council accepts Ms. Michelle Jones from Community Futures Yellowhead East presentation on their 2023-2024 Annual Review, as information.

3.2 Council tables Ms. Michelle Jones from Community Futures Yellowhead East presentation on their 2023-2024 Annual Review and request further information from Ms. Jones to be presented at the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

The on-going initiatives offered by Community Futures Yellowhead East are well received and they provide a great service to our local community.

**8.0 ATTACHMENTS:**

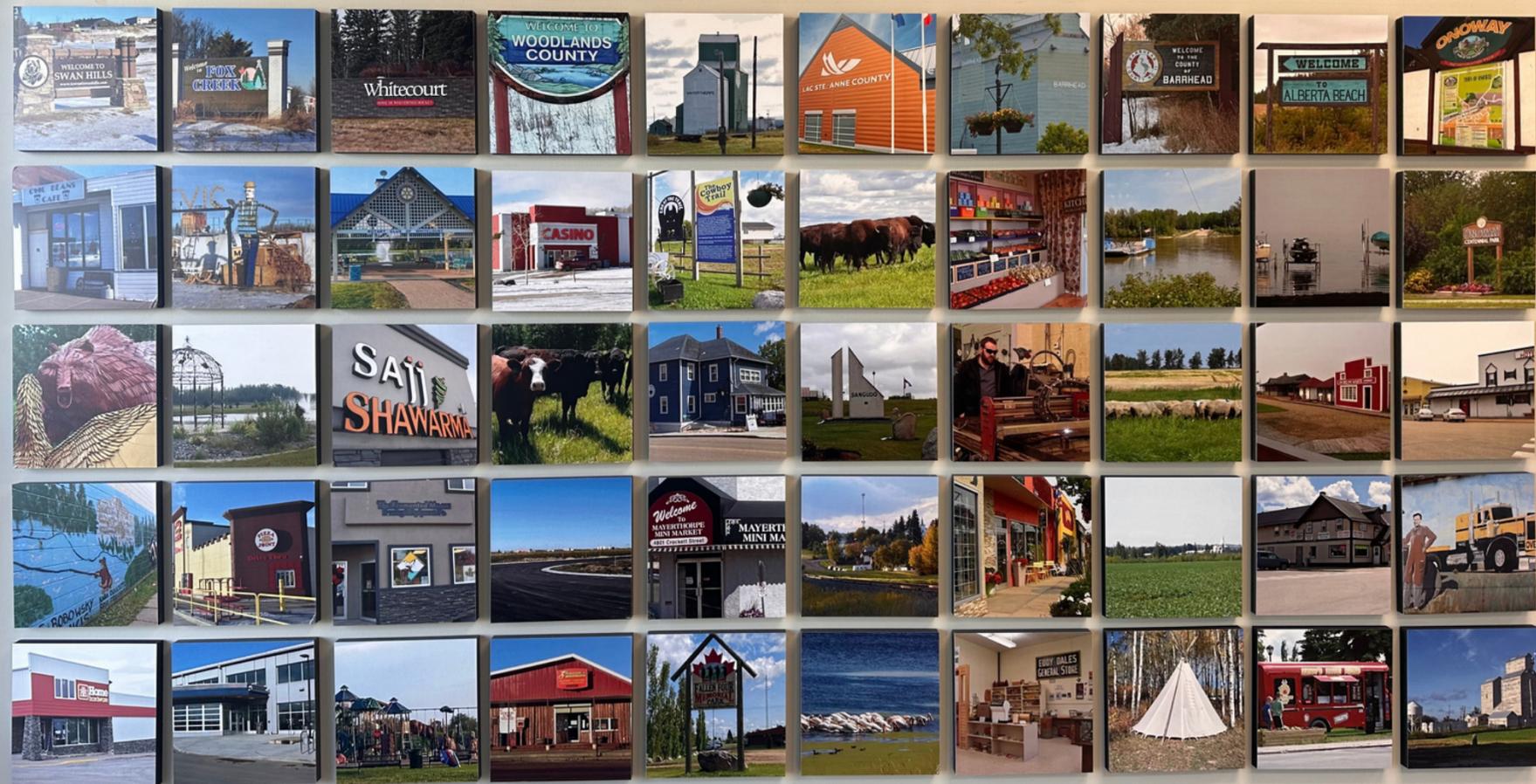
8.1 2023-2024 Annual Review

**9.0 RECOMMENDATION:**

Council accepts Ms. Michelle Jones from Community Futures Yellowhead East presentation on their 2023-2024 Annual Review, as information.

Edward LeBlanc  
CAO

Where **Commerce & Community** Meet



# 2023-2024 Annual Review

Community Futures  
Yellowhead East



**Supporting Economic  
Diversification  
for Over 30 years.**

## **Who We Are:**

**Community Futures Yellowhead East (CFYE)** is, a non-profit organization governed by a board of directors, comprised of ten regional, experienced and dedicated elected officials and staffed by a team of skilled business professionals.

## **What We Do:**

**Rural Economic Diversification is the core of what we do.**

Working with community leaders and key stakeholders to create economic sustainability within the region. Implementing projects that provide value-added activity to support job creation, business start-up, expansion, retention and attraction.

**We are more than just a business lender.**

## **How We Do It:**

**We help communities thrive economically** by supporting an entrepreneurial culture, delivering a variety of services from strategic economic planning, technical and advisory services for businesses, and loans to small and medium-sized enterprises,





# MESSAGE FROM THE CHAIR

2023 BOARD REPORT

## **Message from the chair...**

**As I reflect over the past year none of the financial support and advisory services, provided by Community Futures Yellowhead East, would exist for small business and future entrepreneurs without directly linking it to the dedicated efforts of our staff and board of directors.**

**Our staff connect with our clients and the communities we serve, developing custom-made solutions for increased success to our small business community. Our success is directly linked to the hard work of our team.**

**We have made extraordinary progress this year, and I'd like to personally thank every team member for their energy, commitment, and consistency in driving our business model forward. For the team at CFYE, the things that matter are ultimately driven by our purpose, by the reason we exist: to help small business and communities thrive.**

**I would also like to extend my sincere thanks for the supportive CFYE board members who donate their time and expertise. This experience and guidance go a long way in providing the valuable direction to our team. This is the beacon that always cuts through the fog of uncertain times, enabling us to know in which direction to head.**

**Community Futures has demonstrated, once again, its value to Canadian small business, the economy and our respective communities—value that will grow only greater in the years ahead.**

**In closing, to our municipal partners—who make it possible for the Board of Directors, our Executive Director, and our employees to build a more sustainable Community Futures network for today and for the future —thank you. In every circumstance, we're dedicated to helping you & small business thrive.**

**Nick Gelych Board Chair, Community Futures Yellowhead East**

# CFYE Board of Directors:

*A Diverse Team of Experienced and Trusted Elected Officials*

## Prioritizing: Board Development, Sustainability & Accountability

*Accountable to its stakeholders, to public funds and to ensuring proper delivery of programs, resources and supports available to it's small business communities.*



### board members

- Board Chair: Nick Gelych
- Vice Chair: Daryl Weber
- Treasurer: Liz Krawiec
- Secretary: Serena Lapointe
- IRC Chair: Marvin Schatz
- Board of Directors:
  - Anna Greenwood, Ty Assaf, Robin Murray Jim Hailes, Dave Kusch



### hours provided

- Monthly Meetings: 218
- Committee Meetings: 46
- Training Hours: 20.5
- CFNA Board Meetings:
- **Annual Hours: 284.5**



### training provided

- 15 Training Module(s) Certification
- Annual Fall Symposium
- Culture Awareness Training



### succession plan

- Ongoing Board Development Training
- Annual Policy & Procedure Review
- Board Continuity & Sustainability Plan
- Representation at CFNA Board Level-Nick Gelych

# A Team of Skilled Business Professionals Dedicated to Continuous Development

01

## Executive Director:

- Economic Development Foundations
- Business Retention & Expansion
- Business Investment Attraction
- AFIA DEI Index Training ( Accelerating Financial Inclusion and Access to business capital for women and gender diverse entrepreneurs
- Indigenous Cultural Awareness Training

02

## CED Project Coordinator

- AFIA DEI Index Training
- Developmental Lending Certification
- Project Management Certification
- Indigenous Cultural Awareness Training

03

## Business & Finance Analyst:

- RRRF Client Support & Recovery
- BSN Financial Management
- Grant/Project Financial Management
- Audit Control
- Budget Management

04

## DSS Position:

- One on One Client Support:
- Businesses Served
- Lunch N Learns:
- Chamber of Commerce/ Business Support Network Presentations:

# Economic Recovery

While navigating a multitude of economic recovery challenges, the CFYE board and staff were successful in achieving a number of significant milestones and many measurable economic outcomes were realized.

**Challenges Faced:** RRRF Deadline Extension & Uncertainty, Regional Wildfires & Flooding, Economic Climate, and Inflation

**Economic Recovery Efforts:** Digital Economy Program Extension, Capital Growth Initiative Loan, Youth Loans, Women In Leadership & Recovery, and The Collective Office,





# Economic & Financial Investment Portfolio

Dollars Loaned/ Dollars Leveraged /Dollars Recoverd/Dollars Available

# Economic Investment

01 Loan Dollars  
Currently  
Invested:

General Investment Loans:  
\$755,895.89  
General Investment balance:  
\$521,070.35

02 Job's Created,  
Maintained,  
Expanded:

Full time Positions – 17  
Part Time Positions – 10

03 Portfolio Sector  
Diversification:

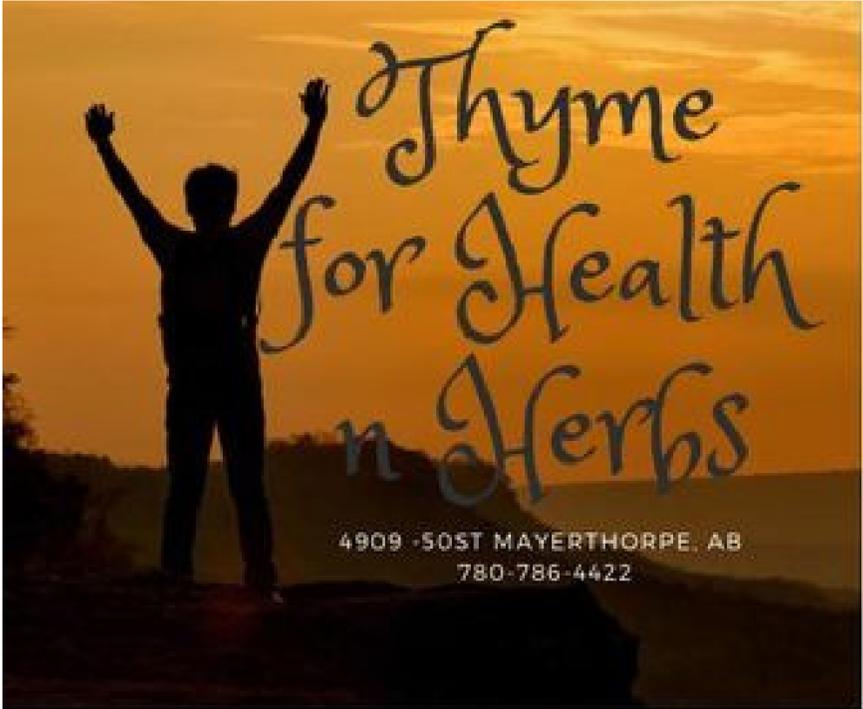
Retail Trade– 2  
Oil & Gas Sector – 3  
Food & Accommodation – 7  
Transportation – 1  
Professional Tech Services – 1  
Arts & Entertainment – 1

04 Regional  
Diversification  
Municipal Impact:

CFYE Regular Loan Portfolio  
County of Barrhead: – 1  
Mayerthorpe – 1  
Onoway – 3  
Swan Hills – 1  
Whitecourt – 8



# Capital Growth Initiative



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Empowering women entrepreneurs to start or grow a business - Alberta Women's Economic Recovery



**We Believe In Female Entrepreneurs**

# Investing in the Future

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## YOUTH LOAN PROGRAM:

- 2 New Youth Loans
- 1 Fulltime, 1 Part Time –Jobs created maintained, expanded
- Economic Diversification: Value Added Agri Food
- Municipal Location: County of Barrhead



**RRRF \$- Forgiven \$478,531.98**

**18.7%**

**RRRF \$ Converted to Term Loan \$1,012,134.93**

**39.5%**



**RRRF \$- Paid in Full \$1,069,111.92**

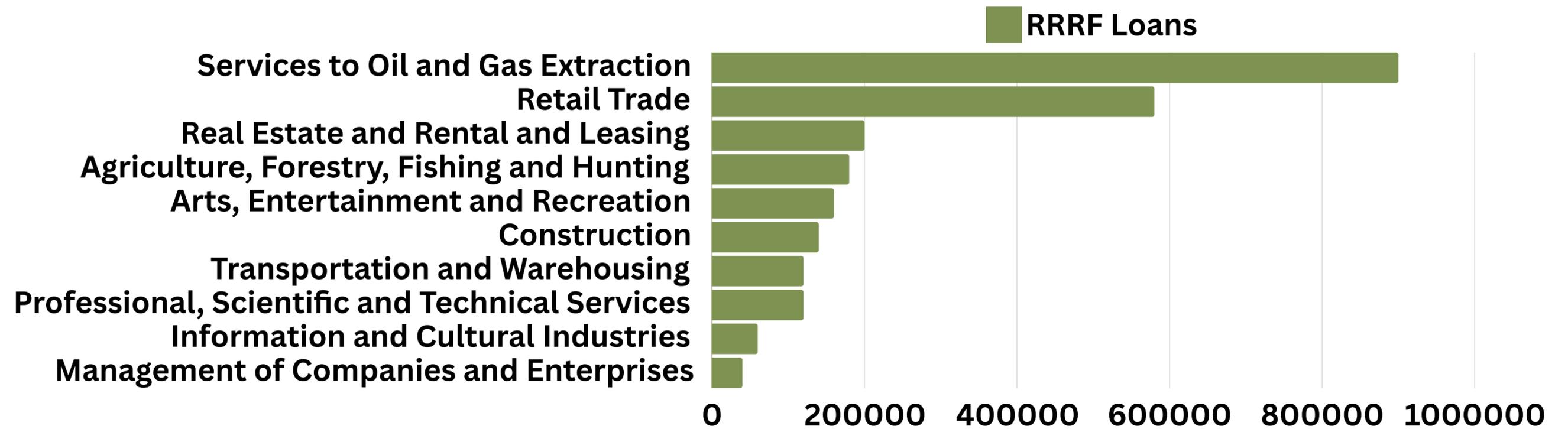
**41.8%**

# **Regional Relief and Recovery Fund**

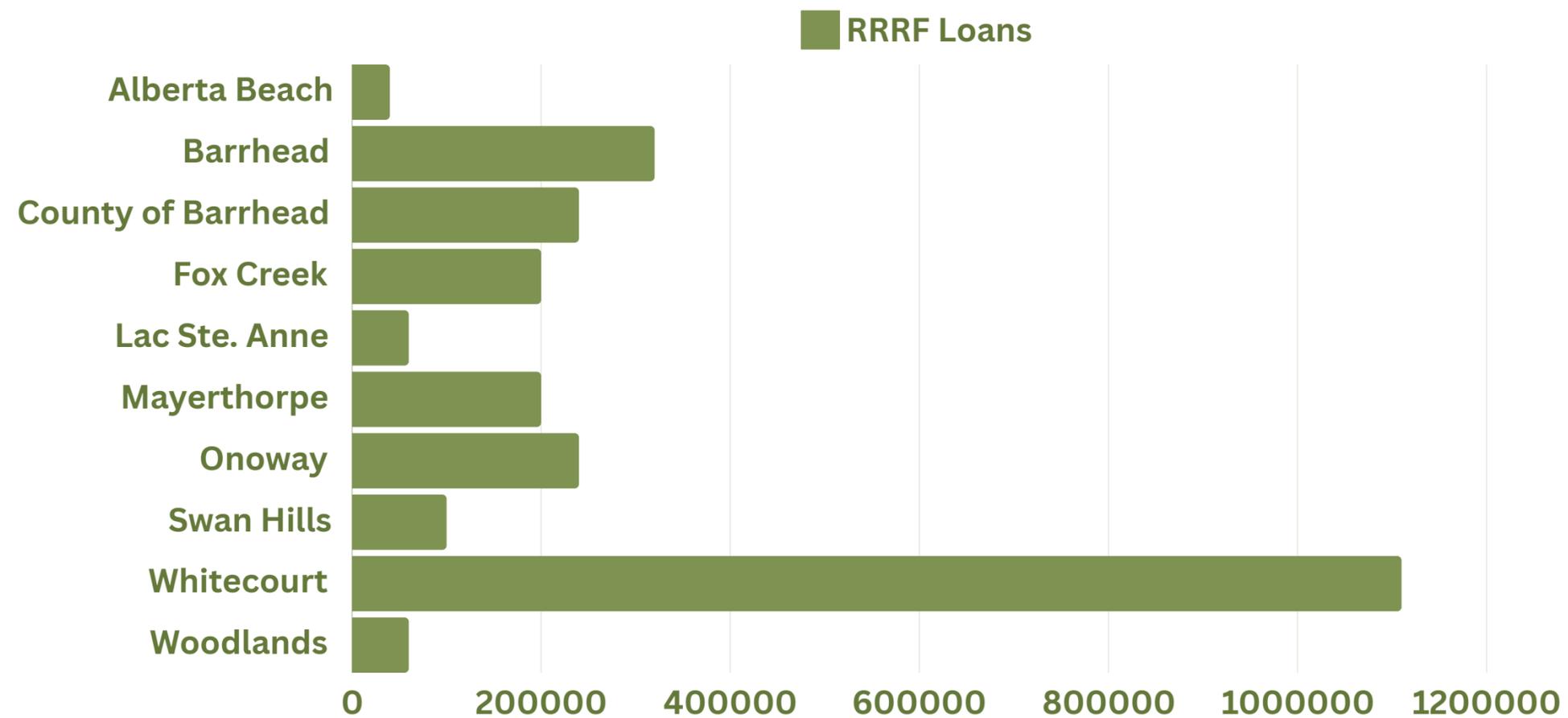
Total RRRF Dollars Loaned : \$2,559,777.80

Figures as of January 31, 2024

# Regional Relief & Recovery Breakdown by Industry Sector



# Regional Relief & Recovery Fund Breakdown by Municipality





COMMUNITY FUTURES

# Entrepreneurs

With Disabilities Program

**YOUR future. YOUR way.**

Community Futures Entrepreneurs with Disabilities Program can help you build your business dream.

One-to-One  
Business Coaching

Business Plan  
Creation

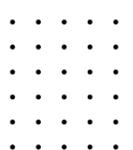
Access to  
Repayable Loans for  
Viable Businesses

**EDP Zebra Program**

**Matching neurodivergent  
coaches to neurodivergent  
entrepreneurs!**



(EDP) helps  
people working  
with barriers or  
health  
conditions to  
start and grow  
businesses.



# Community Futures Performance Results 2023-2024

## *Strong rural community strategic planning and implementation*



### *Performance Indicators*

	<i>MPS</i>	<i>Target</i>	<i>Actual</i>
1. Total number of community-based projects (new & on-going)	2	8	39

## *Rural access to business development services*

2. # of business created, maintained or expanded through business services	400	100	132
3. Total number of business training session participants		200	483
4. Total number of business advisory services		200	259

## *Rural access to capital and leveraged capital*

5. Dollar value of loans	400,000	400,000	\$482,400.0
6. Total number of loans	8	10	12
7. # of Community based projects/initiatives that align with GOC/Prairies Can Priorities.	2	10	12



# 2024-2025 Prairies Can MPS Operating Plan

Performance Indicator		
**Targets should be greater than or equal to your MPS.	Target	MPS
Number of new community-based projects	4	2
Number of business training session participants	200	400
Number of business advisory services	200	
Number of loans	8	8
Value of loans	400,000	\$400,000

# REGIONAL ECONOMIC DEVELOPMENT DIGITAL SERVICE SQUAD

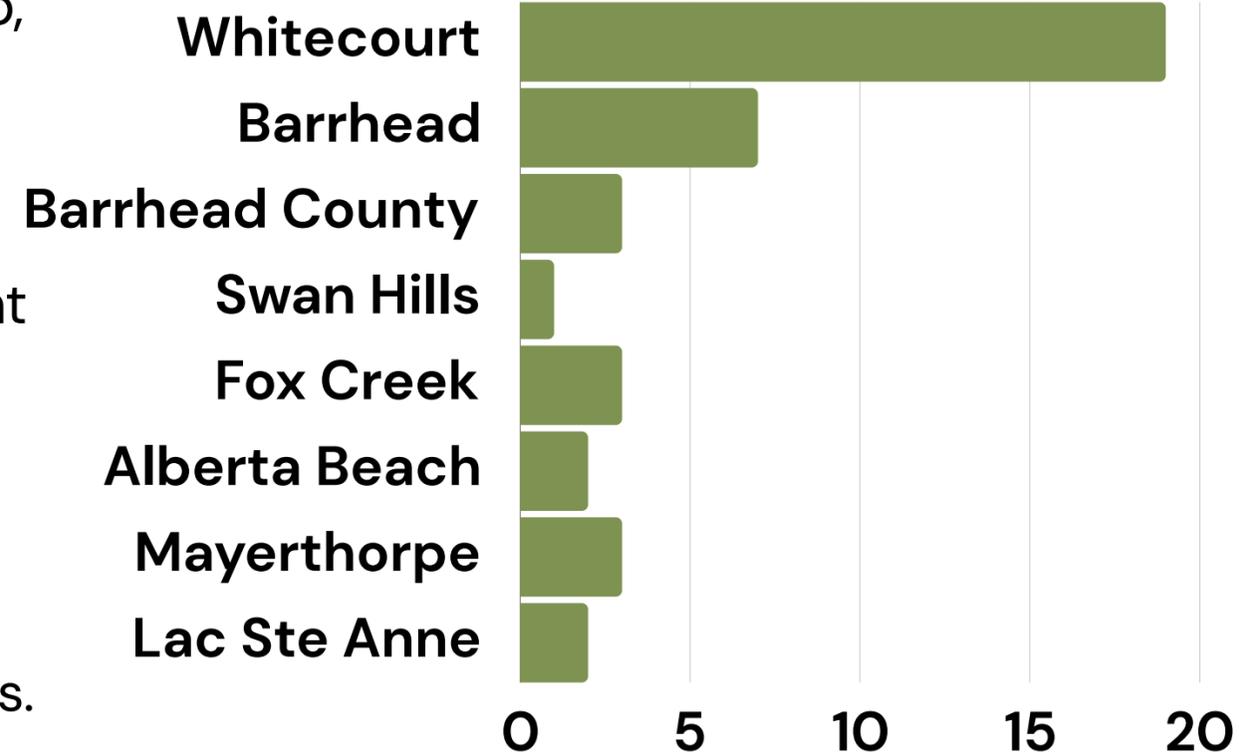
## Services Most Requested

- Social Media Assistance/Setup,
- Google Business Pages,
- Graphic Design,
- Search Engine Optimization,
- Website Audits + Development

## Regional Training Provided

- Key Note Presentations:
- BSN/ Chambers of Commerce
- Lunch n Learns: Website for Bus.
- Videography/Canva for Business
- Student Workshops:
- Careers in Tech
- Youth Entrepreneurship

## Regions Served



## Businesses Served

- Businesses Served: 43
- Session Participants: 112
- Served Businesses Target: 80
- Project End Date: Sept 2024

# WHATS NEXT

Future Directions

New Projects, New Opportunities, New Partnerships



**ONLINE LEARNING PROGRAM**

**SMALL BUSINESS PLANNING  
HUMAN RESOURCES**



**DISASTER RECOVERY  
BUSINESS CONTINUITY**

**REGIONAL ROUND TABLES  
EDA TRAINING**



**INCREASE STAFFING & RESOURCES**

**REGIONAL MARKETING STRATEGY**



**INVESTING IN THE REGION.**

**SMART START PROGRAM**



**SUCCESSION PLANNING**

**FOR CFYE  
OUR BOARD  
OUR LOAN PORTFOLIO  
OUR REGION**



Building on the Future:  
What Can You Do?  
What Can We Do?  
How Do We Get There?

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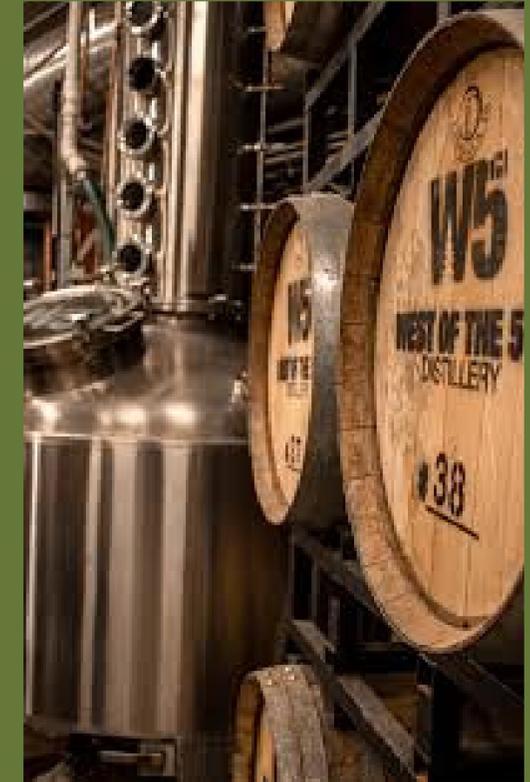
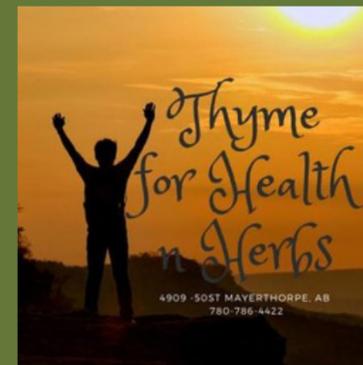
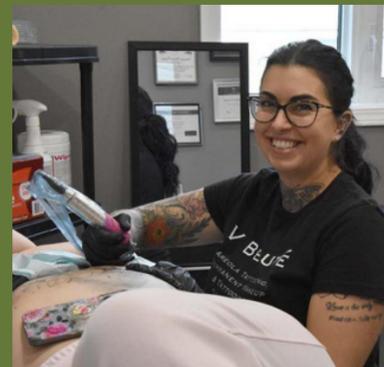
Connections  
Referrals  
Partnerships  
Support



Community Futures Yellowhead East



# Growing communities one idea at a time



Specialized+ Foot Nurse Medical & Therapeutic Foot Care Tracy Wheeler, LPN/FCN 4904 - 52 Ave Whitecourt, AB 780-333-3744 (Community Lunch Box Building)

# Alberta HempWorks

BulletProof Welding "If you can dream it, We can build it"



**Community**  
Futures  Yellowhead East

together we will build a strong, resilient, and economically diverse  
Yellowhead East Regional Economy

# REQUEST FOR DECISION

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** Temporary Service Road Closure Request - Extension

## 1.0 PURPOSE:

To authorize the extension request for the temporary closure of the Service Road along 49<sup>th</sup> street between 59<sup>th</sup> avenue and 61<sup>st</sup> avenue.

## 2.0 BACKGROUND AND DISCUSSION:

As of April 1<sup>st</sup>, McDonald's Restaurant has commenced their field work for the construction of the new restaurant. They had requested to have the Service Road along 49<sup>th</sup> street between 59<sup>th</sup> avenue and 61<sup>st</sup> avenue closed for the required utility service connection.

During the March 12, 2024 Council Meeting, Council granted the request and authorized the closure for two weeks to accommodate the service connection.

The Developer requested an extension in which Council during their meeting of April 9<sup>th</sup> granted the road closure to April 22<sup>nd</sup>.



The Developer has recently approached the Town seeking another extension to the end of April in order to complete the storm line tie-ins as they have experienced delays in receiving parts for the system extension.

Should Council grant the road closure request, first-line responders would be notified accordingly.

**3.0 ALTERNATIVES:**

3.1 That Council authorize the temporary closure of the Service Road along 49<sup>th</sup> street between 59<sup>th</sup> avenue and 61<sup>st</sup> avenue for an addition week to the end of April 2024.

3.2 That Council authorize the temporary closure of the Service Road along 49<sup>th</sup> street between 59<sup>th</sup> avenue and 61<sup>st</sup> avenue from April 1<sup>st</sup> to a date desired by Council to accommodate for a commercial utility connection.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Minimal.

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

That Council authorize the temporary closure of the Service Road along 49<sup>th</sup> street between 59<sup>th</sup> avenue and 61<sup>st</sup> avenue to the end of April 2024.

(original signed by the CAO)  
Edward LeBlanc  
CAO

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** Bank Statement – for month ending March 31, 2024

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**1.0 PURPOSE:**

To approve the Monthly Bank Statement for the month ending March 31, 2024.

**2.0 BACKGROUND AND DISCUSSION:**

None

**3.0 ALTERNATIVES:**

3.1 That Council approves the Monthly Bank Statement for the month ending March 31, 2024, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending March 31, 2024 and to instruct Administration to provide further information for the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Monthly Bank Statement for month ending March 31, 2024.

**9.0 RECOMMENDATION:**

That Council approves the Monthly Bank Statement for the month ending March 31, 2024, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED MARCH 31, 2024**

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	4,258,369.75	0.00
Receipts	2,531,399.98	
Interest	18,316.47	
Transfers from/to Term Deposits		3,500,000.00
Cancelled Cheques		
<b>SUBTOTAL</b>	<b>6,808,086.20</b>	<b>3,500,000.00</b>
Disbursements	3,003,854.65	
Debentures/Interest	145,284.50	
School Requisition	352,546.88	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,306,400.17</b>	<b>3,500,000.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	3,258,714.20	3,500,000.00
Outstanding Deposits	127,072.43	
<b>SUBTOTAL</b>	<b>3,385,786.63</b>	<b>3,500,000.00</b>
Outstanding Cheques	79,386.46	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,306,400.17</b>	<b>3,500,000.00</b>

**TERM DEPOSIT SUMMARY  
FOR MONTH ENDED MARCH 31, 2024**

<b><u>Financial Institution</u></b>		<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
<b>Scotiabank</b>	\$	2,000,000.00	5.55	07-Mar-24	Maturity Date Jun. 7, 2024
<b>Servus</b>	\$	1,500,000.00	5.46	07-Mar-24	Maturity Date Apr. 8, 2024

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** Appointment of Member-at-Large to the Twinning Committee

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**1.0 PURPOSE:**

For Council to appoint a member-at-large to the Twinning Committee.

**2.0 BACKGROUND AND DISCUSSION:**

ON April 8, 2024, the Twinning Committee was advised that Shelley Oswald would be resigning at the end of March 2024. Recently Administration received an e-mail from Dennis Wilkins stating he would be interested in being involved in the Committee.

**3.0 ALTERNATIVES:**

- 3.1 Council appoints Dennis Wilkins as a member-at-large to the Twinning Committee to December 31, 2025.
- 3.2 Council appoints the member-at-large to December 31, 2025, at their discretion.

**4.0 FINANCIAL IMPLICATIONS:**

Not applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable

**8.0 ATTACHMENTS:**

8.1 – E-mail dated April 9, 2024 from Dennis Wilkins.

**9.0 RECOMMENDATIONS:**

Council appoints Dennis Wilkins as a member-at-large to the Twinning Committee to December 31, 2025.

(original signed by the CAO)  
Edward LeBlanc  
CAO

## Cheryl Callihoo

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**From:** Dennis Wilkins  
**Sent:** April 9, 2024 5:37 PM  
**To:** Cheryl Callihoo  
**Subject:** [EXTERNAL] - Twinning Committee

Cheryl,

Please accept this email as acknowledgment of my desire to accept a position on the Twinning Committee. I look forward to serving alongside my fellow Barrhead residents. Please let me know if you require any additional information from me.

Thanks,

Dennis Wilkins

Get [Outlook for iOS](#)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** Policies Amendments and Deletions

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## **1.0 PURPOSE:**

For Council to consider the revision or the deletion of several current policies.

## **2.0 BACKGROUND AND DISCUSSION:**

Administration is recommending several policies to be amended or deleted. Some of these are due to their contents being a duplicate of information within the current Fees and Rates Bylaw. While some have been recommended to be amended due to annual budget changes or the contents of the policy no longer being applicable.

Administration is recommending the following Policies to either be revised or deleted:

1. Policy 12-002 – Materials and Services Fees (delete the policy in its entirety as contents are found in the current Fees and Rates Bylaw)
2. Policy 12-003 – Recovery of NSF Cheques (amend policy as fees are duplicated as seen in the current Fees and Rates Bylaw)
3. Policy 12-015 – Employee Health and Wellness (amendment was approved during 2021 Budget Deliberations)
4. Policy 31-001 – Personal Protective Equipment (amendment was approved during 2021 Budget Deliberations)
5. Policy 41-003 – Pre-Authorized Utility Payments (amend policy as fees are duplicated as seen in the current Fees and Rates Bylaw)
6. Policy 61-003 – Encroachment on Public Lands (amend policy as fees are duplicated as seen in the Fees and Rates Bylaw)

7. Policy 72-005 – Advertising Banner (delete full policy in its entirety as the Town no longer has an advertising banner)

Copies of the above policies are attached for Council’s convenience and further reference.

**3.0 ALTERNATIVES:**

- 3.1 That Council approves the amendments and deletions of the above noted policies as recommended.
- 3.2 That Council tables the amendments and deletions of the above noted policies and instructs Administration to provide further information for the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

- 8.1 Policy 12-002, Materials and Services Fees
- 8.2 Policy 12-003, Recovery of NSF Cheques
- 8.3 Policy 12-015, Employee Health and Wellness
- 8.4 Policy 31-001, Personal Protective Equipment
- 8.5 Policy 41-003, Pre-Authorized Utility Payments
- 8.6 Policy 61-003, Encroachment on Public Lands
- 8.7 Policy 72-005, Advertising Banner

**9.0 RECOMMENDATION:**

- 9.1 That Council deletes Policy 12-002, Materials and Services Fees, as it is a duplication as shown in the current Fees and Rates Bylaw.
- 9.2 That Council approves the amendments to Policy 12-003, Recovery of NSF Cheques, as presented.
- 9.3 That Council approves the amendments to Policy 12-015, Employee Health and Wellness, as presented.
- 9.4 That Council approves the amendments to Policy 31-001, Personal Protective Equipment, as presented.
- 9.5 That Council approves the amendments to Policy 41-003, Pre-Authorized Utility Payments, as presented.
- 9.6 That Council approves the amendments to Policy 61-003, Encroachment on Public Lands, as presented.
- 9.7 That Council deletes Policy 72-005, Advertising Banner.

(original signed by the CAO)  
Edward LeBlanc  
CAO

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 12-002**

**REVISED:** January 1, 2015

**RESOLUTION NO: 412-14**

**POLICY TITLE:** MATERIALS AND SERVICES FEES

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** January 13, 1997

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### **POLICY STATEMENT:**

The Town of Barrhead Director of Finance and Administration will be responsible for the application of fees for materials, services and information provided by the Town.

As part of this duty the Director of Finance and Administration will develop standards for the supply of the service and the form in which the service will be requested.

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### **PURPOSE:**

To set fees for materials, services and information provided by the Town.

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# **TOWN OF BARRHEAD**

## **PROCEDURE STATEMENT**

**(Policy 12-002)**  
**Materials and Services Fees**

**Effective Date: 97/01/17**  
**Revised Date: 15/01/01**

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### **PROCEDURES:**

The Town of Barrhead Director of Finance and Administration will be responsible for the application of fees for materials, services and information provided by the Town.

The Town of Barrhead hereby establishes the following fees and processes for materials, services or information provided by the Town:

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### **A. MATERIALS, SERVICES AND INFORMATION FEES**

#### **A.1.1 Tax Certificate**

- .1 All requests for a tax certificate must be in writing.
- .2 The customer will supply the legal description of the property for which the information is required.
- .3 The customer making the request will pay for the certificate prior to it being released, or will make arrangements for billing (in the case of legal or real estate firms alone).
- .4 A tax certificate will include the information required in Section 350 of the Municipal Government Act.
- .5 Regular Service Fee (within one 8 hour working day)      \$25.00
- .6 Priority Service Fee (within 2 hours of request)      \$50.00

#### **A.1.2 Verbal Property Information**

- .1 Property information      \$10.00

#### **A.1.3 Photocopies**

.1 Photocopies will be supplied, by request, when the request will not interfere with reasonable and efficient Town operations.

.2 Sale of Photocopies (per copy) \$ .25  
+ applicable tax

**A.1.4 Sale of Pins**

.1 Per pin \$ 2.50  
+ applicable tax

**A.1.5 Fax Service**

.1 Sending a Fax \$ 3.00  
+ \$ 1.00/page  
+ applicable tax

.2 Receiving a Fax \$ 1.00  
+ \$ 0.25/page  
+ applicable tax

**A.1.6 Development Permits**

.1 All requests must be in writing and on the form supplied by and approved by the Town of Barrhead.

.2 Development Permit - Residential \$100.00

.3 Development Permit – Non-Residential \$150.00

.5 Development Permit – Fence \$50.00

.5 Development Permit –  
Shed up to 10 X 20 feet (200 sq. ft.) \$50.00

.6 Development Permit – Discretionary/  
Variance Required \$100.00 added to above fees

.7 Sign Permit \$50.00

.8 Development Appeal Fee \$200.00

**A.1.7 Compliance Certificates**

.1 Regular Service Fee (within one 8 hour working day) \$60.00

.2 Priority Service Fee (within 2 hours of request) \$100.00

**A.1.8 Subdivision Fees**

.1 Subdivision Application Fee \$600.00

.2 Endorsement Fee \$50.00 per lot

.3 Time Extension Fee \$50.00

.4 Plan Cancellation Fee \$50.00

.5 Amendment to Application Fee \$100.00 per application

### **A.1.9 Re-zoning Requests**

- .1 All requests must be in writing and on the form supplied by and approved by the Town of Barrhead.
- .2 Re-zoning request \$800.00

### **A.1.10 Copies of the Land Use Bylaw**

- .1 Copies of the Land Use Bylaw will be supplied when requested. Due to the length and complexity of the Bylaw special fees will be charged.
- .2 Bound copy of the Land Use Bylaw \$50.00  
+ applicable tax

### **A.1.11 Legal Reporting History Fees**

- .1 Historical searches through the Town's archived records will be undertaken upon request by Lawyers, Engineers or Environmental companies. These searches may include, but not be limited to:
    - Fire: Archived Inspection Records, Investigations, Responses
    - Development: Archived Development History, Environmental Concerns, Zoning
- \$100.00

### **A.1.12 Sale of Maps**

- .1 Small Plotter Maps (11" X 17")  
(address, zoning, legal, servicing) \$ 2.50  
+ applicable tax
- .2 Large Plotter Maps/Posters (address, zoning, legal, servicing)  
(2' X 3') \$ 5.00  
+ applicable tax
- .3 Large Plotter Maps/Posters (address, zoning, legal, servicing)  
(Larger than 2' X 3') \$ 5.00  
+ additional \$1.00 per  
every square foot more  
than 2' X 3')  
+ applicable tax

### **A.1.13 Sale of Promotional Merchandise**

- .1 Town of Barrhead Flag \$70.00  
+ applicable tax

.2 Women's T-Shirt	\$ 9.69 + applicable tax
.3 Men's T-Shirt	\$14.18 + applicable tax
.4 Barrhead History Book	\$30.00 + applicable tax
.5 Blue Heron Sun Catchers	\$15.00 + applicable tax
.6 Millennium Coin	\$10.00 + applicable tax
.7 License Plate	\$ 4.76 + applicable tax
<b>A.1.14 <u>NSF Fee</u></b>	
.1 NSF Fee	\$35.00

## TOWN OF BARRHEAD

### POLICY STATEMENT

**POLICY NUMBER: 12-003**

**REVISED:** April 23, 2024

**RESOLUTION NO:**

**POLICY TITLE:** RECOVERY OF NSF CHEQUES

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** January 13, 1997

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**POLICY STATEMENT:**

The Town of Barrhead ~~Director of Finance and Administration~~ **Director of Corporate Services** will ensure that the set fees are charged against all cheques returned to the Town due to insufficient funds in the writer's account. The Director will ensure that all reasonable and legal steps are taken to recover funds owed to the Town due to NSF cheques.

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**PURPOSE:**

To clarify the responsibility for ensuring that the Town of Barrhead recovers all funds outstanding due to NSF cheques and that the set fees are charged.

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**TOWN OF BARRHEAD**  
**PROCEDURE STATEMENT**

(Policy 12-003)

**Recovery of NSF Cheques**

**Effective Date:** January 1, 2015

**Revised Date:** April 23, 2024

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**PROCEDURES:**

The Town of Barrhead ~~Director of Finance and Administration~~ **Director of Corporate Services** will ensure that the set fees are charged against all cheques returned to the Town due to insufficient funds in the writer's account. The Director will ensure that all reasonable and legal steps are taken to recover funds owed to the Town due to NSF cheques.

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**A.1 DEFINITIONS**

- .1 "NSF" - will mean a cheque returned to the Town after a deposit, for reason of insufficient funds in the writer's account.

**A.2 PROCEDURES**

If a cheque is returned to the Town, due to being NSF, the Director of ~~Finance and Administration~~ **Corporate Services** will be responsible for the following procedure to recover the outstanding funds:

- .1 Assess an ~~\$35.00~~ NSF charge **pursuant to the existing Fees and Rates Bylaw** against the account in question.
- .2 Attempt to contact the cheque writer to have them provide payment for the total of the NSF cheque and the NSF charge ~~of \$35.00~~ in the form of cash or certified cheque.
- .3 If payment is not made, make arrangements to discontinue the service that the cheque was to pay for if applicable.
- .4 If the cheque is to be drawn from a local bank the Director will attempt to have the cheque certified.
- .5 If reasonable attempts to contact the person, through telephone and written correspondence, are unsuccessful, the Director will turn the matter over to a collection agency or the R.C.M.P.

**TOWN OF BARRHEAD**

**POLICY STATEMENT**

**POLICY NUMBER: 12-015**

**REVISED: January 1, 2021**

**RESOLUTION NO.: 166-21**

**POLICY TITLE:** Employee Health and Wellness Policy

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** March 9, 2009

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**POLICY STATEMENT:**

The Town of Barrhead values its employees and is committed to promoting an environment that is supportive of its employees in their efforts to enhance their health and wellness.

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**PURPOSE:**

To promote employee health and wellness by providing an incentive program for employees to pursue a more active and health conscious lifestyle.

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**TOWN OF BARRHEAD**  
**PROCEDURE STATEMENT**

**(Policy 12-015)**

**Employee Health and Wellness**

**Effective Date:** March 9, 2009

**Revised Date:** January 1, 2021

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**PROCEDURES:**

The Town of Barrhead values its employees and is committed to promoting an environment that is supportive of its employees in their efforts to enhance their health and wellness.

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1. All full-time permanent employees are eligible to participate in the Health and Wellness program after three months of continuous employment.
2. Employees may access up to a maximum of ~~\$200.00~~ **\$250.00** per year, which may be carried over for a maximum of two years.
3. The CAO will only approve expenses related to the participation in programs, activities, or services that are new to the employee or will increase the current level of health and wellness of the employee.
4. Employees must submit a Health and Wellness Expense Form with attached receipts in order to be reimbursed for their expenses.
5. The CAO will review all Health and Wellness Expense Forms to ensure that the items claimed are eligible for reimbursement as per Town of Barrhead guidelines.
6. All Health and Wellness Expense Forms for a calendar year must be submitted to the Town of Barrhead no later than January 5 of the following year.
7. If an employee ceases to be employed by the Town of Barrhead they will not be entitled to claim any expenses unless the expenses took place prior to the submission of a letter of resignation or their employment being terminated.

# TOWN OF BARRHEAD

## POLICY STATEMENT

**POLICY NUMBER: 31-001**

**REVISED:** January 1, 2021

**RESOLUTION NO: 166-21**

**POLICY TITLE:** PERSONAL PROTECTIVE EQUIPMENT

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** April 8, 1996

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### **POLICY STATEMENT:**

The Town of Barrhead **Director of Public Works Foreman** and/or **Director of Parks and Recreation** will ensure that all permanent full time Public Services **and Recreation** Staff have access to the required personal protective equipment as stipulated by Occupational Health and Safety or the Town of Barrhead.

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### **PURPOSE:**

To clarify responsibility for maintaining access to personal protective equipment in the Town of Barrhead.

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**TOWN OF BARRHEAD**  
**PROCEDURE STATEMENT**

**(Policy 31-001)**

**Personal Protective Equipment**

**Effective Date: April 8, 1996**

**Revised Date: January 1, 2021**

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**PROCEDURES:**

The Town of Barrhead Director of Public Works and Director of **Parks and Recreation Services** will ensure that all Permanent Full Time Public Services and Recreation Staff have access to the required personal protective equipment as stipulated by Occupational Health and Safety or the Town of Barrhead.

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**A.1. DEFINITIONS**

- .1 Personal protective equipment: will mean any apparel, garment or equipment designed to protect an employee from a hazard.

**A.2. PERSONAL PROTECTIVE EQUIPMENT**

**.1 Gloves**

- .1 The Town will make available, to each Public Service and Recreation Employee, all purpose gloves.

**.2 Personal Protective Clothing**

- .1 The Town will supply personal protective clothing (i.e. coveralls, jacket, vest, etc.) with embroidery, to a maximum of \$200.00 per calendar year, for Permanent Full Time Public Services and Recreation staff.
- .2 The embroidery will include the employees name and "Town of Barrhead."

**.3 Boots**

- .1 The Town will reimburse Permanent Full Time Public Services and Recreation employees, who have at least 6 months of continuous employment with the Town, and are required to work in situations where an identifiable foot or ankle hazard exists, ~~\$200.00~~ **\$225.00** per calendar year, for the purchase of proper, CSA approved work boots. Amounts not used may be carried over, for a maximum of two years.
- .2 A proof of purchase will be required.

## TOWN OF BARRHEAD

### POLICY STATEMENT

**POLICY NUMBER: 41-003**

**REVISED:** April 23, 2024

**RESOLUTION NO.:**

**POLICY TITLE:** PRE-AUTHORIZED UTILITY BILL PAYMENT PLAN

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** December 11, 2000

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#### **POLICY STATEMENT:**

The Town of Barrhead ~~Municipal Manager~~ **Chief Administrative Officer** will ensure that a pre-authorized utility bill payment plan for the Town of Barrhead utility bill is offered to our customers.

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#### **PURPOSE:**

To give customers an alternative payment option for their utility bill.

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**TOWN OF BARRHEAD**  
**PROCEDURE STATEMENT**  
**(Policy 41-003)**

**Pre-Authorized Utility Bill Payment Plan**

**Effective Date:** December 11, 2000

**Revised Date:** April 23, 2024

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**PROCEDURES:**

The Town of Barrhead ~~Municipal Manager~~ **Chief Administrative Officer** will ensure that a pre-authorized utility bill payment plan for the Town of Barrhead utility bills is in place.

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- A.1** When a Pre-Authorized Utility Payment Plan contract is completed (see Schedule "A"), the following will pertain:
- .1 All accounts will be debited on the last day of every second month (January, March, May, July, September and November) in which the utility bill is due.
  - .2 In the event that the financial institution is unable to process the automatic withdrawal payment, the utility account will be charged an **\$20.00** NSF fee **in accordance with the Fees and Rates Bylaw**. The Utility Clerk will notify the customer with a "reminder letter" (see Schedule "B").
  - .3 If two consecutive defaults of payment occur, the Pre-authorized Utility Bill Payment Plan Authorization Contract will be considered null and void. The Utility Clerk will notify the customer with a "reminder letter" (see Schedule "C").
  - .4 Any account that remains outstanding will be subject to the practices and procedures as outlined in the Utility Shut-Off Policy 41-002.

Town of Barrhead  
Pre-Authorized Debit (PAD)  
Authorization for Debit Transfer for Utility Bills

Please complete the Pre-Authorized Debit (PAD) Plan Agreement below.

I/We authorize the Town of Barrhead and the financial institution designated (or any other financial institution that may be authorized at any time) to begin deductions as per my/our instructions for bi-monthly payments, for payment of my/our utility bills. Bi-monthly payments will be debited to my/our specified account on the last day of every second month (Jan, Mar, May, July, Sept, Nov). The Town of Barrhead will provide a minimum of 10 days written notice of the amount of each debit. The Town of Barrhead will obtain my/our authorization for any other one-time or sporadic debits.

The amount to be withdrawn will be the amount due shown on the Utility Bill. It is my/our responsibility to contact the Town Office prior to the 25<sup>th</sup> day of the month in which the bill is due, to discuss any concerns regarding the utility bill. \_\_\_\_\_(initials).

In the event that the withdrawal fails to be honoured by the financial institution, a \$35.00 NSF Fee will be applied to my/our utility account. Payment in cash to cover the account balance and NSF Charge will be required to be paid at the Town Office by me/us, and that if not paid will result in all penalties and any disconnection procedures to apply as provided for in the Utility Bylaw and applicable Utility Policies for the Town of Barrhead.

I/We understand that if two (2) consecutive payments are not honoured, the privilege of this program will be cancelled.

This authority is to remain in effect until the Town of Barrhead has received written notification from me/us of its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for Reimbursement Claim, or for more information on my recourse rights, I/we may contact my/our financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

**CUSTOMER INFORMATION:**

PLEASE PRINT

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Utility Account Number: \_\_\_\_\_

Type of Service: Personal \_\_\_\_\_ Business \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: (Bus) \_\_\_\_\_ (Res) \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCIAL INSTITUTION INFORMATION:**

Please attach a void cheque. If you are unable to attach a void cheque, please have your Financial Institution complete the following information:

Name on Account: \_\_\_\_\_

Financial Institution (FI) Name: \_\_\_\_\_

Branch Number (5 digits): \_\_\_\_\_ Institution Number (3 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

TOWN OF BARRHEAD  
Attention: Utility Department  
Box 4189, 5014-50 Avenue  
Barrhead, Alberta T7N 1A2  
Tel: (780) 674-3301  
e-mail: [town@barrhead.ca](mailto:town@barrhead.ca)

## Schedule B

May 5, 2024

<2>

<3>

<4>

<5>

Account No.: <1>

Balance: <6>

**RE: Property Address - <7>**

---

Please be advised that your financial institution was unable to process the automatic withdrawal payment for your utility bill on May 1, 2024. A copy of your pre-authorized Utility Bill Payment Plan Authorization contract is enclosed for your information. Your utility account has been charged an **\$20.00** NSF fee **in accordance with the Town of Barrhead Fees and Rates Bylaw**. Payment in cash to cover the account will be required to be paid at the Town Office.

Should your account remain unpaid on May 15, 2024, without exception, your service will be discontinued. In the event that your service is discontinued, a reconnection fee of \$30.00, along with all outstanding bills, must be paid before water service can be continued.

Please make your payment at the Town Office at 5014-50 Avenue, so that we are able to process your payment without delay.

We thank you for your prompt attention to this notice.

Yours truly,

Utility Account Clerk

## Schedule C

WITHOUT PREJUDICE

August 5, 2024

<2>

Account No.: <1>

<3>

Balance: <6>

<4>

<5>

**RE: PropertyAddress-<7>**

---

Please be advised that your financial institution was unable to process the automatic withdrawal payment for your utility bill on August 1, 2024. Upon review of our records, the first default was applied to your account for the March/April billing period. A copy of your Pre-authorized Utility Bill Payment Plan Authorization contract is enclosed, which states that if a second default occurs, this agreement will be considered null and void. Your utility account has been charged an **\$20.00** NSF fee **in accordance with the Town of Barrhead Fees and Rates Bylaw**. Payment in cash to cover the account will be required to be paid at the Town Office.

Should your account remain unpaid on August 15, 2024, without exception, your service will be discontinued. In the event that your service is discontinued, a reconnection fee of \$30.00, along with all outstanding bills, must be paid before water service can be continued.

Please make your payment at the Town Office at 5014-50 Avenue, so that we are able to process your payment without delay.

We thank you for your prompt attention to this notice.

Yours truly,

Utility Account Clerk

## TOWN OF BARRHEAD

### POLICY STATEMENT

**POLICY NUMBER: 61-003**

**REVISED:** April 23, 2024

**RESOLUTION NO:**

**POLICY TITLE:** ENCROACHMENT ON PUBLIC LANDS

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** September 27, 1999

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#### **POLICY STATEMENT:**

The Town of Barrhead ~~Town Manager~~ **Chief Administrative Officer** or his/her designate shall be responsible for the initiation and negotiation of an agreement for those structures encroaching on public lands within the corporate boundaries of the Town of Barrhead.

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#### **PURPOSE:**

To ensure and maintain an effective tracking system for those existing structures that are located partially on public land within the Town of Barrhead.

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**TOWN OF BARRHEAD**  
**PROCEDURE STATEMENT**  
**(Policy 61-003)**  
**Encroachment on Public Lands**

**Effective Date:** September 27, 1999  
**Revised Date:** April 23, 2024

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**PROCEDURES:**

All Encroachments Agreements over 10 ft. must be approved by Council.

The Town of Barrhead **Town Manager Chief Administrative Officer** or his designate shall ensure that an encroachment agreement is entered into with the registered owner(s) of the land in which any improvement or building encroaches onto public lands within the Corporate limit of the Town of Barrhead, prior to the issuance of any Certificate of Compliance or Development Permit.

The **Town Manager Chief Administrative Officer** or his designate will advise the registered owner the responsibility of any fees associated with the registration of an encroachment agreement, that they be at the owners expense.

**The Following Fees are in accordance with the Fees and Rates Bylaw, and** shall apply to those improvements & buildings encroaching on Public Lands within the Corporate Boundaries of the Town of Barrhead.

<b>Residential Flat Rate</b>	<b>up to 500 sq. ft.</b>	<b>500 sq. ft. &amp; over</b>
<b>Assessed age of Building</b>		
under ¼	\$100.00 per year	\$150.00 per year
between ¼ & ½	\$ 75.00 per year	\$100.00 per year
between ½ & ¾	\$ 50.00 per year	\$ 75.00 per year
over ¾	\$ 25.00 per year	\$ 50.00 per year
<b>Commercial / Industrial Flat Rate</b>		
<b>Assessed age of building</b>		
under ¼	\$ 200.00 per year	\$ 350.00 per year
between ¼ & ½	\$ 150.00 per year	\$ 300.00 per year
between ½ & ¾	\$ 100.00 per year	\$ 200.00 per year
over ¾	\$ 50.00 per year	\$ 100.00 per year

All Fees attached to an encroachment agreement being in place will be applied to the tax roll of the registered owner's lands.

**Note: Assessed age of building is based on an approximate 50 year life span of a building.**

THIS AGREEMENT MADE EFFECTIVE THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD, 20\_\_\_\_.

**BETWEEN**

The Town of Barrhead,  
a municipal corporation in the Province of Alberta  
(hereinafter called "the Town")

OF THE FIRST PART

- and -

\_\_\_\_\_ and \_\_\_\_\_  
of \_\_\_\_\_ in the Town of Barrhead in the Province of Alberta  
(hereinafter called "the Owners")

OF THE SECOND PART

**ENCROACHMENT AGREEMENT**

**WHEREAS** the Owner is the registered owner of land within the Town of Barrhead legally described as:

Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_ (*Land Description*)  
Excepting thereout all mines and minerals

(hereinafter referred to as "the Owners' Land")

**AND WHEREAS** a building and Improvements located on the Owners' Land encroaches upon a portion of the Town's land outlined in red on the Alberta Land Surveyors Real Property Report attached hereto as Schedule A;

**AND WHEREAS** the Town is prepared to permit the Owners' Improvement to encroach upon a portion of the Town's Land the extent of the area outlined in yellow and subject to the terms and conditions contained herein;

**NOW THEREFORE:**

1. The Owner shall, when he/she executes this Encroachment Agreement, as consideration for the Town granting the permission for the Owner's building to encroach onto Town Lands, pay an annual fee of \$\_\_\_\_\_ which shall be applied to the Owner's taxes, and if it remains unpaid, the Town may take steps under Part 10, Division 8 of the Municipal Government Act, being Chapter M26-1 Revised Statutes of Alberta, 1994 2000, and any amendments thereto, to recover any outstanding amounts.
2. The recitals contained herein shall form a part of this Agreement and the encroachment permission given in paragraph 1 is expressly subject to the terms, covenants and conditions hereinafter set forth.
3. The Owner shall indemnify and hold harmless the Town, its employees and agents from all claims, damages, costs, losses, expenses, actions, suits, by, or arising directly or indirectly out of, the encroachment permitted under this Agreement, or by reason of any matter of anything done, permitted or omitted to be done, by the Owners or their heirs, administrators and assigns, and whether occasioned by negligence or otherwise.
4. Any notices required or permitted to be given to the Owners may be affected if given by a letter to the Owners at \_\_\_\_\_, (*address*) and any notices required or permitted to be given to the Town may be effectively given by a letter

addressed to the **Manager Chief Administrative Officer** at, **Town of Barrhead, Box 4189, Barrhead, Alberta, T7N 1A2**. Any notice mailed as aforesaid shall be deemed to have been given on the third (3rd) business day following that on which the letter containing such notice is posted, or upon the actual date of delivery if personally delivered. Each of the parties may change its address for service by notice of writing served upon the other party as herein provide.

5. The terms of this Agreement shall be for the lifetime of the Owners' Improvement, subject to the earlier termination of this Agreement as provided herein, however in the event that the Owners' Improvement is at any time destroyed, then the same shall not be rebuilt on the Town's Land, and the encroachment rights herein granted shall lapse with respect to the Owners' Improvement. In the event of any partial destruction of the Owners' Improvement, the encroachment rights shall lapse with respect to the partially destroyed Improvement in the event that it is unreasonable for the Owners to rebuild the same, having regard to the extent and nature of the damage, and relevant portions of the Town of Barrhead Land Use Bylaw and the Municipal Government Act.
6. The Town may, at its sole option, cancel this agreement at any time upon providing the Owner with 30 days written notice, and the Owner shall forthwith cause any caveat registered at the Land Titles Office related to this encroachment agreement to be discharged, at the Owner's expense.
7. This Agreement is a license to encroach only and in no way conveys or ever will convey ownership of the property encroached upon to the Owner and the ownership of the property shall give the Town the right to protect its interest in this Agreement by registering a caveat at the Land Titles Office against the Owner's land at the Owner's cost. This Agreement is and shall be of the same force and effect all intents and purposes as a covenant running with the lands.
8. The terms and conditions of this Encroachment Agreement shall be binding upon the respective heirs executors, administrators, successors and assigns of the Town of Barrhead and the Registered Owner.

**IN WITNESSETH WHEREOF** the parties have executed this Agreement the year and date first above written.

TOWN OF BARRHEAD

Per:

\_\_\_\_\_

(seal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
OWNER(S)

Per:

\_\_\_\_\_  
Date

(seal)

\_\_\_\_\_  
Witness

\_\_\_\_\_

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 72-005**

**DATE:** February 23, 1998

**POLICY TITLE:** ADVERTISING BANNER

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**AUTHORITY:** Town Council

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<b>APPROVAL:</b>	<b>98/02/23</b>	<b>EFFECTIVE DATE</b>	<b>98/02/23</b>
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### **POLICY STATEMENT:**

The Town of Barrhead Recreation Coordinator shall be responsible for the regulation and use of the Advertising Banner.

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### **PURPOSE:**

To ensure that all rates and procedures are implemented as approved by Town Council.

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# TOWN OF BARRHEAD

## PROCEDURE STATEMENT

(Policy 72-005)  
Advertising Banner

Effective Date: 98/02/23

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### PROCEDURES:

The Town of Barrhead Recreation Coordinator will be responsible for the regulation and use of the Advertising Banner, as approved by Town Council.

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#### A. ADVERTISING BANNER FEES AND PROCEDURES

##### **A.1.1 Advertising Banner Fees:**

	<u>Rental Per Period</u>
.1 Up To 2 Days Rental Rate	\$ 35.00
.2 Up To 7 Days Rental Rate	\$ 75.00

##### **A.1.2 Advertising Banner Definitions:**

- .1 Rental Per Period - will mean any days rented will be based upon the incremental prices above, or a combination of these prices.
- .2 GST - Goods and Services Taxes are additional to the above prices, as applicable.

##### **A.1.3 Advertising Banner Procedures:**

- .1 The banner will be displayed on the appropriate hanger and location as designated by the Town of Barrhead.
- .2 The Town of Barrhead staff will hang the banner as required.
- .2 The banner will be made available to the community for community events only (no commercial advertising for business will be permitted).
- .3 The Town of Barrhead staff will prepare the banner with information provided by the user group.
- .4 The Town of Barrhead Recreation, Parks & Tourism Board reserves the right to refuse the use of this banner if the Recreation Coordinator deems necessary.

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 23, 2024

**Re:** Alberta Disability Services Professional Appreciation Week May 20<sup>th</sup> – 26<sup>th</sup>, 2024

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## **1.0 PURPOSE:**

For Council to consider proclaiming May 20<sup>th</sup> – 26<sup>th</sup>, 2024 as Alberta Disability Services Professional Appreciation Week.

## **2.0 BACKGROUND AND DISCUSSION:**

On April 8<sup>th</sup> Administration received a letter from the Alberta Disability Workers Association (ADWA), seeking awareness from Alberta's communities to proclaim May 20<sup>th</sup> – 26<sup>th</sup>, 2024 as Alberta Disability Services Professional Appreciation Week.

## **3.0 ALTERNATIVES:**

3.1 Council proclaims May 20<sup>th</sup> – 26<sup>th</sup>, 2024 as Alberta Disability Services Professional Appreciation Week.

3.2 Council receives the Request for Decision report proclaiming May 20<sup>th</sup> – 26<sup>th</sup>, 2024 as Alberta Disability Services Professional Appreciation Week, as information.

## **4.0 FINANCIAL IMPLICATIONS:**

Not applicable.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

It is another opportunity to bring awareness to everyone with disabilities.

**8.0 ATTACHMENTS:**

8.1 – Letter from the Alberta Disability Workers Association dated April 8, 2024.

**9.0 RECOMMENDATIONS:**

Council proclaims May 20<sup>th</sup> – 26<sup>th</sup>, 2024 as Alberta Disability Services Professional Appreciation Week.

(Original signed by the CAO)

Edward LeBlanc  
CAO

April 08, 2024

To whom it may concern,

Re: Alberta Disability Services Professional Appreciation Week:

I am writing this letter in my capacity as Board President of the Alberta Disability Worker Association (ADWA) to bring awareness to a matter of significance.

The [Alberta Disability Workers Association \(ADWA\)](#) is the established professional voice and advocate for the 15,000+ professionals employed in Community Disability Services (CDS) across the Province of Alberta. ADWA was formed in 2010, and one of our important roles is to heighten Albertans' awareness of our essential and valuable workforce by publicly recognizing the positive impact the profession has on the lives of people with disabilities, their families, and the overall community. ADWA is a professional association, not a union; our members are Community Disability Service professionals who voluntarily register for membership.

The Minister of Seniors, Community and Social Services, Jason Nixon, has declared the week of May 20-26, 2024, as the Alberta Disability Services Professional Appreciation Week. This declaration, which has been enacted in perpetuity (3<sup>rd</sup> Monday in May), is a testament to the unwavering dedication and invaluable contributions made by disability service professionals in our communities.

I respectfully request that where possible Alberta's communities join ADWA in acknowledging this significant occasion. By doing so, we can collectively raise awareness about the essential role that CDS professionals play in enhancing the lives of individuals with disabilities who live, work, and play in communities, across Alberta. One example is that various CDS organizations are hoping that their municipalities will "light up" on Wednesday, May 22, 2024, to showcase the breadth of this profession across Alberta.

Your support in this initiative would not only serve to honor the dedicated professionals working in disability services but also encourage a more inclusive and understanding societal ethos.

Thank you in advance for your consideration.

All the best,



Alexander Stoye  
Board President  
Alberta Disability Worker Association (ADWA)

**COUNCIL REPORTS  
AS OF APRIL 23, 2024**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	_____
Barrhead Accessibility Coalition	Cr. Kluin	_____
Barrhead Cares Coalition	Cr. Assaf	_____
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	_____
Barrhead Attraction & Retention Committee	Mayor McKenzie	_____
Barrhead & District Social Housing Association	Cr. Smith	<u>  X  </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	_____
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	_____
Barrhead Regional Landfill Committee	Cr. Sawatzky and Cr. Klumph	_____
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Oswald)	_____
Capital Region Assessment Services Commission	Cr. Klumph	_____
Chamber of Commerce	Cr. Oswald	_____
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	<u>  X  </u>
Economic Development Committee	Committee of the Whole	_____
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	_____
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	<u>  X  </u>
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	_____
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>  X  </u>
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	_____
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Sawatzky (Alt. Cr. Smith)	_____
Subdivision & Development Appeal Board	Cr. Klumph	_____
Twinning Committee	Cr. Klumph	_____
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MARCH 26, 2024

Resolution Number	Resolution	Comments	Status
	<b><u>March 26, 2024 Council Meeting</u></b>		
107-24	Moved by Cr. Smith that Council approve the development permit subject to the following conditions: <ul style="list-style-type: none"> <li>•That the development complies with the Alberta Building Codes and a copy of the permit provided to the Town,</li> <li>•That an offsite levy based on Off Site Levy Bylaw 04-2003, be paid to the town in the amount of \$1397.75,</li> <li>•That the services to the property be at the cost of the developer.</li> </ul>	Development Permit issued.	Completed
105-24	Moved by Cr. Assaf that Council authorizes the request from Ms. Caitlin Clark to paint a crosswalk across from the TD Bank to the Tim Hortons in rainbow colours representing the Pride flag in honour of Pride month.	Administration advised Ms. Clark accordingly.	Completed.
104-24	Moved by Cr. Klumph that Council requests Administration to develop a decorative crosswalk policy.	Administration has drafted the policy.	Completed
	<b><u>March 12, 2024 Council Meeting</u></b>		
097-24	Moved by Cr. Assaf that Council proclaim June 15, 2024 as Northern Alberta Lemonade Day for the Town of Barrhead.		Completed
090-24	Moved by Cr. Smith that Council authorize the temporary closure of the service road along 49th Street between 59th Avenue and 61st Avenue to a maximum of two weeks to accommodate for a commercial utility connection, start date to be determined.	As the Developer has requested an extension, the matter will be re-visited by Council during the April 23rd Council Meeting.	Completed
088-24	Moved by Cr. Oswald that Council award the tender for the reconstruction of 49A Street project to E. Construction a Division of CWC in the amount of \$1,812,650.00 (GST excluded).		Completed
085-24	Moved by Cr. Assaf that Council authorize the contribution of \$1,000.00 to the Barrhead Community Victim Services Unit.	Cheque has been issued.	Completed

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MARCH 26, 2024

<b>February 27, 2024 Council Meeting</b>			
074-24	Moved by Cr. Assaf that Council approve a 180-day extension on the Offer to Sell Agreement for Part of S.E. 29-59-03-W5 containing 11.059 acres (+/-).	Town's Realtor and the Purchaser have been made aware in writing.	Completed
068-24	Moved by Cr. Kluin that Council approve the draft Agrena Concession Lease Agreement as presented.		Completed
<b>February 13, 2024 Council Meeting</b>			
045-24	Moved by Cr. Assaf that Council appoints Gerryl Amarin as the Assessment Review Board Clerk to the Town of Barrhead' s Local Assessment Review Board and the Composite Assessment Review Board.		Completed
044-24	Moved by Cr. Klumph that Council appoints Raymond Ralph as the Chairman of the Town of Barrhead' s Local Assessment Review Board and the Composite Assessment Review Board.		Completed
043-24	Moved by Cr. Assaf that Council appoints Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Henning, Richard Knowles, Denis Meier and Raymond Ralph to the Town of Barrhead' s Local Assessment Review Board and the Composite Assessment Review Board.		Completed
042-24	Moved by Cr. Kluin that Council approves the donation of \$1,000.00 to The Barrhead Community Program and Resource Guide Committee for the Committee's Community Program and Resource Guide with the funds to be desired from the Recreation Services Advertising Budget.	Cheque has been issued.	Completed
<b>January 23, 2024 Council Meeting</b>			
024-24	Moved by Cr. Sawatzky that Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,000.00, as presented.	Local Contractor is secured for the project. Work scheduled to start by early to mid May - weather permitting	In Progress

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MARCH 26, 2024

	<b><u>December 12, 2023 Council Meeting</u></b>		
386-23	Moved by Cr. Sawatzky that Council extend the existing Facility Use & Service Agreement with the Barrhead Agricultural Society for one additional year with the new expiring date of September 30, 2026.	Administration advised the Ag. Society accordingly. A draft agreement has been prepared and forward to the Ag. Society for their review.	In Progress
	<b><u>June 27, 2023 Council Meeting</u></b>		
187-23	Moved by Cr. Sawatzky that Council authorizes the County of Barrhead and the Town of Barrhead's Administrations to negotiate and refine the scope of the project with Next Architecture Inc. to a maximum of \$146,570.00 (GST excluded).	Based on information from the County, no additional funds will required as the scope of the project will not change.	Completed
	<b><u>May 9, 2023 Council Meeting</u></b>		
147-23	Moved by Cr. Oswald that Council instruct Administration to bring the concession agreement to a future Council Meeting.	Draft agreement was presented during the February 27th Council Meeting.	Completed
144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.	The noted report will be presented to the MPC at their next regular meeting.	In Progress
	<b><u>December 14, 2021 Council Meeting</u></b>		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 27, 2023 meeting, the Board approved their 2024 Operating Budget which includes a contribution of approximately \$ 41,000.00 towards the Town's operational expenses for the main Lift Station and Lagoon. Moving forward, the existing Operating Agreement between the Town and the Commission allows for these new expenses to be incorporate in future Commission's operating budgets.	In Progress



**Barrhead & District Social Housing Association  
Minutes  
Regular Board Meeting – March 1, 2024  
(February Meeting)**

---

Members Present: Craig Wilson, Don Smith, Roberta Hunt, Bill Lane, Peter Kuelken,  
Absent:  
Staff Present: Tyler Batdorf, Su Macdonald

---

**1.0 The meeting was called to order at 10:15 a.m.**

**2.0 Approval of Agenda**

*Bill Lane moved to approve the March 1, 2024, Regular Board Meeting Agenda.*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Roberta Hunt moved to adopt the Minutes of the Regular Board Meeting of February 5, 2024.*

*Carried Unanimously*

*Peter Kuelken moved to adopt the Minutes of the Special Board Meeting of February 8, 2024.*

*Carried Unanimously*

**4.0 Reports**

4.1 Financial Report – January 2024  
Income Statements for the organization were presented.

*Peter Kuelken moved to accept the Financial Reports as presented.*

Chair: C.W. CAO: 

Minutes: March 1, 2024

Carried Unanimously

4.2 Cheque Logs – January 2024

*Don Smith moved to accept the Cheque Log as presented.*

Carried Unanimously

4.3 CAO Report

Updates were presented on the following topics:

-Administration, Housekeeping, Activities, Dietary Departments. A Suzy Q cart is being purchased to assist with the residents who need serving. This may become the method of serving in Hillcrest which would allow for the buffet to be utilized in KP dining without having the cost of purchasing another buffet system.

-An OH&S Audit was conducted and only 3 minor issues were found which will be rectified very quickly.

-Lodge licences have been renewed.

- A Lodge Manager's regional meeting is being organized for north and central HMB's, in Whitecourt. BDSHA will likely send one or two people.

Safe Spaces – Unfortunately notices were late being sent out and there wasn't time to respond but a Safe Spaces program is being funded that would allow a selected committee to remove seniors being subject to elder abuse and placed in a Lodge for a period of a few months. The seniors usually elect to stay in the Lodge rather than move on.

-Prices are being sought for security camera installations in each building.

-Jubilee Manor Pedway has been identified by our Environmental Officer as a safety hazard. ASHC has been approached for funding. However, this work has to be done and we may have to utilize the surplus carry forward from last year.

*Peter Kuelken moved to accept the Acting CAO's Report as presented.*

Carried Unanimously

4.4 Interim Facilities Manager's Report

-Lodges

-Seniors Self-Contained

-Community Housing

*Roberta Hunt moved to accept the Interim Facilities Manager's Report as presented.*

Carried Unanimously

4.5 Resident Services Manger's Report

Vacancy Report:

-Hillcrest Lodge 23 vacancies (21%)

-Klondike Place 1 vacancies (3%)

Chair: C.W. CAO: 

Minutes: March 1, 2024

- Golden Crest Manor            1 vacancies (3%)
- Jubilee Manor                    0 vacancies (0%)
- Pembina Court Manor        2 vacancies (8%)
- JDR Manor                        1 vacancies (17%)
- Barrhead CH                    1 vacancies (13%)
- Swan Hills CH                 2 vacancies (25%)

Vacancies in KP are due to suite renovations and will be filled as soon as the suites are ready for occupancy. Barrhead Community Housing has a long waiting list and will be filled as soon as possible.

*Don Smith moved to accept the Resident Services Manager's Report as presented.*

*Carried Unanimously*

**5.0 Old Business**

- 5.1 RFD- Future Housing Direction Meeting Date.  
It was decided to hold the meeting on the same day as a regular board meeting.

*Bill Lane moved that this meeting be held on April 18, 2024, at 1:00 p.m.*

*Carried Unanimously*

**6.0 New Business**

- 6.1 RFD – Staff Wage Review  
The sub-committee met in late 2023

*Don Smith moved that we accept the quote from Jim Young Laundry Equipment 35lb Tolon Softmount Washer plus base if required and delivery at a maximum cost of \$16,176.03 plus GST.*

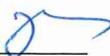
*Carried Unanimously*

**7.0 Correspondence**

- 7.1 Letter from ASCHA asking for ballot voting authorizations for its AGM in March.

*Craig Wilson moved that Bill Lane, Roberta Hunt and Don Smith be the nominated ballot voters.*

*Carried Unanimously*

Chair:           C.W           CAO:                     

Minutes: March 1, 2024

**8.0 In Camera – Board and CAO**

Bill Lane moved to go in camera at 1:52 p.m. Roberta Hunt moved to come out of camera at 2:48 p.m.

*Roberta Hunt moved that the information shared during closed session be accepted.*

*Carried Unanimously*

**9.0 In Camera – Board Only**

Not Required

**10.0 Date and Time of Next Meeting**

Friday, March 1, 2024, at 10:00 a.m.

**11.0 Adjournment**

*Bill Lane moved to adjourn the meeting at 2:57 p.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

March 28/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

March 28/24  
\_\_\_\_\_  
Date



**Barrhead & District Social Housing Association**  
**Minutes**  
**Regular Board Meeting – April 2, 2024**  
**(Postponed from March 28, 2024)**

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Members Present: Craig Wilson, Don Smith, Roberta Hunt, Bill Lane, Peter Kuelken,  
Absent:  
Staff Present: Tyler Batdorf, Su Macdonald (via videoconferencing)

---

**1.0 The meeting was called to order at 1:02 p.m.**

**2.0 Approval of Agenda**

*Don Smith moved to approve the March 28, 2024, Regular Board Meeting Agenda.*  
*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Bill Lane moved to adopt the Minutes of the Regular Board Meeting of March 1, 2024.*  
*Carried Unanimously*

**4.0 Reports**

4.1 Financial Report – February 2024  
Income Statements for the organization were presented.

*Peter Kuelken moved to accept the Financial Reports as presented.*

*Carried Unanimously*

Chair: C.W.

CAO: B

Minutes: March 28, 2024

4.2 Cheque Log – February 2024

*Don Smith moved to accept the Cheque Log as presented.*

*Carried Unanimously*

4.3 CAO Report

Updates were presented on the following topics:

-Administration, Housekeeping, Activities, Dietary Departments. The residents are very happy with the food service from the Suzy Q cart. A new ice machine will need to be purchased but the cost should be less than \$9500.

-The LAP Grant has been increased for the 2024 year from \$13.23 to \$20.50 per resident per day.

-Our government portfolio surplus has been decreased to \$10,083. This will help to address the increase in operating costs.

-Tyler, Dawn and Su attended a north zone Lodge Review engagement session in Stony Plain. The information gained at this session and for other zones will assist the task force during the Lodge Program Review.

-The Alberta Purchasing Connections website has been updated. Education will be forthcoming.

-The Business Plan needs to be updated by June 30. A new 3- year plan will be required for 2025-28. No Rent Assistance Benefits funding is available at present for BDSHA. However, our Housing Advisor recommended that we attached information regarding RAB to our Business Plan update.

-ASHC have allowed a surplus carryforward from 2023 to 2024 and has allocated these funds to pay for cameras in Pembina Court and and improvements to the Jubilee Manor pedway.

-The elevator in Golden Crest Manor needs emergency repairs. BDHSA will go ahead with the repairs due to the urgency and the government will reimburse the cost.

-Two concepts were put forward by Tyler regarding possible modernization/upgrading of a few of the old rooms. Tyler will approach ASHC regarding a pilot project and outside contractors may be hired if necessary to undertake the work.

-CMR funding has been allocated: \$20,000 for suite renewals and \$42,000 for flooring and windows in Jubilee Manor Pedway. A further \$40,000 was allocated to replace flat roof at Pembina Court. However, as there is no flat roof at Pembina Court, this is believed to be an error. Tyler will follow up.

-June 3 – 9 is Seniors' week. BDSHA has earmarked June 5, 6 & 7 for the grand opening of the courtyard to coincide with Seniors' Week.

*Peter Kuelken moved to accept the CAO's Report as presented.*

*Carried Unanimously*

Chair: C.W. CAO: 

Minutes: March 28, 2024

4.4 Interim Facilities Manager's Report

-Lodges: Vacant suites are being prepared for move-ins in both KP and Hillcrest. Maintenance/replacement work has been done on KP Parkade, KP sprinkler system and New HC boilers.

-Seniors Self-Contained: Suites have been prepared for move-in.

-Community Housing: 2 bedrooms and a half bath have been added to CH #7 in Barrhead to accommodate a larger family in need.

*Bill Lane moved to accept the Interim Facilities Manager's Report as presented.*

*Carried Unanimously*

4.5 Resident Services Manger's Report

Vacancy Report:

-Hillcrest Lodge	23 vacancies (21%)
-Klondike Place	2 vacancies (5%)
-Golden Crest Manor	2 vacancies (6%)
-Jubilee Manor	2 vacancies (13%)
-Pembina Court Manor	3 vacancies (13%)
-JDR Manor	1 vacancies (17%)
-Barrhead CH	2 vacancies (25%)
-Swan Hills CH	1 vacancies (13%)

Vacancies in KP will be filled as soon as the rooms are move-in ready. Currently HC doesn't have anyone on the waiting list although there has been a lot of interest. There are two bachelor suites available in Jubilee Manor which are harder to fill. Both vacancies in Barrhead CH have been allocated and will be filled as soon as they are ready. The vacancy in Swan Hill is the unit that was vandalized. It will be a couple of months before this unit is ready for occupation. BDSHA continues to work with Home Care to make sure that residents are getting the level of care needed.

*Peter Kuelken moved to accept the Resident Services Manager's Report as presented.*

*Carried Unanimously*

**5.0 Old Business**

5.1 Roberta asked if Tyler would be willing do a presentation to Council on Lodge operations and future developments etc.

**6.0 New Business**

6.1 RFD – Requisitioning

The Board was presented with a request for a requisition for the full amount of the 2023 deficit (\$844,918). After discussion and analysis of the current year's financial situation, the Board decided that an increase in requisitioning over prior years was warranted but that the full amount

Chair: C.W CAO: [Signature]

Minutes: March 28, 2024

of the 2023 deficit was too much of an increase over prior amounts. The sum of \$500,000 was arrived at a reasonable compromise.

*Roberta Hunt moved that the BDSHA requisition the total sum of \$500,000.*

*Carried Unanimously*

**7.0 Correspondence**

7.1 Letter from HMB Operations and Compliance confirming our ASHC surplus for 2024 would be \$10,083 and the new LAP Grant per diem. (Reference: item 4.3)

**8.0 In Camera – Board and CAO**

Not required.

**9.0 In Camera – Board Only**

Don Smith moved to go in camera at 2:20p.m. Don Smith moved to come out of camera at 2:50 p.m.

*No motion resulted from the in-camera session.*

**10.0 Date and Time of Next Meeting**

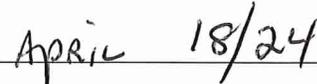
Thursday April 18, 2024, at 10:00 a.m.

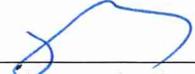
**11.0 Adjournment**

*Bill Lane moved to adjourn the meeting at 3:00 p.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

  
\_\_\_\_\_  
Date

## **Barrhead & District Chamber of Commerce Executive Meeting Minutes**

**Date: April 10<sup>th</sup>, 2024**

**Time: 12:00**

**Location: Perry Law LLP Office**

**Attendance: Josh Kelly, Shannon Carlson, Michelle Rau, Megan Perry, Nadia Vanleeuwen, Kristine Bryant, Dave Sawatzky and Austin Jessome**

1. Call to Order: 12:01pm
2. Additions to the Agenda –
  - a) Signing authority on bank accounts
  - b) Administrative Assistant Position
3. Adoption of the Agenda- Megan
4. Motion for Adoption of Minutes of Previous Meetings
  - a) March Executive Meeting Minutes - Shannon
  - b) March General Meeting Minutes -Shannon
5. Business Arising from the Minutes
6. Financial Reports (Michelle)
  - a) Bank balance: Balance, \$51,180.00. Memberships to deposit, \$2,000.00.
7. Other Business:
  - a) Confirm how we want our annual returns filed going forward
    - a) Moving to electronic minute book and signing
      1. Motion by Dave to go ahead with electronic minute book and to annual return via PDF for signing, all in favour
  - b) Budget Review & Finalization
    - a) Tabled
  - c) Confirm April speakers
    - a) Kristy Tuts about job grants for workers and training, moved to April
    - b) Town and County for May, Dave will confirm
    - c) June BBQ at new HH – hosted by Dave, Josh will arrange fire dept BBQ
  - d) Signing Authorities
    - a) Motion by Michelle to remove Shannon Breslin from signing authority, all in favour
  - e) Administrative Assistant Position
    - a) Motion by Michelle to accept verbal resignation from Shannon Breslin our Administrative Assistant, all in favour

- b) We will need to hire new Administrative Assistant. Kristine will advertise position on FB.

8. Committee and Community Liaison Updates

- a) Advertising/Marketing - Kristine & Megan
  - a) Waiting to connect with Jen Pederson to schedule meeting for business-to-business card program
  - b) Website, Michelle working on this.
    - 1. Motion by Michelle to spend up to \$1,500.00 if required to finalize the website, seconded by Nadia, all in favour
- b) Economic Development – Dave
  - a) Housing issue, lack of housing for new residents and new workers. Barrhead Social Housing study was done, ideas put on the table. Dave would like to organize a meeting to discuss how to move forward.
- c) Membership – Shannon
  - a) Waiting for business-to-business card program and website to go live before approaching potential new members
- d) Networking & Business Activities – Josh & Nadia
  - a) Need to meet to discuss dates and get going on planning. Brainstorm on how to get businesses more active in the BEA and engaging in the community.
- e) Charitable Activities (Festival of Trees, etc.) – Michelle
  - a) Date confirmed: November 30<sup>th</sup>, 2024
  - b) Survey Monkey went out to get feedback from businesses on F.O.T. event entertainment options and general feedback on event, have received some responses, looking forward to receiving more
- f) Mainstreet Activities – Diane
  - a) Tabled
- g) Careers – Dave & Austin
  - a) Next meeting June 3<sup>rd</sup> to plan spring fair and explore grants available

9. Next Meetings:

- a) General Meeting: April 18<sup>th</sup>, 2024, Charles Godberson Room, Aghena
- b) Executive Board May 8<sup>th</sup>, 2024, Perry Law LLP Office

Adjourned: 1:09pm

**Addendum to April 10<sup>th</sup> 2024 Barrhead Chamber Executive Meeting Minutes**

Section 8.a)b)1.

Motion by Michelle to spend up to \$1,500 if required to finalize the website, seconded by Nadia, all in favour

Amended to read:

Motion by Michelle via email on April 15<sup>th</sup>, 2024 to increase the budget allowed from \$1,500 to \$2,000 to finalize the website, seconded by Megan, all in favour