



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, MARCH 27, 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 – March 13, 2018
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:45 p.m. – Ms. Marie Bay Breiner from Alberta Watershed Council
6. Old Business
 - (a) Aquatics Centre Building Signage Costs
7. New Business
 - (a) Bank Statement
 - (b) Extended Producer Responsibility Legislation
 - (c) Blue Heron Awards

8. Reports - The Council Reports

(a) Council Reports as of March 27, 2018

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

9. Minutes

- (a) Barrhead & District Family & Community Support Services Society – February 15, 2018
- (b) Barrhead & District Social Housing Association – February 27, 2018

10. Bylaws

- (a) Bylaw 03-2018, the Designated Manufactured Home Supplementary Assessment Bylaw

11. Correspondence

- (a) Information Items
- (i) Yellowhead Regional Library Annual Report
 - (ii) Wireless Public Alerting – Alberta Emergency Alert

12. For the Good of Council

13. Tabled Items

14. In-Camera

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MARCH 13, 2018,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

- PRESENT** Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald and L. Penny
- Officials: Martin Taylor, CAO, Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services
- Others: Barry Kerton, Barrhead Leader and Mark Capps, 97.9 The Range
- ABSENT** Mayor McKenzie and Cr. D. Smith
- INVOCATION** Pastor Barry Buckema from the Emmanuel United Reformed Church provided the invocation at 5:28 p.m. and vacated the Chambers at 5:29 p.m.
- CALL TO ORDER** Deputy Mayor Assaf called the meeting to order at 5:30 p.m.
- AGENDA** The agenda was reviewed.
- 074-18 Moved by Cr. Kluin that the agenda be accepted with the following amendments:
- 7(d) Paddle River Golf Club Lease Agreement
 - 8(a) Yellowhead East – Economic Forum in Whitecourt
- CARRIED UNANIMOUSLY
- CONFIRMATION OF MINUTES**
- The Minutes of the Town Council Regular Meeting of February 27, 2018, were reviewed.
- 075-18 Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of February 27, 2018, be approved as presented.
- CARRIED UNANIMOUSLY
- TRAFFIC CROSSWALK**
- At the request of Council, Administration had forwarded a letter to Alberta Transportation regarding a crosswalk/crossing lights for the intersection of 49th Street and 58th Avenue.
- Martin Taylor, CAO reviewed and discussed with Council.
- 076-18 Moved by Cr. Kluin that Council instruct Administration to continue to work with Alberta Transportation regarding a crosswalk or crossing lights in the vicinity of 49th Street and 58th Avenue.
- CARRIED UNANIMOUSLY
- BARRHEAD BOWLING ASSOCIATION GRANT APPLICATION**
- The Barrhead Bowling Association is requesting that the Town provide a letter of support for their Community Facility Enhancement (CFEP) Grant application, was received.
- 077-18 Moved by Cr. Oswald that Council provide a letter of support to the Barrhead Bowling Association for their Community Facility Enhancement (CFEP) Grant application.
- CARRIED UNANIMOUSLY
- POLICY 12-002, TRAFFIC SAFETY PLAN**
- Policy 12-002, the Traffic Safety Plan is being brought forward for approval.
- 078-18 Moved by Cr. Klumph that Council approve Policy 12-002, the Traffic Safety Plan, as presented.
- CARRIED UNANIMOUSLY

POLICY 12-024, PUBLIC PARTICIPATION POLICY

Policy 12-024, the Public Participation Policy is being brought forward for approval.

079-18 Moved by Cr. Penny that Council approve Policy 12-024, the Public Participation Policy, as presented.

CARRIED UNANIMOUSLY

PADDLE RIVER GOLF CLUB LEASE AGREEMENT

The Paddle River Golf Club Lease Agreement, was reviewed.

Martin Taylor, CAO reviewed with Council.

Cr. Assaf would be willing to sit on the Board for the Paddle River Golf Club.

080-18 Moved by Cr. Oswald that Council approve the Lease Agreement between the Paddle River Golf Club and the Town of Barrhead, for a 4 year term of March 13, 2018 to March 12, 2022, as presented.

CARRIED UNANIMOUSLY

REPORTS TO COUNCIL

The following Reports to Council as of March 13, 2018, were reviewed:

- Barrhead Agricultural Society
- Yellowhead East – Economic Forum in Whitecourt
- Yellowhead Regional Library
- CAO and Department Head Reports

081-18 Moved by Cr. Oswald that the following Reports to Council as of March 13, 2018, be accepted as information:

- Barrhead Agricultural Society
- Yellowhead East – Economic Forum in Whitecourt
- Yellowhead Regional Library
- CAO and Department Head Reports

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Barrhead & District Social Housing Association – January 24, 2018
- Yellowhead Regional Library – November 6, 2017

082-18 Moved by Cr. Penny that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

INFORMATION ITEM

The following information item was reviewed:

- FCM – Federal Budget 2018 Highlights

083-18 Moved by Cr. Klumph that the information item be accepted as information.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Oswald thanked Cr. Assaf, Cr. Kluin and Cr. Klumph for receiving our guests from Japan and thanked Council for their participation.

Deputy Mayor Assaf thanked the Twinning Committee for all of their work.

Cr. Kluin thanked the Twinning Committee.

Cr. Klumph thanked the Twinning Committee for a great evening. He also thanked the Recreation Staff for the tour of the Aquatics Centre.

Cr. Penny thanked the Public Works department for the excellent snow removal for the Town.

**IN-CAMERA – LEGAL UPDATE
FOIP ACT SECTION 24**

084-18 Moved by Cr. Penny that Council go in-camera at 6:09 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

085-18 Moved by Cr. Penny that Council come out-of-camera at 6:35 p.m.
CARRIED UNANIMOUSLY

ADJOURN

086-18 Moved by Cr. Klumph that the Council Meeting be adjourned at 6:35 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Deputy Mayor, Ty Assaf

CAO, Martin Taylor



REQUEST FOR DECISIONS

Date: March 27, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Delegation

Summary

Delegation at 5:45 p.m. – Ms. Marie Bay Breiner from Athabasca Watershed Council

Overview

Ms. Marie Bay Breiner of the Athabasca Watershed Council will be making a presentation to Council on the organization's mandate and operations and requesting the Town of Barrhead consider becoming a member of the Athabasca Watershed Council (AWC)

Recommendations

Recommendation #1

That Council accept Athabasca Watershed Council report as information.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "M. Taylor", is written over the printed name of Martin Taylor.

Martin Taylor, CMC, CLGM
CAO



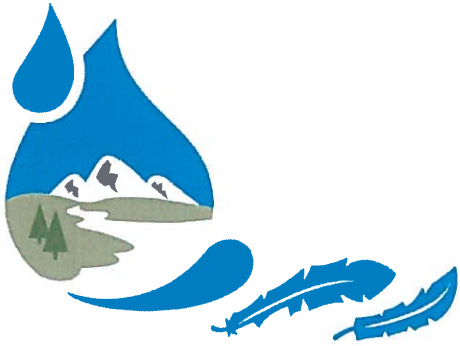
An Introduction to the AWC-WPAC

Presented to Barrhead Town Council

February 13, 2018

By Marie Bay Breiner

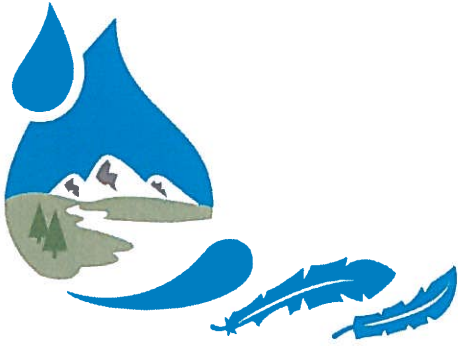




Presentation Outline

- To introduce you to the AWC-WPAC, we need to answer four questions:
 1. What is a WPAC?
 2. What is the AWC-WPAC?
 3. What is the AWC-WPAC trying to accomplish?
 4. How can you help?

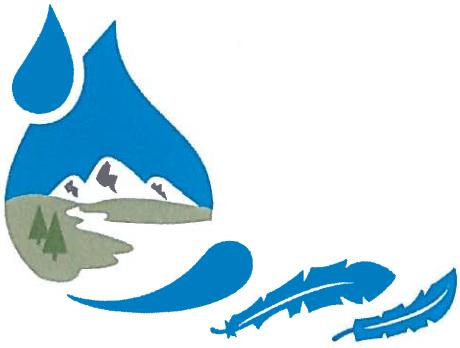




Some Background...

- Prior to 2003, the Provincial Government's Department of Environment was responsible for all things water-related, including:
 - Planning
 - Policy development
 - Environmental monitoring
 - Consultations
 - Etc.
- This arrangement did not leave much room for collaboration and engagement with stakeholders.





The *Water for Life* Strategy

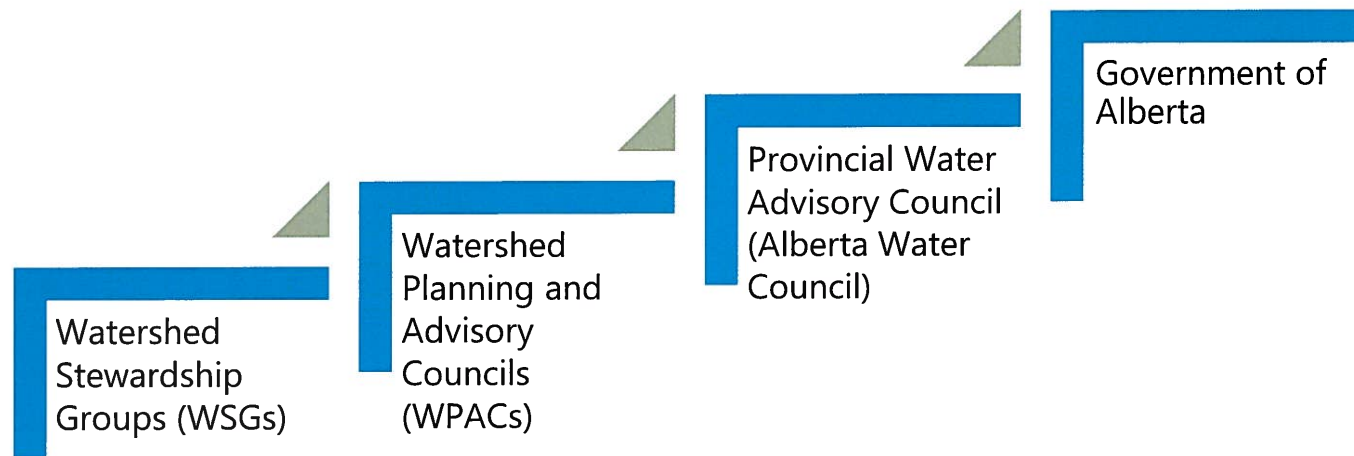
- In 2003, the Provincial Government accepted the *Water for Life* Strategy.
- The strategy has three goals:
 1. Safe, secure drinking water supply
 2. Healthy aquatic ecosystems
 3. Reliable, quality water supplies for a sustainable economy
- In 2008, the Province renewed its commitment to the *Water for Life* Strategy.





Stakeholder Engagement in *Water for Life*

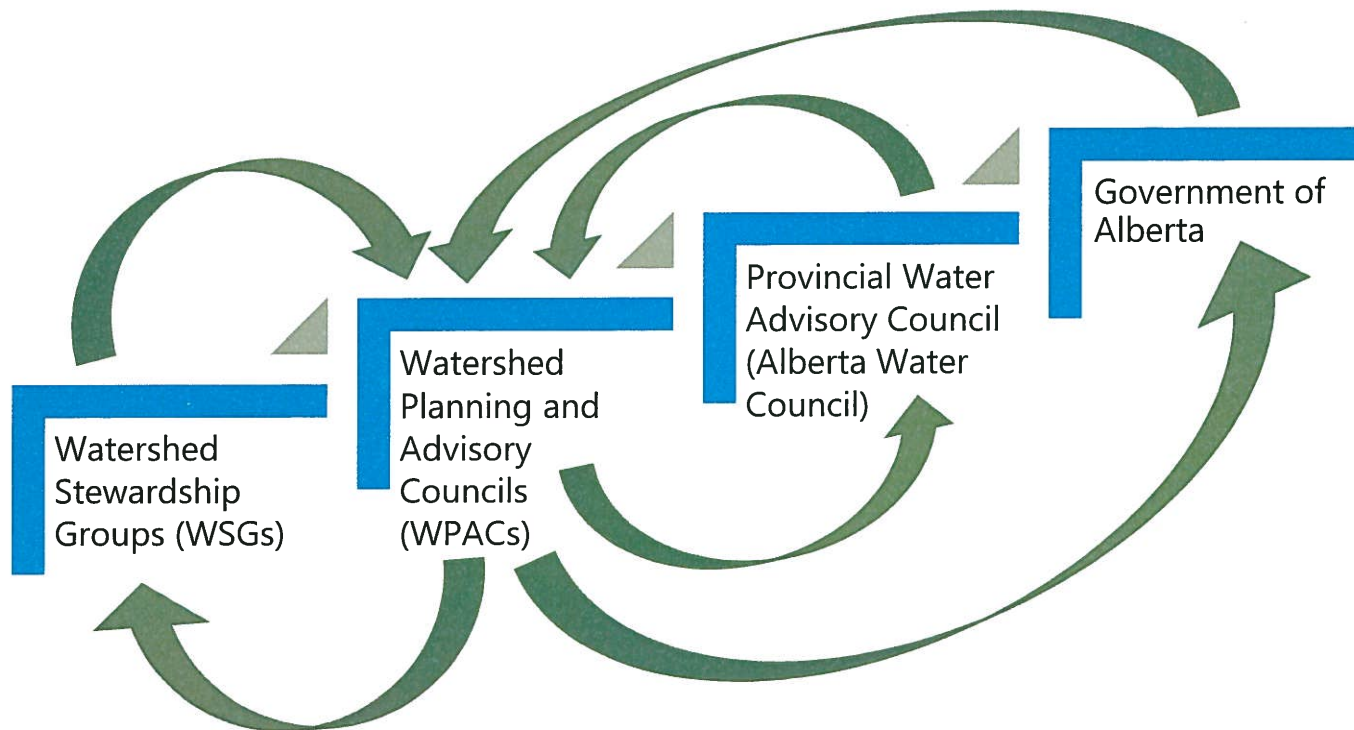
- The *Water for Life* strategy emphasizes stakeholder engagement, information sharing, and collaboration at a range of scales...

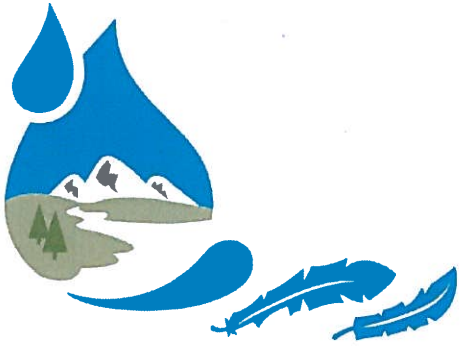




Stakeholder Engagement in *Water for Life*

- The *Water for Life* strategy emphasizes stakeholder engagement, information sharing, and collaboration at a range of scales...





The Role of WPACs

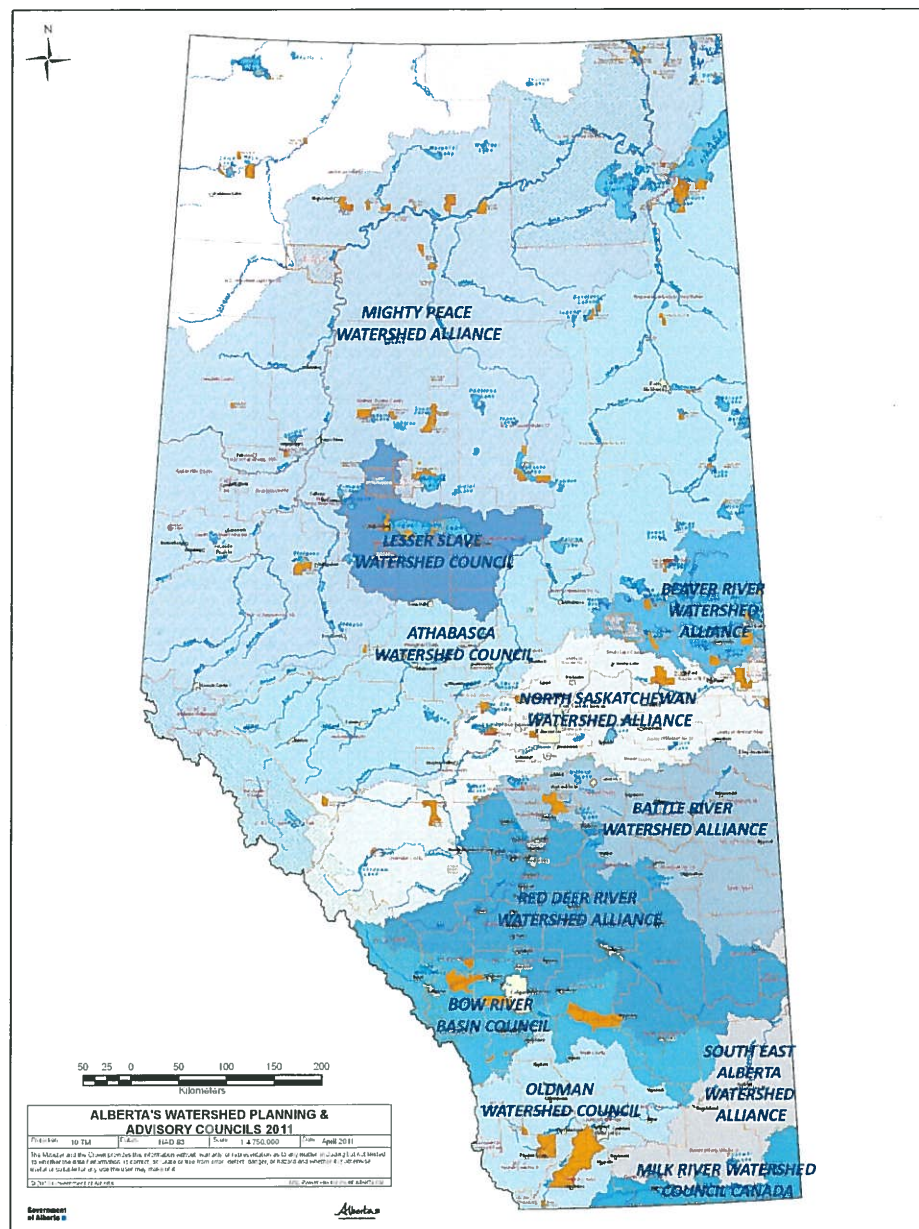
- Created under the *Water for Life* strategy, Watershed Planning and Advisory Councils (WPACs) were intended to undertake four foundational activities:
 1. Do public engagement and present educational programs on water-related issues
 2. Bring local issues to the forefront at the Provincial level
 3. Report on the state of the watershed
 4. Develop and implement integrated watershed management plans





WPACs in Alberta

There are 11 WPACs in Alberta.



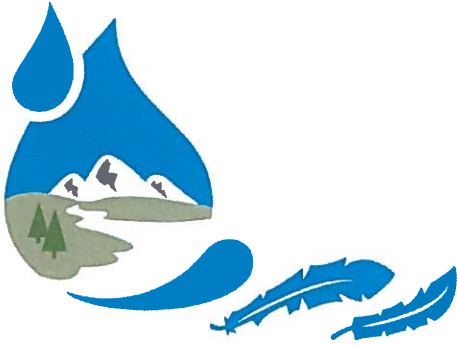


About the Athabasca Watershed

- The Athabasca River travels 1,231 km, flowing from the headwaters in Jasper National Park into the Peace-Athabasca Delta in the northeastern corner of the province.
- The watershed covers about 159,000 square kilometers, or about 24% of the province.
- The watershed is home to about 5% of Albertans.
- The watershed includes all or part of 15 counties and municipal districts, and 9 municipalities.







About the AWC-WPAC

- The Athabasca Watershed Council (AWC-WPAC) was established in 2009.
- Our vision is that the Athabasca watershed is ecologically healthy, socially responsible, and economically sustainable.
- Our mission is to demonstrate leadership and facilitate informed decision-making in the Athabasca watershed by bringing stakeholders and indigenous peoples together to promote, foster respect, and plan for an ecologically healthy watershed that supports social responsibility and economic sustainability.
- We support the three goals of the Alberta's *Water for Life* Strategy.





Our Governance Model

- The AWC-WPAC is a consensus-based multi-stakeholder organization.
- We represent a diverse group of individual and organizational members.
- Our Board of Governors is comprised of people elected by the membership to represent specified positions:
 - Industry (5 seats)
 - Governments (5 seats)
 - NGOs (5 seats)
 - Indigenous peoples (3 seats)
 - Members-at-large (2 seats)

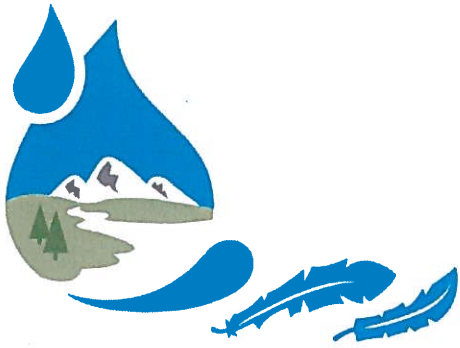




Our Organization

- Our office is located in the historic Train Station in the town of Athabasca.
- We have two full-time staff, an Executive Director and an Outreach Coordinator
- Our work is supported by several committees, including a technical committee, that are made up of board members, professionals, and passionate volunteers.





Past Successes

- We have:
 - Published four State of the Watershed reports
 - Published a Traditional Knowledge Overview of the Athabasca watershed
 - Developed an Interactive Atlas, which is hosted on our website (www.awc-wpac.ca)
 - Engaged stakeholders from across the watershed in important water-related issues

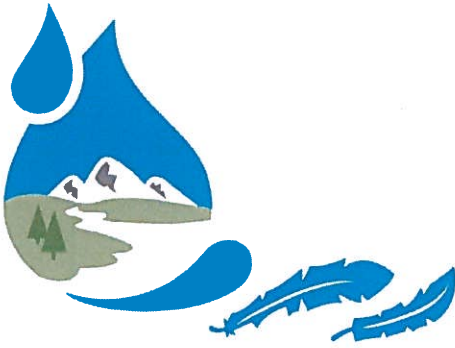




Current Projects

- We are:
 - Developing a non-technical summary of our State of the Watershed reports
 - Participating in collaborative projects like WaterSMART's Athabasca River Basin Initiative and the Alberta Energy Regulator's Area-Based Regulation Panel pilot project
 - Supporting the Baptiste and Island Lakes Stewardship society as they develop a Lake Management Plan
 - Developing our website to serve as an information sharing hub for members and engaged citizens
 - Working to build trust with stakeholders across the watershed

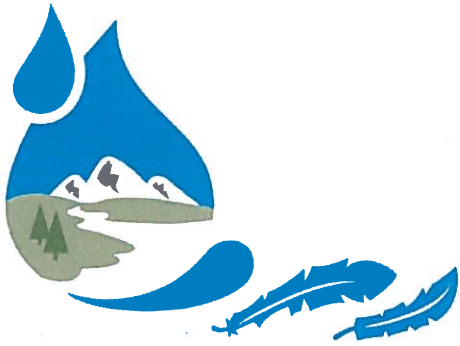




Future Projects

- We will:
 - Continue to grow our network of engaged stakeholders
 - Increase and diversify our sources of revenue
 - Develop and deliver watershed-related educational programming
 - E.g. Pond Days
 - Develop and implement an Integrated Watershed Management Plan (IWMP)
 - Facilitate a Municipal Forum (more on that shortly!)



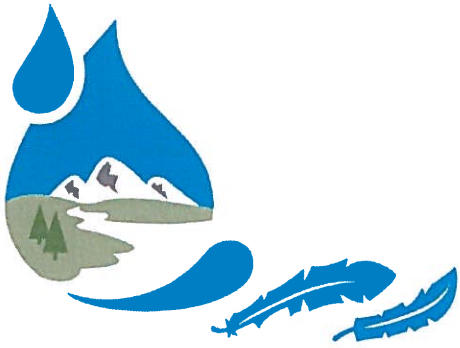


Three ways you can help

1. Be an engaged stakeholder

- Listen to other stakeholders and indigenous peoples within your boundaries (industry, tourism, agriculture, stewardship, etc.), and share their water-related concerns with us.
- Help us share our information with stakeholders across your county or MD.



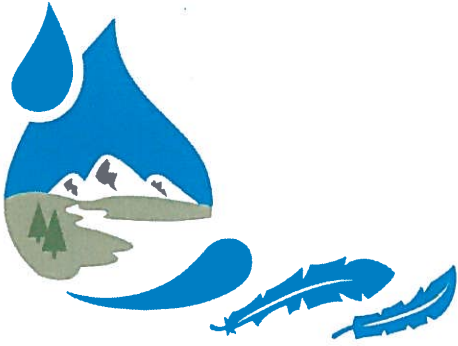


Three ways you can help

2. Be a partner

- Let's work together to engage businesses, organizations, and citizens in water-related issues and to provide water-related educational programs.





Three ways you can help

3. Be a donor

- Your financial contributions and in-kind support would go a long way in helping us to realize our vision of a watershed that is ecologically healthy, socially responsible, and economically sustainable.

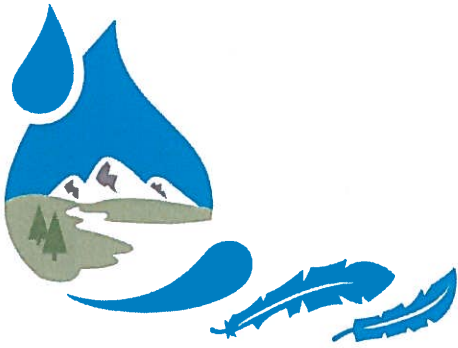




What can you do today?

- Become an organizational member of the AWC-WPAC (membership is free!)
- Help us prepare for our upcoming Municipal Forum... we want to hear from you!
 - What have been your biggest successes? What do you want to share with other municipalities?
 - What water-related challenges are you facing?
 - What would you like to learn more about?

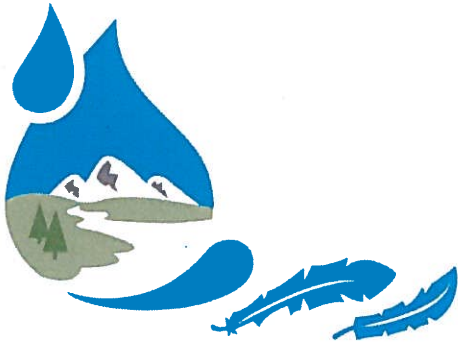




Acknowledgements

- We thank Alberta Environment and Parks for their ongoing support.





Contact Information

Marie Bay Breiner

Outreach Coordinator

marie.breiner@awc-wpac.ca

780 213 4389

www.awc-wpac.ca





REQUEST FOR DECISION

Date: March 27, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Aquatics Centre Building Signage Costs

Summary

Aquatics Centre Building Signage Costs

Overview

On February 13, 2018, Council deferred the Agreement with the Barrhead Elks, Lodge 332, which granted them naming rights to the Aquatic Centre Building for a period of 25 years.

All equipment and labour to install the signage is as follows:

Cladding (tin siding)	\$ 5,500.00
Elks Logo	\$ 4,400.00
Elks Letters	<u>\$ 3,700.00</u>
TOTAL	\$13,600.00
Administrative fees of 15%	<u>\$ 2,040.00</u>
Grand total	\$15,640.00

Recommendations

Recommendation #1

That Council direct Administration to organize a meeting between Council and the Barrhead Elks Club executives in April 2018.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



REQUEST FOR DECISION

Date: March 27, 2018

To: Mayor McKenzie & Members of Council

From: Martin Taylor, CAO

Re: Monthly Bank Statement

Summary

The Monthly Bank Statement for the month ended February 28, 2018.

Overview

Recommendations

Recommendation #1

That Council receive as information the Monthly Bank Statement for the month ended February 28, 2018.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to be "M. Taylor".

Martin Taylor, CMC, CLGM
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED FEBRUARY 28, 2018**

PER TOWN OF BARRHEAD:	ATB FINANCIAL GENERAL ACCOUNT	TERM DEPOSITS
Net Balance - Previous Month	1,289,182.11	4,080,976.78
Receipts	375,216.30	
Direct Deposits	325,147.34	
Interest	7,276.09	
Loan Proceeds	0.00	
Transfers from/to Term Deposits	0.00	4,054.08
Cancelled Cheques	127.46	
SUBTOTAL	1,996,949.30	4,085,030.86
Disbursements	963,767.53	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	4,054.08	0.00
NSF/Returned Cheques or Transfers	317.20	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	1,028,810.49	4,085,030.86

PER BANK:		
Balance at end of month	1,379,807.13	4,085,030.86
Outstanding Deposits	165,035.98	
SUBTOTAL	1,544,843.11	4,085,030.86
Outstanding Cheques	516,032.62	
NET BALANCE AT END OF MONTH	1,028,810.49	4,085,030.86

TERM DEPOSIT SUMMARY
FOR MONTH ENDED FEBRUARY 28, 2018

<u>Financial Institution</u>	<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Servus Credit Union	100,000.00	1.55%	January 10, 2018	90 day term deposit
Servus Credit Union	1,000,000.00	1.50%	February 14, 2018	30 day term deposit
Nova Scotia	100,000.00	1.63%	February 13, 2018	90 day term deposit
TD Canada Trust	100,000.00	0.95%	February 20, 2018	100 day term deposit
ATB Financial	750,000.00	1.55%	February 16, 2018	38 day term deposit
ATB Financial	1,000,000.00	1.55%	February 1, 2018	38 day term deposit
ATB Financial	1,000,000.00	1.55%	February 16, 2018	45 day term deposit
ATB Financial	<u>35,030.86</u>			Interest On Term Account
Total	<u>\$ 4,085,030.86</u>			



REQUEST FOR DECISIONS

Date: March 27, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Extended Producer Responsibility Legislation

Summary

Extended Producer Responsibility Legislation

Overview

The AUMA is requesting support from its members for an Extended Producer Responsibility (EPR) program in Alberta.

Recommendations

Recommendation #1

That Council send a letter in support of a Provincial Extended Producer Responsibility (EPR) program.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read 'M. Taylor'.

Martin Taylor, CMC, CLGM
CAO



*Pass This at Council
as a resolution
Letter writing from Council*

Item # 9.3.1
IGA2018-0148
Attach 1

MEMBER REQUEST FOR DECISION SPRING 2018 MUNICIPAL LEADERS' CAUCUS

DATE:

March 15, 2018

TOPIC:

Legislation for the implementation of Extended Producer Responsibility (EPR) in Alberta

RECOMMENDATION:

That the AUMA and its members advocate that the Government of Alberta, in consultation with Alberta municipalities, industry and other stakeholders, develop and implement legislation to establish Extended Producer Responsibility (EPR) in Alberta in a timely manner.

BACKGROUND:

Extended Producer Responsibility (EPR) is an environmental policy approach in which the producer of a product is responsible for that product through the post-consumer stage of its life cycle. EPR shifts the responsibility and costs of recycling from local governments to producers. This incentivizes producers to reduce waste associated with their products and packaging, and to create products that are readily reusable or recyclable.

ANALYSIS:

In 2009, as a member of the Canadian Council of Ministers of the Environment (CCME), the Government of Alberta committed to working towards the development of EPR programs for priority products and materials. Alberta has not yet implemented a legislated EPR program, while all other provinces have implemented or are in the process of implementing a form of EPR regulation.

Recycling programs and the associated costs and risks of collecting, processing and marketing materials is currently the responsibility of The City of Calgary and other Alberta municipalities. Risks associated with the volatile recycling commodity market (for example the current restrictions due to the Chinese National Sword program) are entirely carried by municipalities and the taxpayer.

The lack of a province-wide EPR program prevents The City of Calgary and all Alberta municipalities from reaping the benefits of EPR, utilizing opportunities for financial savings, and reducing the burden on the environment. EPR offers the opportunity to shift the financial responsibility for waste diversion upstream to the producer. This incentivizes producers to reduce waste associated with their products and packaging, and to create products that are readily reusable or recyclable.



Provincial EPR programs could offer many benefits to Alberta's environment and economy. A producer responsibility organization would be accountable to the provincial government to meet recycling targets across the province and would increase overall provincial diversion of materials. Programs can increase customer awareness of consumption in general and for recycling and reuse in particular.

Improved resource recovery reduces reliance on non-renewable resources, and therefore the impact on the natural environment. It can also lead to reduced greenhouse gas emissions, as manufacturers switch to recycled materials in manufacturing processes rather than using energy-intensive methods of mining or harvesting virgin materials.

Finally, studies have shown that waste diversion programs can create up to 10 times more jobs than waste disposal. EPR will support waste diversion programs across Alberta and reduce costs of diversion programs for tax payers.

Provincial legislation is required to enable an EPR framework in Alberta. Municipal engagement with the Province during program design will help to ensure that EPR legislation in Alberta meets the needs and matches the long-term financial and diversion goals of The City of Calgary and other Alberta municipalities.

Despite a province-wide consultation on EPR in 2013 by Alberta Environment that showed support from municipalities, as well as other stakeholders, no further action has been taken since.

The City of Calgary recognizes that AUMA has been actively advocating for the establishment of EPR programs and is putting forward this RFD to renew, support and strengthen its advocacy efforts.



Government
of Canada

Gouvernement
du Canada

[Home](#) → [Environment and natural resources](#) → [Pollution and waste management](#)

→ [Managing and reducing waste](#)

→ [Overview of extended producer responsibility in Canada](#)

Introduction to extended producer responsibility

▼ What is extended producer responsibility?

Extended producer responsibility (EPR) is a policy approach in which a producer's responsibility, physical and/or financial, for a product is extended to the post-consumer stage of a product's life cycle. EPR shifts responsibility upstream in the product life cycle to the producer (i.e. brand owners, first importers or manufacturers) and away from municipalities and general taxpayers.

EPR programs are commonly made mandatory through legislation, but can also be adopted voluntarily (i.e. retail take-back programs) or even take the form of negotiated agreements between governments and industry. Legislated EPR programs are often adopted by jurisdictions when a designated waste stream is too costly or not profitable enough for producers or recyclers to voluntarily recover at the end of its useful life. Governments may adopt producer responsibility to achieve a greater recovery of secondary materials or as a means to divert materials from disposal. Legislated producer responsibility programs reflect the "polluter-pays-principle," since producers are made responsible for the waste management costs of their products.

To date, the concept of EPR has been used to ensure the proper end-of-life management of a broad and growing range of post-consumer products such as batteries, electronic equipment, ozone-depleting substances, paints, pesticide containers, pharmaceuticals, used oil, and used tires. Since its inception in Europe in the early 1990s, EPR and product stewardship initiatives have gained popularity rapidly, with programs in place throughout Europe, Japan, Korea, Taiwan, Australia, the United States and Canada.

▼ What does extended producer responsibility involve?

Many products such as electronics, appliances, paint and engine oil need to be properly managed at the end of their useful life. Under the terms of an Extended Producer Responsibility (EPR) program, collection is a responsibility of the producer and collection sites are established allowing for the recovery of end-of-life products. Consumers can then return their products at the designated collection sites, after which the product will be recycled or properly disposed of.

In order to create a harmonized approach to EPR, the Canadian Council of Ministers of the Environment (CCME) has prepared a Canada-wide Action Plan for Extended Producer Responsibility with common coordinated policies and commitments for government action and common key elements for building producer responsibility for priority products. Many provinces already have a number of EPR programs up and running and many more will become operational in the coming years. For a list of EPR programs in Canada, see the Recycling program inventory.

▼ What are the benefits of extended producer responsibility?

Extended Producer Responsibility (EPR) supports waste reduction, reuse and recycling activities, and reduces the burden on municipalities for the physical and/or financial requirements of waste management by providing a non-tax base funding for the programs. Considering that municipalities have limited ability to affect the generation of waste, EPR as a concept aims to shift waste management costs onto producers, who have the ability to incorporate changes in product and packaging design to reduce waste.

▼ Who does what?

In cases where responsibility is assigned to individual producers, the regulated producers proceed to either collect the end-of-life products through their own private schemes or to form a collective organization, also referred to as a producer responsibility organization (PRO). Commonly, a PRO is designated by producers or through legislation, after which the organization becomes responsible for meeting the recovery and recycling obligations of the individual producers.

The PRO arranges for the collection, transportation, and environmentally sound recycling or disposal of end-of-life products at different collection sites across the jurisdiction. Municipalities may participate in the collection of end-of-life products as a service provider. Consumers participate in the programs by returning the end-of-life products to the designated collection sites and in some cases, by providing funding through a unit-fee charged at the point of sale that is collected by the PRO.

In Canada, some of the extended producer responsibility (EPR) programs use a visible fee at the point of sale while others are integrated into the price of the product - depending on the product and the province. Government involvement may range from the development of regulations, performance standards, developing and implementing monitoring protocols and enforcing the regulations.

At the federal level, Environment Canada has identified EPR as a risk management option for products containing substances that are considered toxic under the Canadian Environmental Protection Act, 1999 (CEPA 1999). EPR can reduce the risks associated with the disposal of products containing toxic substances by promoting environmentally sound end-of-life management.

► Who do I contact if I have any questions?

Glossary of terms

Deposit/refund

Deposit/refund systems require consumers to pay a monetary deposit for a purchased product which is partially or fully reimbursed when the product is returned for re-use or recycling at the end-of-life. Some programs in Canada also use a discretionary recycling fee, charged by industry stewards at the point of sale, in addition to the deposit.

Environmental fees

In order to fund legislated extended producer responsibility (EPR) programs, affected producers (brand-owners, manufacturers or first importers) may charge consumers an "environmental fee", visible on receipts and invoices. The fee may be designated as an "eco-fee", an "environmental handling charge or fee", a "recycling fee" or a "surcharge", depending on the region and program. In the case of legislated EPR programs, fees are commonly managed by not-for-profit organizations or industry associations, whereas under product stewardship initiatives, these are managed by government agencies. Governments may approve the fees through the stewardship plan or may set the fees for product stewardship programs. Legislated EPR and product stewardship programs are usually required (i.e. via regulation and/or government approved stewardship plans) to submit annual statements of program revenues and expenditures to governments. These may be available on the program websites or on request.

Extended producer responsibility (EPR)

Extended producer responsibility (EPR) is a policy approach in which a producer's responsibility, physical and/or financial, for a product is extended to the post-consumer stage of a product's life cycle.

Industry stewards

Commonly refers to brand owners, first importers and manufacturers of designated materials under extended producer responsibility (EPR) programs, destined for collection and reuse, recycling or environmentally sound management.

Producer

The term "producer" is used to refer to brand owners, first importers and manufacturers of products and packaging. "Producers" are referred to as "industry stewards" when they are legally obligated to recover and recycle their products and/or packaging at end-of-life.

Producer responsibility organization (PRO)

A "producer responsibility organization" (PRO), usually a not-for-profit organization or an industry association, is the entity designated by a producer or producers to act on their behalf to administer an extended producer responsibility or product stewardship program. In Canada, a PRO may also be referred to as a "stewardship organization," an "industry funding organization" or a "delegated administrative organization".

Product stewardship

Product stewardship initiatives are end-of-life management programs for designated products, in which producers (i.e. brand owners, importers or manufacturers) are neither directly responsible for program funding or operations. Programs may be financed through public funds or through revenues generated by legislated fees at the point of sale.

Shared responsibility

Programs identified as "shared responsibility" are in part industry funded and/or operated. These programs are often the result of an agreement, partnership or in some cases industry stewards may be designated by law to provide funding for a specific program (e.g. multi-material stewardship programs - blue box - in Manitoba, Ontario and Quebec).

Stewardship or program plan

A "stewardship plan" or "program plan" sets out how designated producers will meet their legal obligations to collect and recycle their products or packaging once they have reached their end-of-life. Generally, stewardship plans may include details on how end-of-life products or packaging are to be collected and recycled, how program performance will be measured, targets for collection, reuse (where applicable), recycling and public awareness, timelines for implementation, program funding and reporting protocols.

Producers are commonly responsible for preparing their own individual stewardship plans or can join a collective stewardship program under a “producer responsibility organization”.

Related services and information

- [Overview of extended producer responsibility in Canada](#)
- [Recycling program inventory](#)
- [Canada-wide Action Plan on Extended Producer Responsibility](#), Canadian Council of Ministers of the Environment
- [Extended Producer Responsibility: Updated Guidance for Efficient Waste Management](#), Organisation for Economic Co-operation and Development (OECD)

Date modified:

2017-08-11



REQUEST FOR DECISION

Date: March 27, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Blue Heron Awards

Summary

The Blue Heron Award is the implementation of a Town specific method of recognition for positive impacts or achievements.

Overview

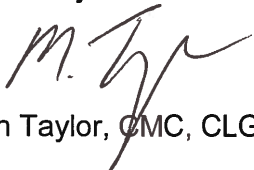
Similar to various 'Key to the City' programs or Calgary's 'White Hat' recognition program, the Blue Heron Award is an opportunity for Council to acknowledge and honour any person, group, or organization that has made a positive impact locally, regionally, or globally. The policy is written in an open format to allow Council the opportunity to select any worthy candidate without restriction and to tailor the details of their recognition to suit the recipient.

Recommendations

Recommendation #1

That Council approve Policy 12-025, the Blue Heron Awards and Procedures, as presented.

Respectfully Submitted by:


Martin Taylor, CMC, CLGM
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-025

RESOLUTION NO.:

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.

**COUNCIL REPORTS
AS OF MARCH 27, 2018**

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



BARRHEAD PUBLIC WORKS DEPARTMENT

Monthly Report

Date: March 22, 2018

Last Month's Accomplishments:

- Snow and ice removal
- Sweeper was inspected and is ready to start spring cleanup
- Steaming of culverts and catch basins to move runoff water
- Camera sewer services
- Sewer lift station maintenance

Progress on Projects/Programs:

- Tender numbers are in for proposed street program
- To date we have four sanitary service lines to dig and repair or replace. All old infrastructures.
- Hauling snow to arena daily to assist in cooling ice
- Request for Proposals are in for residential carts for the new collection system

Budget Performance:

-

Outstanding Issues for the Month:


-

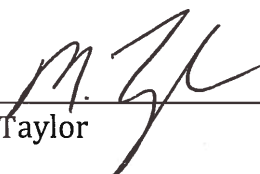
Next Month's Objectives:

- Start pot hole patching
- Hiring summer staff
- More ditching for water runoff
- Town cleanup

Upcoming Special Events:

-


Submitted by: Brant Ross
Director of Public Works


CAO Martin Taylor

APPROVED

MARCH 15/18

**Barrhead & District Family & Community
Support Services Society
Regular Board Meeting February 15, 2018– 9:30 a.m.
Barrhead FCSS Building**

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

Present:

Randy Hindy, Chairperson
Shelly Dewsnap, Executive Director
Carol Lee, Recording Secretary

Jane Wakeford – Vice Chair
Marsha Smith
Sharen Veenstra
Ron Kleinfeldt
Bill Lane

Absent:

Leslie Penny, Dausen Kluin, Vicki Kremp, Mary Nikkel and John Szewc

1) Call to Order

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:33 a.m. by Randy Hindy

2) Acceptance of Agenda – Additions/Deletions

07-18 Moved by Ron Kleinfeldt to accept the Agenda as presented with the addition of 5c) Resignation and 7e) Report from FCSS Provincial Office – Ken Dropko. Motion seconded by Bill Lane.

Carried

3) Items for Approval

a) Minutes of the regular Board meeting of the Barrhead & District Family & Community Support Services Society of January 18, 2018.

08-18 Moved by Marsha Smith to accept the minutes of the Regular Board meeting of January 18, 2018, seconded by Jane Wakeford.

Carried

b) Financial Statements

09-18 Moved by Bill Lane to accept the General Account, Community Account and Casino Account Financial Statements for the period ending January 31, 2018, as presented. The motion was seconded by Marsha Smith.

Carried

4) Staff Presentation: Debbie White – Seniors Coordinator

- It has been 1 year since Debbie White stepped into the Senior's Coordinator position
- The Elvis Tribute Show last June during Senior's Week raised \$2.200 for Senior's Programs
- Senior's Coffee Time pays for itself
- Working on ideas for Senior's Week that is celebrated in June
- Chef's Choice – this program is through Meals on Wheels Edmonton which offers an assortment of frozen meals ranging from \$4.50 - \$6.50 per meal

- Only 2 clients for Meals on Wheels, cost per meal is \$10 which could be the reason for low numbers
- Received a \$24,250 grant for Horizons for Senior's outings for 'active' seniors. Have partnered with the Seniors Centre for this grant and will host the windup party there at no cost. Debbie Gilroy helped secure this grant prior to leaving employment with FCSS and was given the opportunity to be the coordinator for this 1 year project which she accepted.
- Home Support is busy with 59 clients at this time with weekly inquirers. Have a Home Support Worker resigning so will be advertising for another worker
- The Senior's Dinner held the 3rd Friday monthly, except June, July, August, September, December and January is increasing in numbers, from around 80 to over 100 requests for a ticket. Have approached a group to cater for September
- The Volunteer Income Tax Program starts March 5th. In 2017, 343 income tax returns were completed throughout the year. I have 2 long time volunteers returning and 3 new volunteers for this program. One volunteer goes to Hillcrest every Thursday for 4 weeks and helps seniors there.
- CARE Program has been quiet. 2010-2017 paid out \$46,704.79 towards recreational endeavors for children
- Senior's Exercise is conducted by Debbie Gilroy and getting more popular every week

The Board thanked Debbie for her presentation and dedicated work.

5) New Business

a) Board Member Application – for approval

Will keep the Criminal Check in new board packages and change under 'Meetings' to 10 Monthly Board Meetings.

10-18 Bill Lane moved to approve the Volunteer Board Membership Application with the changes. Motion was seconded by Marsha Smith.

Carried

b) NE Zone Spring Gathering

This gathering will be held April 27 & 28, 2018 in Westlock. Shelly is going and invites other Board Members to join her.

c) Resignation –

Mary Nikkel emailed a letter to Chair Randy Hindy stating that she is unable to continue as a Board Member at this time with regret.

11-18 Bill Lane moved to accept Mary's resignation, seconded by Marsha Smith.

Carried

A letter of appreciation for Mary Nikkel's years of service to FCSS will be sent along with an invitation to join us for the AGM April 19, 2018. A letter of invite will also be extended to former Board Member Roy Ulmer.

Mary was the chair of the Personnel Committee so a new chair will need to be selected from the existing members. A meeting will be arranged as soon as possible.

6) Old Business

a) Casino – The FCSS 2018 Casino is Tuesday, July 10th & Wednesday, July 11th.

b) Committee Reports for AGM – Just a reminder for the chair people to have their reports handed in by the March 15th Board Meeting.

c) Community Gardens –

12-18 Sharon Veenstra moved that FCSS remain banker for the Community Gardens and to also continue to take the registrations for the garden plots for another year. The motion was seconded by Bill Lane.

Carried

7) Items for Information

a) Director's Report

b) Staff Reports

c) Staffing Update – Shelly Dewsnap announced to the Board that Danielle Novikoff is the new Family School Liaison Worker, Jennifer Teefy is the new Youth Worker and Debbie Gilroy is the New Horizons Outings Grant Coordinator.

d) FCSS 2018 Program & Services Guide – For Information

13-18 Bill Lane moved to accept the Items for Information. The motion was seconded by Marsha Smith.

Carried

8) Board Development

a) Mission, Vision & Goal Review

The Mission, Vision & Goal document was reviewed and found to be sound with no changes necessary.

9) Next Meeting

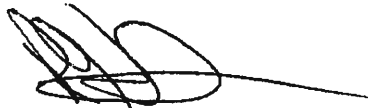
March 15, 2018

10) Adjournment

14-18 A motion to adjourn the meeting at 11:10 a.m. was made by Marsha Smith and seconded by Jane Wakeford.

Carried

**Barrhead & District Family & Community Support Services Society Regular
Board Meeting of February 15, 2018.**



Chairperson



Recording Secretary

Minutes

BDSHA Regular Board Meeting

February 27, 2018

3.1a

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – February 27, 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 1:10 pm.

2.0 Approval of Agenda

Additions:

7.2a Alberta Seniors and Housing – John and Gerald Fellowship - documentation

Craig Wilson moved to accept the Agenda of the February 27, 2018 Regular Board Meeting with the addition.

Carried Unanimously

3.0 Adoption of Minutes

3.1 Regular Board Meeting – January 24, 2018

Dale Kluin moved to accept the Minutes of the January 24, 2018 Regular Board Meeting as presented.

Carried Unanimously

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached (Feb./18)
 Hillcrest

- Fire suppression upgrade is going very well. It may be a little slower than expected, but the contractors have been excellent to deal with and are very cooperative with staff and residents.
- Unit 146 had "bumps" in the floor that were considered a safety issue. The floor has been cut out and repaired.

Golden Crest Manor

- A new fall arrest system has been installed on the roof of Golden Crest. Now that anchors are installed, the shingle replacement can begin anytime.
- Flooring will be replaced in the lobby by Leon's Carpet and Paint. Product has been ordered and once it arrives, it will be installed.
- Materials have been ordered for the Elevator Cylinder Replacement in this building. They should arrive in a few weeks.

Pembina Court Manor

- The Hydraulic Fluid Tank for the elevator will be replaced by Icon Elevator.

Initials: Chairperson DT CAO etc

Minutes

BDSHA Regular Board Meeting

February 27, 2018

JDR Manor

- New flooring is installed in the common areas and looks very nice.
- New siding is currently being installed on this building.
- Still awaiting the roof replacement. Flying J has said they will be beginning work before the beginning of March.

J&G Fellowship

- Parts were changed on the furnace and there haven't been any new calls since.

Swan Hills Community Housing

- When furnaces were replaced, it was noticed that the hot water tanks were not installed to code. They all had flexible gas lines and should be hard piped instead. Total Plumbing changed all of the gas line connections.

4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached
Maintenance

Hillcrest Lodge Fire Suppression Retrofit – should be completed by the middle of March. Alberta Seniors and Housing requires a separate audit for the grant. This audit is not part of the year-end audit. This audit spans 2017 and 2018.

Dale Kluin moved that additional funds be granted to complete the Hillcrest Lodge Fire Suppression Retrofit audit when it is completed.

Carried Unanimously

Administration

Vacancies

1 Community Housing – Barrhead

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

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.

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

Handibus

Tender package for the handibus has not been completed.

Auditor

Blaine Clarahan, CPA, CA was appointed for the 2015-2017 financial periods. An auditor must be appointed for subsequent years. Letter needed requesting quote for 1, 3 or 4 years.

Leslie Penny moved we request quotes from auditors for a 3 year term to be sent to auditing firms.

Carried Unanimously

Initials: Chairperson

CAO

Minutes

BDSHA Regular Board Meeting

February 27, 2018

LAP Grant

LAP Grant has been submitted for Hillcrest Lodge and Klondike Place.

Craig Wilson moved to accept the Management Reports as presented.
Carried Unanimously

- 4.3 Lodge Income Statement as of December 31, 2017 unaudited – attached
- 4.4 Self-Contained Income Statement as of December 31, 2017 unaudited - attached

Leslie Penny moved to accept the unaudited income statements as presented.
Carried Unanimously

- 4.5 Monitoring and Licensing Visit – Hillcrest – Attached – information
- 4.6 Monitoring and Licensing Visit – Klondike Place – Attached - information
- 4.7 Cheque Logs January 2018 - Attached

Dale Kluin moved to accept the cheque logs as presented.
Carried Unanimously

5.0 Business Arising From Minutes

- 5.1 2016/18 ASHC Capital Improvements
Available funding was \$353,900 the projects had to be approved by Alberta Social Housing Corporation – Capital Initiatives. All projects have to be completed by March 31, 2018. \$343,372.05 has been allocated and approved.

6.0 New Business

- 6.1 John and Gerald Support Society – Mortgage renewal

Meertin Zeldenrust moved that the loan term for the mortgage should be 10 years.

Carried Unanimously

Leslie Penny moved that Darrell Troock, Chairperson and Dorothy Clarke, CAO are authorized to execute all documents related to the mortgage renewal and amendments with Canada Mortgage and Housing Corporation.

Carried Unanimously

- 6.2 8760 Energy – Distribution and Transmission Cost Review

Dale Kluin moved that 8760 Energy should review the utilities for potential cost savings and to accept the offer of 4 year contract.

Carried Unanimously

6.3 2018 Requisitioning

Leslie Penny moved that Barrhead and District Social Housing Association should requisition in the amount of \$261,391 (equivalent to the 2009-2017

Initials: Chairperson



CAO



Minutes

BDSHA Regular Board Meeting

February 27, 2018

Requisitions). This will assist in the maintenance of the Lodge Capital Infrastructure, and may provide a Capital Reserve.

*Carried
Meertin Zeldenrust abstained in
accordance with Ministerial
Order – H:011/2003*

7.0 Correspondence

7.1 2018 Housing Management Body Budget

7.2 CMHC Ref #: 17-662-339 (John & Gerald Support Fellowship)

Leslie Penny moved to accept correspondence for information.

Carried Unanimously

8.0 Date and Time of Next Regular Meeting

Dale Kluin moved that the next Regular Meeting be held March 22, 2018 at 1:00 p.m.

Carried Unanimously

9.0 In Camera

Craig Wilson moved to go in camera at 2:14 p.m.

Carried Unanimously

Out of Camera

Leslie Penny moved to go out of camera at 2:35 p.m.

Carried Unanimously


Dale Kluin moved to increase Tyler Batdorff's vacation to 4 weeks per year.


Carried Unanimously

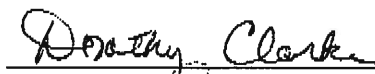
10.0 Adjournment

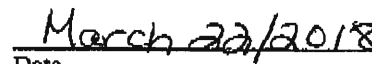
Leslie Penny moved to adjourn the meeting at 2:40 p.m.

Carried Unanimously




Signature: Darrell Troock, Chairperson


Date


Signature: Dorothy Clarke, CAO


Date

Initials: Chairperson

 CAO 



REQUEST FOR DECISION

Date: March 27, 2018
To: Mayor St. Pierre & Members of Council
From: Martin Taylor, CAO
Re: Bylaw 03-2018, the 2018 Designated Manufactured Home Supplementary Assessment Bylaw

Summary

Bylaw 03-2018, the Designated Manufactured Home Supplementary Assessment Bylaw

Overview

The Designated Manufactured Home Supplementary Assessment Bylaw has to be presented and approved by Council every year by May 1st. This Bylaw authorizes the preparation of supplementary assessments of designated manufactured homes located in mobile home parks only.

Recommendations for Action

Recommendation #1

That Council give all three readings to Bylaw 03-2018, the Designated Manufactured Home Supplementary Assessment Bylaw, at this meeting.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to be 'M. Taylor'.

Martin Taylor, CMC, CLGM
CAO

BY-LAW 03-2018

**THE 2018 DESIGNATED MANUFACTURED HOME SUPPLEMENTARY
ASSESSMENT BY-LAW**

**A BY-LAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA,
TO AUTHORIZE THE PREPARATION OF SUPPLEMENTARY ASSESSMENTS
OF DESIGNATED MANUFACTURED HOMES IN THE TOWN OF BARRHEAD.**

WHEREAS, Pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, a Council may pass a By-Law authorizing the preparation of supplementary assessments, and;

WHEREAS, the Council of the Town of Barrhead, has deemed it in the best interests of the Town of Barrhead to pass a By-Law authorizing the preparation of supplementary assessments of designated manufactured homes located in mobile home parks only;

NOW THEREFORE, duly assembled in a regular meeting, the Council of the Town of Barrhead, in the Province of Alberta, hereby enacts as follows:

1. That this Bylaw shall be referred to as the 2018 Designated Manufactured Home Supplementary Assessment Bylaw.
2. That the Assessor for the Town of Barrhead is hereby authorized and directed to prepare supplementary assessments of designated manufactured homes, located in mobile home parks for the taxation year 2018.
3. That Bylaw 02-2017 is hereby repealed.
4. That this Bylaw shall take full force and effect on the day of its final passing.

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

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

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

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Martin Taylor



REQUEST FOR DECISIONS

Date: March 27, 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:

- Yellowhead Regional Library Annual Report
- Wireless Public Alerting – Alberta Emergency Alert

Recommendations

Recommendation #1

That Council accept as information.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to be "M. Taylor".

Martin Taylor, CMC, CLGM
CAO



RECEIVED

MAR 14 2018

Yellowhead Regional Library

March 7, 2018

Martin Taylor
Town of Barrhead
Box 4189
Barrhead, AB T7N 1A2

Dear Martin:

On behalf of everyone at Yellowhead Regional Library (YRL), I am pleased to present our 2017 Annual Report. This report showcases our commitment to adapting to the needs of our member libraries and seeking creative ways to provide quality service to our region.

Please take a moment to look at the highlights from 2017 that demonstrate how YRL is working toward being a leader in library service. For additional copies of the report, please contact Laurie Haak at lhaak@yrl.ab.ca.

Also of note, the YRL Board approved the 2017 Audited Financial Statements at their meeting on March 5. The financial statements are available on the YRL website (www.yrl.ab.ca) by going to About Us, Board, Financial Information.

If you have questions or would like more information, please contact me at kdodds@yrl.ab.ca or 780-962-2003 (toll free 1-877-962-2003) extension 226.

We appreciate your ongoing support and dedication to the libraries of Alberta.

Yours truly,

A handwritten signature in black ink that reads 'Kevin Dodds'. The signature is written in a cursive, flowing style.

Kevin Dodds
Director
Yellowhead Regional Library

Enclosure

2017 YRL ANNUAL REPORT

MESSAGE FROM THE DIRECTOR

Libraries are constantly evolving and I'm always impressed by the diverse services our member public and school libraries provide their communities. YRL's 2017 highlights reflect these changing needs and trends. To enhance our member public libraries' virtual presence, we deployed new, responsive-design websites. We increased bandwidth to satiate the data demands of staff and patrons. We supported programming by creating makerspace kits and distributing Public Library Services Branch funding to extend services to Indigenous communities. Most excitingly, we received a one-time grant from Alberta Municipal Affairs for upgrades and renovations to our building; resource-sharing continues to grow and this will allow us to accommodate the increased amount of materials that flow through headquarters.

After the fall elections we said thank you and farewell to many long-serving YRL Board Trustees. For those who are new, we look forward to working with you in 2018. We are grateful to all of our stakeholders for their commitment to have – and financially support – our library system. Given the accomplishments of this past year, we are energized for the future.

- Kevin Dodds

WEBSITES

39 WEBSITES
LAUNCHED

194 HOURS ON SET-UP
AND TRAINING

POLARIS FEATURES

Patrons can search the catalogue, place holds, view their account and renew materials all on their library's website.

MOBILE FRIENDLY AND SECURE

Built with responsive design, these websites look great on any device; SSL certificates maximize patron privacy.

FACEBOOK CONNECTIONS

Facebook posts are integrated as a low-maintenance way to keep content fresh.

MAKERSPACE KITS

These kits enable our members to offer non-traditional technology programs while avoiding development and maintenance costs. Available beginning in September, they were fully booked until December.



6

CIRCUITRY KIT
RECORDING KIT
TOOL KIT

LITTLE MAKERS KIT
BUTTON MAKING KIT
ROBOTICS AND CODING KIT

“The makerspace kits are great! I wouldn't have the time (or money) to build them on my own. A side benefit is all the relationships that have developed. I love how the teens naturally help out the younger kids – and me too!”

HOOPLA

Cost-per-circulation eResource offering digital video, music, audiobooks, eBooks and comics to patrons.

\$93,549 SPENT ON CHECKOUTS
52% INCREASE FROM 2016

PRESSREADER

Current issues of newspapers and magazines from around the world.



37%

INCREASE FROM 2016
52,841 ISSUES READ

OVERDRIVE

Downloadable eBooks and audiobooks.



6%

INCREASE FROM 2016
133,407 CHECKOUTS

NEW eRESOURCES

ALBERTA EBOOKS

FRONTIER LIFE

GALE PRIMARY RESOURCES

TECHNOLOGY

POLARIS UPGRADES

Two software upgrades introduced a new mobile-friendly catalogue and enhancements to LEAP.

BANDWIDTH CHANGES

Increased from 150 Mbps to 260 Mbps.

 **775,577** PUBLIC WI-FI SESSIONS

CLIENT SERVICES

CONSULTING VISITS

 **54**

TRAINING VIDEO VIEWS

 **1,661**

SCHOOLQ

 **87%** INCREASE IN REQUESTS FROM 2016

COMMUNICATIONS

The Communications Coordinator position was eliminated, yet we put out **50** issues of The Loop, **42** issues of The Scoop and had a **71%** increase in Twitter engagement from 2016.

BIBLIOGRAPHIC SERVICES

STAFFING

Two staff retired and we welcomed two new members – including a library technician – to the team. We also hired an intern to help during the summer.


862,650

ITEMS HANDLED BY YRL CIRCULATION STAFF


\$411,613

SPENT BY ACQUISITIONS
1% INCREASE FROM 2016

PROVINCIAL AND NATIONAL ILL REQUESTS

 **7,395** **18%** INCREASE FROM 2016

DELIVERIES TO MEMBER PUBLIC AND SCHOOL LIBRARIES

 **2,679** **0.3%** DECREASE FROM 2016

STRONG AND FREE: THE POWER OF LIBRARIES

 **175**
REGISTRANTS

 **5%** FROM 2016

SURVEY RESULTS (109 RESPONSES)

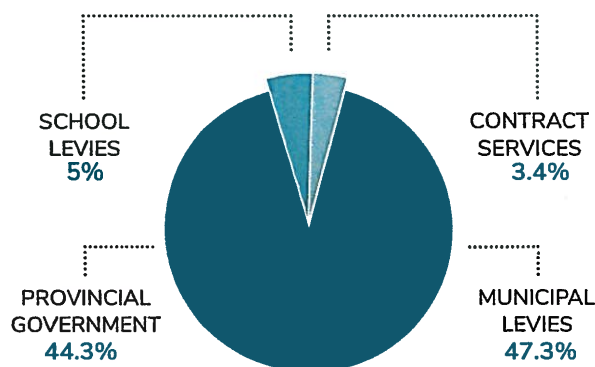
27% WERE FIRST TIME ATTENDEES

100% RATED THE CONFERENCE AS GOOD OR EXCELLENT

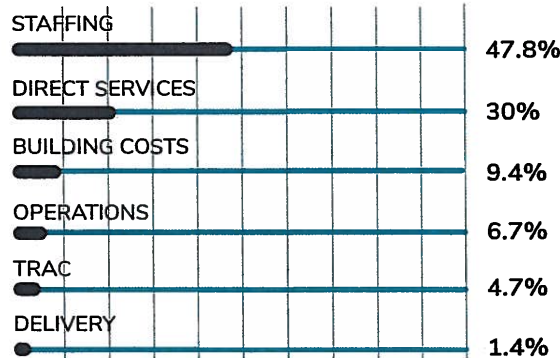
“ I always like seeing other people from small libraries. It's so nice to see what other people do for their patrons. It gives you ideas on how you could improve your service. ”

FINANCIALS

REVENUES



EXPENSES



Gail Hove

From: Martin Taylor
Sent: Wednesday, March 14, 2018 10:01 AM
To: Cheryl Callihoo; Gail Hove
Subject: FW: Wireless Public Alerting
Attachments: Wireless Public Alerting FAQs 20180308.docx; ATT00001.htm

Info for next agenda, thanks

From: John Swist [mailto:John.Swist@gov.ab.ca]
Sent: Tuesday, March 13, 2018 2:55 PM
To: shariives.nwfr@gmail.com; aboffice@albertabeach.com; mklassen@brazeau.ab.ca; mverhaeghe@brazeau.ab.ca; rob.squire@edmonton.ca; brauckman@fortsask.ca; bward@fortsask.ca; pbenedetto@leduc.ca; GClancy@leduc.ca; gkelly@leduc.ca; rkosterman@sprucegrove.org; pjanke@stalbert.ca; clamble@stalbert.ca; dave.burgess@wetaskiwin.ca; leigh.sawicki@wetaskiwin.ca; kmeunier@countybarrhead.ab.ca; Doyarzun@countybarrhead.ab.ca; fcoutney@county.wetaskiwin.ab.ca; MJajac@county.wetaskiwin.ab.ca; jasper.superintendent@pc.gc.ca; James.Cook@pc.gc.ca; jasper.dispatch@pc.gc.ca; clayton.szafron@pc.gc.ca; cpeacock@lsac.ca; rosmond@lsac.ca; mprimeau@lsac.ca; Duanec@leduc-county.com; clarence@leduc-county.com; allanw@leduc-county.com; mfercho@town.jasper.ab.ca; gvantighem@town.jasper.ab.ca; bcornforth@parklandcounty.com; kvanbuul@parklandcounty.com; rob.coon@strathcona.ca; Jason.Greidanus@strathcona.ca; Dan.lemieux@strathcona.ca; pmahoney@sturgeoncounty.ca; imckay@sturgeoncounty.ca; ! SYLVIA.ROY; ! SVSEBA; ! D.EVANS; ! SVCASTLE; kgchurchill@msn.com; ! CAO; ddm@kronprinzconsulting.ca; cao@svnakamun.com; sv sandyb@xplornet.ca; wame@telus.net; si@secondwindenterprises.com; cao@onoway.ca; jhwilliams1950@gmail.com; ! OFFICE; ann.morrison@sunsetpoint.ca; ! SVWESTCOVE; Cheryl Callihoo; Martin Taylor; Kerry.hilts@beaumont.ab.ca; Mike.schwartz@beaumont.ab.ca; jmiller@bonaccord.ca; bsturrock@bonaccord.ca; Pleggio@calmar.ca; ! KMURPHY; tkulbisky@devon.ca; safetycoordinator@draytonvalley.ca; Irodgers@draytonvalley.ca; miked@edson.ca; alans@edson.ca; fomalley@gibbons.ca; ! DTURNER; slabonne@hinton.ca; tmartens@hinton.ca; rproulx@legal.ca; kaconnell52@gmail.com; cao@mayerthorpe.ca; garrettpat2@gmail.com; ! CAO; ! AISBISTER; dschaefer@morinville.ca; robin@onoway.ca; cao@redwater.ca; ! DPYSMENY; tgoulden@stonyplain.com; K.Hill@stonyplain.com; t.mistal@stonyplain.com; ! CBURKE; chelseagrande@whitecourt.ca; petersmyl@whitecourt.ca; director@pigeonlakeemergencyagency.ca; ! CAO; ! VBRETON; emily@springlakealberta.com; ! CAO; kmaine@villageofwarburg.com; dwaynem@auxiliumalliance.com; c.pankewitz@villageofwarburg.com; gordon.frank@woodlands.ab.ca; luc.mercier@woodlands.ab.ca; abahri@yellowheadcounty.ab.ca; jack.ramme@yellowheadcounty.ab.ca; jramme@yellowheadcounty.ab.ca
Subject: Fwd: Wireless Public Alerting

FYI All,

Directors and Deputy Directors of Emergency Management,

Alberta Emergency Alert (AEA) issues alerts for weather events, natural and man-made hazards, Amber Alerts, and other emergencies that could pose an immediate threat to life. This life-saving network warns Albertans of an occurring or impending emergency or disaster and tells them what action to take to protect themselves and their families.

*Alerting continues to evolve and find new ways to provide alerts to Canadians. **Effective April 6th 2018, the most serious alerts will go directly to wireless devices (compatible smartphones, some tablets, and potentially other electronics) in an impacted area.** Wireless Public Alerting (WPA) marks a significant change in the way the public will receive alert messages. This short alert message will be the first indication of a serious emergency event and compliments other alert distribution methods such as radio/TV and social media.*

*As a result, **a public awareness and education campaign is starting on March 12th with the revision of the www.alertready.ca and www.emergencyalert.alberta.ca websites.** Wireless Service Providers (for example Rogers, Telus and Bell) and the Weather Network (Pelmorex) will be communicating direct-to-consumers, and through social media and radio/TV campaigns that share key messages. For example, consumers will start to receive WPA text messages and mail inserts from their service provider starting March 12th.*

The first planned national wireless public alert test is scheduled for Wednesday May 9th at 1:55 p.m. during Emergency Preparedness Week.

The combined public awareness/education campaign and national test will likely generate considerable media and public interest. The attached Frequently Asked Questions provide more information so your organization can prepare for potential questions and concerns.

*For more information contact **Tim Trytten** (Tim.Trytten@gov.ab.ca or 780.996.2062)*

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WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

Wireless Public Alerting

1. What is wireless public alerting?

Wireless public alerting allows governments across Canada to send public safety messages directly to smartphones in a region. If there is an emergency in your local area you will get an alert on your compatible smartphone. For your phone to be compatible it should be connected to the 4G LTE network through your cell phone provider. You can learn more at alertready.ca, and check if your phone is compatible to receive wireless alerts.

2. When will wireless public alerting start?

Wireless alerting will be effective across Canada on April 6, 2018. You can receive a wireless alert anytime after this date.

3. Will all wireless devices receive alerts?

No. In order for emergency alerts to be received on a wireless device, three conditions must be met. The wireless device must be:

1. An LTE-device like a smartphone (LTE is commonly referred to as “4G LTE”);
2. Wireless public alerting (WPA)-compatible; and
3. Connected to an LTE cellular network at the time the emergency alert is issued.

Visit the Alberta section of AlertReady.ca website to find a link to the section of your wireless service provider’s website that provides information on compatible devices.

4. Are these wireless alerts sent as a text message?

No. While the wireless alert may look like a text message, it is not a text message. Wireless alerts are sent via cell broadcast distribution. Cell broadcast, similar to radio broadcast, is technology that allows messages to be broadcast to all compatible wireless devices within a designated geographical area. The alerts are one-way messages, there is no tool to reply to them.

Cell broadcast can be compared to radio broadcast. Radio towers broadcast music to people in defined geographic areas as long as the individuals can pick-up the broadcast signal and have their radios turned on. Cell broadcast messages similarly are delivered to those compatible wireless devices that are within range of cell towers and antennas in the designated area.

5. Are other mobile devices (e.g. tablets) capable of receiving wireless alerts?

Wireless service providers are required to distribute wireless emergency alerts to compatible smartphones that can access LTE cellular networks. Additional wireless devices such as tablets and smartwatches may be capable to receive some form of the message. However, it will not necessarily be received on the device in the Alert Ready format.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

For information on compatible wireless devices offered by your wireless service provider, visit the Alberta section of AlertReady.ca.

6. Will wireless alerts interrupt or end a voice-call or another activity in progress?

Wireless alerts will not end or terminate a voice call or data session in progress.

If you are on a voice-call when the wireless alert is received, you will be made aware of the alert by a notification tone (similar to call waiting). When your call ends, the alert will be displayed on your wireless device.

If you are on a data session, your session will continue, but it may be briefly interrupted by the alert appearing on your wireless device screen.

7. Will I receive a wireless alert if my device is off or set to silent?

A compatible wireless device that is turned off will not display an alert. If the alert is still active when the wireless device is powered on and the user is still in the alert area, the wireless device will then display the alert.

A compatible wireless device that is set to silent will display an alert, but you might not hear the alert sound. The emergency alert sound will usually play at whatever the current volume setting is on the wireless device, so if your wireless device is set to silent, no sound will accompany the emergency alert message. In some instances the alert sound may override your user settings.

8. If my wireless device is off for an extended period of time, will the wireless alert appear once I turn my phone back on?

If the wireless alert is still active when the compatible device is turned back on and you are within the alert area, the wireless alert will be displayed. If the alert is no longer active or if you have travelled outside of the alert area, it will not be displayed.

9. Will I receive a wireless alert if my phone is connected to Wi-Fi?

If the compatible wireless device can still communicate with the LTE cellular network while on Wi-Fi, it will receive wireless alerts. If the wireless device is not within reach of the LTE cellular network or is set to Wi-Fi only, it will not receive an alert.

10. What should I do if I receive a test alert on my wireless device?

Test alert messages will be identified as such. Test alerts are intended to test the functionality of the system and inform consumers of wireless alerts. Test alerts do not require the consumer to take steps to secure their safety.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

You may be required to acknowledge receipt of the wireless alert in order to allow for your wireless device to resume normal functioning. In the event that you cannot acknowledge the alert, the alert sound and vibration will continue for eight seconds. Depending on your specific wireless device, additional reminders may occur.

11. What should I do if I receive an alert on my wireless device?

Upon receiving the wireless alert, it is important to take action safely. Stop what you are doing when it is safe to do so and read the alert. The alert will include information from government officials on the action you need to take. This could include but is not limited to: limit unnecessary travel, evacuate the areas, seek shelter, etc.

12. What should I do if I receive an alert on my wireless device while driving?

It is important to take action safely, especially if the alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the wireless alert.

13. If I don't have unlimited texting or data within my mobile plan, will I be charged if I receive an emergency alert on my wireless device?

Wireless alerts are sent on a specific cellular channel that is separate from normal text and data traffic. While the alerts may look like text messages, they are not text messages and are not billed like text messages.

Wireless alerts do not require the phone numbers of cell phones, so there is no ability to identify or bill for the messages that are received.

14. Can I opt out of receiving emergency alerts on my wireless device?

No. Emergency alerts received on your compatible wireless device are relevant to you and require immediate attention. Emergency alerts are targeted, so if an alert reaches your device, you are in an area where there is immediate danger.

Government of Canada regulations require that all compatible wireless devices receive all relevant alerts.

15. Will I receive alerts on my wireless device if I'm travelling to or from another province or jurisdiction within Canada?

Yes. Wireless alerts are issued to a defined geographic area so that only people in the defined area will receive the alerts. If you are travelling and happen to be in another province when an

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

alert is issued, your compatible wireless device will receive the alert within seconds of being issued, provided your phone is powered on and connected to the LTE cellular network.

16. Will I receive alerts on my wireless device relevant to where I live while I am travelling away from home?

No. If you are travelling, you will only receive alerts that occur where you are.

Canadians can keep track of emergency alerts occurring in specific areas through the Alberta Emergency Alert app and www.emergencyalert.alberta.ca.

17. Will I still receive alerts if wireless device towers are affected by the situation?

Alerts are broadcast from cellular towers and antennas within the area specified by the alert issuer. If you are in an affected area but your wireless device is unable to connect to any towers/antennas because of the situation, you will not receive the alert on your wireless device. However, you will still receive emergency alerts through the Alberta Emergency Alert App. So make sure you download the app on your phone.

18. Will alerts sent to my wireless device be used to gather data about me?

No. Wireless alerts are sent using Cell Broadcast distribution. Cell Broadcast can only transmit information to your wireless device like a radio or TV. This means that no data is being gathered about you, your wireless device or your location when wireless alerts are sent out.

Alberta Emergency Alert App

19. What is the difference between the Alberta Emergency Alert app and the new wireless alert?

Only the most serious alerts will be sent out using the new wireless alerting system. Other alerts that provide information on developing emergencies or serious alerts from other areas will be delivered to you via the Alberta Emergency Alert app, social media and the [Alberta Emergency Alert](http://www.albertaemergencyalert.ca) website. The wireless alert message will only contain basic information, and maps and more details will be available from the app and website.

20. Will I receive wireless alerts, if I have the Alberta Emergency Alert app on my smart phone?

The wireless alert messages will be delivered to your wireless device only if you are in the impacted area. Depending on your preference, the Alberta Emergency Alert app could receive alerts for the entire province.

WIRELESS PUBLIC ALERTING – ALBERTA

FAQs

21. Can I remove the Alberta Emergency Alert app from my phone now that wireless alerts are being sent to me?

This is not recommended. The app and wireless alert message are complementary with the wireless alert being a short message and the app providing more detail and a map.

22. Will the alert go off on my smartphone twice if I have the Alberta Emergency Alert app and receive a wireless alert message?

Yes. You will receive two alerts. However, we are working to blend the two systems so that only one alarm is sounded for the alert.