



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, MAY 28, 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 – May 14, 2024
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Town’s appointed Assessor, Mr. Mike Krim, representing Tanmar Consulting Inc.
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Financial Statement Reports to March 31, 2024
  - (b) Appointment of the Director of Emergency Management

8. Reports
  - (a) Council Reports
9. Minutes
  - (a) There are no Minutes
10. Bylaw
  - (a) There are no Bylaws
11. Correspondence Item
  - (a) Letter from Barrhead & District Twinning Community – dated May 21, 2024
12. For the Good of Council
13. Tabled Items
14. Closed Session
  - (a) Land- Pursuant to Section 16 of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, MAY 14, 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: Ed LeBlanc, CAO and Cheryl Callihoo, Director of Development & Legislative Services

**OTHERS:** Barry Kerton, Barrhead Leader

**ABSENT**

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

157-24

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

- 14(a) – Closed Session – Land
- 14(b) – Closed Session – Personnel

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of April 23, 2024, were reviewed.

158-24

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of April 23, 2024 be approved as amended.

- Amend “For the Good of Council” – from “Community Calendar to “Barrhead Resource Guide”.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Cpl. Filipe Vicente of the RCMP at 5:32 p.m.

Cpl. Filipe Vicente of the RCMP discussed with Council the community’s quarterly Crime Statistic Report and updated Council on the new members and the new incident reporting program they are a part of.

**EXITED**

Mayor McKenzie and Council thanked Constable Filipe Vicente of the RCMP for his presentation and he exited the Chambers at 5:58 p.m.

159-24

Moved by Cr. Assaf that Council accepts Cpl. Filipe Vicente’s presentation on the Barrhead Provincial Detachment Crime Statistics Report from January 1<sup>st</sup> to March 31<sup>st</sup>, 2020-2024, as information.

CARRIED UNANIMOUSLY

**PROPOSED POLICY 12-030 –  
DECORATIVE CROSSWALK POLICY**

For Council to review and consider the approval of Policy 12-030 – Decorative Crosswalk Policy, was received.

160-24

Moved by Cr. Klumph that Council approves Policy 12-030 – Decorative Crosswalk Policy, as presented.

CARRIED UNANIMOUSLY

**PROCLAMATION – NATIONAL  
POLICE WEEK MAY 13-18, 2024**

For Council to consider proclaiming the week of May 13-18, 2024 as National Police Week, was received.

161-24 Moved by Cr. Sawatzky that Council proclaims May 13-18, 2024 as National Police Week.

CARRIED UNANIMOUSLY

162-24 Moved by Cr. Sawatzky that Council amends Policy 12-013, Declaration and Proclamation, to include National Police Week for the month of May.

CARRIED UNANIMOUSLY

**BANK  
STATEMENT**

The Monthly Bank Statement for the month ended April 30, 2024, was received.

163-24 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended April 30, 2024, as presented.

CARRIED UNANIMOUSLY

**BILL 20 – MUNICIPAL AFFAIRS  
STATUES AMENDMENT ACT**

For Council to review Alberta Municipalities' position on Bill 20 and the potential steps the Town could take.

164-24 Moved by Cr. Assaf that Council instruct Administration to prepare a letter to:

- Ms. Danielle Smith, Premier
- Mr. Ric McIver, Minister of Municipal Affairs
- Mr. Glenn van Dijken, MLA
- *Alberta Municipalities*

CARRIED UNANIMOUSLY

**REQUEST FOR PAINTING  
DECORATIVE CROSSWALKS**

For Council to entertain a request to allow two intersection crosswalks painted in colours representing the Disability Pride month and the Barrhead Legion Veterans, was received.

165-24 Moved by Cr. Klumph that with the approval of Policy 12-030 – Decorative Crosswalk Policy during the May 14<sup>th</sup>, 2024 Council Meeting, Council defers the request from the Accessibility Coalition and the Barrhead Legion to Administration to process.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of May 14, 2024, were reviewed:

- Agricultural Society
- Twinning Committee
- CAO's Report for month ending March 31, 2024
- CAO's Report for month ending April 30, 2024
- Council Action List to April 23, 2024

166-24 Moved by Cr. Sawatzky that the following Reports to Council as of May 14, 2024, be accepted as information and as presented:

- Agricultural Society
- Twinning Committee

CARRIED UNANIMOUSLY

167-24 Moved by Cr. Klumph that the CAO's Report for months ending March 31, 2024 and April 30, 2024 be accepted as information.

CARRIED UNANIMOUSLY

168-24 Moved by Cr. Klumph that the Council Action List to April 23, 2024 be accepted as information.

CARRIED UNANIMOUSLY

### **MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – March 28, 2024
- Barrhead & District Family and Community Support Services – Special Board Meeting – April 4, 2024
- Barrhead & District Family and Community Support Services – Annual General Meeting – April 20, 2024

169-24 Moved by Cr. Kluin that the Minutes of the Barrhead & District Family and Community Support Services dated March 28, 2024 be accepted as information and as presented.

CARRIED UNANIMOUSLY

170-24 Moved by Cr. Kluin that the Minutes of the Barrhead & District Family and Community Support Services – Special Board Meeting dated April 4, 2024 be accepted as information and as presented.

CARRIED UNANIMOUSLY

171-24 Moved by Cr. Kluin that the Minutes of the Barrhead & District Family and Community Support Services – Annual General Meeting dated April 20, 2024 be accepted as information and as presented.

CARRIED UNANIMOUSLY

### **CORRESPONDENCE ITEMS**

The following correspondence items were reviewed:

Email from Yellowhead Regional Library dated April 8, 2024 and a report outlining the Library's 2023 Annual Report.

172-24 Moved by Cr. Smith that Council receive the email from Yellowhead Regional Library dated April 8, 2024 and a report providing the Town with the Library's 2023 Annual Report, as information.

CARRIED UNANIMOUSLY

Email from the Canadian Fallen Heroes Foundation dated April 17, 2024 requesting that the Town purchase the memorial plaques of the men and women of Barrhead who gave their lives for us in wartime.

- 173-24 Moved by Cr. Assaf that Council receive the email from the Canadian Fallen Heroes Foundation dated April 17, 2024 requesting the Town purchase the memorial plaques of the men and women of Barrhead who gave their lives for us in wartime, as information and instruct Administration to report back to Council with further information, at a future Council Meeting.

CARRIED UNANIMOUSLY

Letter from Barrhead & District Family and Community Support Services Society dated April 23, 2024 requesting that the Town grant the use of the Dr. Godberson multi-purpose Room, the Pool Lobby, the outdoor rink and the indoor Arena (in the event of poor weather) without incurring any rental fees for the upcoming Barrhead Seniors Expo.

- 174-24 Moved by Cr. Kluin that Council confirms the rental rates be in accordance with Policy 72-002 – Recreation Facility Rentals & Rates Policy for the Barrhead Seniors Expo

CARRIED UNANIMOUSLY

- 175-24 Moved by Cr. Kluin that Council provides an operating grant of \$153.05 to the Barrhead & District Family and Community Support Services Society for the upcoming Barrhead Seniors Expo and should the Agrena be used for the event, Administration is to report back to Council for further consideration.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Klumph commended the Town's Public Works Department on a successful Annual Cleanup event. Cr. Klumph also noted that the Grizzly Trail Motors is celebrating their 20<sup>th</sup> Anniversary.

Cr. Kluin congratulated the local artists who hosted the recent event at the Roxy Theatre.

**CLOSED SESSION – LAND  
FOIP ACT SECTION 16**

- 176-24 Moved by Cr. Assaf that Council go in closed session at 6:29 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

- 177-24 Moved by Cr. Smith that the Council come out of closed session at 6:32 p.m.

CARRIED UNANIMOUSLY

**RECESSED**

- 178-24 Moved by Cr. Assaf to recess the meeting at 6:32 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

179-24 Moved by Cr. Smith to reconvene the meeting at 6:53 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – PERSONNEL  
FOIP ACT SECTION 16**

180-24 Moved by Cr. Assaf that Council go in closed session at 6:53 p.m.

CARRIED UNANIMOUSLY

**EXITED** Cheryl Callihoo, Director of Development & Legislative Services exited the Chambers at 7:10 p.m.

**OUT OF CLOSED SESSION**

181-24 Moved by Cr. Klumph that the Council come out of closed session at 7:30 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

182-24 Moved by Cr. Smith that the Council Meeting be adjourned at 7:30 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** May 28, 2024

**Re:** 5:30 p.m. Delegation – Town’s appointed Assessor, Mr. Mike Krim.

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**1.0 PURPOSE:**

To review and discuss the assessment process with the Town’s appointed Assessor.

**2.0 BACKGROUND AND DISCUSSION:**

Administration was approached by the Town’s appointed Assessor offering to make a presentation to Council to review the general practice and process of assessing properties.

**3.0 ALTERNATIVES:**

3.1 Council accepts the Town’s appointed Assessor, Mr. Mike Krim’s presentation on the general assessment process, as information.

3.2 Council tables the Town’s appointed Assessor, Mr. Mike Krim’s presentation on the general assessment process and request further information from Mr. Krim to be presented at a future 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:**

Limited

**8.0 ATTACHMENTS:**

8.1 - PowerPoint Presentation

**9.0 RECOMMENDATION:**

Council accepts the Town's appointed Assessor, Mr. Mike Krim's presentation on the general assessment process, as information.

Edward LeBlanc  
CAO



# Town of Barrhead

Assessment Presentation

May 28, 2024

Presenter:

Mike Krim, Tanmar Consulting Inc.

# Assessment vs Taxation

- Assessment
  - Assigning a dollar value to a property for taxation
    - Value can either be market value or a regulated value
- Taxation
  - Applying a tax rate to an assessment value to determine the property taxes payable
    - Taxation is the primary source of revenue for a municipality
- Although one impacts the other, assessment and taxation are 2 distinct and independent processes

# Who governs assessment?

- Alberta Municipal Affairs
  - They provide all of the legislation regarding property assessment and taxation in Alberta
    - Municipal Government Act
    - Matters Relating to Assessment and Taxation Regulation
    - Matters Relating to Assessment Complaints Regulation
- Municipal Affairs also provides the oversight of the assessment through yearly audits
  - Ensures rules and regulations are followed
  - Ensures fairness and equity in the assessments

# Valuation Standards

- There are 2 valuation standards in Alberta
  - 1. Market Value Standard
    - Used for the majority of properties
    - Considered the most fair and equitable method
    - Most taxpayers can relate to the value of their property
    - Easy for assessors to work with
  - 2. Regulated Procedure Standard
    - Used for certain properties that are difficult to assess using market value (rates are provided by Municipal Affairs)
      - Farmland
      - Machinery and Equipment
      - Designated Industrial Property (assessed by Provincial Assessor)
        - Including Linear (wells, pipelines, electric transmission, cable)
        - Properties regulated by the AER, NUB, or AUC

# Market Value Standard

- Market Value Defined:
  - ‘Market Value’ is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market
- Key Characteristics
  - It is the most probable price, not the highest, lowest, or average price
  - It assumes a willing buyer and a willing seller, with no advantage being taken by either party
  - It assumes a transaction between unrelated parties in the open market

# Market Value Standard (continued)

- Assessments and Sales prices
  - It is sometimes assumed that an assessment should equal a recent sale price. This is an incorrect assumption.
    - The sale might not have occurred in the assessment year or the date on which the property was valued
    - The buyer or seller may have been unduly motivated
    - The sale may have involved a trade, personal property, etc.
  - A sale price is a historical fact. It is an amount that was agreed upon by both the purchaser and seller surrounding a specific sale. Assessors gather information on ranges of sales prices as part of the process for assessing property

# Preparing Assessments

- Property that is assessable
  - A parcel of land
  - An improvement (ie: a building)
  - A parcel of land and the improvements to it
- Assessors use ‘Mass Appraisal’
  - This is the process of valuing large groups of properties as of a given date, using common data, mathematical models, and statistical tests
  - The focus is on the larger group, not on a specific property



# Preparing Assessments (continued)

- Data Collection
  - Assessors collect data through site inspections, blueprints, written request, etc
- Data Elements
  - Residential properties
    - Land area, building size, location, # of bathrooms, age, basement finish, fireplaces, renovations, etc
  - Non-Residential properties
    - Land area, building size, location, age, fencing, paving, etc
    - Income data

# Preparing Assessments (continued)

- How often is property assessed?
  - All properties are adjusted yearly for changes in market value or for changes to the regulated rates (ie: machinery and equipment assessments)
  - 20% of properties are inspected annually (to identify renovations, additions and deletions, etc) – use of RFI (request for information) becoming more popular for gathering data
  - New construction is inspected as it is built and monitored until completion

# Assessment Classes

- All properties are assigned an assessment class according to their use
  - Class 1 – Residential
    - Can be divided into subclasses
  - Class 2 – Non Residential
    - Can be divided into subclasses
  - Class 3 – Farmland
  - Class 4 – Machinery & Equipment
- The assessment class determines the tax rate that will be applied to each property

# Property owner rights

- Right to assessment information
  - Through direct contact with the assessors
  - Through Tanmar Consulting Website ([tanmarconsulting.com](http://tanmarconsulting.com))
  - Through Town of Barrhead
- Right to make a complaint against the assessment
  - Following steps are recommended to the owner
    - Compare assessment with other similar property
    - Talk to the assessor – issues can often be resolved in this fashion
    - If still not satisfied, fill out a complaint form (available at the Town office) and pay the appropriate fee
    - Prepare for and attend an Assessment Review Board (ARB) hearing.

# Assessment Review Boards

- Quasi-judicial administrative board
  - Created, empowered and staffed according to the legislation laid out in the Municipal Government Act
  - Like a court – the Board can order something to be done, such as a change to the assessment of a property
- 3 Boards
  - LARB – Local Assessment Review Board (for residential)
  - CARB – Composite Assessment Review Board (for non-residential)
  - LPRT – Land & Property Rights Tribunal (for DI properties)

# Property Taxes

- A property's share of taxes will change each year for a combination of 2 reasons
  - There is a change in the annual budget requirements (municipal and/or school)
  - A particular property assessment changed more or less than the average

# The Primary Goal

- A level of market value, and fair process, across all properties....not a pin-pointed single appraised value
- If everyone's assessment value is calculated using the same uniform methods and techniques, while using sales within the municipality as a benchmark....then a level of market value will be achieved and the tax distribution should be fair and equitable

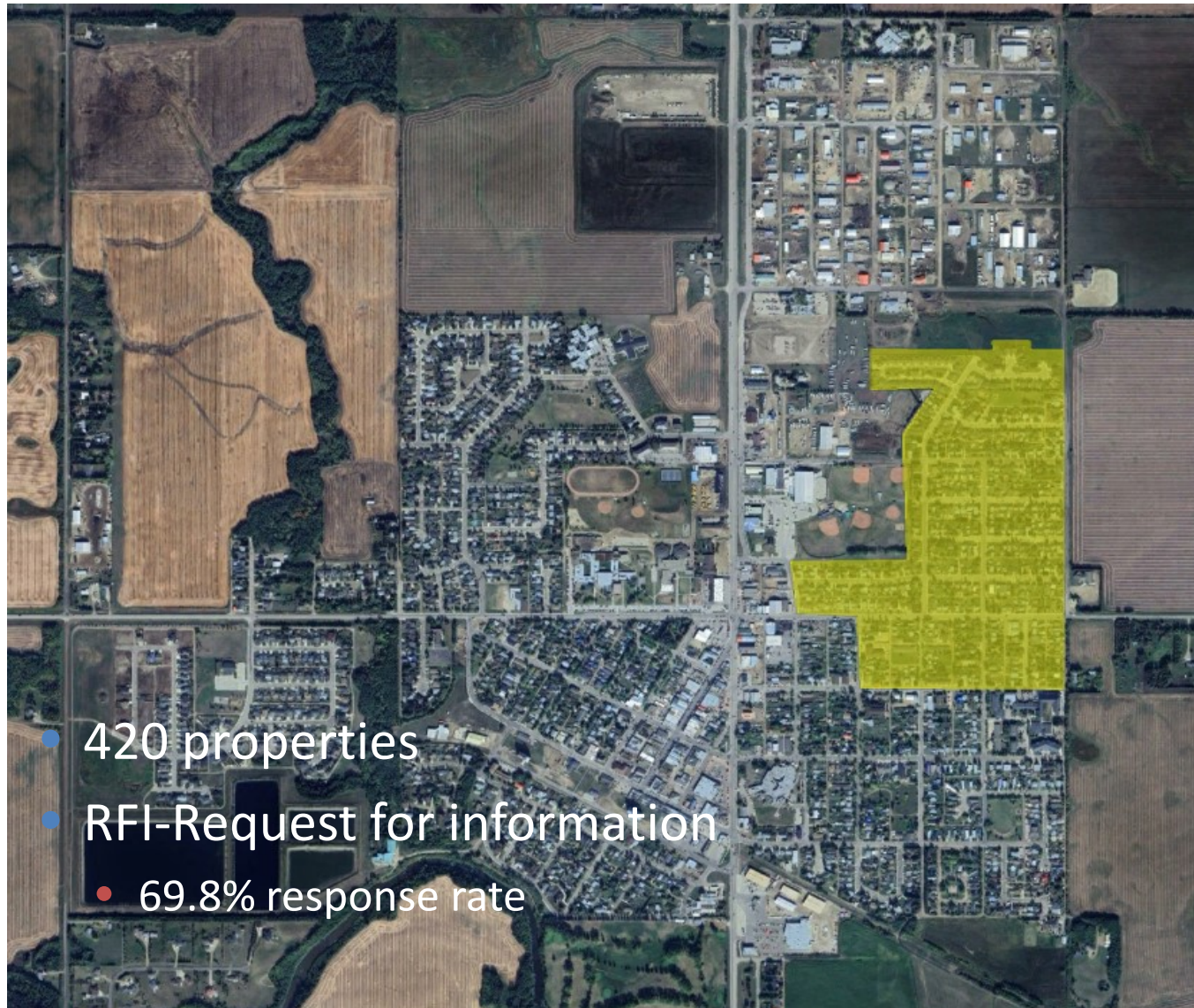
# Barrhead Assessment Overview



# Important Dates

- Valuation Date
  - July 1, 2023 – all properties using the ‘market value standard’ are assessed as of this date
- Condition Date
  - December 31, 2023 – all properties must reflect their physical condition as of Dec. 31, 2023

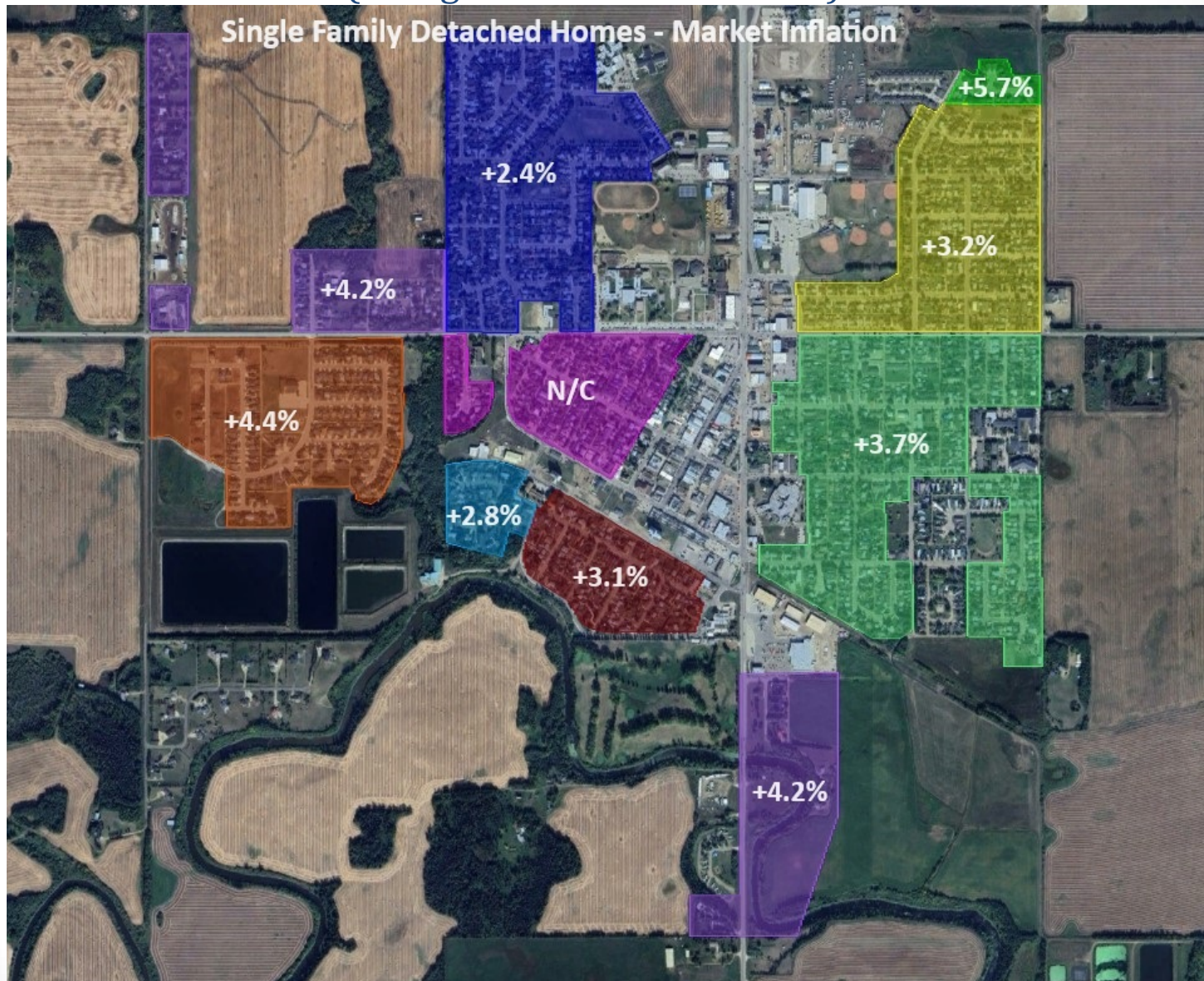
# 2023 Assessment Review Area



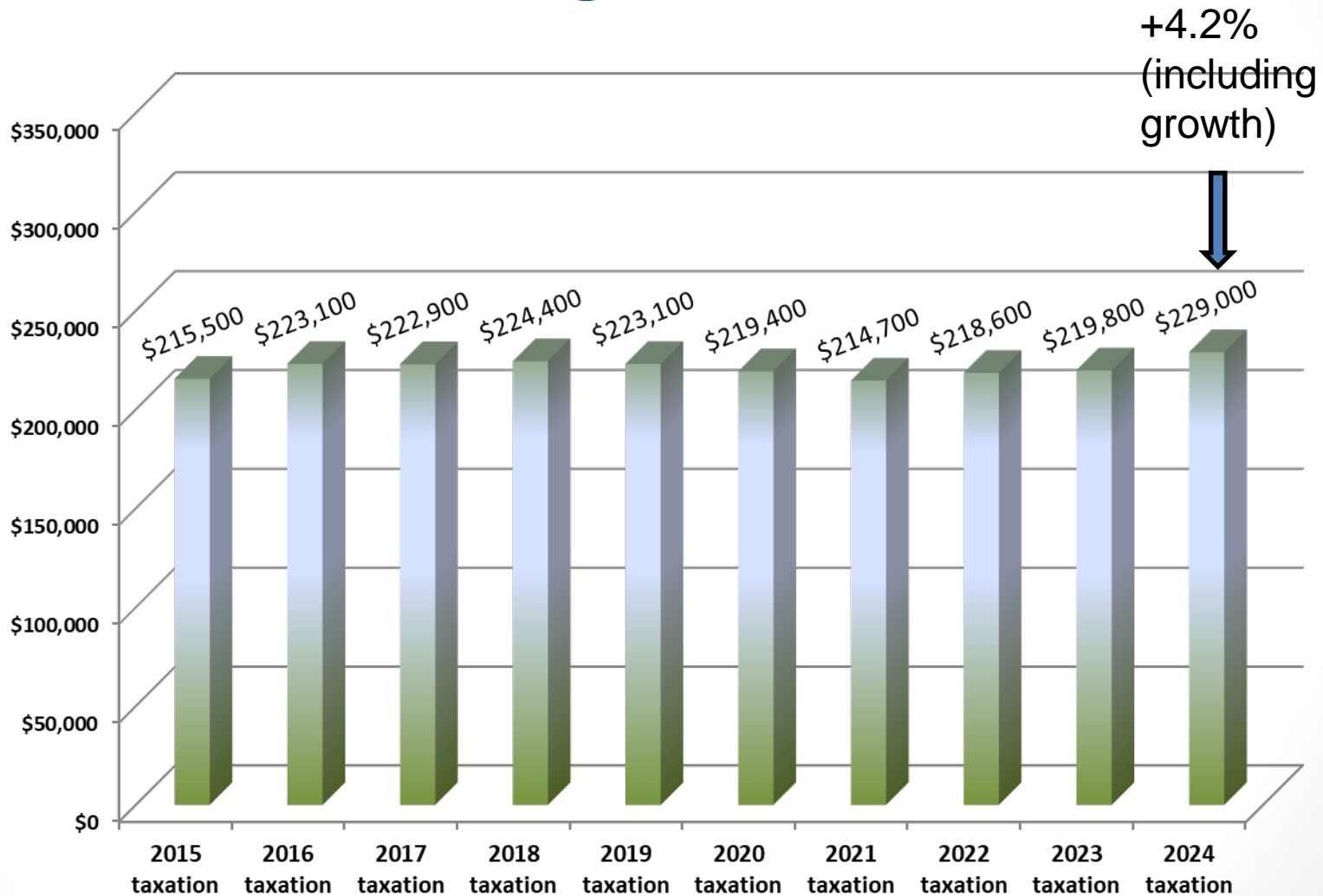
- 420 properties
- RFI-Request for information
  - 69.8% response rate

# Change by neighborhood

(average market inflation +3.2%)



# Average Single Family Dwelling Assessment



# \$229,000...what it looks like



- 1974 bungalow (1077sf)
- Some basement finish
- Interior & Exterior renos
- Detached garage



- 2015 bungalow with no basement (1260sf)
- Original
- No garage

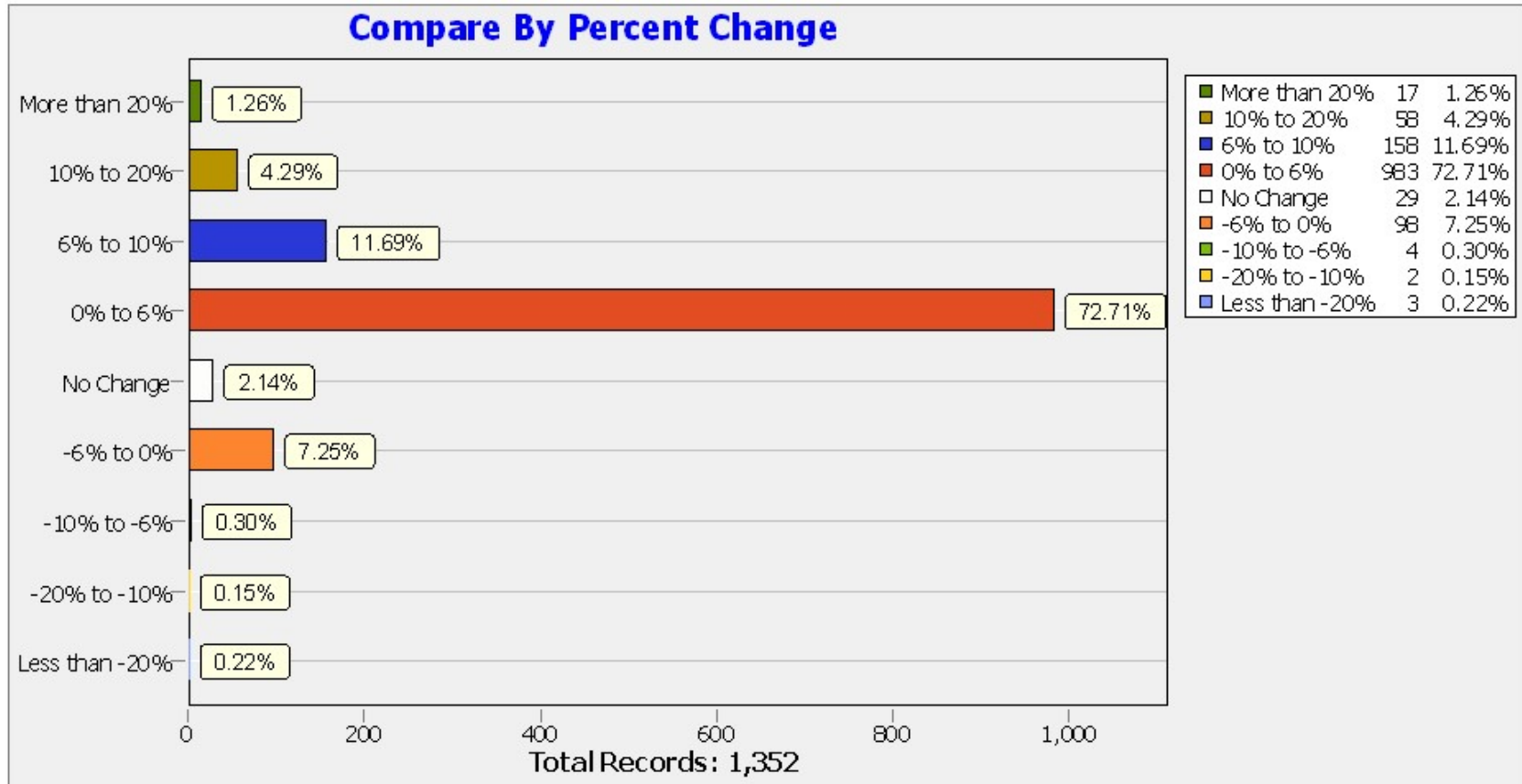


- 1985 2-storey (1414sf)
- Finished basement
- Interior & exterior renos
- Attached garage



- 1975 bungalow (1464sf)
- Finished basement
- Minimal renovations
- Attached garage

# Single Family - Overall



72.71% of single family dwellings changed between 0% to +6%

# Other Municipalities

## • Slave Lake

- Single Family (+3.9%)
- Average SFD \$332,700

## • Swan Hills

- Single Family (+5.0%)
- Average SFD \$101,500

## • Whitecourt

- Single Family (+1.2%)
- Average SFD \$333,300

## • Athabasca

- Single Family (+2.0%)
- Average SFD \$255,400

## • Westlock

- Single Family (3.9%)
- Average SFD \$226,800

## • Redwater

- Single Family (+1.8%)
- Average SFD \$212,600

# Other Residential Market Changes

- Multi-family

- Apartments (+4.3%)
- Foupex (+3.9%)
- Duplex (+4.4%)



- Condominiums

- Row condos (+3.0%)
- Apartment condos (+2.9%)
- Brookside Village (+5.1%)





# Non-Residential

- Commercial

- Average change (-2.1%)



- Industrial

- Average change (-1.5%)



# Assessment Growth

- Residential

- 1 new single family dwelling
- Update to a 2022 built single family dwelling
- 5 manufactured homes
- Growth due to renovations



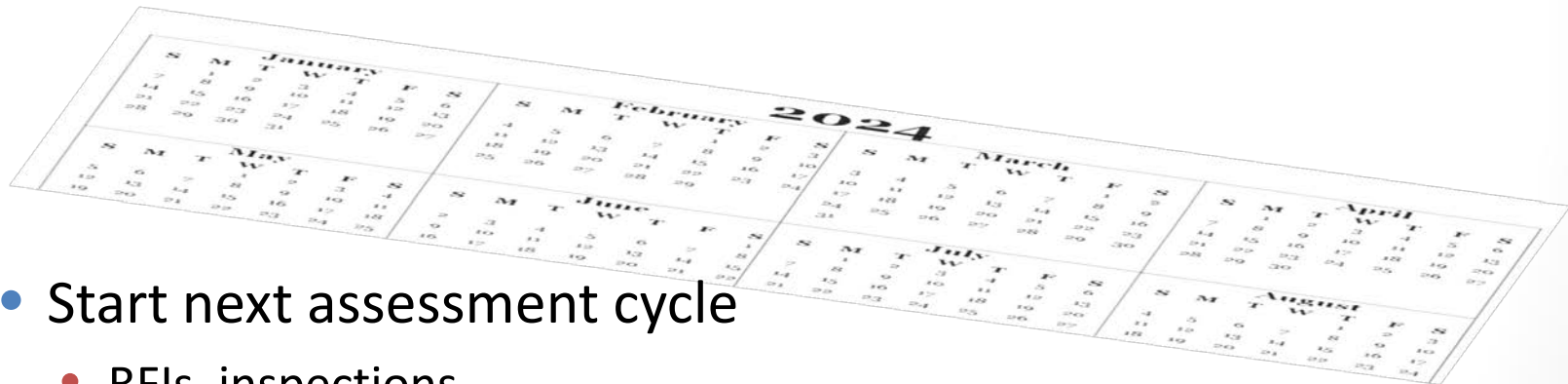
# Assessment Growth (Cont'd)

- Commercial/Industrial
  - Home Hardware
  - Nutrien
  - Small industrial shop
  - New commercial lot (for McDonalds Restaurant)



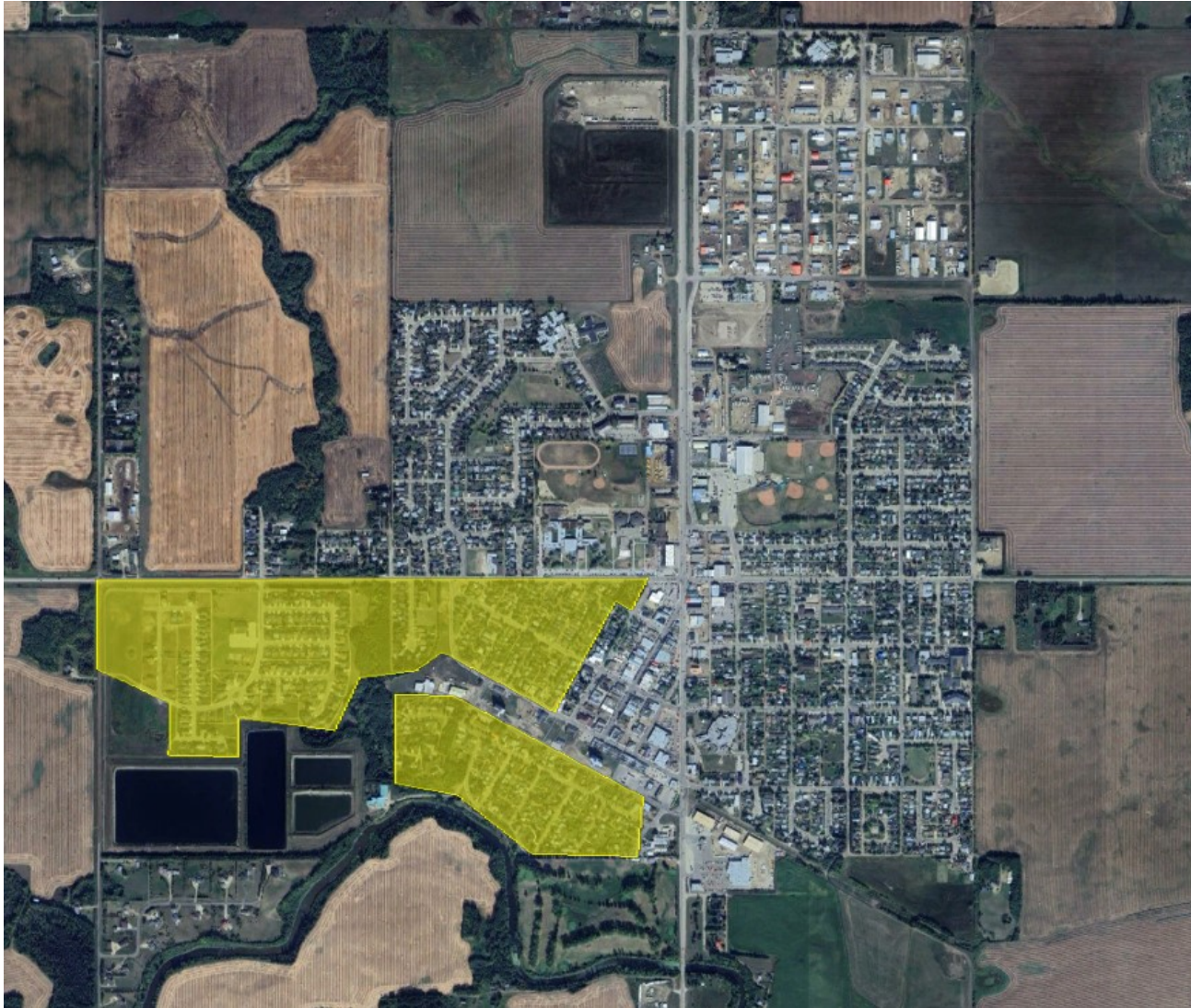
# What's Next?

- Assessment notices have been mailed
  - Fielding inquiries
  - Re-assessments as required
  - ARB (Assessment Review Board) if required



- Start next assessment cycle
  - RFIs, inspections

# 2024 Assessment Review Area



# Additional Information

- Website Links
  - “Guide to Property Assessment and Taxation in Alberta”
    - Available at [open.alberta.ca/publications/isbn-9781460137079](https://open.alberta.ca/publications/isbn-9781460137079)
  - Tanmar Consulting Inc.
    - [www.tanmarconsulting.com](http://www.tanmarconsulting.com)
  - Capital Region Assessment Services Commission
    - [www.crasc.ca](http://www.crasc.ca)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** May 28, 2024

**Re:** Financial Statement Reports to March 31, 2024

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**1.0 PURPOSE:**

For Council to approve the Financial Statement Report to March 31, 2024, as presented.

**2.0 BACKGROUND AND DISCUSSION:**

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

**3.0 ALTERNATIVES:**

3.1 Council receives the Financial Statement Reports to March 31, 2024, as information.

3.2 Council instructs Administration to provide additional information to the Financial Statement Report to March 31, 2024, and report back to the next Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Financial Statement Report to March 31, 2024

8.2 Operating Financial Statement by Department for the three months ending March 31, 2024

8.3 Operating Financial Statement by Category for the three months ending March 31, 2024

8.4 Net Municipal Requirements – Operating for the three months ending March 31, 2024

8.5 Assets & Liabilities for the three months ending March 31, 2024

8.6 Capital Financial Statement by Department for the three months ending March 31, 2024

8.7 Capital Financial Statement by Department for the three months ending March 31, 2024

**9.0 RECOMMENDATION:**

Council receives the Financial Statement Reports to March 31, 2024, as information.

(original signed by the CAO)  
Edward LeBlanc  
CAO





## TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO MARCH 31, 2024

Council approved the 2024 Operating and Capital Budgets on January 9, 2024. During the budget process Council reviewed all budget line items, set priorities, and established the municipal property tax rates for 2024. The Operating Budget was approved at \$ 16.3 million and Capital Budget at \$5.9 million. To continue providing the same level of services and programs for the residents of the Town, Council increased the Municipal portion of the property tax rates for both residential and non-residential properties by 2%.

On March 31<sup>st</sup> actuals would typically be at approximately 25% levels, however total property tax revenues are accounted for when levied in May, and entries for transfers to capital for projects and reserves are done at year end.

The March 31, 2024, Financial Statements indicate that all departments are doing very well with the various budget items.

A summary of the Operating and Capital Budgets on March 31, 2024 follows.

### A. **OPERATING FINANCIAL STATEMENT BY DEPARTMENT** (See Attached A-1, A-2)

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

On average most of the revenues by department are currently less than 25%, with an overall total of 11.39% of the 2024 budgeted revenues. It should be noted that only one utility billing has been processed in this report, which affects the revenues for Water, Sewer and Trade Waste. Bowling Alley Revenues on Line 38 are at 94% of budget due to the invoice for their annual insurance already being processed. All Transfers from Operating Reserves are completed at Year End.

As this report is for the first quarter of 2024, tax revenue on Line 7 is not calculated yet. These revenues will be displayed as of the levy date of May 1, 2024 and will therefore be included in the next Financial Statements for quarter two.

Expenses are on par with where we would expect them to be in the first quarter, for an overall total of 25.42% of the 2024 budgeted expenses. Some expenses are already paid in full for the entire year, such as insurance and RCMP Contracted Services.

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

**B. OPERATING FINANCIAL STATEMENT BY CATEGORY** (See Attached B-1)

The Operating Financial Statement by Category provides the same information as in (A-1, A-2) but is summarized by the various categories (Taxes, Sales of Goods & Services, Grants, Salaries, Contracted Services, Equipment Maintenance, Insurance, Utilities, etc.), with total operating revenues followed by total operating expenses.

Upon a review of this operating report on March 31, 2024, many of the revenue categories are close to 25%, keeping in mind that the taxes are recorded when levied in May. Grants are generally received later in the year, and Transfers from Operating Reserves are completed at year end.

For the expense section, many expenses are close to the 25% mark. Some items are paid for early in the year so they will be at a higher %, such as insurance (line 41).

As noted, the Contribution to Capital of \$ 1,099,540, as listed on line 48 of the report, is done at the end of the year so it will be 0% at this time.

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

**C. NET MUNICIPAL REQUIREMENTS – OPERATING** (See Attached C-1)

The Net Municipal Requirements – Operating provides similar information as in Sections A and B; however, it provides more specific details for each department. Column A (Net Municipal Financial Requirement) indicates the Net Operating Surplus/Deficit on March 31, 2024, for each Department. Column B (2024 Budget) is the Net Budget required for the full year (Revenues less Expenses), while Columns C and D are the Variance columns.

As most of the Net Municipal Financial Requirements are at close to 25% of the total 2024 budget, this report indicates that most departments are on track to stay within their allocated budgets in 2024.

As previously noted, entries for contributions to capital and reserves are completed at year end.

**D. ASSETS & LIABILITIES** (See Attached D-1)

The Assets report lists the Cash & Investments of \$ 6.8 million (line 7) as of March 31, 2024. A portion of these funds will be utilized during the year for operations and for capital projects that have been undertaken in 2024.

The Taxes Receivable of -\$421,548 (line 8) lists the actual amount of 2024 taxes that were pre-paid at the end of March. When levies are calculated in May, it will be reflected in this number.

The Receivables of \$ 1.2 million (line 9) is the amount owing for any outstanding Utility bills, invoicing for Landfill fees, bulk water, licenses, and GST to be recovered from the government.

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

The Pool debenture of \$3.8 million (line 32) is the total on December 31, 2023, with the 2024 payment amounts to be applied at the end of the year.

E. **CAPITAL FINANCIAL STATEMENT BY DEPARTMENT** (See Attached E-1)

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

Most Capital Revenues will come from reserves, grants, or contributions from operating. The entries for most of these will be completed at the 2024 year-end, so it is not unusual for many of these revenues to be at 0% on this report.

The Capital Expenditures show the expenses to March 31, 2024. Several of the capital projects are in progress and will be completed in 2024 or a few could be forwarded to 2025 after tenders have been reviewed or capital grant funding for the project has been approved.


F. **CAPITAL FINANCIAL STATEMENT BY CATEGORY** (See Attached F-1)


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

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

	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Operating Financial Statement by DEPARTMENT				
3	For the Three Months Ending March 31, 2024				
4		Mar	2024		
5		2024	Budget	Variance	Variance %
6	<b>REVENUES</b>				
7	Taxes		-7,154,520	-7,154,520.00	0.00%
8	Franchise, Interest, Tax Penalties	-416,657.03	-1,328,000	-911,342.97	31.37%
9	Council	-1,661.64	-4,500	-2,838.36	36.93%
10	Administration	-39,567.30	-123,200	-83,632.70	32.12%
11	RCMP	-5,500.00	-45,300	-39,800.00	12.14%
12	Fire	-226,437.11	-997,970	-771,532.89	22.69%
13	ERC	-7,020.00	-28,080	-21,060.00	25.00%
14	Town Fire/Town ERC		-1,000	-1,000.00	0.00%
15	Disaster Services		-50	-50.00	0.00%
16	Enforcement Services	-13,069.81	-45,850	-32,780.19	28.51%
17	Safety		-6,900	-6,900.00	0.00%
18	Public Health		-11,940	-11,940.00	0.00%
19	Common Services	-6,018.10	-25,250	-19,231.90	23.83%
20	Roads		-202,920	-202,920.00	0.00%
21	Water	-499,061.66	-3,078,460	-2,579,398.34	16.21%
22	Sewer	-102,460.21	-688,550	-586,089.79	14.88%
23	Trade Waste	-39,807.60	-240,870	-201,062.40	16.53%
24	Landfill	-65,643.85	-328,930	-263,286.15	19.96%
25	Recycle	-39,902.61	-235,090	-195,187.39	16.97%
26	New Landfill		-5,050	-5,050.00	0.00%
27	FCSS	-101,691.51	-406,770	-305,078.49	25.00%
28	Cemetery	-2,900.00	-37,900	-35,000.00	7.65%
29	Development	-4,393.62	-38,600	-34,206.38	11.38%
30	Communications		-10,000	-10,000.00	0.00%
31	Subdivision	-116,623.40		116,623.40	0.00%
32	Recreation Administration	-3,726.23	-63,800	-60,073.77	5.84%
33	Arena	-79,949.96	-402,910	-322,960.04	19.84%
34	Pool	-81,735.26	-489,050	-407,314.74	16.71%
35	Parks		-191,520	-191,520.00	0.00%
36	Sportsground		-8,000	-8,000.00	0.00%
37	Rotary Park		-20,000	-20,000.00	0.00%
38	Bowling Alley	-3,807.10	-4,050	-242.90	94.00%
39	Curling		-13,930	-13,930.00	0.00%
40	Walking Trail		-10,000	-10,000.00	0.00%
41	Tourism		-8,000	-8,000.00	0.00%
42	Twinning		-4,900	-4,900.00	0.00%
43	Contingency/General		-43,370	-43,370.00	0.00%
44	<b>Total Revenue</b>	<b>-1,857,634.00</b>	<b>-16,305,230</b>	<b>-14,447,596.00</b>	<b>11.39%</b>
45					
46	<b>EXPENSES</b>				
47	Mayor	14,910.67	62,760	47,849.33	23.76%
48	Council	70,673.08	265,090	194,416.92	26.66%
49	Administration	292,117.84	1,023,430	731,312.16	28.54%
50	Computer	44,217.88	90,450	46,232.12	48.89%
51	RCMP	273,128.11	311,430	38,301.89	87.70%
52	Fire	276,668.92	997,970	721,301.08	27.72%
53	ERC	18,795.24	56,160	37,364.76	33.47%
54	Town Fire/Town ERC	96,516.48	389,700	293,183.52	24.77%
55	Disaster Services		1,500	1,500.00	0.00%
56	Enforcement Services	42,586.54	165,400	122,813.46	25.75%
57	Safety	23,996.65	80,050	56,053.35	29.98%

	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Operating Financial Statement by <b>DEPARTMENT</b>				
3	For the Three Months Ending March 31, 2024				
4		<b>Mar</b>	<b>2024</b>		
5		<b>2024</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance %</b>
58	Public Health	30.80	11,940	11,909.20	0.26%
59	Common Services	135,989.33	598,390	462,400.67	22.73%
60	Roads	210,416.90	1,447,730	1,237,313.10	14.53%
61	Airport	4,330.00	17,320	12,990.00	25.00%
62	Storm Sewer	8,065.83	31,120	23,054.17	25.92%
63	Water	521,322.81	2,171,930	1,650,607.19	24.00%
64	BRWC	239,207.69	906,530	667,322.31	26.39%
65	Sewer	84,668.34	688,550	603,881.66	12.30%
66	Trade Waste	46,002.38	240,870	194,867.62	19.10%
67	Landfill	71,273.36	328,930	257,656.64	21.67%
68	Recycle	54,302.00	235,090	180,788.00	23.10%
69	New Landfill		18,200	18,200.00	0.00%
70	FCSS	241,957.44	483,920	241,962.56	50.00%
71	Cemetery	1,244.06	52,660	51,415.94	2.36%
72	Development	50,011.06	152,210	102,198.94	32.86%
73	Communications	34,283.44	172,140	137,856.56	19.92%
74	Recreation Administration	91,864.98	374,340	282,475.02	24.54%
75	Arena	209,702.11	714,830	505,127.89	29.34%
76	Pool	499,790.25	1,766,260	1,266,469.75	28.30%
77	Parks	39,401.26	329,380	289,978.74	11.96%
78	Sportsground	18,320.32	70,710	52,389.68	25.91%
79	Rotary Park	193.80	10,750	10,556.20	1.80%
80	Bowling Alley	4,348.95	7,930	3,581.05	54.84%
81	Curling	13,664.34	30,710	17,045.66	44.49%
82	Walking Trail	1,402.34	54,080	52,677.66	2.59%
83	Museum		500	500.00	0.00%
84	Tourism/Culture	13,639.16	168,770	155,130.84	8.08%
85	Twinning	2,972.26	9,800	6,827.74	30.33%
86	Library	35,252.12	127,140	91,887.88	27.73%
87	Requisition	352,546.88	1,553,750	1,201,203.12	22.69%
88	Contingency/General	1,013.60	70,000	68,986.40	1.45%
89	<b>Total Expenses</b>	<b>4,140,829.22</b>	<b>16,290,420</b>	<b>12,149,590.78</b>	<b>25.42%</b>
90					
91	<b>(Surplus)/Deficit</b>	<b>2,283,195.22</b>	<b>-14,810</b>	<b>-2,298,005.22</b>	


	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by <b>CATEGORY</b>			
3		For the Three Months Ending March 31, 2024			
4		Mar	2024		
5		2024	Budget	Variance	Variance %
6	<b>REVENUES</b>				
7	Taxes		-7,154,520	-7,154,520.00	0.00%
8	Sales of Goods & Services	-901,914.58	-4,719,780	-3,817,865.42	19.11%
9	Penalties and Costs on Taxes	-20,732.13	-43,000	-22,267.87	48.21%
10	Licenses & Fees	-49,419.81	-70,350	-20,930.19	70.25%
11	Concessions and Franchises	-298,757.80	-1,035,000	-736,242.20	28.87%
12	Return on Investments - Operati	-97,167.10	-250,000	-152,832.90	38.87%
13	Rentals	-108,411.20	-401,720	-293,308.80	26.99%
14	Donations		-3,350	-3,350.00	0.00%
15	Tipping Fees, Reimbursements	-49,722.81	-175,450	-125,727.19	28.34%
16	Federal Grants		-2,800	-2,800.00	0.00%
17	Provincial Grants	-82,404.26	-792,320	-709,915.74	10.40%
18	Local Government Contributions	-249,104.31	-1,509,070	-1,259,965.69	16.51%
19	Transfers From Operating Reserve		-147,870	-147,870.00	0.00%
20	<b>Total Revenue</b>	<b>-1,857,634.00</b>	<b>-16,305,230</b>	<b>-14,447,596.00</b>	<b>11.39%</b>
22					
23	<b>EXPENSES</b>				
24	Salaries & Wages	1,081,745.00	4,330,380	3,248,635.00	24.98%
25	Employer Costs/Benefits	274,989.34	1,015,410	740,420.66	27.08%
26	Training & Development	13,505.99	83,000	69,494.01	16.27%
27	Mayor/Council Fees & Per Diems	58,556.00	227,660	169,104.00	25.72%
28	Mayor/Council Travel & Subsistence	8,334.52	42,500	34,165.48	19.61%
29	Fire Fighter & Guardian Fees	49,628.04	216,740	167,111.96	22.90%
30	Fire Guardian Mileage	2,233.34	6,500	4,266.66	34.36%
31	Travel & Subsistence	25,144.17	54,600	29,455.83	46.05%
32	Memberships	10,271.30	15,360	5,088.70	66.87%
33	Freight & Postage	8,012.73	39,160	31,147.27	20.46%
34	Telephone & Internet	15,213.13	62,760	47,546.87	24.24%
35	Appreciation/Promotional Events	3,800.00	44,400	40,600.00	8.56%
36	Contracted/Professional Services	821,977.03	2,145,580	1,323,602.97	38.31%
37	Repairs & Maintenance General	52,545.36	528,200	475,654.64	9.95%
38	Building Maintenance	52,991.05	214,300	161,308.95	24.73%
39	Equipment & Vehicle Maintenance	70,870.85	347,520	276,649.15	20.39%
40	Leases, Licenses	18,643.32	184,290	165,646.68	10.12%
41	Insurance	310,178.00	331,330	21,152.00	93.62%
42	Materials & Supplies, Chemicals	141,586.79	1,111,330	969,743.21	12.74%
43	Gas, Power, Water	240,343.65	1,257,550	1,017,206.35	19.11%
44	Asset Retirement Accretion		18,330	18,330.00	0.00%
45	Requisitions/Adjustments	352,546.88	1,553,750	1,201,203.12	22.69%
46	Contribution to Other Local Government	4,330.00	17,320	12,990.00	25.00%
47	Contribution to Boards & Agencies	375,226.04	1,034,070	658,843.96	36.29%
48	Contribution to Capital		1,099,540	1,099,540.00	0.00%
49	Add to Operating Reserve		7,650	7,650.00	0.00%
50	Debenture, Bank Charges, Write-Offs	147,143.09	301,190	154,046.91	48.85%
51	Underlevies	1,013.60		-1,013.60	0.00%
52	<b>Total Expenses</b>	<b>4,140,829.22</b>	<b>16,290,420</b>	<b>12,149,590.78</b>	<b>25.42%</b>
53					
54	<b>(Surplus)/Deficit</b>	<b>2,283,195.22</b>	<b>-14,810</b>	<b>-2,298,005.22</b>	

	A	B	C	D	E
1	TOWN OF BARRHEAD				
2		<b>Net Municipal Requirements - Operating</b>			
3		For the Three Months Ending March 31, 2024			
4		Net Municipal		2024	
5		Financial Requirement	Budget	Variance	Variance %
6	<b>DEPARTMENT</b>				
7	Taxes		-7,154,520	-7,154,520.00	0.00%
8	Other	-416,657.03	-1,328,000	-911,342.97	31.37%
9	Mayor	14,910.67	62,760	47,849.33	23.76%
10	Council	69,011.44	260,590	191,578.56	26.48%
11	Administration	252,550.54	900,230	647,679.46	28.05%
12	Computer	44,217.88	90,450	46,232.12	48.89%
13	RCMP	267,628.11	266,130	-1,498.11	100.56%
14	Fire	50,231.81	0	-50,231.81	0.00%
15	ERC	11,775.24	28,080	16,304.76	41.93%
16	Town Fire/Town ERC	96,516.48	388,700	292,183.52	24.83%
17	Disaster Services		1,450	1,450.00	0.00%
18	Enforcement Services	29,516.73	119,550	90,033.27	24.69%
19	Safety	23,996.65	73,150	49,153.35	32.80%
20	Public Health	30.80	0	-30.80	0.00%
21	Common Services	129,971.23	573,140	443,168.77	22.68%
22	Roads	210,416.90	1,244,810	1,034,393.10	16.90%
23	Airport	4,330.00	17,320	12,990.00	25.00%
24	Storm Sewer	8,065.83	31,120	23,054.17	25.92%
25	Water	22,261.15	-906,530	-928,791.15	(2.46%)
26	BRWC	239,207.69	906,530	667,322.31	26.39%
27	Sewer	-17,791.87	0	17,791.87	0.00%
28	Trade Waste	6,194.78	0	-6,194.78	0.00%
29	Landfill	5,629.51	0	-5,629.51	0.00%
30	Recycle	14,399.39	0	-14,399.39	0.00%
31	New Landfill		13,150	13,150.00	0.00%
32	FCSS	140,265.93	77,150	-63,115.93	181.81%
33	Cemetery	-1,655.94	14,760	16,415.94	(11.22%)
34	Development	45,617.44	113,610	67,992.56	40.15%
35	Communications	34,283.44	162,140	127,856.56	21.14%
36	Subdivision	-116,623.40		116,623.40	0.00%
37	Recreation Administration	88,138.75	310,540	222,401.25	28.38%
38	Arena	129,752.15	311,920	182,167.85	41.60%
39	Pool	418,054.99	1,277,210	859,155.01	32.73%
40	Parks	39,401.26	137,860	98,458.74	28.58%
41	Sportsground	18,320.32	62,710	44,389.68	29.21%
42	Rotary Park	193.80	-9,250	-9,443.80	(2.10%)
43	Bowling Alley	541.85	3,880	3,338.15	13.97%
44	Curling	13,664.34	16,780	3,115.66	81.43%
45	Walking Trail	1,402.34	44,080	42,677.66	3.18%
46	Museum		500	500.00	0.00%
47	Tourism	13,639.16	160,770	147,130.84	8.48%
48	Twinning	2,972.26	4,900	1,927.74	60.66%
49	Library	35,252.12	127,140	91,887.88	27.73%
50	Requisition	352,546.88	1,553,750	1,201,203.12	22.69%
51	Contingency/General	1,013.60	26,630	25,616.40	3.81%
52					
53	<b>Total Net Financial Requirement</b>	<b>2,283,195.22</b>	<b>-14,810</b>	<b>-2,298,005.22</b>	

	A	B
1	TOWN OF BARRHEAD	
2	<b>ASSETS &amp; LIABILITIES</b>	
3	For the Three Months Ending March 31, 2024	
4		March
5		2024
6	<b>ASSETS</b>	
7	Cash & Investments	6,807,700.17
8	Taxes Receivable	-421,548.49
9	Receivables - Utilities, GST, Other	1,205,921.58
10	Inventory	48,394.57
11	Engineering Structures - Assets	79,099,942.36
12	Accum. Amort. Engineering Structures	-45,193,230.61
13	Buildings - Assets	28,111,760.59
14	Accum. Amort. Buildings	-7,106,841.87
15	Machinery & Equipment - Assets	13,201,429.85
16	Accum. Amort. Machinery & Equipment	-4,313,181.34
17	Land - Assets	1,389,708.70
18	Land Improvements - Assets	2,863,166.30
19	Accum. Amort. Land Improvements	-1,233,401.58
20	Vehicles - Assets	4,155,697.46
21	Accum. Amort. Vehicles	-1,751,534.77
22	<b>TOTAL ASSETS</b>	<b>76,863,982.92</b>
23		
24	<b>LIABILITIES &amp; EQUITY</b>	
25	Employer Liabilities - Payroll	-246,604.70
26	Deposits & Trusts	-76,649.34
27	Operating Reserves	-921,574.69
28	Deferred Revenues & Liabilities	-252,314.79
29	Asset Retirement Obligations	-631,893.56
30	Capital Reserves	-7,808,730.27
31	Payables & Holdbacks	-391,465.32
32	Pool - Long Term Loan Payable	-3,885,211.82
33	Equity in Fixed Assets	-64,706,409.71
34	Accumulated Surplus	-305,563.66
35	<b>TOTAL LIABILITIES</b>	<b>-79,226,417.86</b>
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	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by DEPARTMENT				
3	For the Three Months Ending March 31, 2024				
4		Mar	2024		
5		2024	Budget	Variance	Variance %
6	<b>CAPITAL REVENUES</b>				
7	5-1201 Administration		-130,000	-130,000.00	0.00%
8	5-2301 Fire	-5,000.00	-5,950	-950.00	84.03%
9	5-2303 ERC		-11,900	-11,900.00	0.00%
10	5-3101 Common Services		-133,356	-133,356.00	0.00%
11	5-3201 Roads		-1,413,551	-1,413,551.00	0.00%
12	5-3701 Storm Sewer		-471,552	-471,552.00	0.00%
13	5-4101 Water		-1,022,265	-1,022,265.00	0.00%
14	5-4201 Sewer		-1,168,940	-1,168,940.00	0.00%
15	5-4301 Trade Waste		-53,733	-53,733.00	0.00%
16	5-4302 Landfill	-36,900.00	-75,526	-38,626.00	48.86%
17	5-4303 Recycle		-20,110	-20,110.00	0.00%
18	5-4304 New Landfill		-5,050	-5,050.00	0.00%
19	5-6201 Communications		-82,415	-82,415.00	0.00%
20	5-7202 Arena		-223,932	-223,932.00	0.00%
21	5-7203 Pool	-5,000.00	-122,069	-117,069.00	4.10%
22	5-7204 Parks		-66,300	-66,300.00	0.00%
23	5-7205 Sportsground	-2,725.00	-64,487	-61,762.00	4.23%
24	5-7207 Bowling Alley		-120,780	-120,780.00	0.00%
25	5-7209 Curling Rink		-50,000	-50,000.00	0.00%
26	5-7210 Walking Trail		-115,000	-115,000.00	0.00%
27	5-7401 Tourism		-155,000	-155,000.00	0.00%
28	5-9701 Contingency		-409,365	-409,365.00	0.00%
29	5-9702 Offsite	-1,397.75	-10,000	-8,602.25	13.98%
30	<b>TOTAL CAPITAL REVENUES</b>	<b>-51,022.75</b>	<b>-5,931,281</b>	<b>-5,880,258.25</b>	<b>0.86%</b>
31					
32					
33	<b>CAPITAL EXPENDITURES</b>				
34	6-1201 Administration	4,203.36	130,000	125,796.64	3.23%
35	6-2301 Fire		5,950	5,950.00	0.00%
36	6-2303 ERC		11,900	11,900.00	0.00%
37	6-3101 Common Services		133,356	133,356.00	0.00%
38	6-3201 Roads	7,049.61	1,413,551	1,406,501.39	0.50%
39	6-3701 Storm Sewer		471,552	471,552.00	0.00%
40	6-4101 Water		1,022,265	1,022,265.00	0.00%
41	6-4201 Sewer	17,500.00	1,168,940	1,151,440.00	1.50%
42	6-4301 Trade Waste		53,733	53,733.00	0.00%
43	6-4302 Landfill		75,526	75,526.00	0.00%
44	6-4303 Recycle		20,110	20,110.00	0.00%
45	6-4304 New Landfill		5,050	5,050.00	0.00%
46	6-6201 Communications		82,415	82,415.00	0.00%
47	6-7202 Arena	15,336.95	223,932	208,595.05	6.85%
48	6-7203 Pool	70,054.80	122,069	52,014.20	57.39%
49	6-7204 Parks	2,599.00	66,300	63,701.00	3.92%
50	6-7205 Sportsground		64,487	64,487.00	0.00%
51	6-7207 Bowling Alley		120,780	120,780.00	0.00%
52	6-7209 Curling Rink	12,678.75	50,000	37,321.25	25.36%
53	6-7210 Walking Trail	840.00	115,000	114,160.00	0.73%
54	6-7401 Tourism		155,000	155,000.00	0.00%
55	6-9701 Contingency		409,365	409,365.00	0.00%
56	6-9702 Offsite		10,000	10,000.00	0.00%
57	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>130,262.47</b>	<b>5,931,281</b>	<b>5,801,018.53</b>	<b>2.20%</b>

	A	B	C	D	E
1	TOWN OF BARRHEAD				
2		Capital Financial Statement by <b>CATEGORY</b>			
3		For the Three Months Ending March 31, 2024			
4		Mar	2024		
5		2024	Budget	Variance	Variance %
6	<b>CAPITAL REVENUES</b>				
7	Return on Investment/Rev. from Own Source	-12,725.00	-96,500	-83,775.00	13.19%
8	Sale of Fixed Assets	-36,900.00		36,900.00	0.00%
9	Federal Grants		-1,098,531	-1,098,531.00	0.00%
10	Provincial Grants		-1,975,000	-1,975,000.00	0.00%
11	County/Other Municipal Contributions		-43,450	-43,450.00	0.00%
12	From Capital Reserves		-1,230,530	-1,230,530.00	0.00%
13	From Operating Function		-1,099,540	-1,099,540.00	0.00%
14	From Other Capital Function		-377,730	-377,730.00	0.00%
15	Developers Levy Payments	-1,397.75	-10,000	-8,602.25	13.98%
16	<b>TOTAL CAPITAL REVENUE</b>	<b>-51,022.75</b>	<b>-5,931,281</b>	<b>-5,880,258.25</b>	<b>0.86%</b>
17					
18	<b>CAPITAL EXPENDITURES</b>				
19	Engineering Structures	24,549.61	3,453,531	3,428,981.39	0.71%
20	Building Additions		187,680	187,680.00	0.00%
21	Equipment Additions	104,872.86	340,300	235,427.14	30.82%
22	Land Improvement Additions	840.00	301,000	300,160.00	0.28%
23	Vehicle Additions		65,000	65,000.00	0.00%
24	To Other Capital Functions		377,730	377,730.00	0.00%
25	Add to Capital Reserves		1,206,040	1,206,040.00	0.00%
26	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>130,262.47</b>	<b>5,931,281</b>	<b>5,801,018.53</b>	<b>2.20%</b>
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# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** May 28, 2024

**Re:** Appointment of the Director of Emergency Management

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## **1.0 PURPOSE:**

For Council to approve the appointment of the Town's Director of Emergency Management.

## **2.0 BACKGROUND AND DISCUSSION:**

This matter is very much a "house-keeping" item.

In accordance to Bylaw 02-2022 – Emergency Management Bylaw, Council must appoint the Director of Emergency Management.

During the October 24<sup>th</sup>, 2023 Organization Meeting, Council passed a motion to "approve Other Appointments as discussed and presented". Part of the "other appointments" was the appointment of Gary Hove as the Town's Director of Emergency Management.

Due to the nature of the appointment to be clear and to avoid any confusion and potential liability, Council should make a separate motion making the noted formal appointment.

## **3.0 ALTERNATIVES:**

3.1 Council appoints Gary Hove, as the Town's Director of Emergency Management.

## **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:**

None

**9.0 RECOMMENDATION:**

Council appoints Gary Hove, as the Town's Director of Emergency Management.

(original signed by the CAO)  
Edward LeBlanc  
CAO

**COUNCIL REPORTS  
AS OF MAY 28, 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	_____
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)	_____X_____
Capital Region Assessment Services Commission	Cr. Klumph	_____
Chamber of Commerce	Cr. Oswald	_____X_____
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	_____
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	_____X_____
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	_____
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____X_____
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	_____
Twining Committee	Cr. Klumph	_____
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____

## REQUEST FOR DECISION

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**To:** Town Council

**From:** Administration

**cc:** File

**Date:** May 28, 2024

**Re:** Correspondence Item

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**Item (a)** Letter from the Barrhead & District Twinning Committee dated May 24, 2024, requesting pre-approval from Town and County Councils to host the 2027 Alberta Japan Twinning Municipalities Association Conference.

**Background Information:**

When the Town and the County hosted the 2019 Alberta Japan Twinned Municipalities Association Conference in 2019, the total budget was established at \$5,000.00. The budget was evenly funded by the Town and the County.

The actual cost of the 2019 event was calculated at \$2,565.00.

It's uncertain the potential cost of the 2027 Conference as it will depend on the direction of the Committee.

**Recommendation:**

That Council approves to sponsor the 2027 Alberta Japan Twinning Municipalities Conference with the Town's initial maximum contribution of \$2,500.00 providing the County of Barrhead agrees to co-host the event with the same financial commitment.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



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



May 21, 2024

Mayor Mckenzie and Town Council Members;

The Barrhead and District Twinning Committee has been a member of the Alberta Japan Twinned Municipalities Association (AJTMA) for many years and in that time have hosted the 2008 and 2019 Twinned Municipalities Conference.

The AJTMA has inquired if the Committee would host the 2027 Twinning Conference. Because there would be an additional cost to hosting this event the Committee is requesting the Town and County Councils pre-approval before moving forward on committing to this event.

Thank you and we look forward to hearing from you on our request.

Sincerely,

A handwritten signature in blue ink that reads "Rod Klumph".

Rod Klumph, Chairperson  
Barrhead and District Twinning Committee

