



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, APRIL 11, 2023 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 28, 2023
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) Alberta Trappers Association – 2024 Rendezvous Event
7. New Business
 - (a) Additional Funding for the Industrial Park Reservoir Project
8. Reports
 - (a) Council Reports
 - (b) CAO Report
 - (c) Council Action List to March 28, 2023

9. Minutes
 - (a) Community Futures Yellowhead East – February 16, 2023
 - (b) Barrhead & District Social Housing Association – February 28, 2023
 - (c) Community Futures Yellowhead East – March 23, 2023
10. Bylaw
 - (a) Bylaw 04-2023, Property Tax Bylaw
11. Correspondence Items
 - (a) Letter dated March 21, 2023 from Minister of Municipal Affairs
 - (b) Letter from Minister of Municipal Affairs
12. For the Good of Council
13. Tabled Items
14. Closed Session
 - (a) Pursuant to Section 16 – Land of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MARCH 28, 2023,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald, D. Smith and D. Sawatzky
Officials: Ed LeBlanc, CAO and Jennifer Mantay, Director of Corporate Services

OTHERS: Barry Kerton, Barrhead Leader

ABSENT Mayor McKenzie

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

AGENDA The agenda was reviewed.

084-23 Moved by Cr. Klumph that the agenda be accepted with the following amendment:

- 14(b) Personnel – Pursuant to Section 16 of the FOIP Act

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of March 14, 2023, were reviewed.

085-23 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 14, 2023 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION Deputy Mayor Assaf and Council welcomed Mr. Wayne Ellerington from Ellerington LLP, Chartered Professional Accountants at 5:31 p.m.

Mr. Wayne Ellerington discussed and reviewed with Council the 2022 Auditor’s Report.

EXITED Deputy Mayor Assaf and Council thanked Mr. Wayne Ellerington for his presentation and he exited the Chambers at 5:42 p.m.

086-23 Moved by Cr. Sawatzky that Council accepts the Auditor’s Report from Ellerington LLP, regarding the 2022 audit, as presented.

CARRIED UNANIMOUSLY

087-23 Moved by Cr. Klumph that Council approve the 2022 Audited Financial Statement, as presented.

CARRIED UNANIMOUSLY

088-23 Moved by Cr. Oswald that Council approve the 2022 Audited Financial Information Return, as presented.

CARRIED UNANIMOUSLY

**2024-2026 THREE-YEAR OPERATING
PLAN AND THE 2024-2032 MULTI-YEAR
CAPITAL PLAN**

For Council to approval the 2024-2026 Three-Year Operating Plan and the 2024-2032 Multi-Year Capital Plan.

089-23 Moved by Cr. Sawatzky that Council approves the 2024-2026 Three-Year Operating Plan, as presented.

CARRIED UNANIMOUSLY

090-23 Moved by Cr. Klumph that Council approves the 2024-2032 Multi-Year Capital Plan, as presented.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of March 28, 2023, were reviewed:

- Chamber of Commerce
- Family & Community Support Services
- Library Board
- Municipal Planning Commission
- Yellowhead Regional Library Board
- Community Futures Yellowhead East

091-23 Moved by Cr. Kluin that the following Reports to Council as of March 28, 2023, be accepted as information and as presented:

- Chamber of Commerce
- Family & Community Support Services
- Library Board
- Municipal Planning Commission
- Yellowhead Regional Library Board
- Community Futures Yellowhead East

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services Society – February 16, 2023

092-23 Moved by Cr. Oswald that the Minutes to Council be accepted as information and as presented.

- Barrhead & District Family and Community Support Services Society – February 16, 2023

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed:

Letter from Barrhead & District 4-H Beef & Sheep Committee, regarding an invitation to speak at the Barrhead & District 4-H Beef & Sheep Achievement Day opening ceremonies.

Email dated March 14, 2023 from Mr. Kevin Brezinski, Office of the Alberta Ombudsman, informing Council that he was recently sworn in as Alberta's tenth Ombudsman.

093-23 Moved by Cr. Smith that Council accepts the letter from Barrhead & District 4-H Beef & Sheep Committee, regarding the invitation to speak at the Barrhead & District 4-H Beef & Sheep Achievement Day opening ceremonies, and the email dated March 14, 2023 from Mr. Kevin Brezinski, Office of the Alberta Ombudsman, informing Council that he was recently sworn in as Alberta's tenth Ombudsman, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Kluin congratulated F.C.S.S for hosting a well attended Senior High School Dance at the Legion.

Cr. Assaf acknowledged the Muslim faith as they are currently observing Ramadan.

RECESSED

094-23 Moved by Cr. Smith to recess the meeting at 6:09 p.m.

CARRIED UNANIMOUSLY

RECONVENED

095-23 Moved by Cr. Sawatzky to reconvene the meeting at 6:28 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –
FOIP ACT SECTION 24 – LEGAL AND
SECTION 16 – PERSONNEL**

096-23 Moved by Cr. Kluin that Council go in closed session at 6:28 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

097-23 Moved by Cr. Sawatzky that the Council come out of closed session at 6:55 p.m.

CARRIED UNANIMOUSLY

098-23 Moved by Cr. Klumph that the Council rescind Motion #082-23:

“Moved by Cr. Assaf that Council award the tender for the construction of the Observation Deck overlooking the Paddle River to Goldwing Construction Ltd. in the amount of \$113,581.04 (GST excluded) subject to receiving the required Performance Bond and Labour & Material Payment Bond.”

CARRIED UNANIMOUSLY

ADJOURN

099-23 Moved by Cr. Kluin that the Council Meeting be adjourned at 6:56 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Deputy Mayor, Tyser Assaf

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 11, 2023

Re: Alberta Trappers Association – 2024 Rendezvous Event

1.0 **PURPOSE:**

To consider providing a discounted rental rate for an event with provincial-wide attendance to be potentially held in the Town of Barrhead in 2024.

2.0 **BACKGROUND AND DISCUSSION:**

This matter was discussed during the March 11th Council Meeting. The following is a portion of the report that was presented to Council at that time:

The Alberta Trappers Association is planning their 2024 provincial event which could have as many as 600 participants and are exploring the possibility of hosting in the event in the Town of Barrhead.

The Association would like to utilize the Town's arena facility along with the amenities offered by the Barrhead Agricultural Society.

Should the Town of Barrhead be successful in hosting the event, it would entail the following:

	<u>(rental rates)</u>
➤ Arena	1,224.00 per day
➤ Charles Godberson Rotary Room	153.05 per day
➤ Upstairs Meeting Room	<u>153.05 per day</u>
Total	1,530.10 per day

The Association would require these three areas for four full days. The overall cost of the event could be a factor when the Association chooses a location.

The matter was tabled at Council during the March 14th meeting requesting additional information, specifically the pending arrangements between the Alberta Trappers Association and the Barrhead Agricultural Society.

It was confirmed by the Alberta Trappers Association that they are pleased with what the Barrhead Agricultural Society has to offer and their fee structure. The Association tentatively booked the Barrhead Agricultural Society's facility.

The event is scheduled to be held Friday July 12, 2024 to Saturday July 13, 2024.

On April 5th Administration and Mayor McKenzie met with representatives from the Alberta Trappers Association to review their 2024 program along with re-confirming their anticipated use of Town owned facilities.

The representatives reported the following:

- The Bablitz Hall would be used for their Trade Show
- The open air "arena" would be used for general activities
- The Ag. Society's open space would be used for camping sites
- Town Arena would be used for the banquet, speakers and other presentations
- Live and silent auctions
- Beer Gardens in the Arena
- Meals will be offered at the site along with food vendors
- Conservation and stewardship are a planned component for the event
- Children activities will be included

3.0 ALTERNATIVES:

- 3.1 That Council confirms the rental fees be in accordance with Policy No. 72-002 – Recreation Facility Rentals & Rates Policy for the pending Alberta Trappers Association – 2024 Rendezvous event.
- 3.2 That Council authorize a discount in regards to Policy No. 72-002 – Recreation Facility Rentals & Rates Policy for the pending Alberta Trappers Association – 2024 Rendezvous event.
- 3.3 That Council tables the report regarding the Alberta Trappers Association – 2024 Rendezvous Event and instructs Administration to provide further information for the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The total potential rental income is \$6,120.40 for the event or less should Council decide to offer a discount.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

An event drawing attendee from across the province would provide an opportunity to showcase the Barrhead community to residents from other parts of the Province. Should a discount be provided the Town would be recognized as a sponsor of the events. The details to the sponsorship levels are attached.

8.0 ATTACHMENTS:

8.1 – Alberta Trappers' 2023 Rendezvous Sponsorship Opportunities and Levels

9.0 RECOMMENDATION:

Administration waits for further direction from Council.

(original signed by the CAO)

Edward LeBlanc - CAO



Alberta Trappers' 2023 Rendezvous Returns To The Creek

PO Box 6020
WESTLOCK, AB T7P 2P7
780-349-6626
info@albertatrappers.com
www.albertatrappers.com



SPONSORSHIP OPPORTUNITIES & LEVELS



EVENT LEVEL \$10,000 and up

You will receive 4 complimentary weekend passes & Trade Show Booth

Includes banner promotion, table promotion, correspondence promotion, web and social media promotion and special recognition at all events including Friday Night Beer Social Bean Buster Challenge and VIP seating for Saturday night banquet.



GOLD LEVEL \$5,000 - \$9,999

You will receive 4 complimentary weekend passes & Trade Show Booth

Sponsorship Level is for the Dinner Friday Evening. Sponsored event recognition, correspondence, web and social media promotion and VIP seating for Saturday night banquet



SILVER LEVEL \$2,500 - \$4,999

You will receive 2 complimentary weekend passes & Trade Show Booth

Sponsorship level is for listed events selected. Recognition on web and social media

Choose one or more of the following at the **Silver Level**:

- | | |
|---|---|
| <input type="checkbox"/> UTC (Ultimate Trapper Competition) | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Friday Lunch | <input type="checkbox"/> Saturday Breakfast |
| <input type="checkbox"/> Friday Supper | |
| <input type="checkbox"/> Friday Evening Entertainment | |



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BRONZE LEVEL \$1,000 - \$2,499

You will receive recognition at listed events selected and receive 2 complimentary weekend passes

Choose one or more of the following at the **Bronze Level**:

- ☐ Master of Ceremonies
- ☐ Knife Sharpening Demonstration
- ☐ Beaver Foot Holding Demonstration
- ☐ Wolf Management Seminar
- ☐ Kid's Corner Event
- ☐ Guest Speaker
- ☐ Fur Handling Demonstration
- ☐ Coyote Snaring System
- ☐ Snaring Field Demonstration
- ☐ Animal Damage Control Seminar
- ☐ Wolverine Trapping Seminar
- ☐ Resident Trapping Seminar



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☐

TABLE SPONSORSHIP \$250 Per Table (indicate how many)
You will receive an 8x10 Framed Company Logo displayed on each
of the tables that you sponsor

☐

FUR HANDLING SPONSORSHIP \$ 100.00/per event
Choose at least 1 or more activities of the following

- ☐ Beaver Fur Handling
- ☐ Black Bear Fur Handling
- ☐ Coyote Fur Handling
- ☐ Lynx Fur Handling
- ☐ Marten Fur Handling
- ☐ Otter Fur Handling
- ☐ Skunk Fur Handling
- ☐ Mink Fur Handling
- ☐ Squirrel Fur Handling
- ☐ Wolverine Fur Handling
- ☐ Wolf Fur Handling



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Returns To The Creek**

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**2023 Alberta Trappers' Association Rendezvous
SPONSORSHIP AGREEMENT**

Sponsor Information:

Business Name: _____
(this name will appear on recognition signage)

Address: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Signature: _____ **Date:** _____

TOTAL AMOUNT OF YOUR SPONSORSHIP: \$

THANK YOU FOR SUPPORTING THE 2023 ALBERTA TRAPPERS RENDEZVOUS!

**PLEASE MAKE CHEQUES PAYABLE TO:
ALBERTA TRAPPERS ASSOCIATION
PO BOX 6020
WESTLOCK, AB T7P 2P7**

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 11, 2023

Re: Additional funding for the Industrial Park Reservoir Project

1.0 PURPOSE:

For Town Council to consider and approve the request for additional funding for the Industrial Park Reservoir Project.

2.0 BACKGROUND AND DISCUSSION:

On April 27, 2021 Council awarded the construction tender for the Industrial Reservoir and Pumphouse upgrade. The following is the overall scope of the project:

- Replacement of the four existing pumps which included the emergency fire pump.
- New electrical panels
- Replacement of the existing back-up generator
- Cleaning of the reservoir cell
- Adding a peak roof to the existing flat roof

The revised overall budget of the project is as follows:

Project Expense:

Total Engineering	349,300.00
Total Construction	1,637,015.00
Contingency Allowance	<u>300,000.00</u>
Total Expense	2,286,315.00

Source of Funding:

Federal Gas Tax Program	1,143,150.00
Transfer from existing Water Capital Reserve	<u>1,143,165.00</u>
Total Source of Funding	2,286,315.00

The following are the costs incurred since the inception of the project:

➤ 2020	215,741.01
➤ 2021	242,246.15
➤ 2022	<u>1,802,735.10</u>
Sub-total	2,260,722.20

The 2023 approved capital budget of \$50,000.00 was based on information we received early in the budget process from our engineers. The engineers anticipated that more cost would have been incurred in 2022 rather than in 2023.

The actual construction expense for 2023 to date equals \$160,000.00 and its estimated an additional \$115,000.00 is needed to complete the scope of project.

The financial challenge for this project was when the construction area was excavated it was discovered that the 16" water line leading to the pumphouse had to be replaced because it was completely rust through. It was replaced with a stainless-steel water line. This cost along with the requirement to use a temporary pump to maintain the utility service contributed to the overall cost of the project. These costs were incurred in 2022. Without these unforeseen expenses, the project would have been very close to being within budget.

It is noteworthy to mention that with the Town amending the construction contract by undertaking the installation of the new generator along with the construction of the new peak roof ourselves, the Town recognized a savings of approximately \$130,000.00.

3.0 ALTERNATIVES:

- 3.1 Council authorizes the additional funding in the amount of \$225,000.00 for the Industrial Park Reservoir Project with the funds be derived from the Water, Equipment and Vehicle Capital Reserve.
- 3.2 Council instructs Administration to provide additional information relating to the additional funding for the Industrial Park Reservoir Project for the next regular scheduled Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The additional capital funds would be derived from the current Water equipment and vehicle capital reserve.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

Council authorizes the additional funding in the amount of \$225,000.00 for the Industrial Park Reservoir Project with the funds be derived from the Water, Equipment and Vehicle Capital Reserve.

(original signed by the CAO)
Edward LeBlanc
CAO

**COUNCIL REPORTS
AS OF APRIL 11, 2023**

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

C.A.O Report

To: Town Council

Date: April 11, 2023

Re: March, 2023 C.A.O. Report

Administration Services:

Our Director of Corporate Services has enrolled in an Asset Management Course that will provide the Town with a comprehensive review and analysis of the Town's assets. Outcomes will identify sources of funding and more importantly the possible shortfall in capital reserves.

Communication Services:

Our social media continues to perform strongly for Brand Awareness.

These social media efforts are coupled with newspaper advertising, posters, inserts in utility bills, and BARCC messaging to share information about our services and programs.

Some events and programs launched or advertised in the first quarter included:

- Aqua Yoga – filled to maximum capacity with more demand than spots could be filled at first session.
- Spring Break Pool Hours – the pool was FULL throughout the break and revenue higher than anticipated.
- Easter Egg decorating contest – high uptake on this contest at the aquatic centre with the contest closing at the start of April
- Spring Session swim lessons advertised on all channels and many courses sold out within minutes of going live
- Teachers' Professional Day Camps throughout the first three months were all sold out
- Comedy Night – paid advertising – sold more than ½ available tickets
- Spring Break Ice Time – busy at the arena during extra Public Skates & Stick & Pucks
- Family Day events – full attendance

- Snow removal maps posted to social saw reach of 300 – 800 per post, increasing awareness of snow removal routes

Some of the following data is a comparison from the first quarter of 2023 to the same period in 2022:

Facebook/Instagram – Town of Barrhead

- Facebook reach: 19,596 an increase of 36.2%
- Instagram reach: 689 an increase of 49.8%
- Facebook Page visit : 4,024 a decrease of 38.7%
- Instagram profiles views: 184 an increase of 87.8%
- Facebook Page new likes: 30 a decrease of 36.2%

Better in Barrhead

- With the current users at 3,900, the website outperformed results seen in the first quarter of 2022, but saw a decrease in engagement time. The site will immediately point people to another site causing a high bounce rate. Pages need to deliver the content, which they do, but the “learn more” or “buy tickets” buttons will immediately redirect them to another website. So in essence, the site is doing its job, we are just unable to measure conversions as these happens on other webpages.

Facebook Barrhead Parks & Recreation

- In the final quarter of 2022, we created a page for Parks & Recreation. This page focuses solely on Parks & Recreation programs and events. Their content is shared in the same manner to community Facebook groups as is the Town’s content. It is also shared on the Town’s page to raise awareness and increase following. Data compared to the previous 90 days.
- Page reach: 6,600 an increase of 317.2%
- Page visits: 1,222 in increase of 9.9%
- New likes: 42 a decrease of 63.2% – this is due to the major initial push we had with the page to gain over 200 new likes in the first few weeks after launch
- Paid Reach: 7,692 an increase of 4600%
- Paid Impressions: 19,977 an increase of 269.3%
- Followers: 225
 - 78.7% from Barrhead
 - 4% from Edmonton
 - 3.1% from Westlock

Barrhead Website

Users are significantly higher and stay engaged for a much longer time (1:18 min) with a lower bounce rate. This can easily be explained – people come to the Town page to get information and learn versus Better in Barrhead being a source to share information about events happening in the Town of Barrhead. It serves as a catalogue that points users to where they need to learn more or book their tickets.

- Users: 11,905 an increase of 5.36%
- Sessions: 16,969 an increase of 5.25%
- Average duration of a session: 1:18 minutes an increase of 11.41%
- Page views: 30,259 an increase of 9.36%

Overall, the Town of Barrhead has increased its positive metrics: more users, more new users, more sessions, increased page views per session, more time on our site and less bouncing.

Economic Development Services:

In respect to the Community's Alberta Advantage Immigration Program, the following is statistics for month ending March 31, 20-23:

<u>Employers:</u>	March, 2023	Program To date (November 7, 2022 – March 31, 2022)
Employers that have expressed interest	1	17
Employers enrolled	2	12 (10 active employers with open vacancies)
<u>Candidates:</u>		
Candidates that have expressed interest	4	39
Candidates endorsed:	4	15
Current foreign workers	0	7
International applicants	4	8
<u>Positions:</u>		
Positions supported by AAIP	8	51
Positions filled through AAIP	4	15
Started working & living in the community	0	7
Pending arrival to Canada	4	8

Enforcement Services:

- New files generated from March 1st, 2023 – March 31st, 2023
 - Total: 18
 - Animal Control matters/Miscellaneous: 4
 - Traffic Enforcement: 7 files (speeding, distracted driving, etc)
 - Bylaw Issues: 7 files
- Unresolved files carried over from previous reporting period:
 - Total: 3
 - Traffic Enforcement: 2
 - Bylaw Issues: 1

Fire Protection Services:

- Incidents from March 1, 2023 – March 31, 2023
 - Fire: 1 (4.50 hours or 4.8% of the total man hours for the month of March)
 - Ambulance assists: 16 (44.5 hours or 47.7% of the total hours for the month of March)
 - RCMP assists: 1 (24.0 hours or 25.8% of the total hours for the month of March)
 - Carbone Monoxide leak: 1 (9.5 hours or 10.2% of the total hours for the month of March)
 - False Alarms: 11 (10.75 hours or 11.5% of the total man hours for the month of March)

For the month of March there were a total of 31 calls which represented a total of 93.25 firefighter hours.

- Membership: 37 responding members.

The following chart outlines the total ambulance assist calls responded by the Regional Fire Department, for the month of March, 2023:

Response Levels	March	Town or County		Year To Date	Town or County
Level A – Not serious (ie: lift assist)	0	0 – Town 0 - County		3	3 - Town 0 - County
Level B – More serious (ie: medical alert alarm)	0	0 - Town 0 - County		0	0 – Town 0 - County
Level C – Serious (ie: stroke or abnormal breathing)	1	1 - Town 0 - County		4	4 – Town 0 – County
Level D – Possible life threatening (ie: chest pains, unconscious, overdose)	13	9 - Town 4 - County		38	28 – Town 10 – County
Level E – Life Threatening (ie: cardiac arrest, ineffective breathing)	2	2 – Town 0 - County		7	7 – Town 0 – County
Total calls	16	12 – Town 4 - County		52	42 – Town 10– County
Total hours spent on calls	44.5 hours or 47.7% of total hours			214.75 hours or 57.3% of total hours	
Fire Dept. arriving before EMS	8			26	
Fire Dept. arriving before EMS (%)	50.0%			50.0%	

Note 1: All ambulance assist calls are initiated by the Ambulance's Dispatch Centre.

Note 2: The President of *Alberta Municipalities* is prepared to meet with Town Council virtually to discuss the on-going challenge of ambulance service for rural Alberta. Administration is awaiting on potential meeting dates but in the interim Administration is suggesting that members of Council should prepare questions. These questions would be forward to the President beforehand in order to have as much of a productive meeting as possible.

➤ Training:

- NFPA 1001 Level 1 Firefighter continues
- Completed the 1072 testing and evaluation. All 7 students were successful
- Aerial operations and interior fire attack
- Forcible entry

➤ Other:

- RCMP assistance was the retrieval of 2 bodies from a farm accident.
- Assist RCMP with opening a safe and training a few members on new extrication tool usage.

Recreation Services:

➤ Operational:

- Continued offering PD Day Camps in partnership with FCSS, which have been at capacity.
- Hosted Comedy Night in the Charles Godberson Room which was a success with 56 attendees.
- Our Aquatic Centre introduced a new program, aqua yoga. We have a class capacity of 15 but we had 30 people show up to the first intro class.
- The Department is currently running an Easter Egg Decorating Contest which we are seeing a good level of participation from the public.
- The Arts & Culture Committee will be hosting the Artist Showcase on April 15th, we have six artists scheduled to perform.
- Bounce House rentals and drop-in program is scheduled to begin April 17th.
- Fort Assiniboine School has started swim lessons with the Town on Monday – Thursday this month.
- Public Swimming lesson registration open April 5th with lessons starting April 17th.
- Private swim lessons have still been busy and filling up fast.
- Arena ice is scheduled to be removed during the week of April 11,

➤ Upcoming Special Events:

- The Department is hosting another PD Day Camp on April 21st,
- Hoping for grand opening of the All Wheels Park June 23-24
- The Department will be offering fitness programs.
- The Town will be opening registration for “Flow to the Beat Yoga” which is a dance party and flow yoga hybrid set to start in May.

Transportation Services:

➤ Operational:

- Broom off winter sand and debris from sidewalks & walking trails.
- Thawing of catch basins and culverts.
- Landfill summer help hired, interviewing for PW summer staff.
- Working on safety program information.
- Contractor working on deficiencies on reservoir upgrade.
- The Department has commenced Spring sweeping program downtown & Highways.
- Hydrovac and repair three water shut offs.
- Auger and camera two more sewer services. One more to dig after frost is out. Old collapsed pipe.
- Three beaver dams dug out in creek by Beaverbrook.

Edward LeBlanc - CAO

(original report signed by the C.A.O.)

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MARCH 28, 2023

Reference Number	Resolution	Comments	Status
	<u>March 14, 2023 Council Meeting</u>		
082-23	Moved by Cr. Assaf that Council award the tender for the construction of the Observation Deck overlooking the Paddle River to Goldwing Construction Ltd. in the amount of \$113,581.04 (GST excluded) subject to receiving the required Performance Bond and Labour & Material Payment Bond.	During the March 28, 2023 Council Meeting, Council rescind the original motion. Reference: 098-23	Completed
078-23	Moved by Cr. Assaf that Council authorizes a grant of \$500.00 to Community Futures Yellowhead East for hosting the Northern Alberta Lemonade Day Program on Saturday, June 17, 2023.		Completed
070-23	Moved by Cr. Assaf that Council tables the report regarding the Alberta Trappers Association – 2024 Rendezvous Event and instructs Administration to provide further information for the next Council Meeting.	The matter will be re-visited by Council during the April 11, 2023 Council Meeting	Completed
067-23	Moved by Cr. Klumph that Council instructs Administration to prepare a letter of support to have newspapers exempt from the Provincial Producer Responsibility fees, and to circulate the letter to the Alberta Municipalities Association along with the other municipalities in the Province.		Completed
	<u>September 27, 2022 Council Meeting</u>		
337-22	Moved by Cr. Assaf that Council instructs Administration to prepare a draft resolution for the 2023 Alberta Municipalities' Convention relating to the current Provincial ambulance service levels and its demand onto local Fire Departments.	Administration is in receipt of two resolutions that were passed during the 2021 A.M. Convention. An information package was circulated to the informal Ad Hoc Committee for their consideration. The Committee will report back to Council once the information is reviewed and the next step has been identified.	In Progress
	<u>December 14, 2021 Council Meeting</u>		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 25th Meeting, the Board approved the contribution of \$109,775.00 towards the Town's 2021 and 2022 Capital Projects. The Operating expenses will be reviewed during the April 27th Commission Meeting.	In Progress

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday February 16, 2023 – 1:00pm – 3:00 pm

In Attendance	Nick Gelych, Daryl Weber, Liz, Krawiec, Jim Haile's, Marvin Schatz, Robin Murray , Anna Greenwood, Bruce Prestidge, Ty Assaf
REGRETS:	Serena Lapointe
1) CALL TO ORDER:	Meeting Called to Order at 1:00 pm
2) ADOPTION OF AGENDA:	<p><u>Motion# 70 Moved by Daryl Weber</u> <i>That the Agenda be accepted as presented</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 71 Moved by Marvin Schatz</u> <i>That the minutes of the December 15, 2022, regular board meeting be accepted presented, No January 2023 meeting.</i></p> <p style="text-align: right;">CARRIED</p>
4) CHAIR REPORT	Verbal Update provided as information.
5) SPECIAL GUEST	<p>Jon Close: Principal Up Close – CFLIP Portfolio Fund – Jon provided the history of the CFLIP fund, as well as shared how the fund is used by CF offices and the different streams of investment available.</p> <ul style="list-style-type: none"> Board discussed striking a committee after next months financial presentation completed with Sunlife, in order to review investment options. <p><u>Motion # 72 Moved by Robin Murray</u> <i>To accept the presentation as information.</i></p> <p style="text-align: right;">CARRIED</p>
6) TREASURER'S REPORT	<p>•</p> <p><u>Motion 73 Moved by Ty Assaf</u> <i>Motion to accept financial report as attached.</i></p> <p style="text-align: right;">CARRIED</p>
7) STAFF REPORTS:	<p>ED Update, DSS Update: as attached and reported.</p> <p><u>Motion # 74 Moved by Jim Hailes</u> <i>To accept the staff updates presented as information.</i></p> <p style="text-align: right;">CARRIED</p> <p>IRC Update: Client Loan concerns discussed.</p> <p><u>Motion # 75 Moved by Jim Hailes</u> <i>Recommending that staff attempt to work with Loan Client #5, in an effort to increase reduced loan payment to \$1,000/ month moving forward. Staff to report back on outcome of this recommendation.</i></p> <p style="text-align: right;">CARRIED</p>

8) OLD BUSINESS:

8.1 CFYE Operating Plan – Tabled until March Meeting

8.2 ED Performance Review Approval: Information shared with board regarding the salary increased approved, based on previous board motions.

8.3 BOARD Virtual Training Update: Board provided feedback on the online training session, going well, but some agreeance that some sessions would be better done in person.

8.4 2023/2024 Budget – Tabled for approval at March/April Meeting.

Motion # 76 Moved by: Liz Krawiec

To accept the Old Business Items as information.

CARRIED

9) NEW BUSINESS:

9.1 \$50,000 Building Capacity Project Fund – Information shared with board regarding the \$50,000 one-time fund. Board provided some recommendations for use of the fund, i.e., renovation of space. ED to share the staff recommended proposal.

9.2 CFNA Advocacy – Information attached and shared with board regarding the Advocacy efforts and recommendations coming from CFNA.

Motion # 77 Moved by: Daryl Weber

To provide approval to the ED, to move forward with submitting the template letter to members of parliament, as recommended by CFNA in an effort to show our support of the advocacy efforts for increased funding to CF.

CARRIED

9.3 CF Managers Position Paper – Letter provided to board for review and request for approval.

Motion # 78 Moved by: Anna Greenwood

To approve the request for support by the CF managers, authorizing the signing of the position paper as presented, to be forwarded to CFNA Board for consideration.

CARRIED

9.4 Provincial RRRF Survey Results: Results shared and discussed with Board Members. Board requesting copy to be included with their meeting notes being shared at their council meetings.

9.5 March Board Meeting – Request to move regular board meeting date, due to conflict with ED schedule. New Meeting Date approved to be moved to March 23, 2023. Sunlife Investment Rep, being invited to present at new date.

Motion # 79 Moved by: Liz Krawiec

To approved recommendation to move regular board meeting date from March 16, to March 23, 2023.

CARRIED

9.6 Audit/AGM Update: Board advised that Audit team will be onsite for May. The BA will be in office to work with Auditor.

9.7 Small Business Stakeholder Engagement Invitation: ED, shared the information obtained from the meeting.

9.8 April Board Meeting Guest Speaker Recommendation. ED provided recommendation to have the Minister of Small Business attend our April Meeting to discuss concerns stemming from the RRRF survey, as well as to discuss funding advocacy efforts to have operating funds increased for CF organizations. Board agreed with ED's recommendations to have the Minister of Small Business as a guest at the April Board Meeting.

9.9 CFNA Sustainability Plan – Hub Link – <https://www.albertacfhub.com/>

ED shared process for board members to get access to the CFNA hub, to be able to access the new CFNA Sustainability Plan as well as other information available to board members. Members advised they would need to register the first time they visit the hub.

Motion # 80 Moved by Marvin Schatz

To accept New Business Items Presented as information.

CARRIED

10) ROUND TABLE

Daryl Weber: Alberta Beach going ahead with Snow Mo Days, Not Sled race but other activities still proceeding.

Liz Krawiec: Swan Hills is still going ahead with their Sled Rally

Anna Greenwood: Shared that Mayerthorpe and Lac Ste Anne County are working on a Joint Economic Development Committee.

Motion # 81 Moved by Liz Krawiec

Moved to adjourn at 4:06 pm

March 23, 2023 – CFYE Office

ADJOURNMENT:

NEXT MEETING:



CFYE Board Chair, Nick Gelych

CFYE Secretary, Serena Lapointe



DATE



**Barrhead & District Social Housing Association
Minutes
Regular Board Meeting – February 28, 2023**

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

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

2.0 Approval of Agenda

Sections 4.1 and 4.2 of the agenda were amended to read "January 2023" not
"December 2022"

*Peter Kuelken moved to approve the January 24, 2023, Regular Board Meeting
Agenda with amendments.*

Carried Unanimously

3.0 Adoption of the Minutes

*Don Smith moved to adopt the Minutes of the Regular Board Meeting of January 24,
2023.*

Carried Unanimously

4.0 Reports

4.1 Financial Report
Income Statements for Lodges and Seniors & Community Housing were
presented.

Bill Lane moved to accept the Financial Reports as presented.

Carried Unanimously

Chair: C.W. CAO: 

Minutes: February 28, 2023

4.2 Cheque Log – January 2023

Don Smith moved to accept the Cheque Log as presented.

Carried Unanimously

4.3 CAO Report

Updates were presented on the following topics:

- Operations (Dietary, Admin, Activities, Housekeeping)
- Floor Scrubber
- BDSHA TV Channel
- Needs Assessment
- Security Cameras
- Facilities Manager's Report
 - Hillcrest & Klondike Place
 - Jubilee, Golden Crest and Pembina Court
 - Barrhead and Swan Hills Community Housing
 - Grounds
 - ASHC Funded Projects
 - BDSHA Projects

Bill Lane moved to accept the CAO's Report as presented.

Carried Unanimously

4.4 Resident Services Manger's Report

The report was presented in a completely new format which was well received by the Board.

Vacancy Report:


-Hillcrest Lodge	33 vacancies (29%)
-Klondike Place	2 vacancies (5%)
-Golden Crest Manor	3 vacancies (9%)
-Jubilee Manor	1 vacancies (6%)
-Pembina Court Manor	2 vacancies (8%)
-JDR Manor	0 vacancies (0%)
-Barrhead CH	1 vacancies (13%)
-Swan Hills CH	2 vacancies (25%)

Roberta Hunt moved to accept the Resident Services Manager's Report as presented.

Carried Unanimously

5.0 Old Business

None

Initials: Chairperson C.W. CAO 

Minutes: February 28, 2023

6.0 New Business

6.1 RFD-Dress Code Policy

The new Dress Code Policy was presented for consideration by the Board.

Don Smith moved to accept the amendment to the policy.

Carried Unanimously

6.2 RFD – Uniform Allowance Policy

Nine options were presented to the Board with budgets of between \$8,701.65 and \$4,380.00.

Roberta Hunt moved to accept Option #1 with a budget of \$8,701.65.

Carried; 3 in favour, one against

6.3 RFD - Requisitions

The subject of requisitioning for the current financial year was discussed.

Peter Kuelken moved to maintain the 2022 requisition rate of \$261,391 for the 2023 financial year.

Carried Unanimously

6.4 RFD – Retiring Allowance

An analysis of the current long-term service and allowance rates was presented for consideration.

Peter Kuelken moved that a Retiring Allowance of 0.2% be paid after 25 years of continuous service to retiring employees.

Carried Unanimously

6.5 RFD – Salary and Benefits Committee

Tyler requested that the Board set a date for the annual salary and benefits committee review.

Don Smith moved that the Committee meet on March 27, 2023, at 10:00 a.m. followed by the Regular Board Meeting at 1:00 p.m.

Carried Unanimously

7.0 Correspondence

None

8.0 In Camera – Board and CAO

Not Required

Initials: Chairperson C.W. CAO [Signature]

Minutes: February 28, 2023

9.0 In Camera – Board Only

- Not Required

10.0 Time and Date of Next Meeting

Monday, March 27, 2023, at 1:00 p.m.

11.0 Adjournment

Bill Lane moved to adjourn the meeting at 11:32 a.m.

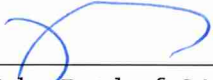
Carried Unanimously



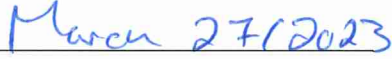
Signature: Craig Wilson, Chairperson



Date



Signature: Tyler Batdorf, CAO



Date

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday March 23, 2023 – 1:00pm – 4:00 pm

In Attendance	Nick, Daryl, Liz, Serena, Anna, Bruce, Ty, Robyn, Jim, Marvin
REGRETS:	
1) CALL TO ORDER:	Meeting Called to Order at 1:04
2) ADOPTION OF AGENDA:	<p><u>Motion# 83 Moved by Ty Assaf</u> <i>That the Agenda be accepted as amended to include 10.4: Committee Meetings/Time Management.</i></p> <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<p><u>Motion # 84 Moved by Marvin Schatz</u> <i>That the minutes of the February 16, 2023, regular board meeting be accepted as presented,</i></p> <p style="text-align: right;">CARRIED</p>
4) CHAIR REPORT	Nothing to Report
5) SPECIAL GUEST	<p style="text-align: center;">Spencer Johnston – Sunlife Investment Account – In Person</p> <p><u>Motion # 85 Moved by Bruce Prestidge</u> <i>To accept the presentation as information.</i></p> <p style="text-align: right;">CARRIED</p>
6) TREASURER’S REPORT	<p><u>Motion 86 Moved by Liz Krawiec</u> <i>Motion to accept financial report as attached.</i></p> <p style="text-align: right;">CARRIED</p>
7) 2023/2024 BUDGET PRESENTATION	<p>2023/2024 Budget for Approval- Power Point Presentation</p> <p><u>Motion# 87 Moved by: Serena Lapointe</u> Motion to accept 2023/2024 budget as</p> <p style="text-align: right;">CARRIED</p>
8) STAFF REPORTS:	<p>Executive Director Report – As Discussed B/A Report – As attached DSS – As Attached</p> <p><u>Motion # 88 Moved by Ty Assaf</u> <i>To accept the staff updates for information.</i></p> <p style="text-align: right;">CARRIED</p>
9) OLD BUSINESS:	<p>8.1 CFYE Operating Plan – Plan presented and discussed 8.3 BOARD Virtual Training Update: update provided 8.4 DSS Extension- Tentative Approval Received- plan/budget attached. 8.5 ROF - \$50,000 Project- Approval received, budget attached for information 8.6 CFNA Advocacy request for letter of support MP – Arnold Viersen letter of support attached for information.</p>

Staff recommended to share the letter and request to each mayor and council, seeking support letter from each municipality.

8.7 MLA – Martin Long Guest Attendance – confirmed April 20th Board Meeting. ED will send a notice to Mayors and Councils asking them to reach out to their local MLA, as well as to inquire about providing a letter of support requesting an increase to the operating budget of our CFs

8.8 Auditor Note to Board Members – attached for information.

Motion # 89 Moved by: Daryl Weber

To accept the Old Business Items as information.

CARRIED

10) NEW BUSINESS:

10.1 ROF 2.0 – Contract Agreement and Approval Shared regarding the \$50K proposal and spending Plan . Discussed next ROF Grant opportunity to address some of the strategic priorities established around a) Succession Planning b) Youth Entrepreneur Partnership,

10.2 – All Managers Meeting – CGI Update – possible additional funds to be provided to the program.

10.3 Policy Review: Committee Struck: Anna, Serena, Daryl & Nick will review policy recommendations being reviewed by staff and provide back to board for final approval. ED will share the draft policies that have been reviewed by staff to date for additional recommendations and amendments before bringing back to board for final approval.

10.4: Meeting Time Management.

Discussed the need to review the use of time spent /allotted at meetings to ensure that time is spent efficiently and effectively, in a manner that allow board members to be able to make informed and educated decisions as required by policy and contract agreement. Board Chair and ED will review and come back to next meeting with a proposed strategy to improve efficiency.

Motion # 90 Moved by: Marvin Schatz

To accept the information presented as information.

CARRIED

11) ROUND TABLE

Anna Greenwood – Mayerthorpe: 2nd Cannabis store opened in Mayerthorpe
Daryl Weber – Alberta Beach : Snow Mo days went well considering, other activities were offered.

Liz Krawiec – Swan Hills – The sled rally hosted 235 people registered for the event.

ADJOURNMENT:

Motion # Moved by Jim Hailes

Moved to adjourn at 4:20 pm.

NEXT MEETING:

April 20, 2023 – CFYE Office

CFYE Board Chair, Nick Gelych

DATE: _____

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 11, 2023

Re: Bylaw 04-2023, the Property Tax Bylaw

1.0 Purpose:

For Council to pass all three readings to Bylaw 04-2023, the Property Tax Bylaw for the 2023 taxation year.

2.0 Background and Discussion:

The **2023 final property assessments** have been received and recorded. The Town will recognize an overall **increase** in the **taxable** assessments.

2022 TOTAL Taxable Assessment	494,424,000	
2023 TOTAL Growth Assessment Changes	7,732,140	1.56%
2023 TOTAL Market Assessment Change	2,683,160	0.54%
2023 TOTAL Taxable Assessment	504,839,300	
2023 TOTAL TAXABLE ASSESSMENT (INCREASE)	10,415,300	2.1%

Most **residential single-family assessments** increased by an average of **0.2% (+/-)**.

Most of the **non-residential assessments** increased by an average of **1.5% (+/-)**.

A breakdown of the 2023 Taxable Assessment values are as follows:

2022 Residential Taxable Assessment	371,431,460	
2023 Growth Assessment Changes	2,034,730	0.55%
2023 Market Assessment Change	506,600	0.14%
2023 Residential Taxable Assessment (higher)	373,972,790	0.68%
2022 Non-Residential Taxable Assessment	122,992,540	
2023 Growth Assessment Changes	5,697,410	4.6%
2023 Market Assessment Changes	2,176,560	1.8%
2023 Non-Residential Taxable Assessment (higher)	130,866,510	6.4%

Summary of Change in 2023 Taxable Assessments	
Residential Taxable Assessments (higher)	2,541,330
Non-Residential Taxable Assessments (higher)	7,873,970
TOTAL 2023 Taxable Assessments (higher)	10,415,300

Municipal Taxes

The last year the municipal portion of the property tax rate increased was in 2019. **In order for Council to continue offering the same level of programs and services that our residents have become accustomed to, Bylaw 04-2023, the Property Tax Bylaw, has incorporated a 1.8% increase to the municipal portion of the property tax rate for both residential and non-residential properties.** The 1.8% increase has been approved in the 2023 Final Operating Budget.

Following is a further breakdown of the total assessment changes, first by Growth and then by Market. The increase in the taxable assessment shows the increase in Municipal Taxes raised between 2022 and 2023 based on the taxable assessments and a 1.8% municipal tax rate increase.

Assessment – Based on Growth

For new construction, any changes to progressive assessments (buildings that were under construction during 2022) with a 1.8% municipal tax rate increase.

Growth Assessment Changes	New Growth Assessment	Increase in Net Municipal Taxes Raised
2023 Residential	2,034,730	\$ 17,560
2023 Non-Residential	5,697,410	\$ 81,724
Total Tax Revenue Based on Growth Only		\$ 99,284

Assessment – Based on Market Assessment Changes

For changes in assessments due to the market and sales in the various areas of the Town, with a 1.8% municipal tax rate increase.

Market Assessment Changes	New Market Assessment	Increase in Net Municipal Taxes Raised
2023 Residential	506,600	\$ 4,372
2023 Non-Residential	2,176,560	\$ 31,220
Total (Increase) Tax Revenue Based on Market Only		\$ 35,592

Total Increase in Municipal Tax Revenue Between 2022 and 2023 Based on a 1.8% municipal tax rate increase	\$ 134,876
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It is important to note that the municipal portion of the 2023 property taxes are approximately \$95,000 higher than when Council approved the 2023 Operating Budget in January. The majority of this increase is due to higher than estimated assessments for Non-Residential and Machinery and Equipment.

It is critical that funds continue to be transferred to capital reserves for future projects; therefore, it would be Administration's recommendation that any additional funds resulting from tax revenues would be transferred to Capital Reserves at year end.

Tax Increase Summary

A summary of the impact of the 1.8% municipal property tax rate increase is as follows.

The **municipal taxes** paid by the property owner would also be affected by any increases or decreases in their specific property assessment values.

PROPERTY TAX RATE INCREASE OF 1.8% – RESIDENTIAL TAX ACCOUNTS

Properties with decrease in municipal taxes \$ 100.00 to \$ 200.00	3	1,631 Properties = 92%
Properties with decrease from \$ 1.00 to \$ 100.00	90	
Properties with increase from \$ 0.00 to \$ 50.00	1,212	
Properties with increase from \$ 50.00 to \$ 100.00	326	
Properties with increase from \$ 100.00 to \$ 200.00	103	
Properties with increase from \$ 200.00 to \$ 300.00	22	
Properties with increase from \$ 300.00 to \$ 500.00	6	
Properties with increase greater than \$500.00	5	
Total number of Properties	1,767	

Based on the above summary, 92% of all residential properties will either see a decrease in the municipal portion of their property taxes or an increase of \$100.00 or less.

**PROPERTY TAX RATE INCREASE OF 1.8% –
NON-RESIDENTIAL TAX ACCOUNTS**

Properties with decrease in municipal taxes \$ 50.00 to \$ 100.00	2	199 Properties = 71%
Properties with decrease in municipal taxes \$ 1.00 to \$ 50.00	36	
Properties with increase from \$ 0.00 to \$ 50.00	56	
Properties with increase from \$ 50.00 to \$ 100.00	37	
Properties with increase from \$ 100.00 to \$ 200.00	68	
Properties with increase from \$ 200.00 to \$ 300.00	29	
Properties with increase from \$ 300.00 to \$ 400.00	14	
Properties with increase from \$ 400.00 to \$ 500.00	8	
Properties with increase from \$ 500.00 to \$ 600.00	5	
Properties with increase from \$ 600.00 to \$ 700.00	6	
Properties with increase from \$ 700.00 to \$ 800.00	3	
Properties with increase from \$ 800.00 to \$ 900.00	4	
Properties with increase from \$ 900.00 to \$ 1,000.00	2	
Properties with increase greater than \$1,000.00	9	
Total number of Properties	279	

Based on the above summary, 71% of all non-residential properties will either see a decrease in the municipal portion of their property taxes or an increase of \$200.00 or less.
The majority of the 9 non-residential properties that have increased by greater than \$1,000.00 are properties with assessments of greater than \$1 million.

Requisitions & Other Tax Rates

Requisitions are listed as separate tax rates on the property tax notice, in addition to the municipal property tax rates. This portion of taxes are collected and paid directly to the requisitioning authority.

Alberta School Foundation Fund (ASFF) Requisition:

The **2023 School Requisition** from the Province has been received. The Town of Barrhead is required to collect this requisition from the overall taxable assessments and issue the payment to the Province. The comparison between the 2023 and 2022 School Requisition is as follows:

2023 School Requisition	2022 School Requisition	Difference
\$ 1,410,188	\$ 1,457,739	\$ 47,551 Decrease

As the school requisition is divided among the total assessment, the school portion of the **residential** tax rates will be amended as follows:

2023 Residential School Tax Rate	2022 Residential School Tax Rate	Difference	Effect on Each \$100,000 of Residential Assessment Value
2.6011	2.6747	0.0736 Decrease	\$7.36 Decrease

The school portion of the **non-residential** tax rates will be amended as follows:

2023 Non-Residential School Tax Rate	2022 Non-Residential School Tax Rate	Difference	Effect on Each \$100,000 of Non-Residential Assessment Value
3.6459	4.0129	0.367 Decrease	\$36.70 Decrease

Barrhead District Social Housing Association (B.D.S.H.A) Requisition:

The **2023 B.D.S.H.A Requisition** has been received. The Town of Barrhead is required to collect this requisition from the overall taxable assessments and issue the payment to the B.D.S.H.A. The comparison between the 2023 and 2022 B.D.S.H.A. Requisition is as follows:

2023 BDSHA Requisition	2022 BDSHA Requisition	Difference
\$ 60,450	\$ 61,295	\$ 845 Decrease

This decrease will have the following effect on both **Residential and Non-Residential** Properties.

2023 BDSHA Tax Rate	2022 BDSHA Tax Rate	Difference	Effect on Each \$100,000 of Assessment Value
0.1212	0.1255	0.0043 Decrease	\$0.43 Decrease

Government of Alberta-Designated Industrial Assessment Fee Requisition:

Starting in 2018, the Town has been requisitioned for the fees associated with the assessment costs for Designated Industrial properties within our boundaries. This will affect

the linear properties being electricity, telecommunications, television, cable and natural gas. Total requisition amount is \$523.33 for 2023.

2023 Non-Residential Linear Tax Rate	2022 Non-Residential Linear Tax Rate	Difference	Effect on Each \$100,000 of Non-Residential Linear Assessment Value
0.0746	0.0766	0.0020 Decrease	\$0.20 Decrease

Aquatic Centre Debenture Tax Rate:

Funds are being collected for the Aquatic Centre Debenture payment. The Town has ensured that this is listed as a separate line on the tax notices so all property owners can see exactly what the cost is to them. As there was an increase in overall taxable assessments, there is a decrease in this Tax Rate.

2023 Aquatic Centre Debenture Tax Rate	2022 Aquatic Centre Debenture Tax Rate	Difference	Effect on Each \$100,000 of Residential Assessment Value
0.5756	0.5874	0.0118 Decrease	\$1.18 Decrease

Attached is the summary of the Residential and Non-Residential historical tax rates from 2017 to 2023 (**Attachment #1**).

3.0 Alternatives:

- 3.1 Council pass all three readings to Bylaw 04-2023, the Property Tax Bylaw, as presented.
- 3.2 Council instructs Administration to amend the proposed Bylaw 04-2023, the Property Tax Bylaw, as directed and pass all three readings.
- 3.3 Council tables proposed Bylaw 04-2023, the Property Tax Bylaw, and instructs Administration to provide further information and bring back the information at the next Council Meeting.

4.0 Financial Implications:

The majority of the property tax revenues will be received by June 30, 2023. The attached 2023 Property Tax Bylaw has the identical penalty clauses that were in place pre-covid.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

Property Tax due date for all tax accounts is June 30, 2023

8.0 Attachments:

8.1 Historical Tax Rates from 2017 to 2023

8.2 Draft Bylaw 04-2023

9.0 Recommendations

Council pass all three readings to Bylaw 04-2023, the Property Tax Bylaw as presented.

(Original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD PROPERTY TAX RATES
2017 to 2023 Proposed

							Proposed
<u>RESIDENTIAL & FARMLAND</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
MUNICIPAL							
General Operations of Council	7.9775	8.2275	8.4775	8.4775	8.4775	8.4775	8.6301
Aquatic Centre Debenture	0.5824	0.5711	0.5683	0.5782	0.5964	0.5874	0.5756
Cost of Requisitions	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>
TOTAL MUNICIPAL	8.5599	8.7986	9.0458	9.0557	9.0739	9.0649	9.2057
REQUISITIONS							
Alberta School Foundation Fund	2.5761	2.6228	2.6349	2.6763	2.6831	2.6747	2.6011
Barrhead & Dist. Social Housing	<u>0.1117</u>	<u>0.1144</u>	<u>0.1146</u>	<u>0.1221</u>	<u>0.0435</u>	<u>0.1255</u>	<u>0.1212</u>
TOTAL REQUISITIONS	2.6878	2.7372	2.7495	2.7984	2.7266	2.8002	2.7223
TOTAL TAX RATES	11.2477	11.5358	11.7953	11.8541	11.8005	11.8651	11.9280
							Proposed
<u>NON-RESIDENTIAL</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
MUNICIPAL							
General Operations of Council	13.5905	13.8405	14.0905	14.0905	14.0905	14.0905	14.3441
Aquatic Centre Debenture	0.5824	0.5711	0.5683	0.5782	0.5964	0.5874	0.5756
Cost of Requisitions	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>
TOTAL MUNICIPAL	14.1729	14.4116	14.6588	14.6687	14.6869	14.6779	14.9197
REQUISITIONS							
Alberta School Foundation Fund	3.6055	3.6296	3.7474	3.9823	4.0989	4.0129	3.6459
Barrhead & Dist. Social Housing	<u>0.1117</u>	<u>0.1144</u>	<u>0.1146</u>	<u>0.1221</u>	<u>0.0435</u>	<u>0.1255</u>	<u>0.1212</u>
TOTAL REQUISITIONS	3.7172	3.7440	3.8620	4.1044	4.1424	4.1384	3.7671
TOTAL TAX RATES	17.8901	18.1556	18.5208	18.7731	18.8293	18.8163	18.6868

**BYLAW 04-2023
PROPERTY TAX BYLAW**

A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BARRHEAD FOR THE 2023 TAXATION YEAR.

WHEREAS, the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, authorizes Council to pass a property tax Bylaw annually, and

WHEREAS, the Town of Barrhead, in the Province of Alberta has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on January 10, 2023, and

WHEREAS, the assessor has assigned the assessment classes to the property on the Town of Barrhead Assessment Roll as;

- Class 1 - Residential,
- Class 2 - Non-Residential, and Non-Residential Linear
- Class 3 - Farm Land,
- Class 4 - Machinery and Equipment, and

WHEREAS, property tax rate in this Bylaw shall be referred to as the tax rate, as defined in Section 355 of the Municipal Government Act, times 1,000, and

WHEREAS, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$ 8,537,372, and the balance of \$ 6,686,988, is to be raised by general municipal taxation, and

WHEREAS, the estimated municipal expenditures (excluding non-cash items of \$ 2,052,800) and transfers set out in the budget for the Town of Barrhead for 2023 are estimated at \$ 15,213,840, and

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$ 164,175, and

WHEREAS, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$ 920,490, and

WHEREAS, the current year capital revenues and expenditures are estimated as \$ 3,864,340, and

WHEREAS, the Requisitions, including underlevies and overlevies to create the total 2023 requisition levies are:

ALBERTA SCHOOL FOUNDATION FUND (ASFF)	
Residential and Farmland	\$ 972,050
Non-Residential/Linear	\$ 438,765
BARRHEAD & DISTRICT SOCIAL HOUSING ASSOCIATION	\$ 60,455
GOVERNMENT ALBERTA DESIGNATED INDUSTRIAL PROPERTY	\$ 523

WHEREAS the total taxable assessment of all property in the Town of Barrhead as shown on the assessment roll is:

Residential	373,847,790
Farmland	125,000
Non-Residential	118,982,570
Linear, Designated Industrial	7,015,200
Machinery and Equipment	4,868,740
TOTAL TAXABLE ASSESSMENT	504,839,300

BYLAW 04-2023

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Town of Barrhead, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on all taxable property as shown on the assessment roll of the Town of Barrhead:

	<u>Tax Lev</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal			
Residential/Farmland	\$ 3,227,423	\$ 373,972,790	8.63010
Non-Residential	\$ 1,706,698	\$ 118,982,570	14.34410
Linear	\$ 100,627	\$ 7,015,200	14.34410
Machinery & Equipment	\$ 69,838	\$ 4,868,740	14.34410
Total	\$ 5,104,585	\$ 504,839,300	
Aquatic Centre Debenture			
Residential/Farmland	\$ 215,259	\$ 373,972,790	0.57560
Non-Residential	\$ 68,486	\$ 118,982,570	0.57560
Linear	\$ 4,038	\$ 7,015,200	0.57560
Machinery & Equipment	\$ 2,802	\$ 4,868,740	0.57560
Total	\$ 290,586		
Alberta School Foundation Fund (ASFF)			
Residential/Farmland	\$ 972,062	\$ 373,711,890	2.60110
Non-Residential	\$ 413,187	\$ 113,329,240	3.64590
Linear	\$ 25,577	\$ 7,015,200	3.64590
Total	\$ 1,410,826	\$ 494,056,330	
Barrhead & District Social Housing			
Residential/Farmland	\$ 45,294	\$ 373,711,890	0.12120
Non-Residential	\$ 13,736	\$ 113,329,240	0.12120
Linear	\$ 850	\$ 7,015,200	0.12120
Machinery & Equipment	\$ 590	\$ 4,868,740	0.12120
Total	\$ 60,470	\$ 498,925,070	
Gov't Alberta Designated Industrial			
Non-Residential Linear	\$ 523	\$ 7,015,200	0.07460
Total	\$ 523	\$ 7,015,200	
GRAND TOTAL	\$ 6,866,988		

A summary of tax rates for all assessed value of lands, buildings and improvements shown on the Assessment and Tax Roll of the Town of Barrhead for the year 2023 are as follows:

<u>Municipal:</u>	<u>Residential</u>	<u>Non-Residential</u>	<u>Farmland</u>	<u>Machinery & Equipment</u>	<u>Non-Residential Linear</u>
General Operations of Council	8.6301	14.3441	8.6301	14.3441	14.3441
Aquatic Centre Debenture	<u>0.5756</u>	<u>0.5756</u>	<u>0.5756</u>	<u>0.5756</u>	<u>0.5756</u>
TOTAL MUNICIPAL	9.2057	14.9197	9.2057	14.9197	14.9197
<u>Requisitions:</u>					
Alberta School Foundation Fund	2.6011	3.6459	2.6011	0.0000	3.6459
Barrhead & Dist. Social Housing	0.1212	0.1212	0.1212	0.1212	0.1212
Gov't Alberta Desig. Industrial	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0746</u>
TOTAL REQUISITIONS	<u>2.7223</u>	<u>3.7671</u>	<u>2.7223</u>	<u>0.1212</u>	<u>3.8417</u>
TOTAL TAX RATES	<u><u>11.9280</u></u>	<u><u>18.6868</u></u>	<u><u>11.9280</u></u>	<u><u>15.0409</u></u>	<u><u>18.7614</u></u>

BYLAW 04-2023

2. That a penalty of twelve percent (12%) shall be added on all unpaid current year taxes, including local improvement taxes, remaining unpaid after June 30, 2023 and shall be added on July 4, 2023.
3. That a penalty of twelve percent (12%) shall be added on all outstanding taxes and related costs that remain unpaid after December 31, 2023 and shall be added on the third (3rd) day of January 2024.
4. That payment must be made by cash, debit, money order, internet banking, telephone banking, accepted cheque or draft (draft payable at par), Barrhead, Alberta.
5. That the assessment notice and the tax notice relating to the same property shall be combined on one notice.
6. That any complaint regarding the assessment notice must be lodged within 60 days from the date of mailing of the assessment notice.
7. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

Read a first time this _____ day of _____, 2023.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, 2023.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, 2023 and passed.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: April 11, 2023

Re: Correspondence Items

- Item (a)** A copy of a letter dated March 21, 2023 to the County of Barrhead from Ms. Rebecca Schulz, Minister of Alberta Municipal Affairs, regarding the approval of a grant under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) program.

Recommendation:

Council accepts the copy of the letter dated March 21, 2023 to the County of Barrhead from Ms. Rebecca Schulz, Minister of Alberta Municipal Affairs, regarding the approval of a grant under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) program, as information.

- Item (b)** Letter from Ms. Rebecca Schulz, Minister of Alberta Municipal Affairs, regarding the Ministerial Order No. MSD:013/23, granting an extension on the deadline date by which municipalities must enter into a joint use and planning agreement (JUPA) with school boards.

Recommendation:

Council accepts the letter from Ms. Rebecca Schulz, Minister of Alberta Municipal Affairs, regarding the Ministerial Order No. MSD:013/23, granting an extension on the deadline date by which municipalities must enter into a joint use and planning agreement (JUPA) with school boards, as information.

(Original signed by the CAO)

Edward LeBlanc
CAO



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Shaw

AR110742

March 21, 2023

Reeve Douglas Drozd
County of Barrhead No. 11
5306 - 49 Street
Barrhead AB T7N 1N5

Dear Reeve Drozd:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the County of Barrhead No. 11 has been approved for a grant of \$146,570 under the Intermunicipal Collaboration component of the 2022/23 ACP in support of your Feasibility study to repurpose Alberta Distance Learning Center in Barrhead as a joint civic center project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by first dialing 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" being more prominent than the last name "Schulz".

Rebecca Schulz
Minister

cc: Shane Getson, MLA, Lac Ste. Anne-Parkland
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mayor David McKenzie, Town of Barrhead
Debbie Oyarzun, County Manager, County of Barrhead
Edward LeBlanc, Chief Administrative Officer, Town of Barrhead



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at ma.advisory@gov.ab.ca, or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email municipalcollaboration@gov.ab.ca or call the number above for more information.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs