



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, MAY 14, 2019 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

*Barrhead....a quality community....giving a quality lifestyle*

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – April 23, 2019
  - (b) Annual General Meeting Minutes – April 23, 2019
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Mr. Kerry McElroy
6. Old Business
  - (a) Town's Mainstreet Traffic Lights
7. New Business
  - (a) Monthly Bank Statement
  - (b) Summary Financial Statement to March 31, 2019
  - (c) Barrhead Airport Services 2019 Operating Budget
  - (d) Barrhead Airport Services 2019 Capital Budget
  - (e) FCSS 2018 Annual Report
  - (f) Barrhead Skills Weekend – Student Evaluation Summary
  - (g) Proclamation – June is Recreation and Parks Month
  - (h) Arena Concession Deep Fryers

- (i) Policy 32-012 Parade Route
  - (j) Policy 72-002 Recreation Facility Rental Rates
  - (k) Off-Leash Dog Run
  - (l) Barrhead Agricultural Society Agreement
  - (m) Paddle River Water Testing
  - (n) Wastewater Lagoon Upgrades
8. Reports - The Council Reports
- (a) Council Reports as of May 14, 2019
    - Agricultural Society
    - Barrhead & District Twinning Committee
9. Minutes
- (a) Barrhead & District Family & Community Support Services Society – March 21, 2019
  - (b) Barrhead & District Social Housing Association – March 6, 2019
10. Bylaws
- (a) There are no Bylaws
11. Correspondence
- (a) There are no Information Items
12. For the Good of Council
13. Tabled Items
14. In-Camera
- (a) Legal – Pursuant to Section 23 of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, APRIL 23, 2019,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Kathy Vickery, Interim CAO and Cheryl Callihoo, Director of Development & Legislative Services

Others: Barry Kerton, Barrhead Leader

**ABSENT** Cr. T. Assaf

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

**AGENDA** The agenda was reviewed.

113-19 Moved by Cr. Klumph that the agenda be accepted with the following addition:

- 14(a) In-Camera – Land Update FOIP Act Section 16

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of April 9, 2019, were reviewed.

114-19 Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of April 9, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

The Minutes of the Town Council Special Meeting of April 17, 2019, were reviewed.

115-19 Moved by Cr. Oswald that the Minutes of the Town Council Special Meeting of April 17, 2019 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION** Mayor and Council welcomed Ms. Judy Bohn, Ms. Marcia Moon and Members of the Barrhead Pickelball Club at 5:31 p.m.

The Club provided Council with a video presentation of the Club Program. Ms. Bohn discussed the time limit for the Makadiff Grant. Ms. Bohn also advised that the Club has made a presentation to the County of Barrhead but did not discuss cost sharing and developing a location for Pickelball with County Council. The Club would like a more permanent location for Pickelball and discussed the old tennis courts as a possible location.

Council further discussed and advised they would need more information from the Town Engineers before a decision can be considered on the old tennis court as a possible location for Pickelball.

Discussion continued and the club will further research the requirements for an eight court facility and submit a plan to Council for further review. Council also discussed possible meeting with County Council to discuss this further.

116-19 Moved by Cr. Penny that Council accept the delegation as information.

CARRIED UNANIMOUSLY

**EXITED** Mayor and Council thanked Members of the Barrhead Pickelball Club for thier presentation and they exited the Chambers at 6:05 p.m.

**TWINNING COMMITTEE MEMBERS AT LARGE**

Administration has received two letters of interest, Ms. Nadine Quendenbaum and Ms. Leah Jackson have both expressed an interest as Members of the Twinning Committee.

- 117-19 Moved by Cr. Oswald that Council approve Ms. Nadine Quendenbaum and Ms. Leah Jackson as Members of the Twinning Committee for a term to end December 31, 2019.

CARRIED UNANIMOUSLY

**APPOINTMENT OF CHIEF  
ADMINISTRATIVE OFFICER**

Information regarding the appointment of the new Chief Administrative Officer for the Town of Barrhead, was received.

- 118-19 Moved by Cr. Klumph that Council appoint Mr. Edward LeBlanc as the Chief Administrative Officer for the Town of Barrhead, effective May 14, 2019.

CARRIED UNANIMOUSLY

**REPORTS TO  
COUNCIL**

The following Reports to Council as of April 23, 2019, were reviewed:

- Barrhead Cares Coalition
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

- 119-19 Moved by Cr. Oswald that the following Reports to Council as of April 23, 2019, be accepted as information:

- Barrhead Cares Coalition
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Twinning Committee Meeting – April 8, 2019

- 120-19 Moved by Cr. Oswald that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 04-2019, THE LAND  
USE AMENDMENT BYLAW**

Bylaw 04-2019, the Land Use Amendment Bylaw, was presented.

Cheryl Callihoo, Director of Development & Legislative Services stated that the landowner wishes to rezone Lot 2, Block B, Plan 4272HW from Residential to Commercial.

- 121-19 Moved by Cr. Penny that Council give Bylaw 04-2019, the Land Use Amendment Bylaw first reading and set a Public Hearing for Bylaw 04-2019, the Land Use Amendment Bylaw for Tuesday, May 28, 2019 at 5:30 p.m.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Penny congratulated Cr. Oswald for winning Herman's Hero's Award at the Volunteer Appreciation Event.

Cr. Oswald thanked the Volunteer Appreciation Committee for a great event.

Cr. Kluin congratulated all the nominees.

Cr. Klumph wished the High School band great success in PEI.

**RECESSED**

- 122-19 Moved by Cr. Kluin to recess the meeting at 6:21 p.m.

CARRIED UNANIMOUSLY



**RECONVENED** Mayor McKenzie reconvened with the Annual General Meeting at 7:00 p.m. The Regular Meeting of Town Council was continued at 7:09 p.m. once the Annual General Meeting was closed.

**IN-CAMERA**

125-19 Moved by Cr. Kluin that Council go in-camera at 7:10 p.m.  
CARRIED UNANIMOUSLY

**OUT-OF-CAMERA**

126-19 Moved by Cr. Penny that Council come out-of-camera at 7:27 p.m.  
CARRIED UNANIMOUSLY

**ADJOURN**

127-19 Moved by Cr. Smith that the Council Meeting be adjourned at 7:27 p.m.  
CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

---

Mayor, David McKenzie

---

Interim CAO, Kathy Vickery

**MINUTES**  
**ANNUAL GENERAL MEETING OF THE TOWN OF BARRHEAD**  
**HELD TUESDAY, APRIL 23, 2019 AT 7:00 P.M.**

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

Officials: Kathy Vickery, Interim CAO and Cheryl Callihoo, Director of Development & Legislative Service

Others: Barry Kerton, Barrhead Leader

**ABSENT** Cr. T. Assaf

**CALL TO ORDER** Mayor McKenzie called the meeting to order at 7:00 p.m.

One member of the public was present at the opening of the meeting.

**2018 AUDITORS REPORT** The 2018 Audited Financial Statement and Auditor's Report from Auditor, Wayne Ellerington was reviewed.

Mr. Ellerington provided a review of his report and discussed debt limits and financial ratios and answered questions from Council.

123-19 Moved by Cr. Klumph that Council accept the 2018 Audited Financial Statement and Auditor's Report.

**CARRIED UNANIMOUSLY**

Cr. Klumph thanked Kathy Vickery, Interim CAO and her staff on finances.

**EXITED** Mayor McKenzie and Council thanked Mr. Ellerington for his presentation and he exited the Gallery at 7:07 p.m.

124-19 Moved by Cr. Kluin that the Annual General Meeting be closed at 7:09 p.m.

**CARRIED UNANIMOUSLY**

**TOWN OF BARRHEAD**

---

Mayor, David McKenzie

---

Interim CAO, Kathy Vickery



# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Delegation

---

## Summary

Delegation – Mr. Kerry McElroy at 5:30 p.m.

## Overview

Mr. Kerry McElroy of the Barrhead Cares Coalition will be meeting with Council to make a presentation on the Youth Development Assets Report.

## Recommendations

### *Recommendation #1*

That Council accept the presentation on the Youth Development Assets Report as information.
---

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

# BARRHEAD YOUTH DEVELOPMENTAL ASSESTS REPORT

## STRENGTHS AND SUPPORTS IN THE LIVES OF BARRHEAD YOUTH

Summary of Results from the Developmental Assets Survey & Dinner  
and Dialogue Event. November 26, 2018



**Barrhead Cares Coalition** works with the community through prevention, community development and advocacy. As a Coalition of agencies and volunteers we recognize the Strengths within our community and invite participation from all sectors. We believe Collaboration allows us to increase our resources and expertise so we can be more Responsive to the needs of our community. Working together, we are challenged to Reduce Barriers to services, while building a Safe and Healthy Community for all.

## RESULTS DASHBOARD

---

The Information in this report is based on a research survey completed by the Barrhead Cares Coalition at the Barrhead Composite High School between the dates of October 18<sup>th</sup>, 2018 and November 26<sup>th</sup>, 2018. A group of 274 students, 1/3 of the school population participated in the survey. The volunteer group consists of equal representation of male and female participants. The student demographic consists of students from grades 7, 8, 9, 10, 11 and 12.

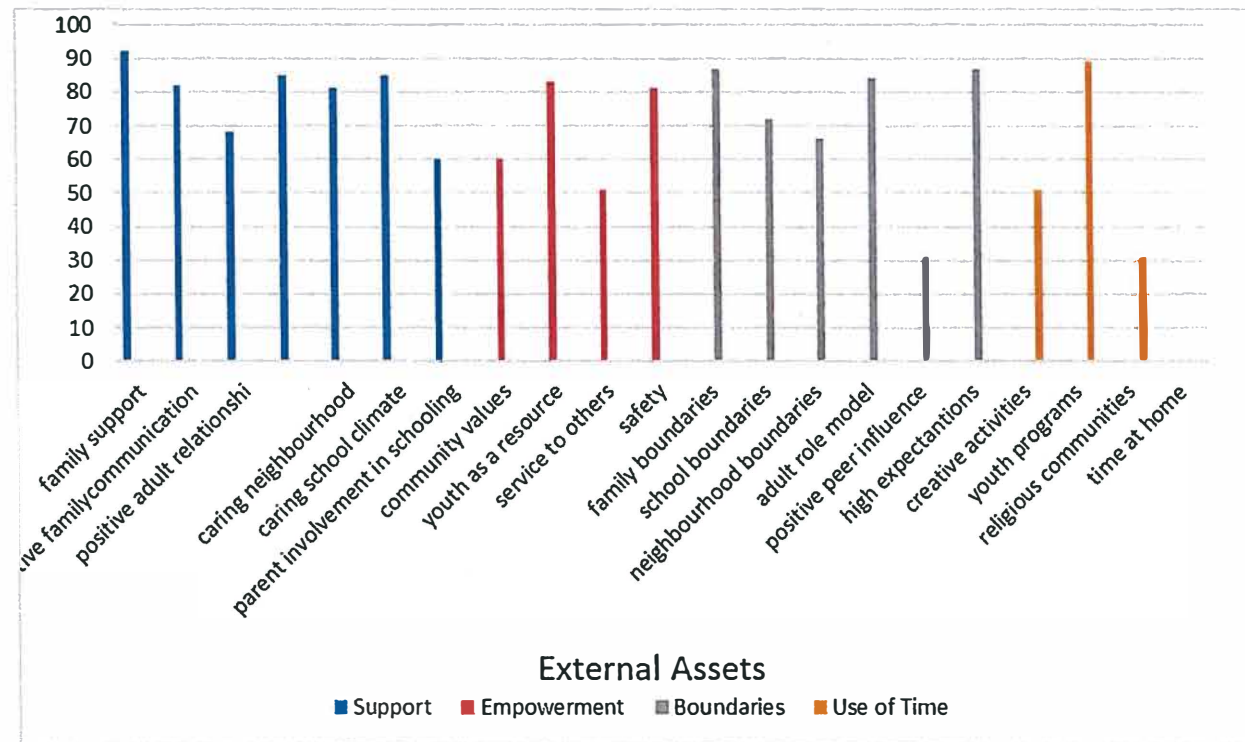
The Developmental Assessment questionnaire contained 40 questions regarding external and internal assets. The questionnaire was followed by focus group event. The Dinner and Dialogue event had 26 volunteer students and 12 adult community representatives participate. The Dinner and Dialogue event gave the youth the opportunity to state their opinion on specific assets that scored lower in the survey. The report is based on the Search Institute's survey, *Developmental Assets Profile*. The focus of this research is to understand the strengths and supports (*Developmental Assets*) that young people experience within the community and county of Barrhead, Alberta. Extensive research has shown that having these assets in their lives helps people make positive life choices.

The intent of the report is to engage Barrhead youth, identify strengths and support that young people experience within their lives. To identify themes where the youth are thriving as well as acknowledge areas of limitations experienced by the community's youth. The intention of the survey and focus group is to initiate discussion among community members and decision makers. Extensive research has shown that having these assets in their lives helps young people make positive life choices.

## External Developmental Assets

External Assets are the positive developmental experiences that families, schools, neighbourhoods, community groups and other youth and family-serving organizations provide young people. These positive experiences are supported by and reinforced as supports through society's greater agencies like government policy, health care providers, law enforcement agencies, civic foundations and other community institutions.

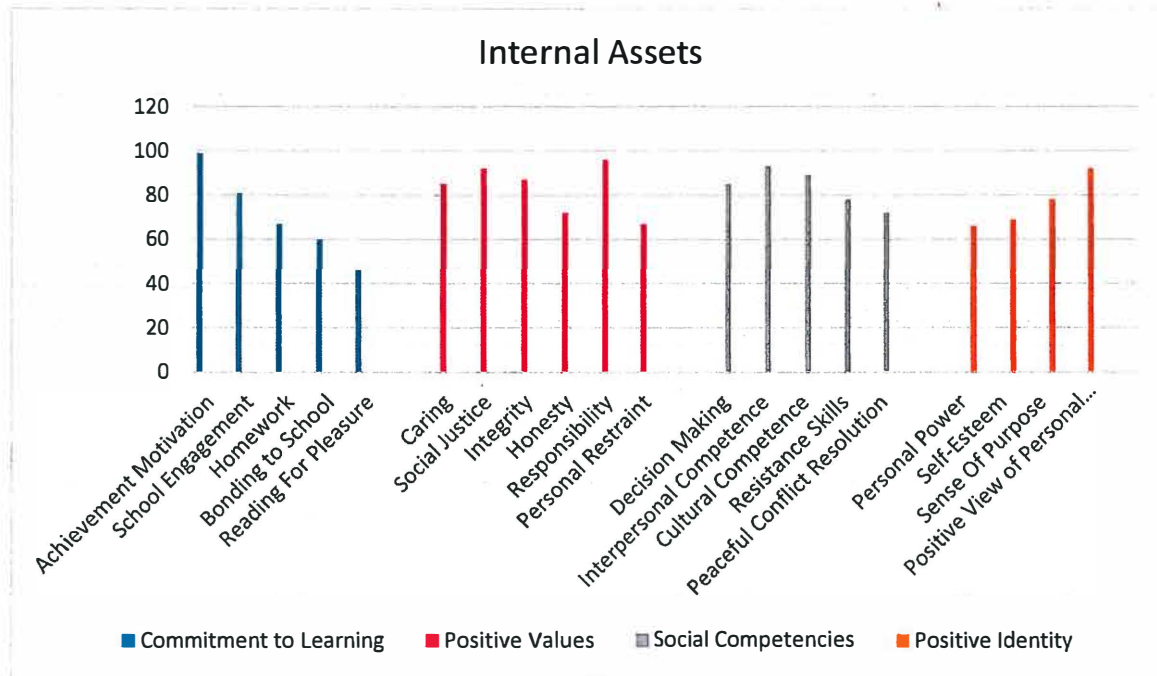
The following chart summarizes the extent in which the young people in our community experience the 20 external Developmental Assets.



## Internal Developmental Assets

Internal Assets are the inner characteristics that motivates a young person. It influences academic achievement, life-long learning, personal values and social competencies. It supports a young person's personal identity, sense of purpose and the future outlook.

The graph below summarizes the extent to which young people in our community experience the 20 internal developmental assets.



## The Asset Challenge for All Communities

The *Search Institute*, states:

The assets survey from our community is likely similar to the patterns found throughout the country. Generally, the studies have found that regardless of town size or geography that youth typically lack support. Communities can draw on upon inherent strengths of youth and adults to increase assets in young people by doing the following:

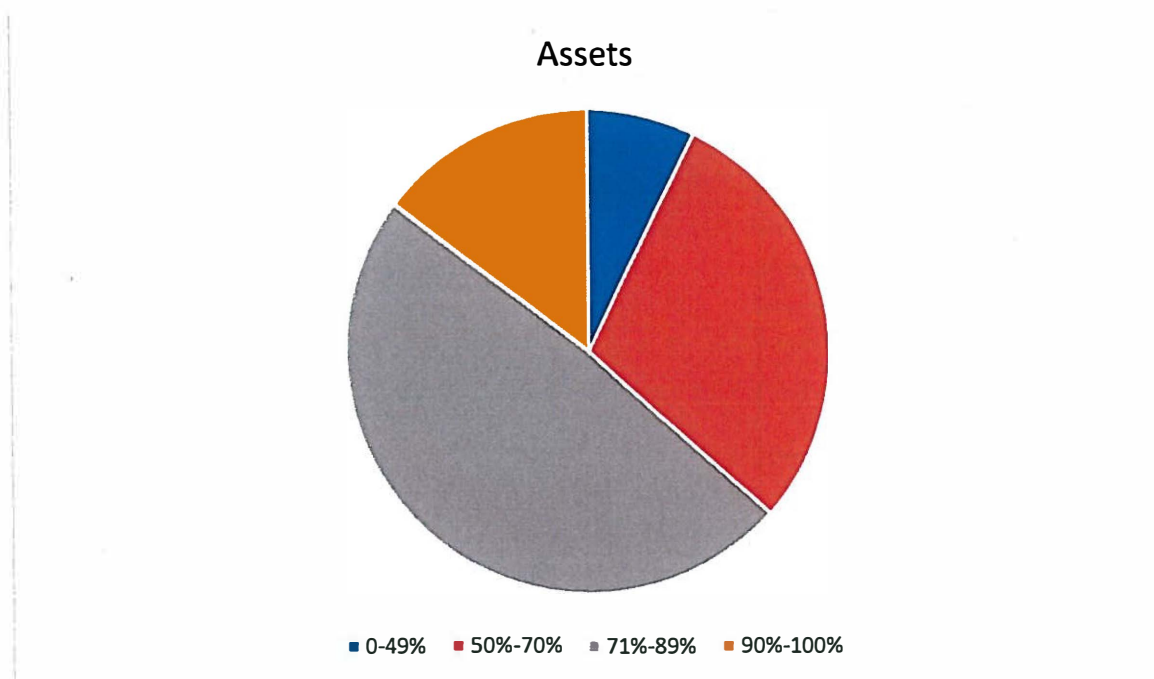
- Give adequate adult support through long-term positive inter-generational relationships;
- Provide meaningful leadership and community involvement opportunities;
- Engage young people in youth-serving programs;

- Provide consistent and well-defined behavioural boundaries;
- Help youth connect to their community; and;
- Create critical opportunities to develop social competencies and form positive values.

The more assets youth have, the better the outcome. Having 31-40 assets is better than having 21-30 assets, which is better than having 11-20. The best-case scenario for the Barrhead community would be to strive to ensure that all youth eventually experience 31-40 of the Developmental Assets.

## In Our Community

29% of our youth report having above average Developmental Assets. That is 35 out of 40 of the Developmental Assets. 49% report having 29-34 of the Developmental Assets and 15% of the report having 21-28 of the Developmental Assets. 7% of participants report less than 20 Developmental Assets.



Young people may face complex social forces, including:

- High level of parental absence;
- Adult silence on positive values and healthy boundaries;
- Fragmented family and community social systems;
- Neighbors who are isolated from one another and separated by age barriers;



- Adults fear becoming involved, youth are someone else's responsibilities;
- Youth over exposure to media saturated with violence and sexual situations;
- Poverty and lack of access to supportive programs and services;
- Inadequate education and poor economic opportunities that cause families to be unable to provide for their children's needs;
- School, religious institutions, and other youth-serving organizations that are not adequately equipped to be supportive, caring, and challenging in a positive way.

By working to eliminate these barriers, communities can strengthen young people against the allure of risk-taking behaviour, negative pressures and undesirable sources of belonging in order to prepare them to become the next generation of parents, workers, leaders and citizens.

## Challenged, Vulnerable, Adequate and Thriving

This table shows the average percentage of youth surveyed for each assets category. Out of the youth surveyed, the group does not qualify as Challenged or Vulnerable. The majority of percentages fall within the Adequate and Thriving range.

<b>External Assets</b>	<b>Average Score</b>
Support	64%
Empowerment	69%
Boundaries	71%
Use of Time	64%
<b>Internal Assets</b>	71%
Commitment to Learning	
Positive Values	83%
Social Competencies	83%
Positive Identity	76%

**The Mean Score:** 81% of the students surveyed state they agree and believe they have the *Developmental Assets* listed.

## **Strengths and Challenges for Youth**

Please discuss, with other community member:

Do you see the relative strengths of the different categories in our youth?

What examples illustrate the strengths that youth have in their lives?

**There is The Breakdown in data retrieved through the survey and Dinner and Dialogue focus group.**

### **What are the strengths?**

Scores 85% and above.

#### **External Assets:**

Family Support (92%)

Caring School Climate (85%)

Family Boundaries (87%)

High Expectations (85%)

Youth Programs (89%)

#### **Internal Assets:**

Achievement Motivation (99%)

Caring (85%)

Social Justice (92%)

Integrity (87%)

Responsibility (96%)

Interpersonal Competence (93%)

Cultural Competence (89%)

Positive view of Personal Future (92%)

## Where are the gaps?

The Assets with scores under 50% are considered areas of challenge and vulnerability. Limitations can emerge as the youth age into adulthood.

### **External Assets:**

Service To others (51%)

Positive Peer Influence (31%)

Religious Community Involvement (31%)

### **Internal Assets:**

Reading for Pleasure (46%)

## Noticed and Talked About

To further the discussion, brainstorm and receive feedback from the youth who participated in the survey; a Dinner and Dialogue event was held at the Barrhead Composite High School. It consisted of 26 youth and 12 community members from various agencies, schools and community services. The group facilitators were the community members and the youth provided the feedback. The aim of the Dinner and Dialogue was to engage youth in the process of research, and to understand the perspective of youth regarding the different Developmental Assets. The questions were focused on the lower scoring assets on the initial Developmental Assets survey.

The following questions were asked and the answers are the average response from the majority of the youth members.

### **1) Commitment To Learning**

Why do you think many youth do not read for pleasure each week?

- Lack of time;
- More time spent on technology (cell phones, Netflix, video games);
- Not a lot of free time;
- Difficulty reading;

How can youth show they care about their school? The majority of the groups answered:

- Keep it clean;
- Be respectful to teachers and staff;
- Participate in activities;
- Use class time to “wash” school to prevent vandalism;

We know youth want to achieve at school, yet a large number do not do homework, why not?

- Part-time job;
- Homework is optional;
- Extracurricular Activities;
- Homework completed in Flex time, no need to bring home;
- Need longer deadlines;
- Teachers need to collaborate with each other on workload;
- Exhausted after full day of school;

## 2) Positive Values

A majority of youth believe that theft is a problem in this community—how can we change this?

- More RCMP presence in town to enforces laws. Faster response times.
- Don't label people, a family name does not mean they are associated with the family history. Low socio-economic status.
- Take more responsibility for your items, at school don't give out your combination lock.

A majority of youth believe alcohol and drugs are a problem in the community---how can we change this?

- Adults should not use drugs and excessive drinking in front of children, or children think it is normal.
- Limit access: bars, liquor store, bootleggers within Barrhead.
- Need more educational intervention. Healthy lifestyle, coping strategies.
- Education regarding peer pressure.

## 3) Boundaries

Why do youth believe their friends do not model responsible behaviour?

- Youth don't care or take responsibility for what goes on in the school.
- Behaviours are learned at home.
- Youth do not feel respected or part of the school community.
- Peer pressure
- Keeping up appearances.

How can we change the behaviours of your friends?

- More options for entertainment.
- No one else can make someone change.

- Be a role model
- “Never lose yourself when trying to find yourself”
- Stop hanging out with them.
- More teachers should reach out to youth.

Does media play a role in your friend’s behaviour?

- Yes!
- Snapchat, Instagram, Facebook
- Youth try to emulate the media.
- Trying to keep up online profile
- “The more you view something online, the more normalized it becomes.”

#### **4) Empowerment**

Why do you believe young people do not volunteer in the community?

- Youth are lazy
- Not involved in clubs, youth group..
- Youth are “too busy”
- After-school responsibilities: Part-time job, sports
- No immediate pay-off
- Do not know where to volunteer
- Can not drive
- Not seen as “cool”

Why do young people believe adults do not value them?

- Youth are considered to young
- Generations of raising children the same way they were raised.
- Belief “kids are seen and not heard”
- Adults have the belief that it is optional what information to share with youth.
- Achievement are more important: grades
- Adults do not listen when youth gives their opinion.

How can we change this perception?

- Talk to youth with respect from a young age.
- Educate parents.
- Youth and adults need to have the “tougher conversations”
- Mutual respect from a young age.
- We can’t change it.
- Adults need to be willing to listen.

## **5) Constructive Use of Time**

What stops young people from spending time taking lessons or practicing a fine art?

- Chores, homework, part-time job
- Too Expensive.
- No parental support
- Gender stereotypes
- Must start at a young age
- Lack of time
- Lack of interest

Why do youth not spend time in activities sponsored by religious institutions?

- Fear of judgement
- Parents not involved in a church
- Feel uncomfortable, do not feel welcomed

Youth have said they want to have more or different recreational activities in the area, what would those be?

- Skateboard park improvement: currently seen as a drug dealer hang out.
- Acrobatics, gymnastics
- Paintball
- Arcade
- Rec room for youth, a safe space.
- Youth Fire Fighting
- Ukrainian Dance
- Job for a day program
- Synchronized Swimming
- Music recording/ DJ studio
- Cheaper rates for Recreational activities
- Street Hockey Club
- Badminton Club
- Cooking Club

## **6) Final Word**

What does the community need to become better for youth, seniors and adults?

- Less crime
- More Jobs
- Less drugs

- Faster medical help
- Community centers for social interactions
- Expense is a barrier
- More variety of activities
- “Use Responses from this event! Youth never get a say!”
- Dog park
- Whole Town Garage Sale
- Homeless shelter
- Cheaper groceries
- More stores, more choices
- More movie times on PD days and matinees.

## **Summary and Reflection**

At the end of the focus group, the youth stated they would like to have more opportunity to give their opinion, like the Dinner and Dialogue event. They thought the event was beneficial and a good way to discuss issues influencing young people within our community. An additional concern was that the youth felt blamed for the increase of recent break-ins and this caused adults to trust youth less, in general.

## **Adult Stakeholders**

As community representatives, the Adult Stakeholders that attended the Dinner and Dialogue focus group. 93% of the participants found the event useful. 96.5% of the Adult Stakeholders considered the conversation topics informative and relative in regards to learning about the youth perspective and circumstances influencing the community as a whole. The Adult Stakeholders are eager to share the experience and the results with their co-workers, youth groups, and community members to have discussions and consider recommendations to advocate as a community that values our youth. 89.6% of the Adult Stakeholders would participate again in a similar Dinner and Dialogue event to discuss assets that influence youth.

Some of the comments shared by Adult Stakeholders:

“I was impressed with how forthcoming the students were. And how honest.”

“The more we communicate the better we know one another and the more we build trust”.

“I’d like to see it used to improve the community”.

“I feel it imperative that we utilize the information in a way that we are able to give feedback to the youth, stating that the night was not a joke and that their information and opinion is valued”.

“A plan for one or two projects moving forward”.

As the hosting committee, the Barrhead CARES Coalition were curious to see that many youths are not involved in religious organizations, although we have many Christian denominations within the town and county. Why youth, considered peers a bad influence and reading for pleasure scored low. These are the three lowest scored assets on the survey.

## **Where Do We Go From Here?**

We would like to ask the community members and decision makers to critically reflect on the developmental assets report and consider where we can create more support for our youth in their development of internal and external assets.

Please consider:

Does the relative strengths of the different categories reflect what you have seen with youth in our community?

In what ways do the programs within Barrhead contribute to bridge these areas of limitations in young people's lives?

What information can we take and use from the report to enhance the community and engage the youth?

The Barrhead Cares Coalition would like to thank all of the youth participants, the community stakeholders and the volunteers who took the time to participate in the Developmental Assets Assessment. We would like to thank the Search Institute for providing a survey and report template.





# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Town's Mainstreet Traffic Lights

---

## Summary

Town's Mainstreet Traffic Lights

## Overview

Council has previously discussed the Town's traffic lights on mainstreet and the option of converting this intersection to a 4-Way Stop. As requested Administration has compiled the following information for Council's review.

The current traffic lights are a very old design and do not have the same functionality as the more modern lights. For example, there are no pedestrian signals of when to cross and how much time remains before the lights change, the lights are not consistent with the modern location of traffic lights, thereby causing confusion to those not familiar with the intersection, and finally, the light rotation may not allow enough time for the intersection to be cleared before traffic moves from the opposite direction. Parts are also very difficult to locate for repairs to these lights.

If Council chooses to replace the traffic lights at the mainstreet intersection, it would be extremely costly. It would be much more cost effective for the intersection to be controlled by a 4-Way stop.

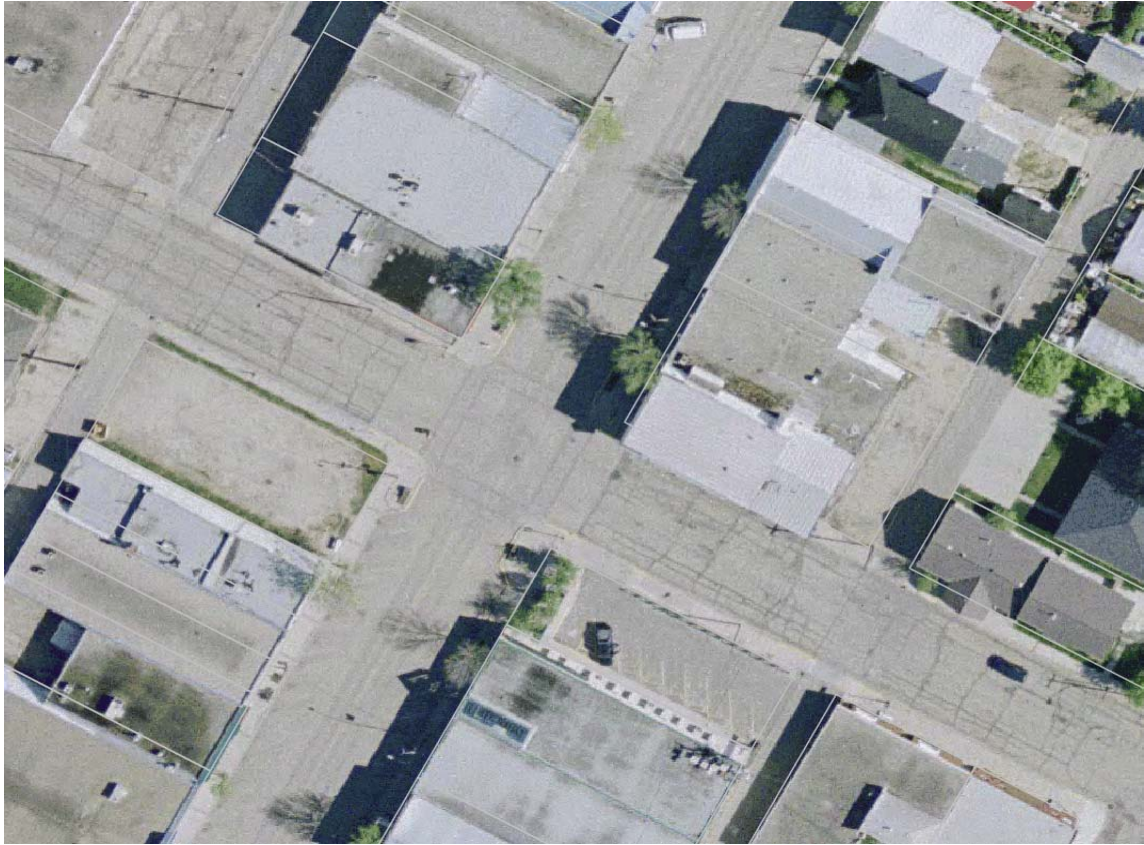
Upon discussion with the Director of Public Works, if Council chooses to convert the mainstreet intersection to a 4-Way Stop, it may be beneficial to start in the summer to give the community time to adjust. Estimated costs for signage, electrical, Fortis, sidewalk repair - \$ 2,000.00

## Recommendations

That Council approve the conversion of the Town's traffic lights on mainstreet to a 4-Way Stop, beginning in the summer of 2019.

Respectfully submitted by:

Kathy Vickery  
Interim CAO





# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Monthly Bank Statement

---

## Summary

The Monthly Bank Statement for the month ended March 31, 2019.

## Overview

## Recommendations

### *Recommendation #1*

That Council receive as information the Monthly Bank Statement for the month ended March 31, 2019.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED MARCH 31, 2019**

<b>PER TOWN OF BARRHEAD:</b>	<b>ATB FINANCIAL GENERAL ACCT</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	908,348.13	3,005,921.91	2,530,755.47
Receipts	42,368.19	213,602.34	
Direct Deposits	219,427.29	358,693.99	
Interest	5,631.20	5,566.70	
Loan Proceeds	0.00		
Transfers from/to Term Deposits	1,250,000.00	100,000.00	2,296.04
Cancelled Cheques	0.00	359.10	
<b>SUBTOTAL</b>	<b>2,425,774.81</b>	<b>3,684,144.04</b>	<b>2,533,051.51</b>
Disbursements	96,375.05	683,948.59	
Debentures/Interest	0.00	145,284.50	
School Requisition	0.00	357,943.54	
Transfers from/to General	2,296.04	0.00	1,350,000.00
NSF/Returned Cheques or Transfers	300.31	0.00	
Postdated Cheques	0.00	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>2,326,803.41</b>	<b>2,496,967.41</b>	<b>1,183,051.51</b>
*****			
<b>PER BANK:</b>			
Balance at end of month	2,328,541.91	2,471,403.54	1,183,051.51
Outstanding Deposits	0.00	129,538.41	
<b>SUBTOTAL</b>	<b>2,328,541.91</b>	<b>2,600,941.95</b>	<b>1,183,051.51</b>
Outstanding Cheques	1,738.50	103,974.54	
<b>NET BALANCE AT END OF MONTH</b>	<b>2,326,803.41</b>	<b>2,496,967.41</b>	<b>1,183,051.51</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED MARCH 31, 2019**

<b><u>Financial Institution</u></b>	<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
Nova Scotia	100,000.00	2.15%	February 11, 2019	90 day term deposit
ATB Financial	1,000,000.00	2.50%	March 5, 2019	38 day term deposit
ATB Financial	<u>83,051.51</u>			Interest On Term Account
<b>Total</b>	<b><u>\$ 1,183,051.51</u></b>			



# REQUEST FOR DECISION

**Date:** May 14, 2019

**To:** Mayor McKenzie & Members of Council

**From:** Kathy Vickery, Interim CAO

**Re:** Summary Financial Statement to March 31, 2019

---

## Summary

The Summary Financial Statement for the period ended March 31, 2019 is presented.

## Overview

The Summary Financial Statement provides summarized details in two formats. In the operating section pages 1 to 4 provides detail, by department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

Pages 5 and 6 of the operating report provides the same information but it is summarized by the various categories (taxes, grants, salaries, equipment maintenance, insurance, utilities).

Upon a review of the operating report at March 31<sup>st</sup>, many of the revenues are close to 25% and a large number of expenses are below the 25% mark. With the revenues, most of the grants have not been received yet. Transfers to and from reserves are done at the end of the year once the overall revenues and expenses and various project costs have been determined.

The Summary Balance Sheet and Summary Capital Revenues and Expenditures are also included for Council's information. The Capital Report is summarized similar to the Operating Report, with pages 1 to 3 providing details by department and page 4 providing details by category.

Overall the March 31, 2019, Financial Statement indicates that all departments are doing very well with the various budget items.

## Recommendations

That Council accept the Summary Financial Statement for the period ended March 31, 2019 as presented.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
OPERATING REVENUES				
TAXES	0.00	( 6,872,129.00)	( 6,872,129.00)	0.00
OTHER	( 262,269.16)	( 780,000.00)	( 517,730.84)	33.62
COUNCIL	( 263.50)	( 1,200.00)	( 936.50)	21.96
ADMINISTRATION	( 38,793.51)	( 118,450.00)	( 79,656.49)	32.75
RCMP	( 5,000.00)	( 61,467.00)	( 56,467.00)	8.13
FIRE	( 166,275.29)	( 848,427.00)	( 682,151.71)	19.60
EMERGENCY RESPONSE CENTRE	( 6,165.50)	( 24,662.00)	( 18,496.50)	25.00
TOWN FIRE	0.00	( 3,000.00)	( 3,000.00)	0.00
DISASTER SERVICES	0.00	( 50.00)	( 50.00)	0.00
BYLAW	( 9,885.00)	( 28,600.00)	( 18,715.00)	34.56
SAFETY	0.00	( 51,200.00)	( 51,200.00)	0.00
PUBLIC HEALTH	0.00	( 20,000.00)	( 20,000.00)	0.00
COMMON SERVICES	( 7,852.36)	( 53,300.00)	( 45,447.64)	14.73
ROADS	0.00	( 74,947.00)	( 74,947.00)	0.00
WATER	( 453,198.07)	( 2,645,100.00)	( 2,191,901.93)	17.13
SEWER	( 98,166.51)	( 647,100.00)	( 548,933.49)	15.17
TRADE WASTE	( 88,219.90)	( 327,607.00)	( 239,387.10)	26.93
LANDFILL	( 34,222.50)	( 234,300.00)	( 200,077.50)	14.61
RECYCLE	( 3,689.96)	( 160,643.00)	( 156,953.04)	2.30
NEW LANDFILL	0.00	( 4,000.00)	( 4,000.00)	0.00
FAMILY & COMMUNITY SUPPORT SERVICES	( 106,681.00)	( 376,423.00)	( 269,742.00)	28.34
CEMETERY	( 800.00)	( 5,600.00)	( 4,800.00)	14.29
DEVELOPMENT	( 1,740.00)	( 73,600.00)	( 71,860.00)	2.36
PLANNING	0.00	( 1,450.00)	( 1,450.00)	0.00
COMMUNITY DEVELOPMENT	( 54,000.00)	( 83,300.00)	( 29,300.00)	64.83

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
SUBDIVISION	0.00	( 195,600.00)	( 195,600.00)	0.00
RECREATION ADMINISTRATION	( 292.15)	( 91,700.00)	( 91,407.85)	0.32
ARENA	( 92,888.63)	( 377,621.00)	( 284,732.37)	24.60
POOL	( 99,760.29)	( 540,100.00)	( 440,339.71)	18.47
PARKS	( 100.00)	( 101,997.00)	( 101,897.00)	0.10
SPORTSGROUND	0.00	0.00	0.00	N/A
ROTARY PARK	0.00	( 20,000.00)	( 20,000.00)	0.00
BOWLING ALLEY	0.00	( 3,000.00)	( 3,000.00)	0.00
CURLING RINK	0.00	( 12,879.00)	( 12,879.00)	0.00
WALKING TRAIL	0.00	( 20,000.00)	( 20,000.00)	0.00
TOURISM	0.00	0.00	0.00	N/A
TWINNING	0.00	( 9,185.00)	( 9,185.00)	0.00
GENERAL	0.00	0.00	0.00	N/A
TOTAL REVENUES	( 1,530,263.33)	( 14,868,637.00)	( 13,338,373.67)	10.29
OPERATING EXPENDITURES				
MAYOR	9,581.41	45,809.00	36,227.59	20.92
COUNCIL	34,950.93	178,339.00	143,388.07	19.60
ADMINISTRATION	228,690.19	994,613.00	765,922.81	22.99
COMPUTER	13,416.96	92,000.00	78,583.04	14.58
RCMP	16,013.82	105,750.00	89,736.18	15.14
FIRE	144,306.08	958,427.00	814,120.92	15.06
EMERGENCY RESPONSE CENTRE	17,751.38	49,324.00	31,572.62	35.99
TOWN FIRE	74,953.02	324,205.00	249,251.98	23.12
DISASTER SERVICES	0.00	5,000.00	5,000.00	0.00
BYLAW	30,958.12	149,098.00	118,139.88	20.76



**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
SAFETY	0.00	102,401.00	102,401.00	0.00
PUBLIC HEALTH	0.00	20,000.00	20,000.00	0.00
COMMON SERVICES	94,006.12	676,611.00	582,604.88	13.89
ROADS	179,139.83	2,246,312.00	2,067,172.17	7.97
AIRPORT	0.00	38,476.00	38,476.00	0.00
STORM SEWER	3,211.34	144,669.00	141,457.66	2.22
WATER	252,437.31	2,293,727.00	2,041,289.69	11.01
WATER (BRWC)	170,184.40	651,373.00	481,188.60	26.13
SEWER	43,571.44	949,100.00	905,528.56	4.59
TRADE WASTE	71,459.51	359,607.00	288,147.49	19.87
LANDFILL	27,618.05	262,800.00	235,181.95	10.51
RECYCLE	43,049.58	226,264.00	183,214.42	19.03
NEW LANDFILL	0.00	34,425.00	34,425.00	0.00
FAMILY & COMMUNITY SUPPORT SERVICES	109,355.75	452,423.00	343,067.25	24.17
CEMETERY	22.39	25,851.00	25,828.61	0.09
DEVELOPMENT	25,409.28	203,485.00	178,075.72	12.49
PLANNING	200.00	1,250.00	1,050.00	16.00
COMMUNITY DEVELOPMENT	29,975.67	230,476.00	200,500.33	13.01
SUBDIVISION	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION	61,411.04	357,590.00	296,178.96	17.17
ARENA	152,426.81	811,267.00	658,840.19	18.79
POOL	432,898.47	1,739,451.00	1,306,552.53	24.89
PARKS	27,005.12	485,938.00	458,932.88	5.56
SPORTSGROUND	14,356.70	109,590.00	95,233.30	13.10
ROTARY PARK	199.77	20,400.00	20,200.23	0.98
BOWLING ALLEY	2,932.03	35,800.00	32,867.97	8.19

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
CURLING RINK	10,116.59	61,108.00	50,991.41	16.56
WALKING TRAIL	1,675.46	90,179.00	88,503.54	1.86
MUSEUM	0.00	3,800.00	3,800.00	0.00
TOURISM	5,034.22	110,334.00	105,299.78	4.56
TWINNING	1,746.13	13,370.00	11,623.87	13.06
LIBRARY	30,954.10	109,877.00	78,922.90	28.17
REQUISITION	357,943.54	1,518,961.00	1,161,017.46	23.57
GENERAL	2,340.99	147,829.00	145,488.01	1.58
TOTAL EXPENDITURES	2,721,303.55	17,437,309.00	14,716,005.45	15.61
LESS TANGIBLE CAPITAL ASSETS	0.00	2,579,600.00	2,579,600.00	0.00
NET OPERATING EXPENDITURES	2,721,303.55	14,857,709.00	12,136,405.45	18.32
 CURRENT YEAR (SURPLUS) DEFICIT	 1,191,040.22	 ( 10,928.00)	 ( 1,201,968.22)	 ( 10,898.98)

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
OPERATING REVENUES BY CATEGORY				
TOTAL TAXES	0.00	( 6,872,129.00)	( 6,872,129.00)	0.00
SALES OF GOODS & SERVICES, FEES, COMMISS.	( 741,386.68)	( 4,378,523.00)	( 3,637,136.32)	16.93
FRANCHISE FEES, RENTALS, LICENSES, PERMITS	( 451,628.22)	( 1,400,148.00)	( 948,519.78)	32.26
LOCAL GOV'T - TOWN, COUNTY, WOODLANDS	( 191,817.43)	( 1,373,620.00)	( 1,181,802.57)	13.96
REVENUE FROM CAPITAL RESERVES	0.00	0.00	0.00	0.00
PROVINCIAL GRANTS	( 145,431.00)	( 582,117.00)	( 436,686.00)	24.98
FEDERAL GRANTS	0.00	( 7,400.00)	( 7,400.00)	0.00
REVENUE FROM OPERATING RESERVES	0.00	( 254,700.00)	( 254,700.00)	0.00
UNDERLEVIES	0.00	0.00	0.00	N/A
NET GAIN/LOSS DISPOSALS	0.00	0.00	0.00	N/A
TOTAL REVENUES	( 1,530,263.33)	( 14,868,637.00)	( 13,338,373.67)	10.29
OPERATING EXPENDITURES BY CATEGORY				
SALARIES	762,408.03	3,728,585.00	2,966,176.97	20.45
EMPLOYER SHARE CPP, EI, BENEFITS, LAPP, WCB	179,733.24	818,635.00	638,901.76	21.96
TRAINING & DEVELOPMENT	18,194.60	102,100.00	83,905.40	17.82
COUNCIL FEES & PER DIEMS	38,905.00	172,360.00	133,455.00	22.57
FIRE FEES & GUARDIANS	21,700.83	171,800.00	150,099.17	12.63
TRAVEL & SUB, POSTAGE, PHONE, ADVERTISING	51,449.37	324,320.00	272,870.63	15.86
LEGAL, ENGINEERING, WATER COMM, ASSESSOR, AUDIT	251,427.20	1,632,607.00	1,381,179.80	15.40
BUILDING MAINT, GENERAL MAINT, BEAUTIFICATION	43,854.40	656,300.00	612,445.60	6.68
EQUIPMENT MAINTENANCE	28,858.93	214,150.00	185,291.07	13.48
VEHICLE MAINTENANCE	23,305.42	148,300.00	124,994.58	15.72
COMPUTER SUPPORT, CUSTODIAL, CONTRACTED SERV.	37,552.61	328,520.00	290,967.39	11.43
INSURANCE	214,890.69	240,250.00	25,359.31	89.44

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - OPERATING**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
ENHANCED POLICE, LAND TITLES	75.00	41,500.00	41,425.00	0.18
MATERIALS & SUPPLIES, FUEL, GRAVEL, ASPHALT	84,059.71	882,900.00	798,840.29	9.52
CHEMICALS	30,340.08	160,200.00	129,859.92	18.94
UTILITIES	209,957.33	995,975.00	786,017.67	21.08
COMPUTER PURCH. PROG., RENTALS	531.19	7,500.00	6,968.81	7.08
LANDFILL CLOSURE/POST CLOSURE	0.00	30,425.00	30,425.00	0.00
CONTRIB. TO REGIONAL FIRE, AIRPORT, FCSS, LIBRARY	215,262.87	899,081.00	683,818.13	23.94
CONTRIB. TO CAPITAL	0.00	1,437,421.00	1,437,421.00	0.00
GRANTS TO ORGANIZATIONS	1,850.00	31,700.00	29,850.00	5.84
DEBENTURE PAYMENTS, BANK CHARGES	146,662.52	293,569.00	146,906.48	49.96
WRITEOFFS	0.00	4,500.00	4,500.00	0.00
REQUISITIONS	357,943.54	1,518,961.00	1,161,017.46	23.57
UNDERLEVIES PREVIOUS YEAR	2,340.99	0.00	( 2,340.99)	N/A
ADD TO OPERATING RESERVE	0.00	16,050.00	16,050.00	0.00
TANGIBLE CAPITAL ASSETS	0.00	2,579,600.00	2,579,600.00	0.00
TOTAL EXPENDITURES	2,721,303.55	17,437,309.00	14,716,005.45	15.61
LESS TANGIBLE CAPITAL ASSETS	0.00	2,579,600.00	2,579,600.00	0.00
NET OPERATING EXPENDITURES	2,721,303.55	14,857,709.00	12,136,405.45	18.32
CURRENT YEAR (SURPLUS) DEFICIT	1,191,040.22	( 10,928.00)	( 1,201,968.22)	( 10,898.98)

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - BALANCE SHEET**

**From Jan. 1, 2019 to Mar. 31, 2019**

	<u>YTD</u>
BALANCE SHEET - ASSETS	
CASH	
3-01-01-111-00 Cash - On Hand (Floats)	700.00
3-01-01-112-00 Cash - On Hand (Petty Cash)	600.00
3-01-01-121-00 Cash - Alberta Treasury Branch General	2,326,803.41
3-01-01-122-00 Cash - Alberta Treasury Branch Savings	0.00
3-01-01-125-00 Cash - Servus Credit Union General Account	2,499,464.93
Total for CASH	4,827,568.34
RECEIVABLES	
3-02-01-211-00 A/R - Taxes Receivable Arrears	88,487.32
3-02-01-212-00 A/R - Taxes Receivable Current	( 393,671.64)
3-02-01-260-00 A/R - GST 57.14% Rebate Control	0.00
3-02-01-261-00 A/R - GST Claims Receivable	20,635.32
3-02-01-262-00 A/R - GST 100% Input Tax Credit	0.00
3-02-01-263-00 A/R - GST 76.43% Input Tax Credit	0.00
3-02-01-264-00 A/R - GST 42.86% Rebate	0.00
3-02-01-265-00 A/R - GST 23.57% Input Rebate	0.00
Total for RECEIVABLES	( 284,549.00)
ADMINISTRATION TCA/ACCUM. AMORT.	616,619.37
RCMP TCA/ACCUM. AMORT.	483,495.14
FIRE TCA/ACCUM. AMORT.	1,964,205.47
BYLAW TCA/ACCUM. AMORT.	81,873.11
COMMON SERVICES TCA/ACCUM. AMORT.	3,496,814.62
ROADS TCA/ACCUM. AMORT.	17,836,348.61
AIRPORT TCA/ACCUM. AMORT.	104,388.61
STORM SEWER TCA/ACCUM. AMORT.	1,762,286.03

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - BALANCE SHEET**

**From Jan. 1, 2019 to Mar. 31, 2019**

	<u>YTD</u>
WATER	
3-41-01-274-00 Water - Accounts Receivable (Bill)	25,024.74
3-41-01-274-01 Water - Receivables (Finalled)	0.00
Total for WATER	25,024.74
WATER TCA/ACCUM. AMORT.	6,887,528.24
SEWER TCA/ACCUM. AMORT.	5,871,066.15
TRADE WASTE TCA/ACCUM. AMORT.	754,740.35
LANDFILL TCA/ACCUM. AMORT.	770,353.79
RECYCLE TCA/ACCUM. AMORT.	179,556.00
CEMETERY TCA/ACCUM. AMORT.	44,920.00
SUBDIVISION TCA/ACCUM. AMORT.	2,263,206.61
RECREATION TCA/ACCUM. AMORT.	20,212,671.79
SPORTSGROUND TCA/ACCUM. AMORT.	235,578.11
ROTARY PARK TCA/ACCUM. AMORT.	43,380.80
BOWLING TCA/ACCUM. AMORT.	123,591.00
CURLING RINK TCA/ACCUM. AMORT.	193,763.60
WALKING TRAIL TCA/ACCUM. AMORT.	166,195.39
MUSEUM TCA/ACCUM. AMORT.	35,100.00
GAS	30,929.99
CONTINGENCY	0.00
GENERAL	
3-98-01-271-00 A/R - Trade	193,071.38
3-98-01-271-01 A/R - A/R Trade Not Invoiced	66,868.50
3-98-01-272-00 NSF/Postdated Clearing	0.00
3-98-01-273-00 A/R - Business License 2019	7,475.00
3-98-01-276-00 A/R - Parks & Rec	36,498.08

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - BALANCE SHEET**

**From Jan. 1, 2019 to Mar. 31, 2019**

	<u>YTD</u>
3-98-01-280-00 A/R - Accrued Receivables	0.00
3-98-01-320-00 Term Deposits	1,183,051.51
3-98-01-345-00 Alberta Municipal Financing Corporation	30.00
3-98-01-412-00 Prepaid Insurance	0.00
3-98-01-415-00 Prepaid Expense	609.00
Total for GENERAL	1,487,603.47
TOTAL ASSETS	70,214,260.33
 LIABILITIES - BALANCE SHEET	
CLEARING ACCOUNTS	17,289.50
PREPAID TAXES	0.00
ACCOUNTS PAYABLE - GST	0.00
ADMINISTRATION RESERVES OR DEFERRED REVENUE	( 163,046.89)
EQUITY	( 59,376,839.55)
SURPLUS	( 323,690.96)
RCMP RESERVES OR DEFERRED REVENUE	0.00
FIRE RESERVES OR DEFERRED REVENUE	( 148,290.28)
BYLAW RESERVES OR DEFERRED REVENUE	( 10,679.20)
COMMON SERVICES RESERVES OR DEFERRED REVENUE	( 622,903.74)
ROADS RESERVES OR DEFERRED REVENUE	( 313,570.62)
AIRPORT RESERVES OR DEFERRED REVENUE	( 12,540.39)
STORM SEWER RESERVES OR DEFERRED REVENUE	( 41,000.00)
WATER RESERVES OR DEFERRED REVENUE	( 1,186,972.28)
SEWER RESERVES OR DEFERRED REVENUE	( 1,928,678.16)
TRADE WASTE RESERVES OR DEFERRED REVENUE	( 109,945.10)
LANDFILL RESERVES OR DEFERRED REVENUE	( 308,647.15)

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - BALANCE SHEET**

**From Jan. 1, 2019 to Mar. 31, 2019**

	<u>YTD</u>
RECYCLE RESERVES OR DEFERRED REVENUE	( 27,901.58)
CEMETERY RESERVES OR DEFERRED REVENUE	( 35,885.13)
DEVELOPMENT RESERVES OR DEFERRED REVENUE	( 42,000.00)
COMMUNITY DEVELOPMENT RESERVES OR DEFERRED REVENUE	( 33,834.72)
SUBDIVISION RESERVES OR DEFERRED REVENUE	( 134,358.10)
FAMILY CARE CENTRE RESERVES OR DEFERRED REVENUE	( 61,894.08)
RECREATION RESERVES OR DEFERRED REVENUE	( 778,531.74)
ROTARY PARK RESERVES OR DEFERRED REVENUE	( 4,000.00)
BOWLING ALLEY RESERVES OR DEFERRED REVENUE	( 30,000.00)
CURLING RESERVES OR DEFERRED REVENUE	( 79,016.60)
WALKING TRAIL RESERVES OR DEFERRED REVENUE	( 46,765.14)
TOURISM RESERVES OR DEFERRED REVENUE	( 16,000.00)
CONTINGENCY RESERVES OR DEFERRED REVENUE	( 1,077,704.20)
GENERAL	( 6,497.21)
AQUATIC CENTRE DEBENTURE PAYABLE	( 4,657,058.67)



**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - CAPITAL**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
CAPITAL REVENUES				
ADMINISTRATION CAPITAL	0.00	( 200,410.00)	( 200,410.00)	0.00
RCMP CAPITAL	0.00	( 12,000.00)	( 12,000.00)	0.00
FIRE CAPITAL	0.00	( 240,000.00)	( 240,000.00)	0.00
EMERGENCY RESPONSE CENTRE CAPITAL	( 8,571.43)	( 50,000.00)	( 41,428.57)	17.14
BYLAW ENFORCEMENT	0.00	( 12,000.00)	( 12,000.00)	0.00
COMMON SERVICES CAPITAL	0.00	( 199,247.00)	( 199,247.00)	0.00
ROADS CAPITAL	0.00	( 421,000.00)	( 421,000.00)	0.00
AIRPORT CAPITAL	0.00	( 12,500.00)	( 12,500.00)	0.00
STORM SEWER CAPITAL	0.00	( 27,000.00)	( 27,000.00)	0.00
WATER CAPITAL	0.00	( 749,499.00)	( 749,499.00)	0.00
SEWER CAPITAL	0.00	( 2,932,393.00)	( 2,932,393.00)	0.00
TRADE WASTE CAPITAL	0.00	( 100,037.00)	( 100,037.00)	0.00
LANDFILL CAPITAL	0.00	( 3,500.00)	( 3,500.00)	0.00
RECYCLE CAPITAL	0.00	0.00	0.00	N/A
NEW LANDFILL CAPITAL	0.00	( 4,000.00)	( 4,000.00)	0.00
DEVELOPMENT CAPITAL	0.00	0.00	0.00	N/A
SUBDIVISION CAPITAL	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION CAPITAL	0.00	( 8,200.00)	( 8,200.00)	0.00
ARENA CAPITAL	0.00	( 101,000.00)	( 101,000.00)	0.00
POOL CAPITAL	0.00	( 91,724.00)	( 91,724.00)	0.00
PARKS CAPITAL	0.00	( 136,500.00)	( 136,500.00)	0.00
SPORTSGROUND CAPITAL	0.00	( 58,500.00)	( 58,500.00)	0.00
ROTARY PARK CAPITAL	0.00	( 5,500.00)	( 5,500.00)	0.00
BOWLING ALLEY CAPITAL	0.00	( 20,000.00)	( 20,000.00)	0.00
CURLING RINK CAPITAL	0.00	( 50,000.00)	( 50,000.00)	0.00

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - CAPITAL**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
WALKING TRAIL CAPITAL	0.00	( 50,000.00)	( 50,000.00)	0.00
OFFSITE CAPITAL	0.00	( 14,000.00)	( 14,000.00)	0.00
CONTINGENCY CAPITAL	0.00	( 424,239.00)	( 424,239.00)	0.00
TOTAL CAPITAL REVENUE	( 8,571.43)	( 5,923,249.00)	( 5,914,677.57)	0.14
 CAPITAL EXPENDITURES				
ADMINISTRATION CAPITAL	15,747.78	200,410.00	184,662.22	7.86
RCMP CAPITAL	0.00	12,000.00	12,000.00	0.00
FIRE CAPITAL	0.00	240,000.00	240,000.00	0.00
EMERGENCY RESPONSE CENTRE CAPITAL	0.00	50,000.00	50,000.00	0.00
BYLAW ENFORCEMENT	0.00	12,000.00	12,000.00	0.00
COMMON SERVICES CAPITAL	55,799.00	199,247.00	143,448.00	28.00
ROADS CAPITAL	4,293.00	421,000.00	416,707.00	1.02
AIRPORT CAPITAL	0.00	12,500.00	12,500.00	0.00
STORM SEWER CAPITAL	0.00	27,000.00	27,000.00	0.00
WATER CAPITAL	0.00	749,499.00	749,499.00	0.00
SEWER CAPITAL	42,412.09	2,932,393.00	2,889,980.91	1.45
TRADE WASTE CAPITAL	0.00	100,037.00	100,037.00	0.00
LANDFILL CAPITAL	0.00	3,500.00	3,500.00	0.00
RECYCLE CAPITAL	0.00	0.00	0.00	N/A
NEW LANDFILL CAPITAL	0.00	4,000.00	4,000.00	0.00
DEVELOPMENT CAPITAL	0.00	0.00	0.00	N/A
SUBDIVISION CAPITAL	0.00	0.00	0.00	N/A
RECREATION ADMINISTRATION CAPITAL	0.00	8,200.00	8,200.00	0.00
ARENA CAPITAL	0.00	101,000.00	101,000.00	0.00
POOL CAPITAL	0.00	91,724.00	91,724.00	0.00

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - CAPITAL**

**From Jan. 1, 2019 to Mar. 31, 2019**

	<b>YTD</b>	<b>Budget</b>	<b>YTD Variance Left</b>	<b>YTD Variance Used (%)</b>
PARKS CAPITAL	42,481.00	136,500.00	94,019.00	31.12
SPORTSGROUND CAPITAL	0.00	58,500.00	58,500.00	0.00
ROTARY PARK CAPITAL	0.00	5,500.00	5,500.00	0.00
BOWLING ALLEY CAPITAL	0.00	20,000.00	20,000.00	0.00
CURLING RINK CAPITAL	3,500.00	50,000.00	46,500.00	7.00
WALKING TRAIL CAPITAL	0.00	50,000.00	50,000.00	0.00
OFFSITE CAPITAL	0.00	14,000.00	14,000.00	0.00
CONTINGENCY CAPITAL	0.00	424,239.00	424,239.00	0.00
TOTAL CAPITAL EXPENDITURES	164,232.87	5,923,249.00	5,759,016.13	2.77

**2019 Town of Barrhead**

**SUMMARY FINANCIAL STATEMENT - CAPITAL**

**From Jan. 1, 2019 to Mar. 31, 2019**

	YTD	Budget	YTD Variance Left	YTD Variance Used (%)
CAPITAL REVENUE BY CATEGORY				
DEBENTURE FUNDS	0.00	0.00	0.00	N/A
RETURN ON INVEST/REV. FR. OWN SOURCE	( 8,571.43)	( 237,816.00)	( 229,244.57)	3.60
SALE OF FIXED ASSET	0.00	( 25,000.00)	( 25,000.00)	0.00
FEDERAL GRANTS	0.00	( 712,139.00)	( 712,139.00)	0.00
PROVINCIAL GRANTS	0.00	( 695,688.00)	( 695,688.00)	0.00
COUNTY/OTHER MUNICIPAL CONTRIBUTIONS	0.00	( 134,250.00)	( 134,250.00)	0.00
FROM CAPITAL RESERVES	0.00	( 2,379,525.00)	( 2,379,525.00)	0.00
FROM OPERATING FUNCTION	0.00	( 1,437,421.00)	( 1,437,421.00)	0.00
FROM OTHER CAPITAL FUNCTION	0.00	( 291,410.00)	( 291,410.00)	0.00
DEVELOPERS LEVY PAYMENTS	0.00	( 10,000.00)	( 10,000.00)	0.00
TOTAL CAPITAL REVENUE	( 8,571.43)	( 5,923,249.00)	( 5,914,677.57)	0.14
CAPITAL EXPENDITURES BY CATEGORY				
ENGINEERING STRUCTURES	46,705.09	3,269,000.00	3,222,294.91	1.43
BUILDING ADDITIONS	0.00	98,000.00	98,000.00	0.00
EQUIPMENT ADDITIONS	75,046.78	681,410.00	606,363.22	11.01
LAND ADDITIONS	0.00	0.00	0.00	N/A
LAND IMPROVEMENT ADDITIONS	0.00	16,500.00	16,500.00	0.00
VEHICLE ADDITIONS	42,481.00	288,000.00	245,519.00	14.75
CONTRIBUTIONS TO OPERATING FUNCTION	0.00	0.00	0.00	N/A
TO OTHER CAPITAL FUNCTIONS	0.00	291,410.00	291,410.00	0.00
ADD TO CAPITAL RESERVES	0.00	1,278,929.00	1,278,929.00	0.00
TO OTHER ORGANIZATIONS	0.00	0.00	0.00	N/A
PROCEEDS TO GAIN/LOSS DISPOSAL	0.00	0.00	0.00	N/A
TOTAL CAPITAL EXPENDITURES	164,232.87	5,923,249.00	5,759,016.13	2.77



# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Barrhead Airport Services 2019 Operating Budget

## Summary

Barrhead Airport Services proposed preliminary 2019 Operating Budget.

## Overview

The Barrhead Airport Services proposed preliminary 2019 Operating Budget is included in our 2019 Budget. Council to adopt the formal resolution of approval.

## Recommendation #1

That Council approve the proposed preliminary 2019 Barrhead Airport Services Operating Budget in the amount of \$52,327.00, which includes a contribution of \$20,576.00 from the Town and \$20,576.00 from the County.

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

**AIRPORT SERVICES**  
**2019 BUDGET- PRELIMINARY OPERATING BUDGET**

Page 1

	2018 BUDGET	2018 PROJECTED	2019 BUDGET
<b>REVENUES</b>			
Land Leases	\$ 3,460	\$ 4,997	\$ 3,075
Hangar & Tie Down Fees	8,100	7,890	8,100
Other Revenues	-	1,905	-
Provincial Grants	-	-	-
Transfer from Operating Reserve	-	-	-
Municipal Contribution (County)	18,367	14,650	20,576
Municipal Contribution (Town)	18,366	14,650	20,576
<b>TOTAL REVENUES</b>	<b>\$ 48,293</b>	<b>\$ 44,092</b>	<b>\$ 52,327</b>
<b>EXPENDITURES</b>			
Honorariums	\$ 731	\$ 500	\$ 731
WCB	25	78	25
Inspections	1,724	1,724	1,758
Mileage	243	150	243
Communications	1,139	1,139	1,139
Advertising	383	193	383
Legal Fees	-	-	-
Contracted Services	33,740	30,000	38,240
Insurance	2,075	2,075	2,075
Goods	4,000	4,000	3,500
Utilities	4,233	4,233	4,233
<b>TOTAL EXPENDITURES</b>	<b>\$ 48,293</b>	<b>\$ 44,092</b>	<b>\$ 52,327</b>



# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Barrhead Airport Services 2019 Capital Budget

---

## **Summary**

Barrhead Airport Services proposed preliminary 2019 Capital Budget.

## **Overview**

The Barrhead Airport Services proposed preliminary 2019 Capital Budget is included in our 2019 Budget. Council to adopt the formal resolution of approval.

## **Recommendation #1**

That Council approve the proposed preliminary 2019 Barrhead Airport Services Capital Budget in the amount of \$25,000.00, which includes a contribution of \$12,500.00 from each municipality.
--

Respectfully Submitted by:

Kathy Vickery  
Interim CAO

**AIRPORT SERVICES  
2019 BUDGET- PRELIMINARY CAPITAL BUDGET**

Page 1

	2018 BUDGET	2018 PROJECTED	2019 BUDGET
<b>FINANCES ACQUIRED</b>			
Provincial Grants	\$ -	\$ -	\$ -
Contributions from Others	-	-	-
Local Government Funding (County)	12,500	-	12,500
Local Government Funding (Town)	12,500	-	12,500
<b>TOTAL FINANCES ACQUIRED</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>
<b>FINANCES APPLIED</b>			
Land Improvements (Construction of New Plots)	\$ 25,000	\$ -	\$ 25,000
Buildings	-	-	-
Equipment	-	-	-
<b>TOTAL FINANCE APPLIED</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>





# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** FCSS 2018 Annual Report

---

## Summary

Barrhead & District Family and Community Support Services 2018 Annual Report

## Overview

### ***Recommendation #1***

That Council accept the Barrhead & District Family and Community Support Services 2018 Annual Report as information.
--

Respectfully Submitted by:

Kathy Vickery  
Interim CAO



**Barrhead & District  
Family & Community  
Support Services  
Society**

**2018  
Annual Report**



## INSIDE THIS ISSUE:

Preamble	Page 3
General Information & Contact Details	Page 4
Chairperson's Report	Page 5
Board Committee Reports	Page 6
Meet the Board & Staff Members	Page 7-9
Director's Report	Page 10-11
Bookkeeper's Report	Page 12
Referral Counselor's Report	Page 13
Senior's Program Report	Page 14-16
Community Programs Report	Page 16-20
Advocacy & Support/F.A.S.D.	Page 21
Family School Liaison Reports	Page 22-23
PLC/ECD Report	Page 24-25
Thrive: Family Violence Prevention Report	Page 26
School Lunch/CARE Program, Income Tax & Facebook	Page 27
Youth Program Report	Page 28-29
Organizational Chart	Page 30
Financial Report	Page 31

## PREAMBLE

### What Is FCSS?

Family and Community Support Services (FCSS) is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis Settlements. Provincially, the FCSS Program receives its mandate from the Family and Community Support Services Act and Regulation. The Regulation sets out the service requirements or broad parameters that a municipality or settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a program and enters into an agreement with the Government of Alberta to jointly fund projects and/or services. Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities. These programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. Programs developed are intended to help individuals in their community to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

One of the key principles of the FCSS Program is local responsibility in priority setting and resource allocation. FCSS emphasizes local decision-making for programming based on the belief that communities have the desire, energy and resources to build community capacity. Each municipality or Métis Settlement therefore determines how the dollars they receive should be allocated to best meet local needs.

Family and Community Support Services are committed to providing social support services that enhances the well-being of individuals and families through prevention and early intervention. In 2018, these services were provided by Barrhead & District Family and Community Support Services Society.

Our commitment to provide quality programs responsive to community needs relies on the dedicated staff of the FCSS Department and our partners. Collectively we strive to:

- Help people to become independent, strengthen their coping skills and become more resistant to crisis;
- Help people develop interpersonal and group skills which enhances positive relationships among people;
- Promote and facilitate the development of stronger communities;
- Enrich and strengthen family life by developing skills for people to function more effectively within their environment;
- Provide supports that help sustain people as active participants in the community, and
- Help people to develop an awareness of social needs.

**BARRHEAD & DISTRICT F.C.S.S. SOCIETY  
GENERAL INFORMATION AND CONTACT DETAILS**

Visit our website @ [www.fcssbarrhead.com](http://www.fcssbarrhead.com) or like us on Facebook Barrhead FCSS

*Barrhead & District F.C.S.S. Society  
Vision, Mission, Values and Service*

**Goals:**

Barrhead & District F.C.S.S. Society has worked hard to develop a vision and mission that reflects our values and our purpose.

**Mission:**

Barrhead & District F.C.S.S. Society provides preventative programs and services that strive to enhance and strengthen individuals, families and the community.

**Vision:**

"All people have the opportunity to live a safe and healthy life as valued members of our community".

**Values:**

"We serve with COMPASSION and INTEGRITY, helping to SUPPORT and build our COMMUNITY."

**Services Goals:**

1. We have a comprehensive community network with a unified vision.
2. Our families are empowered to live a safe, healthy and dignified life.
3. Our youth see themselves as valued members of the community.
4. The community has a high level of awareness of social issues.
5. We have a strong team of board, staff, and volunteers, that are guided by a shared vision.
6. We have comprehensive programs that are effective in meeting individual needs.
7. To ensure adequate Human Resources are in place to implement programs offered by F.C.S.S.
8. Ensure finances are adequate to properly implement services that will address agency needs.
9. Ensure facilities are in place to adequately house and administer F.C.S.S. programs.

**Staff Members:**

Shelly Dewsnap, Executive Director  
Carol Lee, Executive Administrator & Support Program Facilitator  
Rae Whiting, Administrative Assistant  
Rod Klumph, Bookkeeper  
Daren Toivonen, Referral Family Councilor  
Robin Kapler, Advocacy & Support, F.A.S.D. Coordinator (maternity leave April 2018)  
Debbie White, Seniors Programs Coordinator  
Corina Zado/Danielle Novikoff, Family School Liaison  
Trudy Gammel, Family School Liaison  
Rhonda Waggoner, ECD/ Parent Link Coordinator  
Deb Kushniruk, ECD/ Parent Link Assistant  
Rebecca Brietkreitz, PLC Program Coordinator  
Ros Rudd, Community Development, Volunteer Coordinator & Food Bank Coordinator  
Cheri Jantz, Thrive — Family Violence Prevention Coordinator  
Sandy McCarthy, School Lunch Program Coordinator  
Jenn Teffy/Rebecca Breitreitz FCSS Youth Coordinators  
Debbie Gilroy, New Horizons for Seniors Coordinator  
Note\* Polina Hepco & Corina Zado left part way through 2018 to pursue other venues.

Petrie Van Gelder, Home Support Aide  
Darleen Hayes, Home Support Aide  
Marilyn Martin, Home Support Aide  
Deanna Fradette, Home Support Aide  
Betty Adams, Home Support Aide  
Cindy Bain, Home Support Aide  
Karen Wierenga, Home Support Aide  
Joanne Liske, Home Support Aide  
Sandra Larsen, Home Support Aide

**F.A.S.D. & Advocacy & Support  
Coordinator:**

Robin Kapler went on maternity leave the end of April 2018, Cheri Jantz assumed responsibility for FASD and Debbie White assumed responsibility for Advocacy & Support in Robin's absence.

## F.C.S.S. SOCIETY CHAIRPERSON'S REPORT — RANDY HINDY

As I reflect on the year that was 2018, I'm reminded of the wonderful work that this organization does. Barrhead & District Family and Community Support Services Society is a rare Gem among all FCSS offices in the Province.

Most municipalities in Alberta have a FCSS Department, some only give out grants and other organizations run the programs. In some communities the FCSS run their programs in house the same as we do here in Barrhead, but we are still different. That is due to our society status. As a Society, we are able to apply for grants and raise charitable funds to operate other preventative programs in our community. Programs such as Thrive (Family Violence Prevention), School Lunch Program and the CARE program to name just a few, exist because of our Society status.

In 2018, we were also able to run another successful program, The New Horizons for Seniors Program. New Horizons allowed Seniors to connect with each other and go on field trips! This program turned out to be extremely successful, as most of the tours were sold out. Unfortunately, we have been unable to secure funding to continue the program for another year.

As we look forward to 2019 and beyond, I believe this organization will continue to provide outstanding services to Barrhead and District.

*Respectfully Submitted,  
Randy Hindy  
Chairman of The Board*

### Board Members

Randy Hindy, Chairperson Ex-Officio  
Jane Wakeford, Vice Chairperson  
John Szwec, Secretary/Treasurer  
Vicki Kremp  
Sally Littke  
Sharen Veenstra  
Marsha Smith  
Shelley Bye  
Ron Kleinfeldt, County Council  
Bill Lane/Marvin Schatz, County Council  
Leslie Penny, Town Council  
Dausen Kluin-Town Council



## FCSS SOCIETY BOARD COMMITTEE REPORTS

### PERSONNEL COMMITTEE

The Personnel Committee met with the Executive Director, Shelly Dewsnap, to carry out her annual performance review.

The committee's approach is to have the Executive Director fill out a self-appraisal that the committee then reviews.

The committee found the self-appraisal to be reflective of the committee's opinions of her performance and thanked her for the excellent work she is doing for our organization.

*....Leslie Penny,  
Chair, Personnel Committee*

### POLICY & PROCEDURES COMMITTEE

This year the Policy and Procedure committee met a number of times to review and revise Board Policies and Procedures. We have reviewed the "100 section" with recommendations and changes which will be implemented.

We will review 1/3 of the policies each year in order to get all policies reviewed in a 3 year period.

*.....John Szwece  
Chair, Policy Committee*

### Financial Committee

This Committee meets each month with the Executive director and Bookkeeper to review the monthly financial statement in the General, Community and Financial accounts. Additional Committee meetings may be held to set annual budgets, employee salaries or significant capital expenditures or investments.

A financial highlight came on December 11, 2018, we received notice from AGLC that we would get \$20, 971.15 from our Casino held in July of that year,

*.....John Szwece  
Secretary—Treasurer*

## Looking Forward: Meet the 2019 FCSS Board Members



L-R Ron Kleinfeldt, John Szwec, Marvin Schatz, Dausen Kluin, Randy Hindy, Mark Oberg, Sharen Veenstra, Shelly Bye, Marsha Smith, Leslie Penny, Sally Littke, Vikki Kremp missing Jane Wakeford

## Meet the FCSS Staff



Shelly Dewsnap  
Executive Director



Ros Rudd  
Community &  
Volunteer  
Development



Daren Toivonen & Monty  
Referral Counseling



## Meet the FCSS Staff



Rod Klumph  
Bookkeeper



Cheri Jantz  
Family Violence



Carol Lee  
Administrative  
Assistant

Zelda King  
BES School Lunch



Sandy McCarthy  
BES School Lunch



Trudy Gammel  
Family School  
Liaison



Rae Whiting  
Administrative  
Assistant



## Meet the FCSS Staff



Danielle Novikoff  
Family School  
Liaison

Deb White  
Home Support &  
Seniors Program



Robin Kapler Advoca-  
cacy/Support &



Tarra MacKinnon



Rhonda Waggoner



Rebecca Breiktreitz  
Youth Coordinator

## EXECUTIVE DIRECTOR'S REPORT — SHELLY DEWSNAP

**"The greatness of a community is most accurately measured by the compassionate actions of its members."  
...Coretta Scott King**

### *Finding Compassion at FCSS*

At FCSS we believe that compassion is at the heart of our programming! If someone shows kindness, caring and a willingness to help others they are showing compassion. This year our staff endeavoured on a journey to create a 'value statement' consistent with our service philosophy, and after sorting and searching, we believe the following statement accurately captures the values shared by our board, staff and volunteers.

**We serve with compassion and integrity, helping to support and build our community!**

It is an honour to be part of this wonderful organization, and to share in its collective vision. Seven unique groups contribute to our expertise in serving the community. We are governed by knowledgeable board members that commit to monthly meetings to help monitor and guide our practice. All staff are talented and passionate about their work, and they network daily to find the best supports and partnerships available. Over 50 volunteers work in our programs and are great assets; we are better because of their contributions. Also, we could not be who we are without the support of our Provincial Government and local Municipal Governments; Town of Barrhead and County of Barrhead.

The final two essential components contributing to our success are our community partners and the generous support from our local community. Judging by the compassionate actions of the seven, our community is indeed, a great place to live, play, connect and work!

In 2018 we hosted a few new incentives such as FCSS 101, more Red Cross certified babysitting courses to empower young caregivers and expanded the FCSS Youth program. Also, a grant from the Federal Government helped us offer 8 excursions and bring-it-back projects for our seniors.

We are full of ideas at FCSS, but sourcing funds takes patience, practice, perseverance and time.

We look forward to 2019 with renewed optimism for the year ahead; may it be a good year blessed with opportunity, connection and hope!

.....Shelly Dewsnap



## EXECUTIVE DIRECTOR'S REPORT *Continued*

### SHELLY DEWSNAP

#### **2018 Program Changes & Extensions:**

**FCSS 101**—local agencies were invited to an open-house gathering to learn about our programs

**EZ Nursing Facilitated Red Cross Babysitting**—held 2 separate certification sessions for youth

**FCSS Youth** \_ expanded service hours in Barrhead and Fort Assiniboine

**Compass for Caregivers**—did not have enough participants; the new 2019 plan is already in progress

**Chef's Choice Frozen Meals**—discontinued in 2018 due to low participation; replacement options were provided to those interested

**New Horizons for Seniors**—Federal grant helped us provide 8 excursions and local projects to help connect seniors in our community

#### **2018 Staff & Board**

**Board Members**—we pay tribute to the following Board Members, who's years of valued service greatly enhanced our organization. Your work carries on and we wish you well in future success.

- Roy Ulmer (Town of Barrhead Councilor) Retired
- Mary Nikkel: Community Board Member—Retired
- Bill Lane: Councilor; County of Barrhead—Changed Portfolio

**Staff Members**—we say a sad goodbye to the following staff but note their talents and service to FCSS:

- Jen Teefy: FCSS Youth Coordinator
- Polina Hapco: Parent Link Programmer
- Deanna Fradette—Home Support Staff
- Stacy Irwin—Home Support Staff

#### **New Additions to the FCSS Family in 2018 included:**

- Rebecca Breitzkreitz: FCSS Youth Coordinator & Parent Link Programmer
- Sandra Larsen: Home Support Staff
- Danielle Novikoff: Family School Liaison
- Debbie Gilroy: New Horizons for Seniors Coordinator
- Marsha Smith: Community Board Member
- Marvin Schatz: Councilor; Barrhead County
- Shelly Bye: Community Board Member
- Sally Littke: Community Board Member

.....*Shelly Dewsnap*

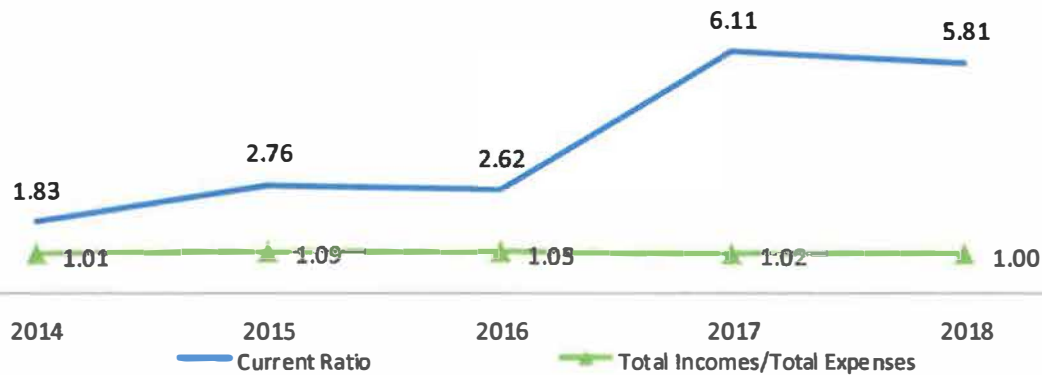
## BOOKKEEPERS REPORT — ROD KLUMPH

### General Account Financial Ratios

The blue line shows the Current Ratio for the General Account Programs. You can see it dropped slightly from 6.11 in 2017 to 5.81 in 2018. Even so, a Current Ratio of that magnitude shows the General Account is very capable of meeting its current debt obligations.

The green line, represents the ratio of Total Incomes vs. Total Expenses for the General Account Programs. You see the line remained at or above one. This indicates the General Account Programs, collectively had a net income or as in 2018, at least balanced incomes and expenses over the past 5 years.

### Barrhead FCSS General Account Financial Ratios

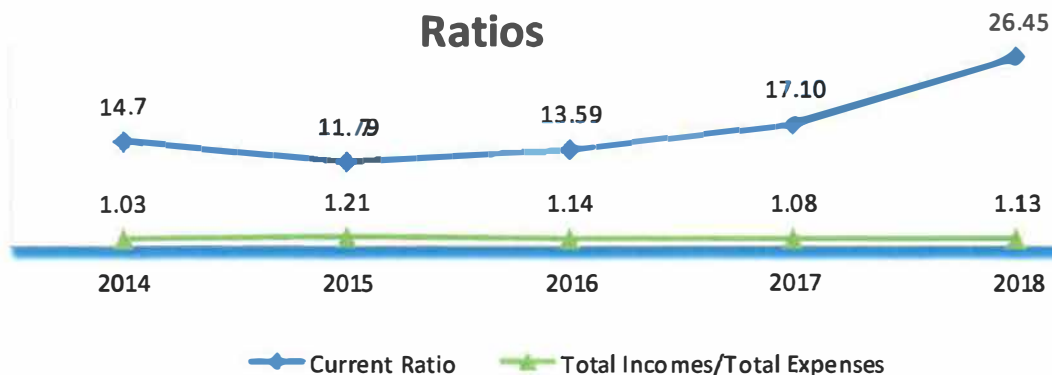


### The Community Account Financial Ratios

The Community Account continues to show very strong financial indicators with the Current Ratio (blue line) climbing to 26.45 for 2018, indicating the Community Account had 26.45 times as much Current assets as Current Liabilities.

The green line which represents the ratio of Total Incomes vs. Total Expenses shows that the Community Accounts, collectively, had a net income over the last five years.

### Barrhead FCSS Community Account Financial Ratios



## REFERRAL FAMILY COUNSELLING

### DAREN TOIVONEN, H.B.S.W., R.S.W.

Another year has slipped by and it is time to reflect on 2018. It is quite amazing that in January for 2018, I celebrate my 30th anniversary with FCSS. I was a newlywed when I was hired to take on the Family School Liaison and Referral family Counseling positions. FCSS accommodated me as I had all four children and they supported my decision to decrease my hours so I could be home more with my young children. I was employed with this agency as they all grew up, graduated and followed post secondary pursuits. FCSS has been a very big part of my professional life.

I believe in what this agency stands for and how they assist individuals. I really do feel it is a privilege to work here. We really do operate like a family. So with that being said, I will move on to describe my role here at FCSS. I believe hope is a paramount component to the counseling process. If one lacks hope how does one carry on to try to improve or gain insight or just plain learn how to feel better.

**"Hope sees the invisible, feels the intangible, and achieves the impossible."  
Anonymous**

Hope can be life altering, sustaining and empowering. Without it how does one stay above the crushing waves of self doubt, exhaustion and fear? I try to remind clients that hope though invisible and intangible can and will achieve the impossible.

Referrals to this program are accepted from individuals, physicians, agencies, victim services, schools and other programs from FCSS. It seems that I am beginning to receive referrals through individuals accessing our website.

It has taken many years to build up a reputation amongst the physicians and other agencies operating in Barrhead. I find that there is a steady increase in referrals and or sessions.

In January I finished supervising Corrine our Family School Liaison worker, who was granted her full status as a Registered Social Worker with the Alberta College of Social Workers.

I continue to provide this service 16 hours a week for 48 weeks a year. During 2018, I received 184 referrals and had 460 sessions, I was down 7 referrals from 2017 but had an increase of 46 sessions. It is interesting to note that if I compare stats since 2011 to 2018, I am up anywhere from 20-65 referrals. Regarding sessions if I compare 2011 and up 2018 stats, I am up anywhere from 71-193 sessions,. This program continues to be an affordable option for individuals during this tough economy. It is so important that we continue to offer this option as other private counseling agencies are beyond the financial capabilities of members of this community.

Monty continues to join me most days. It seems that people have requested the counseling service here at FCSS specifically due to the fact that Monty would also join us during sessions. Overall, it has been a very busy and rewarding year at FCSS.

.....Daren Toivonen H.B.S.W., R.S.W.

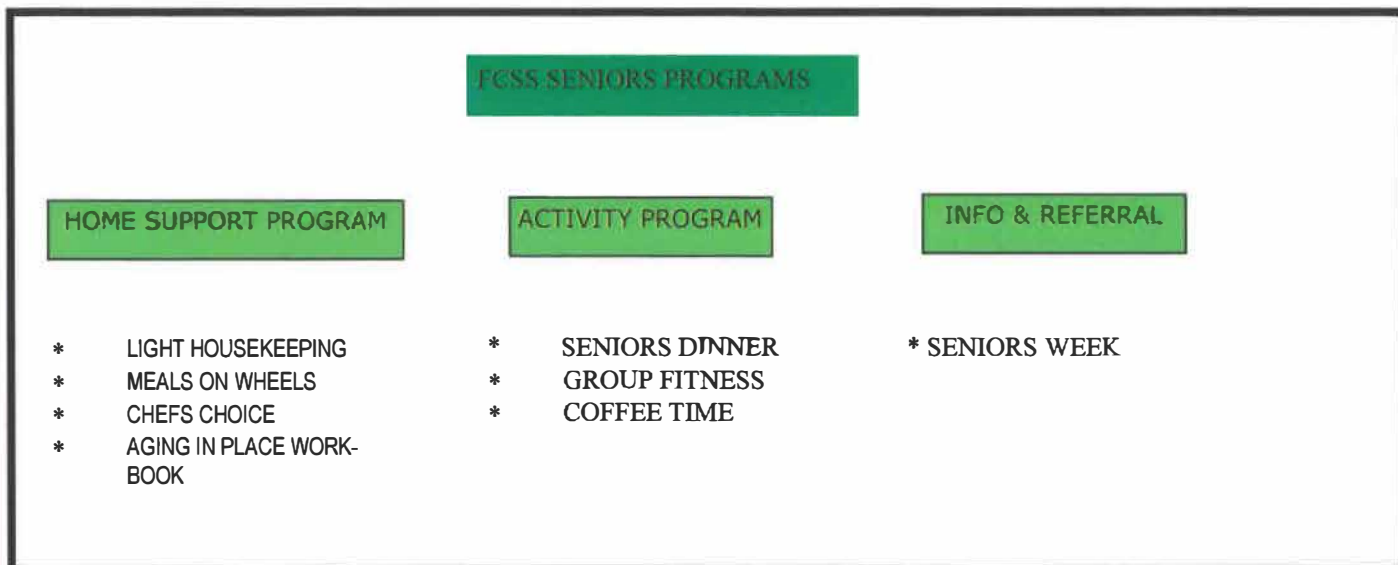
## SENIORS PROGRAMS — DEBBIE WHITE— COORDINATOR

### GENERAL

Barrhead & District FCSS Society Seniors Programs provides designated programs to seniors in our community. The purpose of these programs is to allow seniors to better cope with living independently and experience a greater sense of well-being while doing so.

These programs are:

- Home Supports
- Social and Physical Activities
- Information and Referral



FCSS Seniors Programs is a member of the Alberta Council on Aging. This past year I sat on the Coordinated Community Response for Elder Abuse Committee and the FCSS Policy Review Committee as well as an ad-hoc committee to review public transportation possibilities in the community.

I wish to acknowledge and thank the many FCSS Seniors Programs partners for their assistance:

Parent Link Centre, Seniors Drop-In Centre, Alberta Health Services and the numerous Community & Church Volunteer Groups.

Thank you also to the numerous volunteers who are essential to the Seniors Programs.

**Volunteers contributed 1338 hours in 2018 to the Seniors Programs!**

## SENIORS PROGRAMS - CONTINUED.....

### SENIORS PROGRAMS & SERVICES

#### HOME SUPPORTS

##### **Light Housekeeping**

This program consists of light housekeeping services that are designed to assist seniors remain in their homes longer. **This program utilizes most of my time at FCSS.** Eight staff (Home Support Workers) provide this service in the Town and County of Barrhead and parts of Woodlands County. In 2018, 2 staff members moved onto other employment which kept me very busy finding replacements. Client numbers change monthly and ranged from 48—58 clients a month.

##### **2018 Home Support Statistics:**

	#	% of Total
Total clients served	81	100% (2017=73 total clients)
Town of Barrhead clients	66	81%
County of Barrhead clients	11	11%
Woodlands clients	4	8%
Seniors	64	79%
Non-Seniors	17	21%
New clients	27	
Discontinued clients	29	
Annual service hours	2260.25	(decrease of 13.5%)
Average service hours per month	188.4	
Avg. number of clients per month	54	(increase of 6.9%)

##### **Meals on Wheels**

**FCSS' role in this community-partnered program is to recruit, train and schedule Volunteer Drivers** to deliver Meals on Wheels 5 days a week in the Town of Barrhead. We also act as liaison for program enquiries and initiate community fundraising as needed for the purchase of containers and the cost of mailing schedules. FCSS also advertises the availability of the service in the community. All other facets of this program are administered by Alberta Health Services (AHS) ie. Client registration & records, meal preparation, billing. **In 2018**, the cost per meal remained at \$10.00

##### **Meals on Wheels Statistics:**

Volunteer Drivers Individuals	23
Volunteer Driver Groups	2
Driver Hours	291
Average number of clients per month	5-6
Number of meals delivered	735
Average number of meals delivered per month	61

##### **Chef's Choice Frozen Meals**

This program was discontinued in October due to a lack of interest. Clients were referred to the Meals on Wheels program.



## SENIORS PROGRAMS - CONTINUED.....

### SENIORS PROGRAMS & SERVICES

#### **SENIORS ACTIVITY PROGRAMS**

##### **Seniors Dinners**

FCSS Seniors Dinners are held seven out of twelve months at the Seniors Drop-In Centre throughout the year. September has been added to our calendar year, as Barrhead Canadian Reformed Church has volunteered to cook in September. Included with a hot home-cooked meal, Seniors enjoy social time with their peers, free volunteer blood pressure clinic and short relevant educational presentations. Seniors admission costs have remained \$10.00 since 2010. This fee **fully covers the cost** of advertising, groceries and rent. Attendance has been increasing and ranged from 90—100 per month.

##### **2018 Seniors Dinner Statistics:**

Number of Dinners & Volunteer groups	7
Annual attendance	653
Average Monthly Attendance	93.3 (1.1% increase)
Volunteer Hours	190.0

##### **Weekly Group Fitness (A 2011 New Horizons for Seniors Initiative)**

**Free Sessions** are available at the FCSS Parent Link Centre every Thursday morning. Participants follow a trained volunteer leader (Debbie Gilroy) with different routines. This series includes a basic workout, balance & fall prevention and individualized workouts for arthritis, osteoporosis and fibromyalgia. This program breaks over the summer months.

<b>Annual Volunteer Hours:</b>	<b>30</b>
<b>Weekly Participants:</b>	<b>6</b>
<b>Volunteer(s)</b>	<b>1</b>

##### **Weekly Seniors Coffee Time (A 2011 New Horizons for Seniors Initiative)**

Every Thursday afternoon at FCSS, seniors enjoy snacks, refreshments, music, card games and socialization for \$2.00 per person. Weekly supply costs are fully covered by the fees. This is a popular program. Many friendships have developed within the group as it especially appeals to newcomers to the community.

<b>Usual Weekly Attendance:</b>	<b>19</b>
<b># of Weekly Volunteers:</b>	<b>4-6</b>
<b>Annual Volunteer Hours:</b>	<b>232</b>

##### **Seniors Week**

Seniors Week was celebrated at the beginning of June with the 'Free Seniors Coffee Time', door prizes and a play/skit presentation by 'The Falling Stars' from Westlock.

#### **INFORMATION AND REFERRAL**

**Resource information** is provided regularly to seniors via Monthly Home Support Newsletters, New Client Information Packages and at Seniors Dinner presentations; **all of which reaches 50—150 seniors per month.**

In addition, I respond to an average of **5-6 non-program senior inquiries each month** which require either research or referrals to outside resources. These enquiries relate to local, provincial and federal senior's services and programs and often take time to follow up.

*...Debbie White*

## COMMUNITY DEVELOPMENT & VOLUNTEER COORDINATOR

### ROS RUDD

"The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the life of others". Deann Hollis



As Community Development Volunteer Coordinator, it is my job to collaborate with community groups and organizations to support FCSS Programs such as the Volunteer Appreciation Dinner and the Compass Program. It is also my mandate to provide volunteers for Community-Funded Programs such as:

- \*Barrhead Food Bank
- \*Communities in Bloom
- \*BES School Lunch
- \*Santa's Toy Box; Adopt A Family
- \*Christmas Hampers
- \*In School Mentors
- \*Coats for Families
- \*Welcome Baskets
- \*Blue Suede Festival
- \*Parent Link
- \*Senior's Programs
- \*Income Tax Program

The FCSS Volunteer Pool is rich with a wide variety of people with all kinds of expertise and many talents to bring to the table. It is our pleasure to give them tasks both to bring joy and purpose to their lives as well as enriching the lives of those they serve.

## COMMUNITY PROGRAMS — CONTINUED.....

### **COMPASS PROGRAM**

Compass is a program to support caregivers in their journey.

Three volunteers, two retired nurses and one Ripple Connection volunteer from the Barrhead area, have become our Compass Facilitators.

Information sessions about this program were provided to the community in 2018. The program is set to start in the spring of 2019.

### **NEWCOMERS BASKET**

17 Newcomers Packages were given out in the year 2018. The Library gave this project back to the FCSS volunteers to complete. There is now money in the budget to purchase some actual baskets and items to represent Barrhead for Newcomers.

**Highlights:** Budget money, assistance from a grade 8 recreation class to put the Welcome Baskets together.

### **FOOD BANK**

Barrhead Food Bank served on average of **695** households in 2018. Volunteers worked **1202 hours** serving Food Bank clients. Barrhead Food Bank serves approximately **170** individuals a month, up from 140 last year.

**Highlights:** In September we advertised for Food Bank Volunteers. We have **10** new volunteers. Three of them are men able to lift boxes of food!! Which makes other Food Bank volunteers very happy.

### **COMMUNITIES IN BLOOM**

Last year, Provincial Communities in Bloom judges awarded the Barrhead Community 85%, giving the Community 5 Blooms for the second consecutive year. Linda Procott from the Town Rec Department is the Chairperson of the Committee and Terri Flemmer is the secretary. I will help organize volunteers on this committee plus be their rep on the Main Street Barrhead Committee.

### **SANTA'S TOY BOX**

96 families received Christmas Hampers this year. **65 families with 133 children** accepted presents from Santa's Toy Box and Adopt-A-Family. Thirteen volunteers committed 181 volunteer hours in the month of December.

### **Highlights for Volunteers**

- BES Grade 6 class made \$700 in a bake sale. Students purchased presents for Santa's Toy Box with this money.
- BarrNorth Veterinary Clinic had a get your pet's picture taken with Santa event; Cost: donation of pet food; matched by pet food company; pet food donated to Food Bank.
- Assistance with Pick-up and Sep Up—Outreach students
- Pick up day—December 19; line up of clients @ 7:30 a.m.; doors open for pick-up @ 8 a.m.
- Many people coming back to thank volunteers after pick-up
- Tears of joy from clients receiving parcels
- 3 thank you notes & letters from clients
- Red Apple donated close to \$6000 in items to Santa Toy Box; plus \$2000 worth of food to the Food Bank (Fill a Cop Car Event)

## COMMUNITY PROGRAMS — CONTINUED.....

### **BLUE SUEDE FESTIVAL**

This is a 3 day Music Festival in Busby during August, celebrating the music of Elvis Presley. 2018 will be the 10th anniversary of this event. Daily entry is \$20, \$30 for the weekend plus a donation of food to local Food banks. The Ripple Connection, Barrhead Food Bank, Westlock Food Bank and Morinville Food Banks all provide volunteers. In return the Food Bank donations are divided among these organizations.

The Community Development Volunteer Coordinator organized **54** volunteers to work at the Music Festival in 2018. Volunteers worked 545.5 hours. Barrhead Food Bank received **\$2,000.00 and 800 pounds** of food from this event.

### **IN-SCHOOL MENTOR**

#### **Student**

**Starting in October and finishing in June, 10 mentors donated** 1 hour a week to meet with their mentees in Elementary School. School staff report that students participating in this program gain in confidence, thus achieving more success in school. Students themselves respond very favorably about this program on surveys.

#### **Adult**

Individuals may apply to FCSS to do Community Service hours. They help FCSS staff help with cleaning, organizing and maintenance around the FCSS building. They also assist with Parent Link cleaning, organization at the Food Bank and Santa's Toy Box.

### **COATS FOR FAMILIES**

**82 coats; 17 ski pants** and many mitts and toques were given out during this event.

**Donation:** Servus Credit Union funds **\$500.00** for cleaning of donated jackets.

**Highlight:** The steady support of Barrhead Cleaners for gathering, storing and cleaning coats for this program annually, FCSS provides a spot for coats to be displayed and picked up. Every year, FCSS keeps some of the better jackets for all ages to be placed on the "free" table at Christmas time. Clients picking up Santa Toy Box orders may help themselves to these coats. All coats went to good homes last year!

We put out a call on Facebook for bigger winter coats at the beginning of December because some clients were requesting them. Barrhead Cleaners agreed to clean these new donations even though they were long past the October donation date. FCSS kept providing coats into December because clients were still dropping in to search out winter wear.

### **VOLUNTEER APPRECIATION EVENT**

In 2018, the Volunteer Appreciation Event was held at the Barrhead Elementary School. Committee member Anna Swan organized the lasagna meal. Constable Heintz sang O Canada, Rebecca Nikkel was MC. The High School Band played two selections. Dausin Kluin gave a motivational speech on Volunteering. Three Music Festival winners performed and Volunteer Appreciation Committee and Food Bank volunteers performed 4 skits narrated by Randy Hindy. Girl Guides bussed the tables. Volunteer of the Year Awards went to:

- Group (Making a Difference) - Quilting from the Heart
- Youth—Our very own Dausen Kluin
- Longstanding Service Award—Tie—Herman Barkemeyer & Doris Chizma
- Rosemary Empey Award—Laurie Messmer

**300** people were expected, **230** people showed up.

## COMMUNITY PROGRAMS — CONTINUED.....

### Hooray for Volunteers!

In the CDVC Volunteer Program, there are **63 active members**.

Our volunteers develop positive relationships with the people they volunteer to serve, and the people with whom they are volunteering with.

Our volunteers make lives better in the community. Perhaps that is why many start volunteering for one FCSS program, then before long, they branch out to volunteer in other FCSS programs!

Volunteers are seldom paid, not because they are worthless, but because they are priceless!!

*"Those who can, do. Those who can do more, volunteer:" Author unknown*



.....Ros Rudd



ADVOCACY & SUPPORT,  
DEBBIE WHITE/ROBIN KAPLER — COORDINATOR  
FETAL ALCOHOL SPECTRUM DISORDER (FASD)  
CHERI JANTZ/ ROBIN KAKPLER—COORDINATOR

**ADVOCACY & SUPPORT (Debbie White)**

Advocate and support for individuals and families in our community to enhance their well-being.

- Individual Client Visits: **94**—average **11.75** individual clients per month
- Supports: Housing, Forms (AISH/CPPD), Employment/Resumes, Family/Court Forms.
- Referrals: Alberta Works, Food Bank, Mental Health, New-To-You, The Ripple Connection Support Centre, Physicians, FCSS programs, Early Childhood Development.

**Committee Work**

- Barrhead Interagency - connect with other organizations for referrals and information on their programs.
- Barrhead Cares –community members and partners bringing awareness to the community, and prevention through events, asset calendars and community resource helpline cards.

**HIGHLIGHTS:**

Building trusting connections with individuals to help them achieve their successes. The positive collaboration with community partners.

**FETAL ALCOHOL SPECTRUM DISORDER (FASD) (Cheri Jantz)**

Bring awareness, support and provide access of services for individuals with FASD and/or families supporting individuals with FASD.

- Clients: **7**
- Supports: Court support, forms, housing letters, phone calls, appointments with gov't agencies, assessment transportation and support
- Collaborate: NWC FASD Network, AISH, PDD, Human Services, Blue Heron, McCullough Centre
- Committee Work: Barrhead Cares, Interagency
- FASD Awareness: FASD Awareness Day Mocktail Event total participants (presenters, businesses and customers) **114**
- Make the connection: FASD Mocktail Barrhead composite High School: **350 students**

**HIGHLIGHTS:** FASD Awareness Day continues to be popular with both businesses and main street shoppers. This year we were able to partner with the Make the Connection Event held every September, introducing students and families to supports, agencies and clubs. We hosted a BBQ for all Barrhead Composite High Students and had Mocktails and handed out information about FASD, "No alcohol is safe during pregnancy" for students.

.....DEBBIE WHITE  
CHERI JANTZ

## FAMILY SCHOOL LIAISON — Danielle Novikoff — FSL WORKER

Last February, I had the pleasure of taking on the position of Family School Liaison in Fort Assiniboine, Neerlandia Public Christian School and Barrhead Elementary Schools. While I was born and raised in the Barrhead community, and actually attended one of these schools myself when I was a child, stepping into the position came with a steep learning curve. Each child I have met with has come from such unique circumstances and no one child has responded alike. Many of the children experience difficult circumstances at home due to divorce, addictions and/or poverty and other challenges with emotional regulation. This position has provided me with such incredible learning from each child I meet with about the complexities influencing who they are today and furthermore about resilience, persistence, strength and empathy.

Within this position I have met with students individually, in groups and occasionally supported within their classrooms as well. In addition to building relationships with each individual student, I attempt to assist them in developing strategies and solutions to whatever challenges they are experiencing. Each time I meet with a child I attempt to meet them where they are at without expectation or assumption on what it is, I think they are going through or what I think they may need. Coming from a strengths-based perspective, I believe each child already has the strategies within their toolkit to overcome and address the challenges they experience, however in the midst of all these big emotions it can be challenging to pull these out on their own. Rather than giving the child the answers, I try to empower them and simply guide them to solutions and strategies that will work for them. While my primary attention has been focused on supporting the students, at times, I also provide support to parents and families. This has included connecting families to various resources within the community such as the Thrive Program, Food Bank, CARE Program, Mental Health Services and additional school-based services within the Pembina Hills Regional District.

Along with student and familial support, this year I began working with other school professionals in providing the Rainbows Program for students dealing with loss. The goal of the program is to promote peer support within a small age appropriate group setting. We began running two different groups in Fort Assiniboine school; one for Kindergarten and Grade 1 and one for Grade 7 & 8. The group was very well received and changes were noticed in increases of positive peer relations. Since the new year we have begun running several groups in Barrhead Elementary and plan to run another set of groups in Fort Assiniboine School soon as well. I am very excited to see the outcomes of this program and to see the impact of students sharing and supporting each other.

### **2018/2019**

Individual student meetings: **906**

Parent meetings: **65**

Referrals to other services: **14**

Groups facilitated: **4**

Numerous consultations and conversations with other professionals within the schools and community agencies.

Respectfully Submitted

*...Danielle Novikoff*

## FAMILY SCHOOL LIAISON — Trudy Gammel — FSL WORKER

The school year beginning in September of 2018, brought with it some interesting challenges and highlights. There was a two of three change over of administration in the Composite High School. This called for a realignment of process and priorities for all of us as adults in the building. This transition has moved along very well and did not cause disruption in the offering of services to the students requiring our attention. The year has been busy with many similar challenges as have been addressed in the past, with the ongoing struggle to find mental health professionals that have space to accept referrals.

In the world of children and young people, there is an ever growing and changing group of external challenges along with the all too often, home difficulties that cause them to struggle with concentration and life choices. It is no secret that the wonderful technology tools that we now have can also be a huge problem for young people when not used in a positive manner. We are facing a much more diverse world of substances that are being accessed by young people at an earlier age. The legalization of Cannabis and its by-products has added new challenges and need for education and guidance in this area. These are often used as a process of self mediation to help deal with the upheaval and struggles faced in day to day life. In each individual case, it is important to build a relationship with the student and their family that allows me to make choices about the resources best suited to assist them.

Over the past year, I have worked closely with Children's Services, REMP, Alberta Health Services in areas of mental health and addictions, FCSS Counseling Services, Parent Link, Food Bank, EZNursing, PHRD Counseling Services, D. Mac Gillivray with Stories in Motion, FNMI, BCHS Student Services as well as the staff at each of the schools I serve. We are fortunate to have the services available in our area to support the students and their families.

The transitions of families have brought a larger number of students needing a bit of support in the Dunstable area. These connections continue to help build strength and self reliance in the students as well as creating and strengthening relationship building skills and more recently some grief work with children negotiating the feelings of losing family members.

This year has seen the continuation of the Art Group work at the Outreach School. This group continues to be a valuable way of making connection and opening conversation in a non-threatening environment. I have also continued to organize babysitting courses with EZNursing as the instructors. There is an ongoing demand for this in the school communities. Looking forward I am beginning the planning of a 'Home Alone' training for children who may spend a bit of time at home without direct supervision.

Over the past year, I have continued my learning in the area of Narrative Practice. Alice Morgan's book "What is Narrative Therapy?" has provided me with ongoing study in the area as well as practice with Don McGillivray. During the Spring Break from school, I will be attending a 2-day workshop with 'Stories in Motion' organization focused on asking good questions and really hearing the answers. I have also read 'The Boy Who was Raised as a Dog' an extraordinary book by Bruce D Perry written as a psychologist's understanding of children with early childhood trauma and how it affects the developing brain.

Over the past months, several persons that I have provided time and services for have been asked to provide some evaluative feedback. When surveyed for satisfaction the results showed a high level of satisfaction for the services and very few areas of concern. These areas have been addressed in the attempt to make improvements.

### **2018-2019**

- Individual student meetings: **1196 (including drop in visits for help)**
- Home visits/Parent meetings: **35** Referrals to other services: **22**
- Numerous conversations and consultations with other services and experts sharing strategies and ideas to help students. **Two** groups facilitated.

.....Trudy Gammel



# PARENT LINK CENTER & EARLY CHILDHOOD DEVELOPMENT INITIATIVE RHONDA WAGGONER — COORDINATOR

The Parent Link Centre and Early Childhood Development Initiative (ECDI) were successful in 2018. This past year the combined initiatives ran programs tailored to Parent Education, Family support, Early Learning and Care, Early Childhood Development, Developmental Screenings (Ages & Stages Questionnaire) Information and referrals.

- Crafts for Kids
- Mini Musicians
- Early Artist
- Messy Play
- Rhyme Time
- Mini Chefs
- Growing Up Wild
- Movement & Motion
- Coffee Talk
- The Guy and I
- Fort Play—Fort Assiniboine
- Fun for Everyone—Family Activities
- Play it Forward—Sand Toys in the Park
- Triple P—Positive Parenting Program Seminars, Discussion Groups and Tip Sheets
- Love & Logic Parenting Seminars
- Parent Time Out
- Emotion Coaching Parenting
- Gently used clothing for newborns to age 3
- Toy Library at no cost for participants
- Developmental kits for 6-12 month, 13 month—2 years, 3-6 years
- Resource Library
- Ages and Stages Questionnaires—to help parents know appropriate expectations for age of child

Parent Link/ECDI continues to reach out to the isolated communities such as Dunstable and Fort Assiniboine. In 2018, Parent Link continued to build and maintain partnerships within and around the community including Community Cares Coalition, Communities for children ECCA Coalition, Alberta Health, Pembina Hills School Division, FCSS, Town of Barrhead, Daycare and Barrhead Day Homes.

Parent Link/ECDI participated in Make the Connection Night, Barrhead Street Festival, Festival of Trees and more.

The Parent Link Calendar is distributed throughout town on all the bulletin boards, Schools, preschools, Daycare, Barrhead Public Library, Neerlandia, Fort Assiniboine and Dunstable Schools. It is also posted on the FCSS website, Town Post.ca and sent to approximately 600 emails. This year with thanks to Polina Hapko, a Facebook page was created.

Triple P Parenting Seminars and Love & Logic have been presented to the community. Parent Education continues to be a large part of Parent Link.

## PARENT LINK CENTER & EARLY CHILDHOOD DEVELOPMENT INITIATIVE .....CONTINUED

Rhonda, Rebecca and Deb continue to attend workshops to upgrade their training. Camp Nakamun, Parent Link Network Training, First Aid and more.

Rhonda is part of the Communities for Children Coalition providing activities, workshops, Parent Education and working with the community to build a better tomorrow. In October 2018, the Coalition brought the movie "Resilience" to the Roxy Theatre in Barrhead. This opened the conversation of trauma and informed to the public in our community. A facilitated discussion after the movie brought thought provoking ideas of the difference one person can make.

Parent Link has continued to hand out Ages & Stages questionnaires helping parents to understand the Developmental Stages of their children. **52** questionnaires were completed this year. Parent Link staff continue to hand out Triple P Tip sheets, TippiPaper and Talk Box information creating discussions on Positive Parenting. We continue to share programs and information from other community partners, encouraging Healthy Families.

A big thank you to Deb Kushniruk and Rebecca Breitzkreitz (Program Planners) who plan and facilitate Parent Link/ECD programs. Parent Link has a fantastic team, excited about delivering programs for families in the community. Parent Link is also very appreciative of the parents, who offer their ideas, support and assistance in our programming. 2018 has been very successful in providing parent/caregiver support and learning, encouraging child development and offering referral services and support.

Both the Parent Link Centre and the Early Childhood Development Initiative are able to benefit families in and around the community through ongoing support of the Alberta Government. We look forward to another year of fun playful experiences for our Parent Link Staff, Parent/Caregivers and Children. Barrhead Parent Link is a member of the Greater Pembina-Gateway Parent Link Network.

### **STATS:**

**472 +** unique participants of Parent Link Programs

**56+** unique participants of ECDI Programs

**539 +** participants attended Early Learning and Care Programs

**150+** participants attended Parent Education Programs

**349+** participants attended Family Support Programs

***"You must first teach a child he/she is Loved, only then is he/she ready  
to learn everything else."  
Mamapedia.com***

.....Rhonda Waggoner

## THRIVE—FAMILY VIOLENCE PREVENTION

### Outreach Mentor—Cheri Jantz

Barrhead Thrive Outreach has had a busy 2018. Thrive continued to support individuals experiencing domestic abuse, child abuse and elder abuse as well as working with schools and parent groups teaching Healthy Relationships workshops.

Individual support provided includes connecting people to resources and community agencies as needed. Supporting people with court and legal resources. Developing and working towards goals supporting knowledge and skills which create opportunities for healthy relationships and life style for the futures of individuals and children.

Awareness and education has continued to be a focus for Thrive Outreach. Events included working with Barrhead Outreach School on a regular schedule, Barrhead Composite High School Calm Classes, Grade 9 Cool Camp and Barrhead Parent Link Coffee Talk sessions.

Elder Abuse has gained community awareness as an issue and an increase number of situations have been referred to Thrive Outreach for consultation and/or direct support.

Fundraising and community events that the Thrive Outreach Mentor has organized during this past year were the Shredding Event and Walk a Mile in Her Shoes Event. Both were successful events raising awareness by community members.

We look forward to 2019 and the challenges that it will offer working towards a healthy future for the members of the community Barrhead and District FCSS serves.

.....Cheri Jantz

## SCHOOL LUNCH PROGRAM SANDY MC CARTHY — COORDINATOR

During the 2018 school year, we at the Hot Lunch Program, served 145—214 healthy and nutritional lunches. Staying with healthy eating has been our goal from the beginning, and we succeeded.

A few fundraisers took place; cooking for the Wild Rose Rodeo Finals and for Teachers at various PD days. The community in Barrhead has always helped with donations to the lunch program which is a blessing. With generous donations, we continue to use fresh and healthy food for our lunch program.

Thank you to all of you who sit on the FCSS Board! Without you, we would not have such a successful Hot Lunch Program and the ability to feed so many children at Barrhead Elementary School.

.....Sandy Mc Carthy

## Care Program, Income Tax & Facebook—Rae Whiting

### C.A.R.E. PROGRAM (Community Angels for Recreational Enrichment)

Many families in our community are not financially able to afford recreational activities for their children. C.A.R.E. offers assistance to these families. This program is a result of a community that cares. It is funded by donations from corporations, clubs, organizations, businesses and individuals, as well as many fundraising initiatives.

The C.A.R.E. Program provided **34** children the opportunity to participate in **16** recreational/leisure/cultural activities. For a total of **\$6,541.00** with an average of **\$192.38 per child**. Activities included: hockey, swimming, karate, horsemanship, bowling, dance, summer camp and cheer sport.

### COMMUNITY VOLUNTEER INCOME TAX PROGRAM:

This program is partnered with Revenue Canada to provide free income tax service to low-income people with very simple tax returns. FCSS coordinates volunteer recruitment and orientation as well as the operation of the program in our community. Revenue Canada provides all training online and dedicates a phone line for enquiries. While we are busiest during the tax season, we continue to complete tax returns throughout the year.

#### Income Tax Statistics:

Trained Volunteers	6
Income Tax & Benefit Forms	
• Completed during March & April 2018	310
• Completed during May & December 2018	57
• Volunteer Hours	155



### FACEBOOK

This is a wonderful tool to use for advertising all the programs we run out of FCSS. Monthly Parent Link calendars and events are uploaded onto our page. As well, we advertise FCSS Employment opportunities, Volunteer Income Tax Program, Santa's Toy Box and Christmas Hamper registration, Seniors Dinners and we promote volunteering.

...Rae Whiting

## Youth Program

### Rebecca Breitzkreitz —COORDINATOR

FCSS Youth operates out of the Charles Godberson Rotary Room in Barrhead on most Thursdays, the Community Centre in Fort Assiniboine on every other Wednesday, as well as various local venues throughout the Barrhead Community on Tuesday evenings. FCSS Youth distributes calendars and announcements through Facebook, Instagram and email. Additional visits were made to the local schools to promote the program, and to encourage students to get involved.

Youth has a mean average of seeing **7.8 clients per program**.

**The Barrhead program has a mean average of 7.4 clients per session, Fort Assiniboine program has a mean average of 9.0 clients per session.**

In September, Youth had a record high of **16 new clients** join the program. Youth received **60 memberships over the 2018 year**.

The Barrhead FCSS Facebook Page has **79 "follows" and 75 "likes"**  
**<http://www.facebook.com/FCSSYouth/>**

The Barrhead FCSS Instagram Page has **140 "followers"**  
**[@barrheadfcss.youth](https://www.instagram.com/barrheadfcss.youth)**

Programs the FCSS Youth provide includes (but is not limited to):

- Cosmetics Club
- Remote Control Cars
- Zoology
- Explosive Science
- #GroupChat
- Board Game Nights
- Swimming at the Aquatic Centre
- Blue Heron Bowling
- Yoga
- Movie Nights
- Soccer Games
- PlayStation Nights
- Skating at the Outdoor Rink
- Canvas Art
- Volunteer Nights

FCSS Youth has partnered with the Parent Link Centre to host Kub Kar races. This event encouraged kids to work with a male role model to build a car out of a block of wood. To celebrate their creations, the kids had the opportunity to race their cars to find out who made the fastest car as well as the most creative! FCSS Youth also participated in Make the Connection Night.

The FCSS Youth Programs have become well established over the past year. Our Youth programs are oriented around building healthy futures for the future generation. We strongly promote volunteerism, and provide regular opportunities for Youth to give back to their communities. We have regular group of young individuals investing their time into our programs.

....Rebecca Breitzkreitz



Youth Program—February 4—May 31, 2018  
Jenn Teefy —COORDINATOR

Youth has been a fun and rewarding challenge this year. I have gotten to know some of our amazing Youth and am blessed for it. I noticed a couple shifts happen in the past 4 months while working with the Youth. The first being the age demographics of those attending and second being the maturity levels of those who do attend. The older teens attend less events, and they say its because there are too many younger pre-teens. However, in the space they collaborate well and the older youth does have an impact on the younger in positive ways.

There are 2 groups that regularly attend: older grade 9 Youth and younger grade 6 pre-teens. The 6ers that attend are the ones that are consistently showing up and its been wonderful getting to watch them grow, their confidence has increased and they have matured even in the short time I have been with them. The older teens like having a place to go to hang out with their friends and have a place to be genuinely themselves without the pressures they would feel in a school environment with large amounts of their peers. I can't speak for the grade 6ers in the same regard, but the older teens appreciate that for sure.

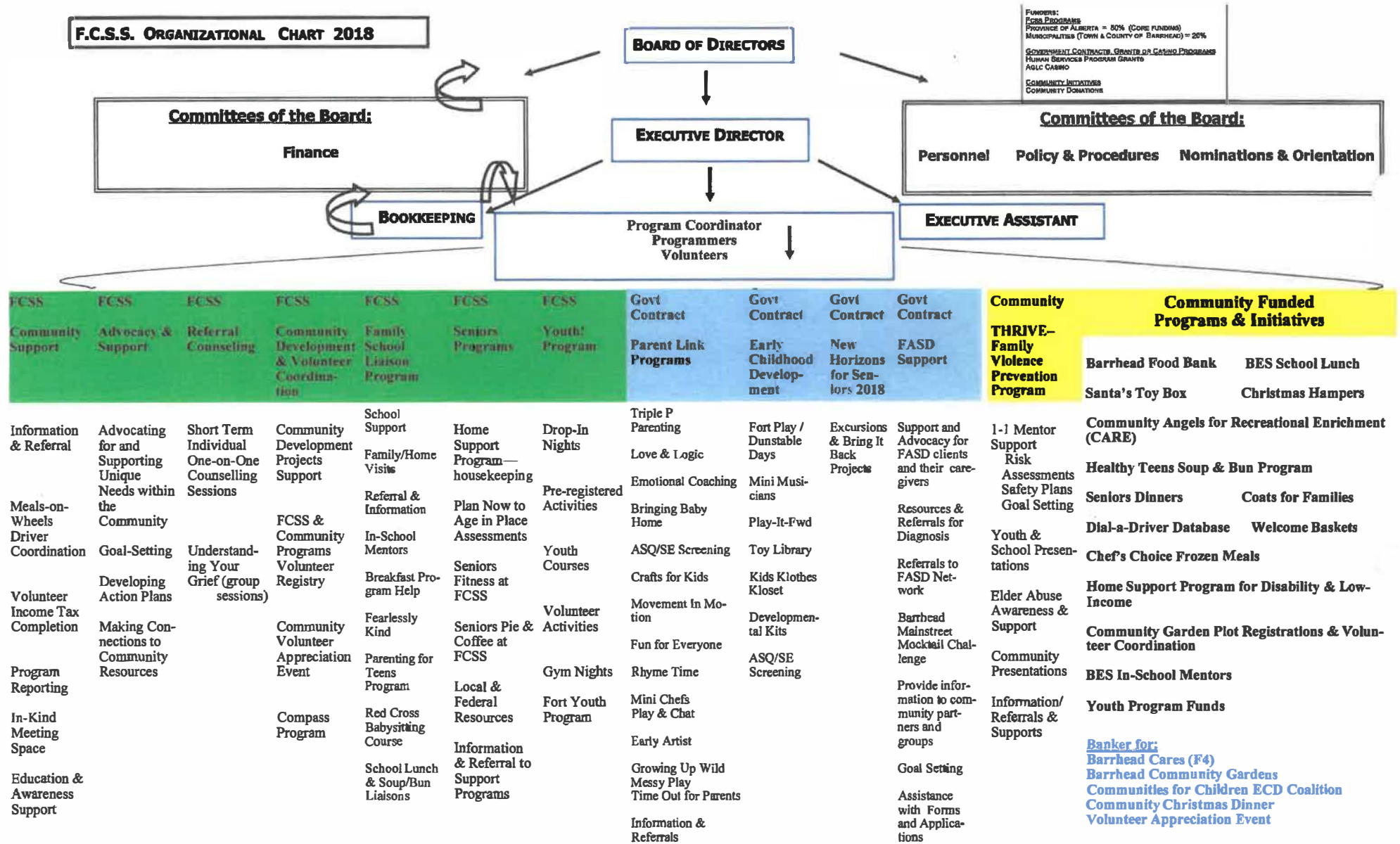
I have gotten feed back that they would like to see more days for Youth, because they would love to attend more than 2 days a week. This is an amazing program that they really do appreciate and I have had conversations with them about this. They hope to have another leader that "gets them" and they look forward to attending Youth! As much as possible.

Because a majority of the Youth are younger, they are not on Facebook and Instagram yet. I believe once they get to the "digital age" where they all have FB and Instagram, there will be ore kids coming just one personal promotion from sharing. Currently the page is targeting the parents and other adults in the community, but there will be more power once they are the promoters of this program and share it on their pages and news feeds.

I am truly blessed to have been apart of this program and wish you all the best in the futures. I will always cherish the memories that I have from FCSS Youth!

...Jenn Teefy

## F.C.S.S. ORGANIZATIONAL CHART 2018



**Auditor's Report & Audited Financial Statements**

**Barrhead & District Family & Community  
Support Services Society  
for the year 2018**

Prepared by Blaine Clarahan of Blaine Clarahan Professional Corporation



**Barrhead & District Family & Community Support Services Society**

**Financial Statements**

**December 31, 2018**

# **Barrhead & District Family & Community Support Services Society**

**December 31, 2018**

---

## **Contents**

	<b>Page</b>
Independent Auditor's Report	<b>1</b>
Financial Statements	
Statement of Financial Position	<b>2</b>
Statement of Changes in Net Assets	<b>3</b>
Statement of Operating Surplus	<b>4</b>
Statement of Revenues and Expenditures-Programs Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement	<b>5</b>
Statement of Revenues and Expenditures-Programs Funded Other Than Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement	<b>6</b>
Statement of Cash Flows	<b>7</b>
Notes to the Financial Statements	<b>8-9</b>
Schedule of Expenditures-Board and Administration	<b>10</b>
Schedule of Expenditures-Programs Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement	<b>11-12</b>
Schedule of Expenditures-Programs Funded Other Than Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement	<b>13-14</b>

# *Blaine R. Clarahan*

CHARTERED ACCOUNTANT

---

## **Independent Auditor's Report**

---

To the Members of the Board of the  
Barrhead & District Family & Community Support Services Society

I have audited the accompanying financial statements of the Barrhead & District Family & Community Support Services Society, which comprises the statement of financial position as at December 31, 2018, the statement of changes in net assets, the statement of operating surplus, the statements of revenues and expenditures, and the statement of changes in cash resources for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

### *Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### *Opinion*

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Barrhead & District Family & Community Support Services Society as at December 31, 2018 and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Barrhead, Alberta  
March 21, 2019


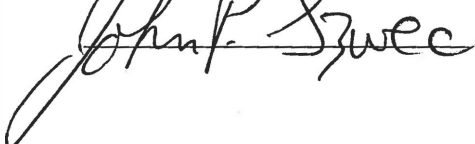
Blaine Clarahan Professional Corporation  
Chartered Accountant

**Barrhead & District Family & Community Support Services Society**  
**Statement of Financial Position**  
**As at December 31, 2018**

**Statement 1**

	2018	2017
<b>Assets</b>		
<b>Current</b>		
Cash in bank ( <i>restricted cash \$21,079; 2017 \$4,263 -see Note 4</i> )	\$ 260,798	\$ 186,132
Receivables ( <i>Note 5</i> )	<u>4,012</u>	<u>10,164</u>
	<u>264,810</u>	<u>196,296</u>
<b>Property and Equipment (<i>Note 6</i>)</b>	<u>3,189</u>	<u>4,784</u>
	<u>\$ 267,999</u>	<u>\$ 201,080</u>
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 29,087	\$ 27,838
Due to FCSS Community Projects ( <i>related party</i> )	1,422	nil
Deferred Casino revenue ( <i>Note 4</i> )	19,562	4,263
Deferred revenue	<u>12,171</u>	<u>nil</u>
	<u>62,242</u>	<u>32,101</u>
<b>Society's Equity</b>		
<b>Net Assets</b>		
Accumulated Surplus ( <i>Statement 2</i> )	202,568	164,195
Investment in Property Plant and Equipment ( <i>Statement 2</i> )	<u>3,189</u>	<u>4,784</u>
	<u>205,757</u>	<u>168,979</u>
	<u>\$ 267,999</u>	<u>\$ 201,080</u>

Approved On Behalf Of The Board:

 Director  
 Director

**Barrhead & District Family & Community Support Services Society**  
**Statement of Changes In Net Assets**  
**Year Ended December 31, 2018**

**Statement 2**

			<b>2018</b>		<b>2017</b>	
	Operating Fund	Investment in Property and equipment	<b>2018</b>		<b>2017</b>	
Net Assets, beginning of year	\$ 164,195	\$ 4,784	\$	<b>168,979</b>	\$	155,357
Operating surplus ( <i>Statement 3</i> )	36,778	nil		<b>36,778</b>		13,622
Amortization expense	1,595	(1,595)		<b>nil</b>		nil
Net Assets, end of year	\$ 202,568	\$ 3,189	\$	<b>205,757</b>	\$	168,979

**Barrhead & District Family & Community Support Services Society**  
**Statement of Operating Surplus**  
**Year Ended December 31, 2018**

**Statement 3**

**2018**

**2017**

**Program Surpluses For the Year**

<b>-Programs Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement (Statement 4)</b>	<b>\$ 9,094</b>	<b>\$ (481)</b>
<b>-Programs Funded Other Than Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement (Statement 5)</b>	<b><u>27,684</u></b>	<b><u>14,103</u></b>
<b>Operating Surplus For the Year</b>	<b><u>\$ 36,778</u></b>	<b><u>\$ 13,622</u></b>

**Barrhead & District Family & Community Support Services Society**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2018**

**Statement 4**

**2018**

**2017**

**Programs Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement**

**Revenues**

Funding provided under the act	\$ 315,423	\$ 315,423
Municipal contributions	100,000	100,000
Advocacy and Support	5,200	6,669
Administration fees collected	18,940	20,804
School Liaison	73,742	73,254
Seniors Program	34,054	34,526
Counselling fees charged	2,583	4,049
Other revenue	<u>4,034</u>	<u>4,059</u>
	<u>553,976</u>	<u>558,784</u>

**Expenditures**

Board ( <i>Schedule 1</i> )	5,711	10,205
Administration ( <i>Schedule 1</i> )	202,346	209,190
Advocacy and Support Programs ( <i>Schedule 2</i> )	29,051	27,742
Home Support ( <i>Schedule 2</i> )	110,237	119,442
Counselling ( <i>Schedule 2</i> )	45,406	47,647
Community Programs ( <i>Schedule 3</i> )	39,053	42,209
School Liaison ( <i>Schedule 3</i> )	<u>113,078</u>	<u>102,830</u>
	<u>544,882</u>	<u>559,265</u>
	\$ <u>9,094</u>	\$ <u>(481)</u>

**Barrhead & District Family & Community Support Services Society**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2018**

**Statement 5**

**2018**

**2017**

**Programs Other Than Those Funded Pursuant to the FCSS Conditional  
Provincial/Municipal Funding Agreement**

**Revenues**

Donations	\$ 42,956	\$ nil
Early Childhood Development	47,552	46,720
Family Violence	54,000	60,632
FASD	25,765	25,760
Fund raising income- Casino ( <i>Note 4</i> )	5,671	8,616
Parent Link	99,323	96,043
ECD Coalition	15,957	23,440
Seniors New Horizon	<u>32,508</u>	<u>nil</u>
	<u>323,732</u>	<u>261,211</u>

**Expenditures**

Early Childhood Development ( <i>Schedule 4</i> )	47,300	45,526
Family Violence ( <i>Schedule 4</i> )	54,218	38,618
Parent Link ( <i>Schedule 4</i> )	112,330	93,847
FASD Program ( <i>Schedule 5</i> )	23,560	25,886
ECD Coalition ( <i>Schedule 5</i> )	20,700	21,884
Funds transferred to Community Project Funds ( <i>Youth Centre</i> )	12,546	21,347
Seniors New Horizon	<u>25,394</u>	<u>nil</u>
	<u>296,048</u>	<u>247,108</u>
	<u>\$ 27,684</u>	<u>\$ 14,103</u>



**Barrhead & District Family & Community Support Services Society**  
**Statement of Cash Flows**  
**Year Ended December 31, 2018**

**Statement 6**

	<b>2018</b>	<b>2017</b>
<b>Operating Activities</b>		
Working capital from operations		
Excess of revenues over expenditures	\$ 36,778	\$ 13,622
Add: non-working capital charges		
Amortization	1,595	1,595
Net change in non-cash working capital balance from operations	<u>36,293</u>	<u>(52,868)</u>
	<u>74,666</u>	<u>(37,651)</u>
<b>Investing Activities</b>		
<b>Increase (decrease) in cash for the year</b>	<b>74,666</b>	<b>(37,651)</b>
<b>Cash, beginning of year</b>	<u><b>186,132</b></u>	<u><b>223,783</b></u>
<b>Cash, end of year</b>	<b>\$ <u>260,798</u></b>	<b>\$ <u>186,132</u></b>
<b>Cash represented by:</b>		
Cash in bank	<b>\$ <u>260,798</u></b>	<b>\$ <u>186,132</u></b>

**Barrhead & District Family & Community Support Services Society**  
**Notes to the Financial Statements**  
**As at December 31, 2014**

---

**1. Significant Accounting Policies**

---

Barrhead Family and Community Support Services is a non-profit entity which operates under the Alberta Family and Community Support Services Act. These financial statements are prepared in accordance with generally accepted accounting principles for non-profit entities in Canada. The significant accounting policies are as follows:

**Revenue recognition**

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods are met and ultimate collection is reasonably assured at the time of performance.

**Property and Equipment**

Property and equipment are shown at cost on the balance sheet. Government contributions for the acquisition of property and equipment are recorded as revenue and do not reduce the related cost of the asset. Commencing in the current fiscal year amortization is provided using the following methods and rates:

Equipment	Straight-line	20%
-----------	---------------	-----

**2. Use of Estimates**

---

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**3. Financial Instruments**

---

The society's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and deferred revenue. It is management's opinion that the company is not exposed to significant interest or currency risks arising from these financial instruments. The society is subject to credit risk with respect to accounts receivable. Credit risk arises from the possibility that entities to which the society provides services may experience financial difficulty and be unable to fulfil their obligations.

The carrying value of the financial instruments approximates their fair market value.

**4. Restricted Cash and Deferred Casino Revenue**

---

Included in the amount shown for the society's cash in bank is \$21,079 in restricted cash. This restricted cash is the unspent funds received from Casino fund raising activities in the year. This cash is subject to the spending regulations as per the Alberta Liquor and Gaming Commission.

As these funds are subject to the Alberta Liquor and Gaming Commission spending regulations, Casino income has been recognized in the current year in an amount equal to the qualified current year expenditures. The balance of the unspent Casino funds is shown as deferred revenue.

**Barrhead & District Family & Community Support Services Society**  
**Notes to the Financial Statements**  
**As at December 31, 2014**

<b>5. Receivables</b>	<b>2018</b>	<b>2017</b>
Customers	\$ 2,772	\$ 3,270
Receivable from Barrhead FCSS Community Project Funds (related party)	nil	4,726
GST receivable	<u>1,240</u>	<u>2,168</u>
	<u>\$ 4,012</u>	<u>\$ 10,164</u>

6. Property and Equipment		2018	2017	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Equipment	\$ 7,974	\$ 4,785	\$ 3,189	\$ 4,784

**7. Lease Commitment**

Barrhead Family and Community Support Services entered into a lease agreement for rental of facilities effective April 1, 2014 and expiring on March 31, 2019. Rental payments under the lease agreement are as follows:

-April 1, 2014 to March 31 2019, \$5,866.41 per month plus GST

**8. Economic Dependence**

The organization derives 80% (2017-79%) of it's revenues from provincial and local government transfers and as well, 8% (2017-9%) of it's revenues from transfers from the regional school division. The continued viability of the organization depends on these transfers.

**Barrhead & District Family & Community Support Services Society**  
**Schedule of Expenditures**  
**Year Ended December 31, 2018**

**Schedule 1**

**2018**

**2017**

**Board and Administrative Expenditures**

**Board**

Travel, training, and general expense

\$ 5,711

\$ 10,205

**Administration**

Salaries and employee benefits

\$ 176,298

\$ 171,133

Staff training and development

2,779

4,901

Staff travel and subsistence

1,004

2,443

Advertising

360

868

Audit

541

483

Bank charges

95

100

Computers

83

1,987

Insurance

310

229

Maintenance and janitor

1,584

5,959

Memberships

277

247

Office supplies and general expense

3,134

6,064

Postage

408

542

Printing

825

433

Rent

10,426

9,836

Telephone

2,627

2,536

Amortization

1,595

1,429

\$ 202,346

\$ 209,190

**Barrhead & District Family & Community Support Services Society**  
**Schedule of Expenditures**  
**Year Ended December 31, 2018**

**Schedule 2**

**2018**

**2017**

**Program Expenditures Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement**

**Advocacy and Support Program**

Salaries and employee benefits	\$ 21,284	\$ 19,887
Staff training and development	505	449
Staff travel and subsistence	125	444
Advertising	352	82
Maintenance and insurance	393	835
Office supplies and general expense	387	503
Postage	13	5
Printing	24	49
Program supplies	94	225
Rent	5,476	4,878
Telephone	<u>398</u>	<u>385</u>
	<b>\$ <u>29,051</u></b>	<b>\$ <u>27,742</u></b>

**Home Support**

Salaries and employee benefits	\$ 90,138	\$ 96,130
Staff training and development	1,340	2,151
Staff travel and subsistence	5,626	6,977
Advertising	930	863
Maintenance and janitor	653	1,147
Memberships	157	202
Office supplies and general expense	2,793	3,987
Postage	584	635
Printing	269	221
Rent	7,031	6,437
Telephone	<u>716</u>	<u>692</u>
	<b>\$ <u>110,237</u></b>	<b>\$ <u>119,442</u></b>

**Counselling**

Contract and salaries	\$ 40,914	\$ 42,209
Building rent	2,360	2,360
Training, office and general expense	<u>2,132</u>	<u>3,078</u>
	<b>\$ <u>45,406</u></b>	<b>\$ <u>47,647</u></b>

**Barrhead & District Family & Community Support Services Society**  
**Schedule of Expenditures**  
**Year Ended December 31, 2018**

**Schedule 3**

**2018**

**2017**

**Program Expenditures Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement**

**Community Programs**

Salaries and employee benefits	\$ 26,810	\$ 29,536
Staff training and development	1,042	1,154
Staff travel and subsistence	60	248
Advertising	308	251
Facilities rental	100	nil
Maintenance and janitor	832	1,084
Office supplies and general expense	822	1,136
Postage	238	268
Program supplies	245	561
Rent	5,971	5,375
Telephone	875	846
Volunteer recognition	<u>1,750</u>	<u>1,750</u>
	<u>\$ 39,053</u>	<u>\$ 42,209</u>

**School Liaison**

Salaries and employee benefits	\$ 94,093	\$ 79,843
Staff training and development	1,247	1,996
Staff travel and subsistence	5,514	5,232
Advertising	505	818
Computers	83	845
Maintenance and janitor	681	929
Memberships	556	219
Office supplies and general expense	1,043	1,509
Postage	47	14
Printing	150	192
Program supplies	773	3,602
Rent	7,455	6,862
Telephone	<u>931</u>	<u>769</u>
	<u>\$ 113,078</u>	<u>\$ 102,830</u>

**Barrhead & District Family & Community Support Services Society**  
**Schedule of Expenditures**  
**Year Ended December 31, 2018**

**Schedule 4**

**2018**

**2017**

**Program Expenditures Other Than Those Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement**

**Early Childhood Development**

Salaries and employee benefits	\$ 39,546	\$ 38,902
Staff travel and subsistence	572	993
Administration	2,612	2,612
Audit	117	124
Education, conferences, workshops	3,615	1,748
Program costs and general expense	<u>838</u>	<u>1,147</u>
	<u>\$ 47,300</u>	<u>\$ 45,526</u>

**Family Violence**

Salaries and employee benefits	\$ 38,892	\$ 26,588
Staff training and development	238	239
Staff travel and subsistence	926	458
Advertising	374	587
Administration	4,500	4,200
Rent	4,125	3,000
Maintenance and janitor	1,889	646
Office supplies and postage	537	877
Printing	84	88
Program supplies and general expense	2,150	1,237
Telephone	<u>503</u>	<u>698</u>
	<u>\$ 54,218</u>	<u>\$ 38,618</u>

**Parent Link**

Salaries and employee benefits	\$ 54,177	\$ 45,201
Administration fees	9,158	9,989
Staff training and development	1,169	895
Staff travel and subsistence	7,507	920
Advertising	719	1,095
Office supplies and general expense	2,611	3,060
Insurance, building maintenance and janitor	1,439	2,152
Program costs and supplies	19,975	15,209
Rent	15,177	14,775
Telephone	398	385
Amortization	<u>nil</u>	<u>166</u>
	<u>\$ 112,330</u>	<u>\$ 93,847</u>

**Barrhead & District Family & Community Support Services Society**  
**Schedule of Expenditures**  
**Year Ended December 31, 2018**

**Schedule 5**

**2018**

**2017**

**Program Expenditures Other Than Those Funded Pursuant to the FCSS Conditional Provincial/Municipal Funding Agreement**

**FASD Program**

Salaries and employee benefits	\$ 9,359	\$ 10,091
Contracted positions	9,043	9,043
Staff travel and subsistence	144	50
Advertising	399	521
Administration costs	2,501	2,501
Education, conferences and workshops	nil	686
Printing	35	48
Program supplies and general expense	1,921	2,794
Telephone	<u>158</u>	<u>152</u>
	<b>\$ <u>23,560</u></b>	<b>\$ <u>25,886</u></b>

**ECD Coalition**

Contractor/facilitator	\$ 12,000	\$ 12,000
Administrative fee	169	750
Staff training and development	nil	65
Staff travel and subsistence	188	525
Advertising	119	230
Office supplies and general expense	109	nil
Program supplies and fees	<u>8,115</u>	<u>8,314</u>
	<b>\$ <u>20,700</u></b>	<b>\$ <u>21,884</u></b>



**Barrhead Family and Community Support Services**

**Year Ended December 31, 2018**

**Financial Statements**

**December 31, 2018**

**Barrhead Family and Community Support Services  
Year Ended December 31, 2018**

**December 31, 2018**

---

**Contents**

Page

Independent Auditor's Report	1
Financial Statements	
Statement of Community Project Funds Financial Position	2
Statement of Community Project Funds Changes in Net Assets	3
Statement of Community Project Funds Revenue and Expenditures	4
Statement of Cash Flows	5
Notes to the Financial Statements	6

*Blaine R. Clarahan*  
CHARTERED ACCOUNTANT

**Independent Auditor's Report**

---

To the Members of the Board of the  
Barrhead Family and Community Support Services

*Report on the Financial Statements*

I have audited the accompanying financial statements of the Barrhead Family and Community Support Services-Community Project Funds which comprises the statement of financial position as at December 31, 2018, the statement of changes in net assets, the statements of revenues and expenditures, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

*Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Opinion*

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Barrhead Family and Community Support Services-Community Project Funds as at December 31, 2018 and the results of its operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Barrhead, Alberta  
March 21, 2019

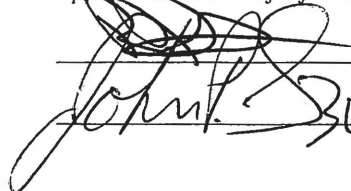
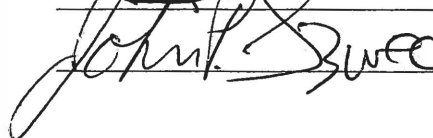
Blaine Clarahan Professional Corporation  
Chartered Accountant

**Barrhead Family and Community Support Services**  
**Statement of Community Project Funds Financial Position**  
**As at December 31, 2018**

**Statement 1**

	2018	2017
<b>Assets</b>		
<b>Current assets</b>		
Cash	\$ 308,270	\$ 288,504
Accounts receivable	275	106
GST recoverable	637	350
Receivable from FCSS General Account ( <i>related party</i> )	<u>1,422</u>	<u>nil</u>
	<u>310,604</u>	<u>288,960</u>
 <b>Property and Equipment (<i>Note 4</i>)</b>	 <u>5,604</u>	 <u>1,998</u>
	<b><u>\$ 316,208</u></b>	<b><u>\$ 290,958</u></b>
<b>Liabilities and Equity</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 14,227	\$ 12,172
Payable to FCSS General Account ( <i>related party</i> )	<u>nil</u>	<u>4,727</u>
	<u>14,227</u>	<u>16,899</u>
<b>Society's Equity</b>		
<b>Net Assets</b>		
Accumulated Surplus ( <i>Statement 2</i> )	241,377	228,061
Internally Restricted Funds ( <i>Schedule 2</i> )	55,000	44,000
Investment in Property and Equipment ( <i>Statement 2</i> )	<u>5,604</u>	<u>1,998</u>
	<u>301,981</u>	<u>274,059</u>
	<b><u>\$ 316,208</u></b>	<b><u>\$ 290,958</u></b>

Approved On Behalf Of The Board:

 Director  
 Director

**Barrhead Family and Community Support Services**  
**Statement of Community Project Funds Changes in Net Assets**  
**Year Ended December 31, 2018**

**Statement 2**

	Operating Fund	Investment in Property and Equipment	Internally Restricted Funds	2018	2017
<b>Net Assets,</b>					
<b>Beginning of</b>					
<b>Year</b>	\$ 228,061	\$ 1,998	\$ 44,000	\$ <b>274,059</b>	\$ 260,098
Excess of revenues over expenditures	27,922	nil	nil	<b>27,922</b>	13,961
Amortization expense	2,402	(2,402)	nil	<b>nil</b>	nil
Net capital acquisitions	(6,008)	6,008	nil	<b>nil</b>	nil
Fund transfers	(11,000)	nil	11,000	<b>nil</b>	nil
<b>Net Assets,</b>					
<b>End of Year</b>	\$ 241,377	\$ 5,604	\$ 55,000	\$ <b>301,981</b>	\$ 274,059

**Barrhead Family and Community Support Services**  
**Statement of Community Project Funds Revenues and Expenditures**  
**Year Ended December 31, 2018**

**Statement 3**

	2018	2017
<b>Revenues</b>		
Barrhead Community Cares	\$ nil	\$ 17,202
BES Breakfast	21,772	384
Care Program	5,184	960
Christmas Dinner	693	1,893
Coats for Kids	nil	1,435
Community Garden	3,133	4,521
Emergency Housing Fund	nil	75
Food Bank	50,858	35,082
New Horizon	1,790	7,129
Santa's Toy Box	7,072	6,312
School Lunch Program	86,574	85,033
Undesignated revenues	17,124	14,733
Volunteer Week	6,970	7,520
Youth Centre	25,844	2,620
Gain (loss) on disposal of property and equipment	(1,798)	nil
	<u>225,216</u>	<u>184,899</u>
<b>Expenditures</b>		
Amortization	2,402	1,499
Barrhead Community Cares	6,152	11,650
BES Breakfast	17,737	4,315
Care Program	9,925	8,504
Christmas Dinner	823	485
Coats for Kids	nil	1,000
Community Garden	1,737	5,140
Emergency Housing Fund	nil	148
Food Bank	39,100	26,432
General and miscellaneous	580	15
Meals on Wheels	169	306
New Horizon	2,542	5,473
Safe Kids	nil	784
Santa's Toy Box	4,332	4,126
School Lunch Program	88,182	90,047
Volunteer Week	7,614	9,444
Youth Centre	15,999	1,570
	<u>197,294</u>	<u>170,938</u>
<b>Excess of Revenues Over Expenditures</b>	<u>\$ 27,922</u>	<u>\$ 13,961</u>

**Barrhead Family and Community Support Services**  
**Statement of Cash Flows**  
**Year Ended December 31, 2018**

**Statement 4**

	2018	2017
<b>Operating Activities</b>		
Working capital from operations		
Excess of revenues over expenditures	\$ 27,922	\$ 13,961
Add: non-working capital charges		
Amortization	2,402	1,499
Loss on disposal of property and equipment	<u>1,798</u>	<u>nil</u>
Net change in non-cash working capital balance from operations	<u>(4,550)</u>	<u>(1,863)</u>
	<u>27,572</u>	<u>13,597</u>
<b>Investing Activities</b>		
Additions to property and equipment	(8,006)	nil
Proceeds on disposal of property and equipment	<u>200</u>	<u>nil</u>
	<u>(7,806)</u>	<u>nil</u>
<b>Increase (decrease) in cash for the year</b>	19,766	13,597
<b>Cash, beginning of year</b>	<u>288,504</u>	<u>274,907</u>
<b>Cash, end of year</b>	\$ <u>308,270</u>	\$ <u>288,504</u>
<b>Cash represented by:</b>		
Cash in bank	\$ <u>308,270</u>	\$ <u>288,504</u>

**Barrhead Family and Community Support Services**  
**Notes to the Community Project Funds Financial Statements**  
**Year Ended December 31, 2013**

---

**1. Significant Accounting Policies**

---

Barrhead Family and Community Support Services is a non-profit entity which operates under the Alberta Family and Community Support Services Act. These financial statements are prepared in accordance with generally accepted accounting principles for non-profit entities in Canada. The significant accounting policies are as follows:

**Revenue recognition**

Revenue is recognized when the requirements as to performance for transactions involving the sale of goods are met and ultimate collection is reasonably assured at the time of performance.

**Property and Equipment**

Property and equipment are shown at cost on the balance sheet. Government contributions for the acquisition of property and equipment are recorded as revenue and do not reduce the related cost of the asset. Commencing in the current fiscal year amortization is provided using the following methods and rates:

Automotive equipment	Straight-line	30%
----------------------	---------------	-----

**2. Use of Estimates**

---

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**3. Financial Instruments**

---

The society's financial instruments consist of cash, accounts receivable, and accounts payable. It is management's opinion that the company is not exposed to significant interest or currency risks arising from these financial instruments. The society is subject to credit risk with respect to accounts receivable. Credit risk arises from the possibility that entities to which the society provides services may experience financial difficulty and be unable to fulfil their obligations.

The carrying value of the financial instruments approximates their fair market value.

**4. Property and Equipment**

	2018		2017	
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net book value</u>	<u>Net book value</u>
Automotive equipment	\$ <u>8,006</u>	\$ <u>2,402</u>	\$ <u>5,604</u>	\$ <u>1,998</u>





# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Barrhead Skills Weekend – Student Evaluation Summary

---

## Summary

Barrhead Skills Weekend – Student Evaluation Summary

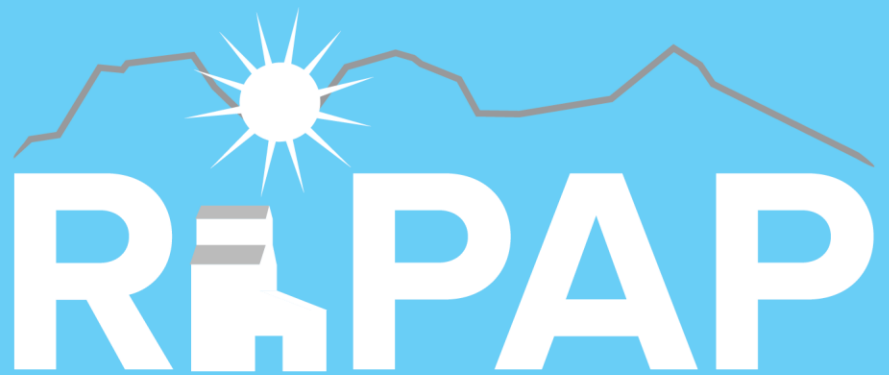
## Overview

### ***Recommendation #1***

That Council accept the Barrhead Skills Weekend – Student Evaluation Summary as information.
--

Respectfully Submitted by:

Kathy Vickery  
Interim CAO



## Barrhead Skills Weekend

### Student Evaluation Summary

March 9-10, 2019

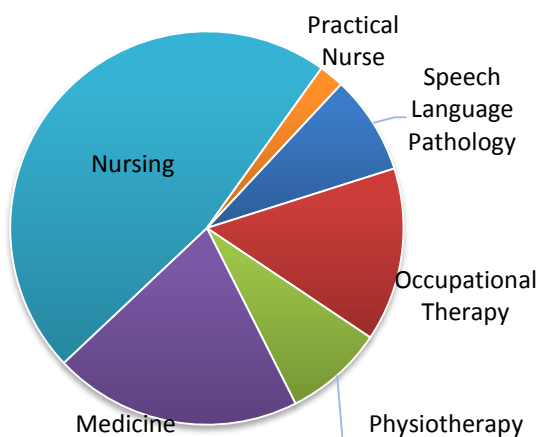
# Barrhead Skills Weekend Student Evaluation Summary, March 9-10, 2019

**Completed evaluation forms:** 50

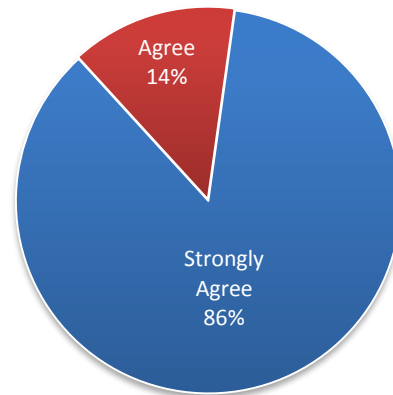
**Post Secondary Institutions:**

University of Alberta , Norquest College

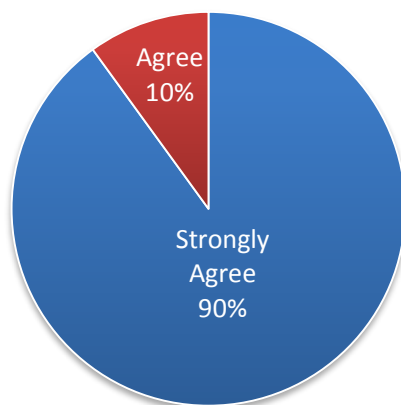
## Programs



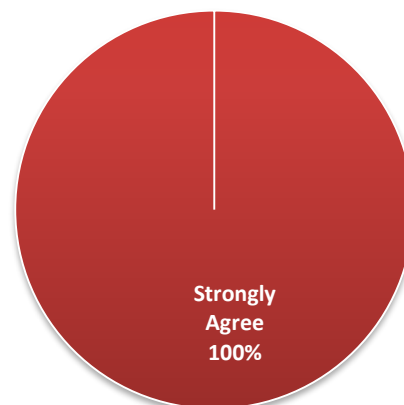
**2. I found the skills sessions informative.**



**1. I found the rural community skills weekend to be a worthwhile**



**3. I am pleased with the reception from the community.**

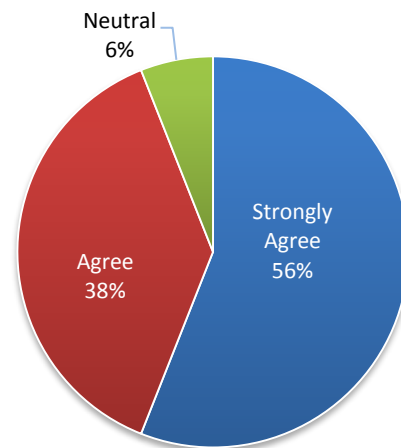


### Comments:

- ✚ It was fun and I learnt lots!
- ✚ The skills were great, and I was shocked by the openness and generosity of the community
- ✚ I truly had a wonderful time
- ✚ Everyone was extremely welcoming and what a wonderful experience and exposure to rural opportunities. Thank you.
- ✚ Loved how friendly and inviting everyone was
- ✚ The healthcare professionals were knowledgeable and very helpful
- ✚ I am astonished by the amazing treatment we received, plus the amazing learning experience overall. I hope to come back.
- ✚ Great work!
- ✚ The only caution I would have is that it seemed a little too packed in. I loved everything we did but definitely exhausted in the end.
- ✚ The skills sessions were fantastic. I learned way more than I thought I would.
- ✚ Very supportive of the next generation
- ✚ Loved the community; everyone was so nice
- ✚ Everyone that volunteered was helpful and answered all questions.
- ✚ Went above and beyond to welcome us and make this weekend full of learnings and local connections.
- ✚ Everyone made me feel extremely welcomed! They were not only willing to share their clinical experience with us but life stories with us which was nice.
- ✚ I had a wonderful time exploring the community of Barrhead and seeing what the hospital had to offer. I'm really grateful that I had the opportunity to participate in medical work shops that I wouldn't have otherwise experienced
- ✚ Our weekend in Barrhead was amazing. Had a great time at skills and all other events
- ✚ The experience exceeded any expectations I had for the weekend.

- ✚ This was an incredible weekend; I learned so much and had even more fun! The community was amazing, and I was absolutely shocked by how much we did this weekend! Thank you very much

### 4. I found the STARS bus experience to be valuable.



### Is there anything you particularly enjoyed or would like to see done differently with the STARS Station?

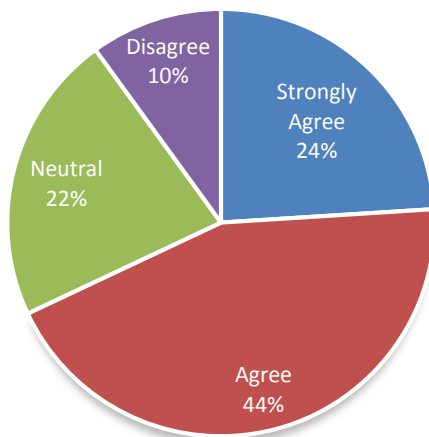
#### Enjoyed:

- ✚ How we learned about practiced applications to approaches in an emergency.
- ✚ I enjoyed how they went through the whole assessment and their approach. It was a very innovated and a comfortable environment
- ✚ I would like more time on the STARS station so we could run it twice - one more time after learning our mistakes so we can implement the feedback.
- ✚ I appreciated the debrief after the activity - it included/was applicable to all HCPs.
- ✚ I enjoyed the end where all the information was given and we had a chance to talk, but I found the actual simulation more stressful than informative

by not knowing enough and others also not knowing what to do!

- ✚ Wish I had more trauma training from the STARS team at school! They were great educators and definitely learned a lot from them.
- ✚ The STARS session was delivered at a perfect introductory level. I definitely learnt valuable clinical information 10/10
- ✚ The instructor gave very good feedback and teaching.
- ✚ I liked seeing how the different disciplines interacted in an emergency.
- ✚ The STARS station - it was so fun to work as a team to think quickly and critically.

## 5. I have considered living and working in a rural community before this weekend.

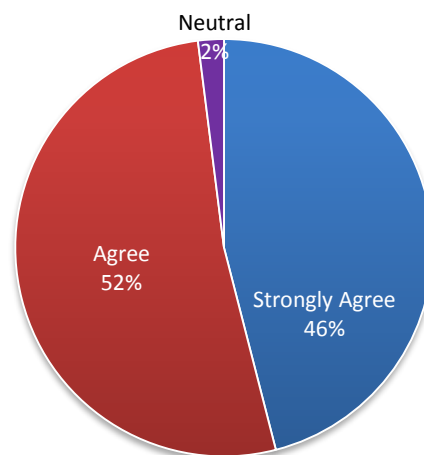


### Comments:

- ✚ I am from a rural community and have always considered it as an option, but the weekend gets me excited about it.
- ✚ Coming from a rural community, I have always thought about going back and doing rural practice. I really appreciated seeing what Barrhead specifically had to offer.
- ✚ This experience highlighted the opportunities available in rural communities throughout Alberta. The community and people were amazing.

- ✚ This weekend has strongly confirmed my desire to work in a rural community! Thank You!
- ✚ Rural communities/small towns have always appealed to me because of the closeness and team work, especially in the hospitals.
- ✚ This weekend has given me a lot to think about - very informative!
- ✚ I could see myself in a rural community now. Everyone was so welcoming and genuinely interested in teaching and mentoring.
- ✚ I have and am considering rural medicine, but I will make the decision based on the specialty in which I end up and the specific community.
- ✚ I definitely think it would be in my future to work rural but perhaps after my parents have passed. I want as much time as possible with them.
- ✚ This was my 1st rural experience and I just really enjoyed the community vibe and the speakers were excellent and convincing.

## 6. I could see myself living and working in a rural community now.



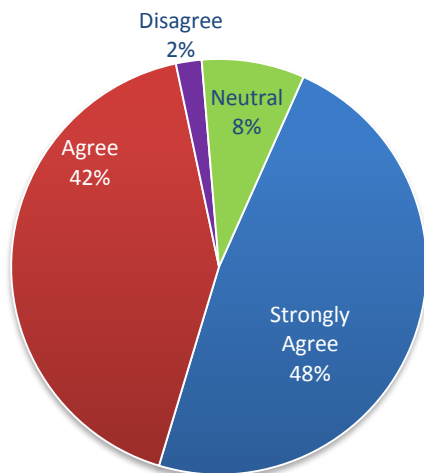
### Comments:

- ✚ Living and working in a rural community seems like a great career choice for any clinician but especially for a new grad. I'm

intrigued by the opportunity of working as part of a tight knit group with a diverse caseload.

- ✚ Although moving and living in a rural community is still quite intimidating, being able to practice in a rural community would be worth the commute.
- ✚ I'm having a hard time choosing which community to practice in - Barrhead made a strong case for itself but I think I'll have to locum lots after school.
- ✚ I've never wanted to work in a large city but wasn't sure about rural. This weekend a lot of topics were touched on that resonated with community, family and close to nature for example.
- ✚ I am from Vancouver and always imagined myself living in a big city, however I love the variety available for practicing rurally and the sense of community that exists.

## 7. I would consider practicing in this particular community.



### Comments:

- ✚ I was always wanting to work rural, but I particularly enjoy the atmosphere at the Barrhead hospital.
- ✚ I've always enjoyed big cities but Barrhead being so close to Edmonton give a good balance between having a close-knit

community and still having reasonable access to the city.

- ✚ The residents of Barrhead discussed and demonstrated some of the many benefits of living and working in a rural community. I could see myself enjoying being a member of this community.
- ✚ I'm from a big city and did not know if rural life was for me. After this weekend, I am confident I would enjoy staying at this community. More interested in doing a rotation or shadowing here to get a longer and better feel for the place.
- ✚ The community surprised me a lot. Everyone was super welcoming. I grew up in a small town but never felt as welcomed there as I did in Barrhead. Made me actually consider a rural town for my future career placement.
- ✚ Barrhead was awesome and the docs and other health professionals made rural medicine seem really cool.
- ✚ Will definitely rank Barrhead for my rural family med rotation next year. Now considering more rural locums after residency as well. I loved the sense of community!
- ✚ Never considered Barrhead before but it was a great experience and I definitely am now.
- ✚ Barrhead is a great mix of a friendly community, available amenities but still rural and good distance from Edmonton.
- ✚ This experience made a very compelling case in favour of rural practice.
- ✚ The people were extremely accepting and welcoming to us. I have intentions of applying to a UNE position specifically at this hospital because of the people
- ✚ Regardless of how long I end up spending in a rural community, I hope to at least experience it at one point.

## What was your favourite experience during the weekend?

- ✚ Everything was wonderful it is impossible to choose! I particularly appreciated the amazing warmth and hospitality that was extended by everyone!
- ✚ Karaoke - kidding, but I loved how some of the health professionals came. The networking, meeting people and learning about the community.
- ✚ Skill stations (esp. interosseous) Dinner and conversations with locals. Tours of seniors' accommodation options
- ✚ Talking with local HCPs' and business owners.
- ✚ My favorite experience during the weekend was the casting workshop and the round table at dinner.
- ✚ For skills - suturing! The live music/quilting was also a blast.
- ✚ Hearing the staff at the hospital stories of living in/adjusting to live here. Also, the activities we did (clinical was fun).
- ✚ The food; the suturing station; and Thunder Lake snowshoeing.
- ✚ Probably the IO one! But all of the skills were so fun! I also loved seeing the community come together and have fun. It was like "still-standing"- medical edition.
- ✚ Interacting with professionals in various fields who are established and excited about careers.

## Community Events: Dinner, Dance, After Skill session opportunities, Round Table conversations, Sunday Tours & Snowshoeing at Thunder Lake:

- ✚ Great reception from the community. I felt like everyone wanted us there and very friendly

- ✚ Dinner and chatting with the locals. Getting to meet the community champions and members of the community in general.
- ✚ Everything was great. I particularly liked the skills stations and the lake. I thought it was a great mix of learning and play.
- ✚ I thought the Barrhead community did a great job taking the chance to get to know us and it was great how they described their personal stories and experiences with us. The community was very genuine and made the experience memorable.
- ✚ I liked the intubation station and the food (for all our meals) was excellent!
- ✚ I greatly enjoyed snowshoeing! It was a taste of the outdoor life that one can have here.
- ✚ Evening activities - getting to know the community better
- ✚ Outside of the skills station, the community dinner and program (eg; the champion rounds) was the most fun.
- ✚ I had an incredible experience! The town was so welcoming and did their best to show off the town. They went above and beyond to accommodate my dietary needs.
- ✚ I had a wonderful time exploring the community of Barrhead and seeing what the hospital had to offer. I'm really grateful that I had the opportunity to participate in medical workshops that I wouldn't have otherwise experienced.
- ✚ The pharmacy tour that we got - very informative and eye opening.

### 1. Skills sessions:

- ✚ It was great to learn new skills and practice previously learned skills
- ✚ I felt there was a good variety of skills, but they were more targeted to medical and nursing students. I think OT, SLP and PT could have more representation.
- ✚ Include skills for all disciplines. eg; SLP station, simple compounding
- ✚ The skills that were picked to be at each station were a good variety, especially

since we don't get to experience them normally (ie: suturing, IO)

- ✚ The quality of instruction in Barrhead was great - best skills weekend I've been on.
- ✚ The skills session was very informative. I enjoyed learning skills from healthcare professionals within and outside my discipline. The community of Barrhead went above and beyond to accommodate for us being here.
- ✚ More specific stations maybe like an extra block for the different disciplines to split up and experience something they have or will for sure be doing in the future.
- ✚ Although many of the stations were not directly applicable to OT, I found the weekend to be an invaluable experience. I learnt so much about living/working rurally and I think I am convinced I want to practice rurally!
- ✚ The skills sessions were very well organized and facilitated. The community and staff were extremely welcoming, and I learnt a lot!
- ✚ The one station I found a little lacking was the spinal stabilization as I think it could be more hands on.
- ✚ It was awesome to get a chance to practice skills that as pharmacy students we aren't exposed to.
- ✚ Although not directly relevant to our practice, the skills stations were very informative and will allow us to better understand what goes on during the procedures when it does come up in our practice.
- ✚ I found everyone very welcoming and very knowledgeable; always there to help with anything I struggled with.

## What can we do to improve future events?

### i. Content related:

- ✚ Maybe a list of things to do around the town and their location. The greenhouse we had breakfast was really nice, but also really cold!!
- ✚ I really enjoyed the skills stations. I think doing a longer STARS station and maybe changing the EMS spine stabilization to a different EMS procedure would be great.
- ✚ Really well organized.
- ✚ I don't think there is anything to improve on. Everything ran well and was very enjoyable.
- ✚ Honestly, can't think of anything. Keep it up!
- ✚ An extra day (but expensive so I understand)
- ✚ A shadowing station would have been interesting.

### ii. Activity related:

- ✚ I didn't final nursing home tours very helpful. One would have been sufficient.
- ✚ Email reminders are great but include addresses of restaurants. They are not on Google maps and a name isn't enough for someone from out of town without a guide.
- ✚ Everything was amazing and the time was well spent. I would have enjoyed spending more time in the community senior's facility and perhaps some opportunity to interact with the residents.

### iii. Scheduling:

- ✚ Have more time at some of the stations (like casting) so everyone gets a chance. Some of the skill stations felt a bit rushed, so it would've been nice to have more time allocated for the skills.
- ✚ I think in order to make swimming work as a recreation activity, a bit more free time could be given between skills and dinner.



- ✚ Perhaps more break time? Balance out the day maybe a little.
- ✚ Honestly not much. I loved it! But I would like more time to explore the town and visit the shops here. I feel I didn't really get a chance to explore.

#### iv. **Communications & General:**

- ✚ Community was amazing! Felt very welcomed. Skills were great but could use more time on some. The volunteers were very encouraging.
- ✚ Learned a lot from the local healthcare team and really appreciate the work put into organize such a wonderful weekend. Everyone has been unimaginably kind and welcoming!
- ✚ Its enjoyable getting to see what the community has to offer on a professional and community level.
- ✚ Even more time to see the town. The skills are good to learn but I feel that experiencing the town was more meaningful.

### Has this weekend influenced your studies moving forward?

- ✚ It has helped to see my patient care in a holistic practice
- ✚ I am much more likely to consider practicing in a rural community
- ✚ Yes! I'm hoping to do rural for my final preceptor ship.
- ✚ Visiting seniors living communities renews my interest in healthy aging and geriatrics as a specialty.
- ✚ Yes, more comfortable with skills
- ✚ It has given me another option to consider for my preceptor ship placement.
- ✚ A broader perspective of all the things rural (but especially Barrhead) has to offer
- ✚ Yes, I feel I have gained more knowledge I can apply to my future career and education.

- ✚ Barrhead is a realistic community for me to work in - still close to family, etc. Will consider working in this community.
- ✚ Yes. It always reminds me to keep an open mind and come to these welcoming towns with a blank slate.
- ✚ I feel confident and excited to take initiative, search out community on my unit(s), and find unique situations.
- ✚ No, but it has reinforced an interest in rural medicine.
- ✚ Opened my eyes more so about possibilities and opportunities to practice as a rural physician.
- ✚ I'm going to study so much harder to have the best shot at following my dreams! I also know for sure now how much I want to work in a rural community for experience.
- ✚ I am strongly considering doing my preceptor ship in Barrhead.
- ✚ Yes - more so regarding placement preferences as I would like to do multiple rural now
- ✚ More consideration of small towns, Barrhead specifically due to community and excellent "unit culture" at hospital.
- ✚ Yes! Moving forward I would like to learn more about practicing rural speech pathology.
- ✚ Yes! It reminded me to think more holistically and lean on colleagues when I need it.
- ✚ Provided me exposure to opportunities I didn't know were available. The sense of teamwork and community was nothing I had seen before.
- ✚ I feel like I have a better understanding and appreciation for the opportunities available in rural communities. Also increased inter-professional communication.
- ✚ It has influenced my studies in the respect that whether I work rural or urban, I have a better understanding of patients' perspective from rural communities.
- ✚ Tell others about rural!

- ✚ It has re-inspired me about the future of my profession in the healthcare sector. I am more aware of all the opportunities I will have rurally post graduation.
- ✚ I'm definitely considering rural an option for my future - might be a good place to settle down and start a family
- ✚ I am considering rural as a potential area of work since I feel that I am not too far from home (Edmonton).

### Additional Comments:

- ✚ Amazing food, amazing people and amazing community.
- ✚ Thank you very much! Barrhead is a wonderful, welcoming community full of lovely people!
- ✚ Barrhead was extremely welcoming and accommodating and they went above and beyond for us. (bars, dietary, snowshoeing, breakfast). Thank you for this experience it has been so great.
- ✚ Enjoyed chatting with rural docs and learning more.
- ✚ Thank you so much for treating us like I have never been treated before. It was a pleasure to get to know all of you and your community while learning along side you!
- ✚ Loved it, thank you to everyone that put so much effort and time into making this weekend special!!
- ✚ I loved the community contribution seen in making the weekend happen. (local restaurants).
- ✚ Loved it! The food was incredible, and it was so nice to meet everyone and hear their wisdom
- ✚ The entire weekend was amazing and the community was welcoming. It helped me see Barrhead as a potential place in which to work.
- ✚ Thank you to everyone who made this opportunity possible. I'm blown away by all of the hard work that was put into making this event possible.
- ✚ Amazing people, very organized with I had done more. I would suggest that people

- in each discipline get opportunity to attend if you have not been before so that everyone can try out a weekend or two.
- ✚ The weekend was so well organized and the perfect balance of learning and "playing" and was a very enjoyable weekend and I would LOVE to come to Barrhead for a placement in the future.
- ✚ I would have loved more time to explore the community and support local stores! I am super grateful for the hospitality and warmth, and would love to have shopped around more (pick up some Barrhead goodies)
- ✚ Well organized, great people, GOOD FOOD!! THANKS!
- ✚ Really loved the round table discussions with the various community members. This should be a staple feature of all future skill weekends!!
- ✚ Barrhead seems like an amazing community and their sense of family is extremely compelling. I'm very grateful to have been able to experience it.
- ✚ I am so grateful to the town of Barrhead and RhPAP for this incredible weekend! I hope that other students after me would be able to have this wonderful experience. This weekend has opened my mind further to the possibility of rural life and practice in Alberta.
- ✚ WOW Barrhead! A little community with a lot of heart! I loved being there to participate in many local activities - restaurants, parks (snowshoeing), etc.
- ✚ The community was so great to us and I appreciate all the work that everyone put in. I am so thankful I got to visit Barrhead. Thank you so much!!
- ✚ I cannot express enough how truly welcoming the community was. I felt like a part of the community. I am thankful for all the sponsors and everything the community of Barrhead offered to us. Thank you so much! I would love to come back one day.



# REQUEST FOR DECISIONS

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Proclamation – June is Recreation and Parks Month

---

## Summary

Proclamation – June is Recreation and Parks Month

## Overview

## Recommendations

### *Recommendation #1*

That Council accept the Proclamation – June is Recreation and Parks Month in Barrhead as information.
---

Respectfully Submitted by:

Kathy Vickery,  
Interim CAO

# PROCLAMATION

Municipality



## June is Recreation & Parks Month

**Whereas**, in Alberta, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for individuals in communities and visitors from around the world; and

**Whereas**, recreation enhances quality of life, active living, lifelong learning, helps individuals live happier and longer, develops skills and positive self-image in children and youth, develops creativity as well as builds healthy bodies and positive lifestyles; and

**Whereas**, recreation participation builds family unity and social capital, strengthens volunteer and community development, enhances social interaction, creates community pride and vitality, and promotes sensitivity and understanding to cultural diversity; and

**Whereas**, recreation, therapeutic recreation and leisure education are essential to the mental health and well being of individuals with all levels of abilities; and

**Whereas**, the benefits provided by recreation and parks programs and services reduce healthcare and social service costs, serve to boost the economy, economic renewal and sustainability, enhance property values, attract new business, increase tourism and curb employee absenteeism; and

**Whereas**, our parks, open space and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

**Whereas**, all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks programs, services and facilities.

**Now**, Therefore be it Resolved, that the Alberta Recreation and Parks Association (ARPA) does hereby proclaim that June, which witnesses the greening of Alberta and serves as a significant gateway to family activities, has been designated as June is Recreation & Parks Month, which will annually recognize and celebrate the benefits derived year round from quality public and private recreation and parks resources at the local, regional and provincial levels.

**Therefore**, \_\_\_\_\_ (name of municipality/ organization), in recognition of the benefits and values that recreation, parks and leisure services provide, does hereby designate the month of June as June is Recreation & Parks Month.

**Date:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Agrena Concession Deep Fryers

---

## Summary

Agrena Concession Deep Fryers

## Overview

There are currently two gas fired deep fryers at the Barrhead Agrena that are no longer in use.

The Barrhead Agricultural Society and Bat Traps Rec Centre have shown interest in purchasing these fryers.

Council will have to provide authorization for the disposal of this equipment.

As the Town and the Barrhead Agricultural Society work together in so many aspects it is being recommended that Council consider donating the two deep fryers to the Barrhead Agricultural Society.

## Recommendations

That Council approve the donation of two gas powered deep fryers from the Agrena to the Barrhead Agricultural Society on an as is, where is basis.
--

Respectfully submitted by:

Kathy Vickery  
Interim CAO



# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Policy 32-012 Parade Route

## Summary

Policy 32-02 Parade Route is presented for Council approval.

## Overview

In 2018 the parade route was modified for the Blue Heron Parade due to construction and then again for the Christmas Parade.

During the budget process Council discussed setting an assigned parade route. With the proposed changes in the route the highway no longer needs to be blocked off, the parade distance is shorter making it easier for the people walking in the parade and the pace can be slower. With the shorter route, it was also recommended that candy no longer be thrown from vehicles, but handed out along the shorter route, making it much safer for the children.

Council is being requested to adopt Policy 32-012, the Parade Route Policy. This policy will set the guidelines and the route for all future parades within the Town. In addition, the policy outlines any extra requests that may be considered by the Town during a parade, such as the supply of barricades, garbage cans, etc.

## Recommendations

That Council approve Policy 32-012, the Parade Route Policy.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

# TOWN OF BARRHEAD

## Policy 32-012 Parade Route Policy

**Effective Date: May 14, 2019**  
**Resolution No:**

---

---

### **POLICY STATEMENT:**

Establish a set parade route and set guidelines for requests to hold a parade within the Town.

---

---

### **Purpose:**

To let groups and organizations know that there is a set parade route within the Town and what they may request when hosting a parade in our community. The group or organization must receive approval prior to any parades taking place.

### **Definitions:**

“CAO” means the Chief Administrative Officer for the Town or his/her designate.

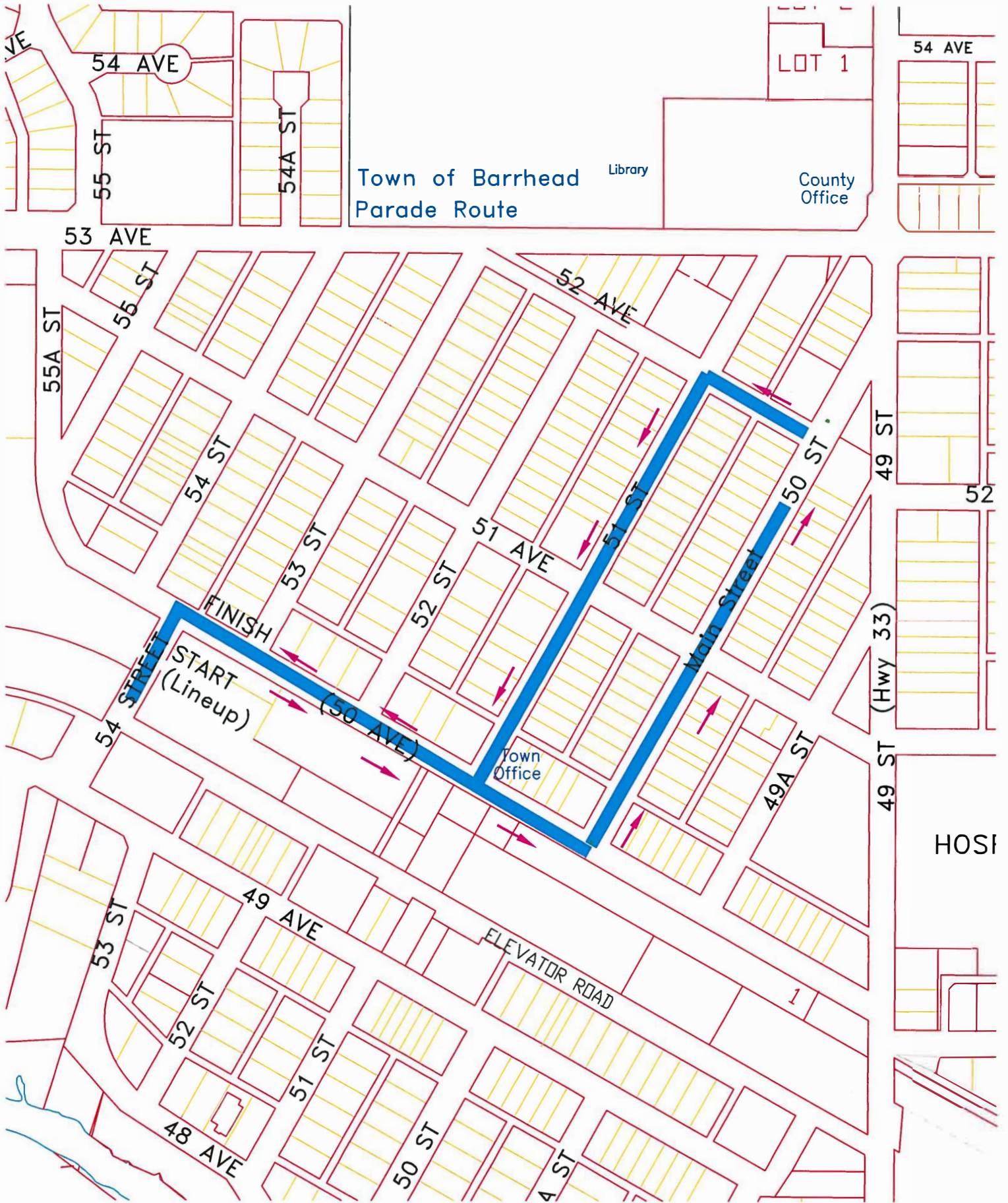
“Town” means the municipal corporation of the Town of Barrhead.

### **Information:**

1. In order to host a parade in the Town, a letter of request must be sent to the CAO a minimum of 30 days in advance of the event, outlining the event and the purpose of the event, and how it would promote the community. For any parades other than the annual Blue Heron Fair Parade and the annual Christmas parade, the CAO will forward the request to Council for consideration.
2. Council may approve or deny a request to host a parade. If Council feels the proposed parade will not be supported by the community or if they feel that it would not promote the community in a positive manner, the request will be denied.

3. Items that may be requested from the Town include:
  - a. Barricades set up at all intersections and/or alleyways,
  - b. Extra garbage cans,
  - c. Bleachers (2 sets), locations to be determined prior to the event,
  - d. Portable toilets, locations to be determined prior to the event.
4. Candy being thrown at a parade is not permitted due to safety issues. Instead, it must be provided to children by hand.
5. A parade route map is attached as further clarification as listed:
  - a. The parade line up will begin on 54 Street and 50 Avenue and down Elevator Road if needed,
  - b. The parade will proceed east down 50 Ave.
  - c. Next, the parade will turn north onto 50 St. (Main St.)
  - d. Next, the parade will turn west onto 52 Ave.
  - e. Next, the parade will turn south onto 51 St.
  - f. Finally, the parade will turn west onto 50 Ave. where it will finish and disperse.







# REQUEST FOR DECISION

**Date:** May 14, 2019

**To:** Mayor McKenzie & Members of Council

**From:** Kathy Vickery, Interim CAO

**Re:** Policy 72-002 Recreation Facility Rental Rates  
Amendment

---

## Summary

Policy 72-002 Recreation Facility Rental Rates Amendment is presented for Council's approval.

## Overview

In 2010, Council approved the use of a portion of the Sportsgrounds as a temporary designated camping area. Council discussed the use of this area and recommended that the area no longer be used for camping and that Policy 72-002 be amended to reflect this.

## Recommendations

That Council amend Policy 72-002, the Recreation Facility Rental Rates to delete Section B.1.3.1 to remove the use of an area of the Sportsground as a designated camping area.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

**.3 Camping Fees***To be deleted from  
Policy 72-002*

	<b><u>Per Day</u></b>
.1 Camping in designated area of ball diamonds (*with permission)	\$ 25.00/unit/night

**.4 Rental Fees For Non-League Teams**

	<b><u>Per Game or Practice</u></b>
.1 Games	\$31.25
.2 Practices	\$15.00

**.5 Rental Fees For Ball Leagues**

	<b><u>Per Team Per Season</u></b>
.1 Senior Men's or Ladies	\$144.00
.2 Fast Ball	\$144.00
.3 Slo-Pitch	\$144.00

**.6 Rental Fees for Minor Ball Leagues**

	<b><u>Per Team Per Season</u></b>
.1 Minor Ball .1 T-Ball	\$23.00
.2 Mite to Bantam	\$34.50
.3 Midget	\$46.00

\* **Add GST to all above rates**

**B.1.2 Ball Diamond User Definitions:**

- .1 Rental Fees for Ball Leagues - refers to rates Per Team Per Season using diamonds 12-16 weeks in the season. Games and practices been held each week.

**B.1.3 Ball Diamond User Procedures: NOTE\*\* Minor Ball gets first chance at scheduling. Ball Users meeting to be held in April.**



# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Off-Leash Dog Run

## Summary

Temporary Off-Leash Dog Run Area

## Overview

At the 2019 Budget Retreat, Council discussed the addition of a temporary off-leash dog run to the community.

The attached outlines the proposed location of the dog run. Temporary fencing would be installed, as indicated on the attached map. Playground area remains and access to shale etc. remains.

In addition, dog waste stations and garbage cans would be set up. Signage stating the rules of the park will take approximately two weeks to complete. After that time, the dog park would be opened to the public.

In the fall a review will be undertaken and information provided to Council to determine the future of the temporary off leash dog run, any changes that may be required, etc.

## Recommendations

That Council approve the location of the temporary, off-leash dog run in the designated area in the sportsground behind the ball diamonds.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

# MEMO:

To: Kathy Vickery, Interim CAO

From: Shallon Touet

Director of Parks and Recreation

Date: May 8, 2019

RE: Off Leash Dog Run

Kathy,

In order to use the area behind the ball fields as a temporary off leash dog run the parks department would have signage made up indicating that this is a “use at your own risk” dog run. In addition we would have some simple rules on the signage such as:

Please clean up after your dog and dispose in the bins provided.

Please ensure all gates are closed before letting your dog off leash.

Please do not leave your dog unattended.

Other equipment would be dog bag stations, dog waste disposal bins, garbage cans and construction style fence, a couple of these sections would have passages gates built into them.

Fencing is readily available; signage is the only item which would take approximately 2 weeks to have made up.









# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Barrhead Agricultural Society Agreement

## Summary

Barrhead Agricultural Society Facility Use & Service Agreement is presented for Council approval.

## Overview

Shallon Touet and staff met with members of the Barrhead Agricultural Society to review and update the current agreement. The new agreement will now be for 6 years and coincide with the Wildrose Rodeo event held in Barrhead up to 2025. This will then allow the Ag Society to continue to bid on the event for the next two three-year terms.

The changes are highlighted in yellow, with a few more days of facility use added in for the event and the increase in the cost of cleaning the facility after the rodeo from \$ 1,800.00 to \$ 2,500.00 per year.

Attached is the updated agreement with the Barrhead Agricultural Society.

## Recommendations

That Council approve the Barrhead Agricultural Society Facility Use & Service Agreement, for the next 6 years, with the expiry date on the agreement of September 30, 2025.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

**FACILITY USE & SERVICE AGREEMENT**  
**With**  
**BARRHEAD AGRICULTURAL SOCIETY**

This agreement made in triplicate this       day of                  2019 A.D.  
Between: The Town of Barrhead (Hereinafter called the "**Owner**")

And

The Barrhead Agricultural Society (Hereinafter called the "**Ag Society**")

### **\*Facility Use & Service Agreement\***

Whereas the Town is the owner of the Barrhead Sportsgrounds in the Town of Barrhead, in the Province of Alberta.

And

Whereas, the Town has agreed to rent the Barrhead Arena to the Ag Society for (6) six years to host the Wild Rose Rodeo Finals with conditions as stipulated below.

Now therefore the Owner does hereby rent the Barrhead Sportsgrounds to the Ag Society as follows:

1. Use of the Sportsgrounds - including the outdoor rink, arena and parking areas, including all bleachers, concession and bathroom facilities and forming part of this agreement to host the Wild Rose Rodeo Finals.
2. The above facilities shall be made available to the Ag Society at no rental cost for up to 12 days in September annually to host the rodeo. Should the Ag Society require the facility beyond the 12 days they shall pay to the Town all current rental rates that apply.
3. The "Town" Staff will lay down the wood chips and poly prior to the event (In-kind contribution of approximately \$ 2,400.00). In addition, Town staff will also provide all necessary ice cleans (in-kind cost of \$4,200.00) to get the ice back for community use as quickly as possible.



4. "Town Staff" - 2 staff will be available to the Ag. Society during the rodeo event per the following shifts: 2 X Thursday- Sunday: 7:30 - 4:30 PM and 2 X Thursday- Sunday: 4:00- 12:00 AM (Midnight). **Cell numbers to contact staff are either 780-284-1615 or 780-305-4917.**
5. Parking - During the four days of the rodeo all Town Recreational vehicles will be parked on the Agriculture grounds to ensure the back of the arena is clear for the rodeo livestock and any other needs necessary.
6. The Town of Barrhead shall be responsible for the cleanup of all facilities used following the Rodeo at an annual cost of **\$2,500.00** per annum to be billed back to the Ag. Society immediately upon completion of the rodeo.
7. **The Town will arrange and operate the Town-owned manlift.**
8. Arrangements for use of said facilities shall be made with the Town at least 6 months in advance, in order to avoid any conflict with programs which may have been previously booked by the Owner.
9. **The Ag Society shall provide all the necessary liability insurance coverage during its events, a copy of which shall be deposited with the Owner prior to the event. In addition, the Ag Society will abide by the Town's Health and Safety procedures.**
10. The Owner shall be rendered harmless from any claims which might arise from injuries or property damage during the events sponsored/hosted by the Ag Society.
11. The Ag Society shall be responsible for the proper care of all green areas and parking areas within this Agreement. The Ag Society must abide by all agreements for overnight parking, designated camping area, garbage disposal, fire regulation, etc.
12. Supplies for the events shall be provided by the Ag Society, with the exception of equipment owned by the Town which will be available to the Ag Society for the Rodeo. This equipment may include, but is not limited to, bulletin and display boards, sound system, staging, bleachers, concession and portable barricades and fencing.
13. Capital items purchased by the Ag Society for the purposes of the community as a whole shall be housed and maintained by the Town provided the Town receives all revenues from the rental of such items. Examples of items: tables and chairs, bleachers etc.
14. This agreement shall be for a **(6) six year** term, subject to renewal for subsequent (3) three year terms to coincide with the hosting of the Wild Rose Rodeo Finals. Either party may, upon written request six months in advance, terminate this agreement.

15. The "Ag Society" will continue to contribute \$5,500.00 annually to the Town for the purpose of hiring one summer student to compliment the Summer Parks staff. In return the Town will continue to maintain the Ag. Grounds during the summer which will include mowing on an eight day cycle, weed whacking, emptying garbage cans as required and set up of all required tents for the Blue Heron fair. In addition, Town staff will be on site the morning after the Demolition Derby to clean up debris around the Rodeo grounds and ensure all garbage cans are emptied as required.

16. Should the "Ag Society" require the use of any Town facilities for any other events they shall pay the applicable rates set for use of those facilities.

17. Any Inspections required for the Barrhead Exhibition Association and Agricultural Society grounds and/or buildings shall be coordinated by Town staff and paid for by the Agricultural society.

18. The term of this agreement is for a period of six (6) years, expiring September 30, 2025, with renegotiation of the agreement to take place six months prior to the expiry date.

In witness whereof the Town has hereunto affixed its corporate seal duly attested by the hands of its proper officials only authorized in that behalf this \_\_\_\_\_ day of A.D., 2019.

In witness whereof the Ag Society have hereunto set their hands and seals this \_\_\_\_\_ day of A.D., 2019.

Owner: \_\_\_\_\_ Town of Barrhead (Corporate Seal)

Per: \_\_\_\_\_  
Dave McKenzie, Mayor

Per: \_\_\_\_\_  
Edward LeBlanc, CAO

Leasee: \_\_\_\_\_ Agricultural Society

Per: \_\_\_\_\_  
Randy Schmidt, President



# REQUEST FOR DECISION

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Paddle River Water Testing

---

## Summary

Paddle River Water Testing

## Overview

The Barrhead Regional Water Commission (BRWC) is initiating a project to help clean up the Paddle River.

One of the components of this project is to conduct water sampling once per month for one year. It is being requested that samples be taken from three separate locations on the Paddle River.

One location being near the Barrhead Water Treatment Plant, one near the Rochford Dam Outflow and one downstream of where the Little Paddle River flows into the Paddle River. They are requesting that over a one-year period the Town Staff conduct the water sampling and coordinate with the testing laboratory. The BRWC will reimburse the Town for the costs related to the collection and testing of the samples.

## Recommendations

<p>That Council approve the request from the Barrhead Regional Water Commission (BRWC) for the Town staff to obtain water samples from three selected areas along the Paddle River, with the estimated costs of \$ 12,750.00 for the water sample collection and laboratory testing being reimbursed by the BRWC.</p>
---

Respectfully submitted by:

Kathy Vickery  
Interim CAO



# Barrhead Regional Water Commission

Box 4189, 5014-50 Avenue, Barrhead, AB T7N 1A2

March 30, 2019

Town of Barrhead  
5014 – 50 Avenue  
Box 4189  
Barrhead, Alberta  
T7N 1A2

Dear Mayor McKenzie and Council Members

Since the Fall of 2018 there has been discussion on the water quality of the Paddle River. This is an overall environmental concern, but it is also an economic concern for the Barrhead Regional Water Commission. Having dirty water that has high levels of organic matter costs more to filter and treat, which ends up costing our customers more. The water quality that is provided to our community is of high quality, but it comes with increased treatment and electrical costs. As well, staff time is increased in order to deal with the water.

The Board of the Barrhead Regional Water Commission is initiating a project to help clean up the Paddle River. Our organization has limited authority or ability to “make things happen” in this regard, however there are things that we can do. First, there needs to be a baseline measurement taken regarding the state of the Paddle River.

Our organization has gathered conflicting information regarding the level of agricultural activity, specifically the pasturing of cattle adjacent to the Paddle River and its major tributary, the Little Paddle River. Some sources say that there is currently little agricultural activity now; other sources say that there is extensive activity. To establish some factual information, two flights will be taken over both the Paddle River and the Little Paddle River. This will form part of our baseline information.

The other part of this project is to undertake a water testing program for one year. The details of the water testing are included in the attached memo of March 27, 2019. The logical people to do this testing are the staff members of the Barrhead Water Treatment Plant. They have the expertise, experience and equipment needed for this work.

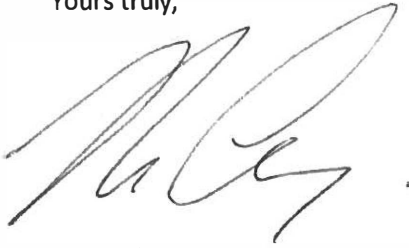
Our request is for the Town of Barrhead to conduct the water sampling, and to coordinate with the testing laboratory, for one year. As described in the memo, the Barrhead Regional Water Commission will pay the Town for this work in addition to the work that is described in the Operational Agreement.

2/...

I trust that this request is favorable to the Council. If so, I suggest that the work be done during the first week of each month, or some other regular time period, beginning in May 2019 and ending in April 2020.

If you have questions on this matter, please contact me at 305-6746 or obergandoberg@gmail.com .

Yours truly,

A handwritten signature in black ink, appearing to read 'Mark Oberg', followed by a period.

Mark Oberg  
Commission Manager



**BARRHEAD REGIONAL WATER COMMISSION**  
**MEMO from Mark Oberg, Commission Manager**

**DATE:** March 27, 2019  
**TO:** Commission Board Members  
**RE:** Testing of Raw Water on Paddle and Little Paddle Rivers

---

Board Members

The Board has been discussing the state of the water in the Paddle River, which water we treat in order to provide potable water to our community. The water is dirty and has a high level of organics. These conditions make it difficult and expensive to treat.

At the Board Meeting held on September 11, 2018 we had a group of water experts discuss with us what could be done about the water in the Paddle River. The organizations represented were: Alberta Environment and Parks (AEP), Highway 2 Conservation, Alberta Riparian Habitat Management Society (Cows and Fish), and the County of Barrhead Agricultural Services Department.

At the January 8, 2019 Board Meeting a recommendation from AEP (copy attached) was considered by the Board. One of the recommendations AEP makes is to gather information on both the Paddle River and the Little Paddle River, which flows into the Paddle River. This would first be done by taking an aerial survey of the rivers in order to locate any livestock pasturing which may affect the rivers or the riparian areas alongside them. A local pilot is willing to do this, provided that a donation be made to two local service organizations: the Barrhead Flying Club, and the Rotary Club. The second part of the information gathering would be the sampling and testing of the raw water on a monthly basis for one year. Sampling in this way would show how the water changes over the course of a year.

The gathering of samples could be done using only raw water taken from a location near the Water Treatment Plant, or from three locations as recommended by Alberta Environment and Parks. These three locations would be locations: near the Water Treatment Plant, near the discharge from the Rochford Dam, and near the point where the Little Paddle River flows into the Paddle River.

The logical organization to do this testing is the Town of Barrhead. Their staff has both the expertise and the experience. Water testing is done by them on an ongoing basis. Below are cost estimates from the Town of Barrhead for sampling the raw water both from the single location, and from the three locations. Please note ... these are estimated costs.

### Single Location

Staff Time – 1 person for ¾ hr @ \$50.00/hr = \$37.50/month X 12	\$450
Equipment – ice auger during winter months - \$30/month X 5	\$150
Courier - \$50/month	\$600
Lab Sampling - \$220/sample	<u>\$2640</u>
<b>TOTAL for one year</b>	<b>\$3,840</b>

### Three Locations

Mileage – 150 km (return) @ \$.505/km = \$75/month X 12	\$900
Staff Time – 2 people for 2 ½ hr @ \$50.00/hr = \$250/month X 12	\$3,000
Equipment – ice auger during winter months - \$30/month X 5	\$150
Courier - \$50/month	\$600
Lab Sampling - \$220/sample X 3 locations	<u>\$7,920</u>
<b>TOTAL for one year</b>	<b>\$12,570</b>

Once this information gathering is completed, we will have a much better understanding of the raw water, and of any livestock pasturing near the rivers. From this knowledge we will be better able to plan the next steps, which will be to partner with other organizations which have the resources, expertise and mandate to deal with these matters.

**Administration recommends that a raw water sampling and analysis program be undertaken for one year, for an estimated cost of \$12,570 which will be taken from Operational Reserves, using samples taken from three locations on the Paddle River: near the Barrhead Water Treatment Plant, near the Rochford Dam outflow, and downstream of where the Little Paddle River flows into the Paddle River.**



Mark Oberg  
Commission Manager



# REQUEST FOR DECISION

---

**Date:** May 14, 2019  
**To:** Mayor McKenzie & Members of Council  
**From:** Kathy Vickery, Interim CAO  
**Re:** Wastewater Lagoon System Upgrades

---

## Summary

Wastewater Lagoon System Upgrades Bids

## Overview

The Town put out a request for bids for the Wastewater Lagoon System Upgrades. Three bids were received at the office of our engineering firm Associated Engineering.

As per the attached letter Associated Engineering has summarized and reviewed all the bids and is recommending that the project be awarded to Chandos Construction Ltd. in the amount of \$947,000.00 plus GST, but that prior to the final awarding of the contract that Chandos provide information and confirmation related to the following two items.

1. Associated Engineering recommends that Chandos does the project during warmer summer months.

*May 13, 2019 response provided back from Associated Engineering: Schedule – the initial schedule was pushed out so far that achieving substantial completion by the end of this year would be questionable. Chandos changed the blower which improved the schedule due to a shorter blower supply time. Associated Engineering provided confirmation that they are ok with schedule and response. Project construction timeline is June to December 2019.”*

2. Associated Engineering recommends that Chandos outline any associated costs resulting in a change in pipe due to using an Aerzen blower vs an Atlas Copco.

*May 13, 2019 response provided back from Associated Engineering: Blower – the initial blower selected by Chandos (Aerzen) would meet spec but would change all the piping. After reviewing the situation Chandos will go with the blower that works with the piping (Atlas Copco) at no additional cost. Associated Engineering ok with this response.*



## Recommendations

That Council award the Wastewater Lagoon System Upgrades project to Chandos Construction Ltd. in the amount of \$947,000.00 and that Administration forward a Notice of Award letter to Chandos Construction Ltd.

Respectfully submitted by:

Kathy Vickery  
Interim CAO

April 24, 2019  
File: 2018-3178.00.C.01.00

Brant Ross  
Director of Public Works  
Town of Barrhead  
5014 - 50 Avenue  
Barrhead, AB  
T7N 1L1

**Re: TOWN OF BARRHEAD - WASTEWATER LAGOON SYSTEM UPGRADES BID EVALUATION**

Dear Mr. Ross:

Bids for the Town of Barrhead Wasterwater Lagoon System Upgrades project were received and opened at the office of Associated Engineering (AE) at 2:00 pm on April 9<sup>th</sup>, 2019. Three (3) bids were received from potential contractors. A summary of bids received are shown in **Table 1**.

**Table 1: Summary of Bids**

Bidders	Bid Package Total	Adjusted Amounts	Total Bid Amount (excluding GST)
Connected Mechanical Inc.	\$988,864.32	N/A	<b>\$998,864.32</b>
NOVA Construction Services and Mechanical Systems	\$1,201,225.00	N/A	<b>\$1,201,225.00</b>
Chandos Construction Ltd.	\$947,000.00	N/A	<b>\$947,000.00</b>

**Table 2** (attached) shows the detailed breakdown of the costs.

According to Section 002113 and per Addendum No. 1 – Bid Form the following are requirements supplementary of the Bid Form 004100: Consent of Surety, Bid Bond, Lump Sum Price Breakdown, Subcontract List and Certificate of Insurance. All bidders submitted the requirements, refer to **Table 3** (attached).

AE contacted Chandos after reviewing their bid and requested Chandos' Equipment Suppliers List, Substitution List, Force Account Rates, Proposed Schedule, and Bidder's Qualifications. Chandos provided the required documents within the listed time frame. AE recommends that the Town of Barrhead should accept the bid from Chandos Construction Ltd. as it is the lowest compliant bid on the condition that a pre-award meeting is arrange with the contractor. AE has reviewed the proposed work schedule and material list submitted by Chandos and two concerns were identified:

1. Chandos is planning to do the in-cell work during the months of October and November, AE recommends that the work be completed during warmer summer months.

March 29, 2019  
Brant Ross  
Town of Barrhead  
- 2 -

2. Chandos is planning to use an Aerzen blower instead of an Atlas Copco. This is acceptable as Aerzen was listed as an approved alternative, however this will result in a change in piping arrangements. AE recommends that, Chandos outline any associated costs of this change, if any, prior to the contract being awarded.

**Table 4** provides a summary of the anticipated total project costs, based on the bids received and the initial cost estimate.

**Table 4: Project Estimate Summary**

	<b>Pre-bid Estimate</b>	<b>Post-bid Estimate</b>
Construction Cost	\$1,095,000	\$947,000
Engineering	\$210,500	\$210,500
Contingency (Rounded)	\$330,000	\$478,000
<b>Total Capital Cost</b>	<b>\$1,635,500</b>	<b>\$1,635,500</b>
Desludging	\$569,825	\$569,825
<b>Total Project Cost</b>	<b>\$2,205,325</b>	<b>\$2,205,325</b>
<b>Estimated CWWF Eligible Cost (approved grant)</b>	<b>\$645,688</b>	<b>\$645,688</b>
<b>Municipality Share (subject to confirmation)</b>	<b>\$1,559,637</b>	<b>\$1,559,637</b>

Should the Town of Barrhead accept our recommendation, in accordance with Article No. 1.9 of the Instruction to Bidders, it would be in order to issue a Notice of Award to the successful Bidder. For your convenience, we have enclosed a DRAFT Notice of Award, to be re-typed on your letterhead, to the successful bidder, with a copy to us for our files.

Should you have any questions, please do not hesitate to call the undersigned at 780-451-7666.

Yours truly,

Ryan Wirsz, P.Eng  
Project Manager



Table 2: Tender Evaluation

Client:  
Town of Barrhead  
Project:  
Town of Barrhead Wasterwater Lagoon System Upgrades  
Project Number: 2018-3178  
Date: April 9th 2019

Item	Description	Connected		Nova		Chandos	
		Lump Sum Price		Lump Sum Price		Lump Sum Price	
<b>1</b>	<b>General</b>						
1	Bonds & Insurance	\$	\$ 22,792.00	\$	\$ 23,565.00	\$	\$ 10,000.00
2	Mobilization & Demobilization	\$	\$ 2,800.00	\$	\$ 17,138.00	\$	\$ 17,000.00
3	Construction Management	\$	\$ 27,720.00	\$	\$ 100,764.00	\$	\$ 20,000.00
4	Pre-Start-up, Start-up & Commissioning	\$	\$ 560.00	\$	\$ 12,909.00	\$	\$ 15,000.00
5	Training	\$	\$ 672.00	\$	\$ 5,794.00	\$	\$ 5,000.00
6	Operations & Maintenance Manuals	\$	\$ 560.00	\$	\$ 5,717.00	\$	\$ 4,000.00
	<b>Subtotal</b>	\$	\$ 55,104.00	\$	\$ 165,887.00	\$	\$ 71,000.00
<b>2</b>	<b>Blowers</b>						
1	Demolition of Two Existing Blowers, Housekeeping Pads, Cabling, Pressure Gauges & Piping	\$	\$ 24,836.00	\$	\$ 16,424.00	\$	\$ 15,000.00
2	Supply Blowers	\$	\$ 172,028.64	\$	\$ 180,176.00	\$	\$ 225,000.00
3	Install Blowers	\$	\$ 133,012.32	\$	\$ 159,899.00	\$	\$ 75,000.00
4	Supply & Install Housekeeping Pads	\$	\$ 6,720.00	\$	\$ 5,410.00	\$	\$ 10,000.00
5	Utility Upgrade Coordination & Electrical Works	\$	\$ 4,216.80	\$	\$ 21,240.00	\$	\$ 15,000.00
6	Supply & Install Auto-dialer	\$	\$ 6,210.40	\$	\$ 3,776.00	\$	\$ 5,000.00
	<b>Subtotal</b>	\$	\$ 347,024.16	\$	\$ 386,925.00	\$	\$ 345,000.00
<b>3</b>	<b>Aeration System</b>						
1	Demolition of Existing Diffusers	\$	\$ 35,728.00	\$	\$ 75,430.00	\$	\$ 20,000.00
2	Design Aeration System	\$	\$ 23,418.08	\$	\$ 24,780.00	\$	\$ 20,000.00
3	Supply Aeration System	\$	\$ 234,180.80	\$	\$ 248,390.00	\$	\$ 225,000.00
4	Install Aeration System	\$	\$ 79,857.12	\$	\$ 84,016.00	\$	\$ 70,000.00
	<b>Subtotal</b>	\$	\$ 373,184.00	\$	\$ 432,616.00	\$	\$ 335,000.00
<b>4</b>	<b>Building Upgrades</b>						
1	Perform Hazardous Materials Testing	\$	\$ 896.00	\$	\$ 2,350.00	\$	\$ 10,000.00
2	Demolition of Existing Laboratory Millwork & Equipment, Suspended Ceiling Bar & Tiles, Lights, Receptacles, Eavestroughs & Down Spouts	\$	\$ 3,970.40	\$	\$ 13,181.00	\$	\$ 15,000.00
3	Supply & Install of Millwork	\$	\$ 12,932.64	\$	\$ 15,128.00	\$	\$ 15,000.00
4	Supply & Install of Suspended Ceiling Bar & Tile	\$	\$ 6,848.80	\$	\$ 4,396.00	\$	\$ 5,000.00
5	Supply and Install of Floor Tile	\$	\$ 2,128.00	\$	\$ 7,192.00	\$	\$ 5,000.00
6	Prepare & Paint Walls, Exterior/Interior Doors & Frames	\$	\$ 7,840.00	\$	\$ 28,910.00	\$	\$ 10,000.00
7	Supply & Install of Laboratory Equipment	\$	\$ 79,842.56	\$	\$ 43,257.00	\$	\$ 55,000.00
8	Supply and Install Eavestroughs and Down Spouts	\$	\$ 2,464.00	\$	\$ 1,291.00	\$	\$ 5,000.00
	<b>Subtotal</b>	\$	\$ 116,922.40	\$	\$ 115,705.00	\$	\$ 120,000.00
<b>5</b>	<b>Raw Sewage and Effluent Sampling Upgrades</b>						
1	Demolition of existing ESP-1 and RSP-1 sampling pumps	\$	\$ 425.60	\$	\$ 2,289.00	\$	\$ 2,000.00
2	Supply and Install of two (2) sampling pumps (ESP-1 and RSP-1), complete with piping and fittings	\$	\$ 12,956.16	\$	\$ 13,026.00	\$	\$ 10,000.00
3	Pressure testing and flushing of two (2) underground suction sample lines for ESP-1 and RSP-1	\$	\$ 3,248.00	\$	\$ 4,777.00	\$	\$ 4,000.00
	<b>Subtotal</b>	\$	\$ 16,629.76	\$	\$ 20,092.00	\$	\$ 16,000.00
	<b>Contingency Allowance: Asbestos Abatement</b>	\$	\$ 10,000.00	\$	\$ 10,000.00	\$	\$ 10,000.00
	<b>Contingency Allowance: Utility Upgrade</b>	\$	\$ 20,000.00	\$	\$ 20,000.00	\$	\$ 20,000.00
	<b>Contingency Allowance: Roof Inspection and Repair</b>	\$	\$ 30,000.00	\$	\$ 30,000.00	\$	\$ 30,000.00
	<b>Contingency Allowance: Treatment Sampling Investigation</b>	\$	\$ 20,000.00	\$	\$ 20,000.00	\$	\$ 20,000.00
	<b>TOTAL LUMP SUM PRICE</b>	\$	\$ 988,864.32	\$	\$ 1,201,225.00	\$	\$ 967,000.00



**Table 3:**  
**Bid Requirements and Submissions**

*Client:*  
**Town of Barrhead**  
*Project:*  
**Town of Barrhead Wasterwater**  
*Project Number:* 2018-3178  
*Date:* April 9th 2019

	<b>Bidders</b>		
<b>Supplements to Bid Form</b>	<b>Connected</b>	<b>Nova</b>	<b>Chandos</b>
004314 - Consent of Surety	√	√	√
004324 - Bid Bond	√	√	√
004327 - Lump Sum Price Breakdown	√	√	√
004336 - Subcontract List	√	√	√
006216 - Certificate of Insurance	√	√	√
Addendum(s), Signed and attached	√	x	√
<b>Following Bid Submission - Supplements to Bid Form</b>			
004344 - Equipment Suppliers List	N/a	N/a	√
004325 - Substitution List	N/a	N/a	√
004343 - Force Account Rates	N/a	N/a	√
004383 - Construction Schedule	N/a	N/a	√
004513 - Bidder's Qualifications	N/a	N/a	√

<b>Legend</b>	
√	Received
x	Not received
N/a	Not applicable as AE did not request this

**COUNCIL REPORTS  
AS OF MAY 14, 2019**

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

APPROVED

APRIL 18/19

**Barrhead & District Family & Community  
Support Services Society  
Regular Board Meeting March 21, 2019– 9:30 a.m.  
Barrhead FCSS Building**

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

**Present:**

Randy Hindy, Chairperson  
John Szwec, Secretary/Treasurer  
Carol Lee, Recording Secretary  
Jane Wakeford – Vice Chair  
Ron Kleinfeldt  
Marvin Schatz Sally Littke Shelly Bye Marsha Smith  
Leslie Penny Dausen Kluin Vicki Kremp Sharen Veenstra

**Absent:** Shelly Dewsnap – Executive Director

**Guests:** Mark Oberg, Blaine Clarahan

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:30 a.m. by Randy Hindy

**2) Acceptance of Agenda – Additions/Deletions**

13-19 Ron Kleinfeldt moved to accept the Agenda, motion seconded by John Szwec.  
Carried

**3) Items for Approval**

**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, January 17, 2019.**

14-19 Moved by Marsha Smith to accept the minutes of the Regular Board meeting of February 21, 2019, seconded by Marvin Schatz.

Carried

**b) Financial Statements**

15-19 Moved by Dausen Kluin to accept the General Account, Community Account and Casino Account Financial Statements for the period ending February 28, 2019, as presented. The motion was seconded by Jane Wakeford.

Carried

**4) Staff Presentation: None at this time**

**5) New Business**

**a) Audit Presentation (9:45 a.m.)**

Blaine Clarahan presented a letter and audited financial statement to the Board.

16-19 John Szwec moved to accept auditors report as presented , seconded by Leslie Penny.

Carried

**b) Policy & Procedures Committee Report -Bylaws**

17-19 Sally Littke moved to accept the changes to the FCSS Society Bylaws. Motion seconded by Sharen Veenstra.

Carried

**c) GIC – Two GIC's are due in April**

18-19 Dausen Kluin moved to accept Financial Committee recommendation to direct FCSS Director Shelly Dewsnpa and staff to check out different rates for GIC at the other banks, and to possibly reinvest for a longer term with a higher rate. Motion seconded by Leslie Penny.

Carried

**6) Old Business****a) AGM Committee Reports Due****7) Items for Information****a) Directors Report****b) Staff Reports****c)****8) Board Development****a) AGM – April 18 @ 10:30 a.m., lunch to follow****9) Next Regular Board Meeting**

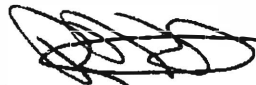
**April 18, 2019**

**10) Adjournment**

19-19 Moved by Vicki Kremp to adjourn the meeting at 10:39 a.m., motion was seconded by Shelly Bye.

Carried

**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of March 21, 2019**



**Chairperson**



**Recording Secretary**



**APPROVED**

APRIL 18/19

**Barrhead & District Family & Community  
Support Services Society  
Annual General Meeting - April 19, 2018 - Barrhead Parent Link Centre**

**Attending:** Dausen Kluin  
Ron Kleinfeldt  
Bill Lane Vicki Kremp  
Randy Hindy  
Shelly Dewsnap, Executive Director  
Carol Lee, Recording Secretary  
John Szweg Sharen Veenstra  
Jane Wakeford

**Missing:** Leslie Penny

**Guests:** Blaine Clarahan, Auditor, Mark Oberg, President of Barrhead Rotary Club,  
Roy & Diane Ulmer, Mary Nikkel, Doreen Klumph & Debbie Hindy

**Staff:** Daren T., Debbie W., Rhonda W., Rae W.

**Call to Order:**

- 1) The meeting was called to order by Chairperson Randy Hindy at 10:42 a.m..

2) **Establishment of Membership & Quorum**

Chairperson Randy Hindy declared that a quorum was established. There were 8 paid members to this point.

3) **Additions/Deletions and Acceptance of Agenda**

1- 18 AGM Moved by Bill Lane that the Agenda for the Annual  
Agenda General Meeting be accepted as presented with the addition of 9)  
Special Presentation. Motion seconded by Ron Kleinfeldt.

Acceptance

Carried

4) **Acceptance of Minutes of the Annual General Meeting of April 20, 2017**

2-18 AGM Moved by Marsha Smith that the Minutes of the Annual  
Minutes of General Meeting of April 20, 2017 be accepted  
2017 Seconded by Dausen Kluin.

Carried

5) **Election of New Board Members**

Chairperson Randy Hindy, introduced Marsha Smith Chair of the Nomination Committee, and asked that she give the Nomination Committee's report and recommendations.

Marsha Smith advised the members that several people have expressed interest in becoming an FCSS Board Member, however at this time there has been no commitment. Marsha and Shelly Dewsnap will get an ad together to advertise for Volunteer Board Members. There are no new Board applicants at this time.

Randy Hindy advised that our Board consists of 12 members with 2 representatives each from the County and Town Counsel and 8 at large members from the community. Currently we have 3 vacancies to fill.

#### **ANNUAL REPORTS**

Copies of the written Annual Reports were circulated prior to the meeting. The reports were reviewed and expanded on during the meeting.

- 6) **Board Reports:**
- a) Chairperson's Report: Randy Hindy**  
03-18 AGM Moved by John Szwec to accept the Chairperson's Report as presented, motion seconded by Vicki Kremp.  
Accepted Carried
- b) Financial Chairperson's Report: John Szwec**  
04-18 AGM Moved by Ron Kleinfeldt to accept the Financial Chairperson's Report as presented, motion seconded by Bill Lane.  
Accepted Carried
- c) Auditor Report & Recommendations: Blaine Clarahan**  
Blaine Clarahan, Auditor, was introduced by Randy Hindy and given the floor at 10:54 a.m.  
The meeting continued with review of the individual financial audited statements by Blaine Clarahan for the year 2017.  
05-18 AGM Moved by Bill Lane to accept the General Financial audit and Community Financial audit for the year 2017 as presented.  
Acceptance Of Audit Seconded by Jane Wakeford.  
Carried
- d) Personnel Committee – John Szwec, Chairperson**  
06 -18 AGM Moved by Sharen Veenstra to accept the Personnel Committee report as presented.  
Motion seconded by Vicki Kremp.  
Accepted Carried
- e) Policy & Procedures Committee – Leslie Penny, Chairperson**  
Chairperson, Randy Hindy presented the Policy & Procedures Report on Leslie Penny's behalf.  
07 -18 AGM Moved by Dausen Kluin to accept the Policy & Procedures Committee report as presented. Motion seconded by John Szwec.  
Accepted Carried

**7) Acceptance of Staff Reports & AGM Document**

08 – 18 AGM Moved by Bill Lane to accept the Staff Reports and 2017 AGM Document. Motion seconded by John Szvec.

Accepted

Carried

**8) Appointment of Auditor for next year**

09-18 AGM Moved by Ron Kleinfeldt to appoint Blaine Clarahan to do the 2018 Annual Audit. Blaine Clarahan accepted. Motion was seconded by Marsha Smith.

Accepted

Carried

**9) Special Presentation:**

Chairperson Randy Hindy presented gifts of appreciation to retiring Board Members; Roy Ulmer and Mary Nikkel with thanks for their dedication to the Barrhead & District FCSS Society.

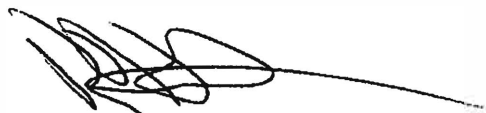
**10) Adjournment**

10-18 AGM Moved by Sharen Veenstra to adjourned the Annual General Meeting for 2018 at 11:14 a.m. Motion seconded by Marsha Smith.

Accepted

Carried

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



Chairperson



Recording Secretary

GM Minutes 2018/Board File/AGM2018 folder

3.1a

Minutes

BDSHA Regular Board Meeting

March 6, 2019

**Barrhead & District Social Housing  
Association Minutes  
Regular Board Meeting – March 6, 2019**

---

Members Present: Chairman Darrell Troock, Ken Killeen, Dale Kluin, Leslie Penny, Craig Wilson, Meertin Zeldenrust

Staff Present: Dorothy Clarke, Dorothy Waters

---

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

2.0 Approval of Agenda

Additions:

6.6 Skills Competition

*Dale Kluin moved to accept the Agenda of the March 6, 2019 Regular Board Meeting with the addition.*

*Carried Unanimously*

3.0 Adoption of Minutes

3.1 Regular Board Meeting – January 6, 2019

*Leslie Penny moved to accept the Minutes of the January 6, 2019 Regular Board Meeting.*

*Carried Unanimously*

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached  
Hillcrest Lodge

- The one-year inspection was completed by Nowak Engineering on the new sprinkler system and other related work. Minor deficiencies were repaired by a Synero worker at the same time.

Klondike Place

- The MUA Unit was down again. There was an issue with a control board that prevented the unit from heating.
- The pipes were repaired and insulated to prevent future issues. Lights were needed in the attic of Klondike Place. Maintenance installed new lighting.

Jubilee Manor

- Maintenance will be painting the dining room.
- A new countertop was installed in the public washroom.

Golden Crest Manor

- The hallways were repainted in a different colour. All handrails were sanded, stained and coated with a polyurethane finish to provide durability.

Initials: Chairperson  CAO 

3.16

Minutes

BDSHA Regular Board Meeting

March 6, 2019

## JDR Manor

- We are still awaiting word from the government to find out if all the water distribution lines can be replaced.
- A bid package is currently being put together to replace light fixtures at JDR Manor. The current fixtures are slightly dated (most likely 1970's).

## John and Gerald Fellowship

- The dryer stopped working.

## Barrhead Community Housing

- Unit #2 has become vacant.
- Unit #3 received a new fridge.

## Swan Hills Community Housing

- The units are being checked by maintenance.

## Grounds

- Snow removal is going well despite the cold temperatures.
- Barrhead Transit Mix has cleared the lots again.

## Other

- A new maintenance worker has been hired. Adrian Devink started work on February 4, 2019. He is a Journeyman Electrician with a young family that resides in Barrhead.

## 4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached

## Housekeeping/Laundry

- 1 person on WCB – modified duties
- 1 person on STD

## Administration

Vacancies

- 6 Community Housing – Swan Hills
- 1 Pembina Court
- 1 Golden Crest – bachelor suite

Lodge Standards Review

Lodge Standards Licenses for both lodges have been received – non-compliance is for Resident and Family Council.

Financial Audit

Doyle and Company have completed all audit testing and are completing the reports, they must be into the province by March 31, 2019.

LAP Grant

LAP Grant has been completed and the province requires additional information. Request has been made to Barb Panich, Manager HMB Operations North has been contacted for a LAP adjustment application for the empty rooms due to new lodge.

Initials: Chairperson

LQ CAO JS

3.1c

Minutes

BDSHA Regular Board Meeting

March 6, 2019

Human Resource Generalist

This position has been readvertised.

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

Meertin Zeldenrust excused himself from the Board Room.

4.3 Cheque Logs – January 2019

4.4 Cheque Logs – February 2019

*Ken Killeen moved to accept the Cheque Logs as presented.*  
*Carried Unanimously*

5.0 Business Arising From Minutes - none

6.0 New Business

6.1 2019 Requisition

*Dale Kluin moved that Barrhead and District Social Housing Association should requisition in the amount of \$261,391 (equivalent to the 2009-2018 Requisitions). This will assist in the maintenance of the Lodge Capital Infrastructure, and may provide a Capital Reserve.*

*Carried**Meertin Zeldenrust was absent from Board Room*

Meertin Zeldenrust returned to the Board Room.

6.2 2019 Housing Management Body Budget – Site Level

*Craig Wilson moved that the Site level Budgets for Social Housing have been examined as submitted to Alberta Seniors and Housing and no changes are required.*

*Carried Unanimously*

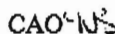
6.3 2018 Housing and Management Actual – Site Level

*Craig Wilson moved to the 2018 Site Level Actual is accepted as information and there is a variance of -\$3620.*

*Carried Unanimously*

6.4 John and Gerald Fellowship – GIC

*Craig Wilson moved to lend \$8,083 to John & Gerald Fellowship House to purchase a GIC for the Restricted Replacement Reserve Fund. Dorothy Schorr, CAO should record and make the transfer for the GIC in the amount of \$8,083 prior to March 29, 2019.*

*Carried Unanimously*Initials: Chairperson  CAO 

3.1d

## Minutes

## BDSHA Regular Board Meeting

March 6, 2019

## 6.5 Change in Policy – Resident &amp; Tenant Grievance

*Dale Kluin moved that the Resident & Tenant – Grievance Policy be changed as presented.*

*Carried Unanimously*

## 6.6 Skills Competition

*Craig Wilson moved that BDSHA donate \$250 from operating budget to RPAT – skills day.*

*Carried Unanimously*

## 7.0 Correspondence

## 7.1 Seniors Income Amounts

## 7.2 Campus Energy

*Leslie Penny moved to accept correspondence for information.*

*Carried Unanimously*

## 8.0 Date and Time of Regular Board Meeting

Wednesday, April 24, 2019 at 1:00 pm

## 9.0 In Camera

*Dale Kluin moved to go in camera at 1:30 p.m.*

*Carried Unanimously*

## Out of Camera

*Ken Killeen moved to go out of camera at 2:00 p.m.*

*Carried Unanimously*


*Dale Kluin moved to allow Darrell Troock and Dorothy Schorr to negotiate and sign a contract to lease to Alberta Social Housing Corporation a portion of Plan 7821902, Block X, Lot 1 in the Town of Barrhead owned by Barrhead and District Social Housing Association.*

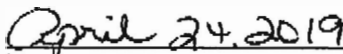
*Carried Unanimously*

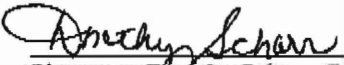
## 10.0 Adjournment

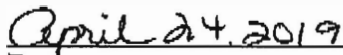
*Leslie Penny moved to adjourn the meeting at 2:05 p.m.*

*Carried Unanimously*

  
Signature: Darrell Troock, Chairperson

  
Date

  
Signature: Dorothy Schorr, CAO

  
Date

Initials: Chairperson  CAO 