



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, JULY 14, 2020 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 – June 23, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Ms. Shelley Dewsnap from Barrhead & District Family and Community Support Services Society
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Bank Statement – for the month ending June 30, 2020
8. Reports - The Council Reports
  - (a) CAO's Report
  - (b) Council Action List – January 1, 2019 to June 23, 2020

9. Minutes
  - (a) There are Minutes
  
10. Bylaw
  - (a) There are no Bylaws
  
11. Correspondence Items
  - (a) Letter from Alberta Municipal Affairs dated July 2, 2020 – support funding for local governments
  - (b) Letter from The Barrhead and District Historical Society dated June 24, 2020 – \$10,000.00 allotted funding for the Barrhead Centennial Museum
  - (c) Letter from Community Futures Yellowhead East dated July 6, 2020 – requesting a contribution of \$500.00 towards their Labour Market Partnership Grant application
  
12. For the Good of Council
  
13. Tabled Items
  
14. Closed Session
  - (a) Land – Pursuant to Section 16 of the FOIP Act
  
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, JUNE 23, 2020,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald and L. Penny

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services

Others: Barry Kerton, Barrhead Leader

**ABSENT**

Cr. D. Smith

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

187-20

Moved by Cr. Klumph that the agenda be accepted with the following additions:

- 8(a) Reports to Council
  - Library Board
  - Yellowhead Regional Library Board
  - Barrhead Cares Coalition
  - Family & Community Support Services Society

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of June 9, 2020 were reviewed.

188-20

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of June 9, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Ms. Heidi Magus from Barrhead Community Victim Services at 5:32 p.m.

Ms. Heidi Magus reviewed with Barrhead Community Victim Services Annual Report 2019.

She talked about the Critters game fundraiser and hopes to do another one in 2022. Victim Services will participate in the Party Program when available again.

Discussed child witness screens to protect children who testify. Also discussed Bill 16 and the concerns with Bill 16 existing, and the reallocation of funds away from Victim Services.

Mayor McKenzie suggested a letter be sent to the MLA and Premier of Alberta, voicing concerns regarding Bill 16 and the potential cutback of funding towards Victim Services.

189-20

Moved by Cr. Assaf that Council send a letter to the MLA and Premier of Alberta, expressing concerns regarding Bill 16 and the potential cutbacks to Victim Services of funding and contact the other municipal partners for their support.

CARRIED UNANIMOUSLY

**EXITED**

Mayor McKenzie and Council thanked Ms. Heidi Magus for her presentation and she exited the Chambers at 5:55 p.m.

190-20

Moved by Cr. Klumph that Council accepts the presentation from Ms. Heidi Magus from Barrhead Community Victim Services, as information.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

The Monthly Bank Statement for the month ended May 31, 2020, was received.

191-20 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended May 31, 2020, as presented.

CARRIED UNANIMOUSLY

**REPORTS TO COUNCIL**

The following Reports to Council as of June 23, 2020, was reviewed:

- Community Futures Yellowhead East
- Barrhead Cares Coalition
- Family & Community Support Services Society
- Library Board
- Yellowhead Regional Library Board

192-20 Moved by Cr. Assaf that the following Reports to Council as of June 23, 2020 be accepted as information:

- Community Futures Yellowhead East
- Barrhead Cares Coalition
- 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 Family & Community Support Services Society Meeting – May 21, 2020

193-20 Moved by Cr. Penny that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE ITEM**

The following correspondence item was reviewed:

Letter from Alberta Municipal Affairs, dated June 10, 2020, regarding the 2020 Gas Tax Fund (GTF) funding allocation for the Town of Barrhead.

194-20 Moved by Cr. Klumph that Council accept the letter from Alberta Municipal Affairs, dated June 10, 2020, regarding the 2020 Gas Tax Fund (GTF) funding allocation for the Town of Barrhead, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

Cr. Assaf commended the Public Works department for the Toxic Round-up.

Cr. Penny commended the staff on the Toxic Round-up.

**CLOSED SESSION – LAND UPDATE  
FOIP ACT SECTION 16(1)**

195-20 Moved by Cr. Penny that Council go in closed session at 6:19 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

196-20 Moved by Cr. Penny that Council come out of closed session at 7:12 p.m.

CARRIED UNANIMOUSLY

197-20 Moved by Cr. Assaf that Council sends a gift basket to the RCMP as a show of support for their service to the community.

CARRIED UNANIMOUSLY

**ADJOURN**

198-20 Moved by Cr. Assaf that the Council Meeting be adjourned at 7:13 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** July 14, 2020  
**Re:** 5:30 p.m. Delegation

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**1.0 PURPOSE:**

Delegation – Ms. Shelly Dewsnap from Barrhead & District Family and Community Support Services Society at 5:30 p.m.

**2.0 BACKGROUND AND DISCUSSION:**

Ms. Shelly Dewsnap from Barrhead & District Family and Community Support Services Society will be meeting with Council to provide an operational update for 2020.

**3.0 ALTERNATIVES:**

- 3.1 That Council accepts the presentation from Ms. Shelly Dewsnap from Barrhead & District Family and Community Support Services Society, as information.
- 3.2 That Council accepts the presentation from Ms. Shelly Dewsnap from Barrhead & District Family and Community Support Services Society, as information and request further information to be provided at a future Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

That Council accepts the presentation from Ms. Shelly Dewsnap from Barrhead & District Family and Community Support Services Society, as information.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# Barrhead & District FCSS Society

## 6-Month Review

### 2020 Budget Challenges

- Stable funding, however, with no increase from provincial government.
- Some uncertainty from loss of Parent Link Grant and Early Childhood Development Grant, combined with potential unknowns about the change in FASD grant and other fund – all rent was reconfigured back to the FCSS budget and we asked for a \$15,000 increase from Town & County.

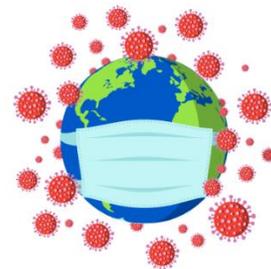
#### Budget Relief – Rent

- One-time funding increase from Town & County
- Family Resource Network Grant brought back a portion of funding
- FASD Grant remains in place for 2020 – unsure about 2021
- Municipal contribution from Woodlands County



### Covid 19 Pandemic

- FCSS office closed to the public, however staff continued to respond phone calls and emails.
- Work from home or work during irregular hours agreements to accommodate Health & Safety and C-19 challenges.
- Focus on staff training and program reviews during Covid-19
- In-person meetings, client appointments and trainings moved to technology-based “virtual” format.
- Socially based group-programs cancelled:
  - FCSS Youth
  - Seniors Dinners & Pie and Coffee Time
  - Volunteer Appreciation Event
  - Greif & Loss Group
  - FCSS 50<sup>th</sup> Anniversary Gala
  - Community Meeting Space
- FCSS Programs
  - Seniors Home Support suspended
  - Meals on Wheels restructure– pickup at north entrance, at residence food is removed from styro-containers and placed into grocery bags, doorbell rang and move toward social distancing, client meets volunteers at the main door. Hand sanitizer, gloves, and facemasks available at FCSS for volunteers
  - Volunteer Income Tax Completion program restructure - to operate only on Wednesdays and by appointment (at the back entry). Social distancing and sanitizing rules apply



- Family School Liaison restructure – work from home connecting to students and families via ‘virtual’ supports
- Community Programs
  - BES School Lunch closed
  - Thrive Fundraiser cancelled
  - Barrhead Food Bank continues operation with fewer volunteers - by appointment for curbside pick-up, increased physical distancing and PPE, only monetary donations.
- Government Contract Programs:
  - Family Resource Networks closed group-based activities; continues to operate for ‘virtual’ meetings, videos, and parent education courses.



## Covid 19 Pandemic at Present

- Re-launch - open to the public: door remains locked but with a sign to call or knock so that we can adhere to covid-19 screenings and safe entry practices
- Office space re-designed to include 2m distancing or shield
- Increased sanitizing of common use and client use spaces
- Increased Janitorial
- Front desk safety shield, sanitizer stations, point of access assessments
- Home Support Program re-launched in June 22 with increased safety measures
- Group programs continue to be on hold - shared space

## Covid 19 Pandemic Projections

- Continue to follow government regulations and health safety advisements
- Continue offering mixture of work from home and irregular hours to accommodate covid-19 related needs
- Prepared to re-open for group programs once advisable
- Prepared to close to public and operate via remote work if necessary
- Flexibility to change operations while still meeting the end goal



**Unanticipated Reduced Incomes**– Home Support Client Fees, Referral Counselling Client Fees,

**Unanticipated Savings** – Home Support Wages and program expenses, Training and Travel Budgets

**Unanticipated Expenses** – Computers & IT, Janitorial, PPE & Cleaning Supplies

**Unanticipated Programs/Incomes** – Alberta Covid-19 Response Grant, Increased Community & Corporate support for response efforts, New Horizons for Seniors Excursions on hold with 1-year extension.

# **Six-month Review**

## **FCSS Programs**

### **Administration & Board**

- 59% of Expenses
- Covid-19 Response Plans
- Updates with Government Contracts
- Submitting bylaw updates/changes to Alberta Registries
- New Policies & Procedures
  - Infectious Disease
  - Emergency Response
  - Covid-19 Response: Approved Work from Home or Off-hours work practices
  - Covid-19 Response: Approved Work from Home during quarantine/isolation periods
  - Covid-19 Response: Approved Operational re-launch plan
- FCSS 50<sup>th</sup> – Anniversary Totes, Mugs, Pens etc.

### **Advocacy & Support**

- 50% of Expenses
- Average 8-10 clients per month; only 5 clients during Covid-19
- Connected with all on-going client relationships during Covid-19
- Connected with Government offices to understand their operations during Covid-19
- Helped with 2 CERB applications; Advocated for 1 income supports
- 6-month priorities: Housing, Low Income Support, 3<sup>rd</sup> party advocate to help with landlord or employer communications
- Clientele numbers starting to increase in July

### **Referral Counselling Program**

- 56% of Expenses
  - Additional funding for short-term counselling during Covid-19; thank-you to Pembina Pipeline and other donors.
- Average 7-10 clients per week; same during Covid-19 but moved to technology based; more time spent with personalized videos for children and parents to view before online sessions
- Fewer referrals in during Covid-19
- Demographics: 60% adults / 40% children and youth
- Presenting Issues: Child visitation agreements high stress on children & family during Covid-19

### **Community Development & Volunteer Coordination**

- 48% of Expenses
- January & February: Christmas programs and year-end thank you notes; Check-ins with 6 In-School Mentors, Volunteer Appreciation Committee planning sessions

- March: Re-training for Compass Program and planning sessions; Volunteer Appreciation Event cancelled due to Covid-19 – herbs grown for the event were donated to seniors' facilities. Deliver letters to business wanting to take part in the Welcome Baskets
- April: Restructuring some volunteer programs, closing others. Investigated developing a Barrhead Covid-19 Stories Website – already being done through Athabasca University.
- Volunteer Checks – Crim Record not available during Covid-19; Child Welfare forms could be available on request.
- May & June: Restructuring be to a Barrhead & District Area Community Volunteer Connector through AlbertaCares website. Compass Program facilitation training for two volunteers.
- FCSS 50<sup>th</sup> – Partnered with DeHerdt Greenhouse to give away 50 Town Res, 50 County Res & 50 Lil Growers gardening kits with remainder supplied to the Community Garden

#### **Family School Liaison Program**

- 56% of Expenses
- FSL retired at end of June; FCSS and PHPS not in contract for remainder of 2020
- FCSS will restructure elements of FSL program into FCSS Youth Program

#### **Seniors Home Support Program**

- 26% of Budgeted revenue (\$8,000 loss)
- 37% of Expenses (\$15,000 savings)
  - \$7,000 savings to hold on to for additional FCSS pandemic responses for Seniors
- Home Support re-launched at the end of June, but not yet serving clients in seniors' facilities
- 5 new clients since re-launch

#### **Seniors Connections Programs**

- FCSS 50<sup>th</sup> - 50 Free Seniors Dinners given away for when we re-start program
- All programs cancelled during Covid-19
  - Replaced by Seniors Curbside Visits and Telephone Conversations from Covid-19 Response Grant

#### **FCSS Youth**

- Cancelled during Covid-19
  - Restructure in progress for the fall

#### **Front Desk & Community Support**

- Front desk remains at 5 days per week during Covid-19 (closed on Fridays during summer)
- Continues with referrals to community programs and agencies
- During Covid-19 slow down, offered to take the incoming calls for Barrhead Food Bank and FCSS programs appointments
- Measures to reduce the potential spread of Covid-19: Inc Tax Filings returned to clients by mail, Point of Entrance Screenings, Conduct some business outside, Increased Hand Sanitizing measures

## **Non FCSS Programs**

#### **FASD**

- New contract offered through North Central Alberta FASD Network
- Same funding as last year (1-yr funding; likely up for bid in September)
- Changes in reporting structure and timelines
- Connected with all clients during Covid-19; all had supports in place
- July: will assist two separate clients for assessment (trips to Edmonton clinics)
- Noting now that things have relaxed clients are returning to FCSS

## **Thrive**

- Additional funding through the Alberta Covid-19 response grant
- On par with # of clients served (usually 40-45 per year)
- Increasing support to ROA clients - clients with inquiries, secondary or tertiary experience with abuse
- Individual sessions down 25% (likely due to Covid-19 stay at home March - May)
- Phone calls describe increasing levels of violence or serious threats of harm
- Community presentations down due to school closure and Covid-19 stay at home

## **Family Resource Networks**

- Started April 1, 2020 (3-yr contract)
- Programs and videos shared through social media include parenting tips, action videos, science projects, gardening, stories, crafts, baking, active me, parenting discussions, scavenger hunt, bannock baking
- Parent Education offered via Zoom
- ASQ Screenings Online
- FCSS 50<sup>th</sup> – 50 Parent/Child Birdhouse building & 50 Parent/Child Craft give-aways

## **2020 New Horizons for Seniors - Barrhead Seniors on the Go**

- Not operational; program received a 1-yr extension due to Covid-19

## **Alberta Covid-19 Response Program – Started June 1 - Ends Dec 31, 2020.**

- Seniors Curbside visits – 4 visits serving 4 individuals
  - Some on waiting list for when seniors' facilities re-open
- Telephone Connections – 32
- Deliveries – 1
- 9 clients
- Referrals in: 8 Referrals out: 3
- Presenting Needs: talking / connecting

## **Barrhead Food Bank**

- Usually runs with 16-19 volunteers (130 hrs of service per month)
  - Reduced number of volunteers and volunteer hours during Covid-19
- FCSS front desk and Food Bank Coordinator handling appointment requests
- Increased hours for the FCSS Coordinator to liaise with volunteers and Food Banks Alberta
- Increases in funding from Alberta Covid-19 response grant, PHPS school nutrition grant donation, various Community donations and increased Corporate covid-19 response donations
- Started collecting Data on new clients due to Covid-19: 40 new clients; 20 PHPS families
- Normally serve about 150 individuals and 80 families
  - Covid19 service 90 individuals and 35-40 families. Food Bank usage DOWN across rural Alberta
- Numbers slowly returning to normal use

### **C.A.R.E**

- Very few applications during Covid-19; starting to resume with community summer programs opening.

### **BES In-School Mentors**

- 6 Mentors for 2020; anticipate needing more; flexible as per 2020-2021 school re-launch

### **BES School Lunch**

- Program ended early due to school closure; be flexible as per 2020-2021 school re-launch
- Appreciate donations for this program as we may need accommodate more subsidies in the fall

## **Restructures in 2020**

- Rent allocations from New Contracts: Family Resource Networks, FASD, Covid-19 Response Grant (restructure program rents)
- FCSS 50<sup>th</sup> Anniversary give-aways in lieu of Gala
- Physical Space due to Covid-19
- Increase to Youth Program for sustainability
  - Increase FTE & an additional staff during after school programming
  - Facilitator Trainings: Babysitting Course, Home Alone, CPR, Rainbows
  - Restructuring to include some elements of the FSL program
- Safety Facilitator: 6-month position until Dec 31, 2020
- Savings in Travel & Training – will explore in the fall; somewhat dependant on Covid-19
- Referral Counsellor leaving FCSS in August (Advertisements + Restructuring Possibilities)
- Program reviews and tweaks

*Thank-you,*

*Shelly Dewsnap*



Item No. 7(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** July 14, 2020

**Re:** Bank Statement – for month ending June 30, 2020

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**1.0 Purpose:**

To approve the Monthly Bank Statement for the month ended June 30, 2020.

**2.0 Background and Discussion:**

Not applicable.

**3.0 Alternatives:**

3.1 For Council approves the Monthly Bank Statement for the month ended June 30, 2020, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended June 30, 2020 and to instruct Administration to provide further information for the next regular Council Meeting.

**4.0 Financial Implications:**

None

**5.0 Interdepartmental Implications:**

None

**6.0 Senior Government Implications:**

None

**7.0 Political/Public Implications:**

Not applicable

**8.0 Attachments:**

8.1 Monthly Bank Statement

**9.0 Recommendations**

That Council approves the Monthly Bank Statement for the month ended June 30, 2020, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED JUNE 30, 2020**

<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	67,603.01	5,906,180.91	0.00
Receipts	18,824.99	2,163,893.46	
Interest	13.02	3,477.89	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	95.77	
<b>SUBTOTAL</b>	<b>86,441.02</b>	<b>8,073,648.03</b>	<b>0.00</b>
Disbursements	0.00	1,721,228.23	
Debentures/Interest	0.00	0.00	
School Requisition	0.00	251,065.10	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	0.00	
Postdated Cheques	0.00	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>86,441.02</b>	<b>6,101,354.70</b>	<b>0.00</b>
*****			
<b>PER BANK:</b>			
Balance at end of month	86,441.02	6,261,579.54	0.00
Outstanding Deposits	0.00	179,139.55	
<b>SUBTOTAL</b>	<b>86,441.02</b>	<b>6,440,719.09</b>	<b>0.00</b>
Outstanding Cheques	0.00	339,364.39	
<b>NET BALANCE AT END OF MONTH</b>	<b>86,441.02</b>	<b>6,101,354.70</b>	<b>0.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED JUNE 30, 2020**

<b><u>Financial Institution</u></b>	<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
	-			
<b>Total</b>	\$ -			



## C.A.O Report

**To:** Town Council

**Date:** July 14, 2020

**Re:** July 14, 2020 Council Meeting

### **Administrative Services:**

COVID-19

With the introduction of Stage 2, the Province has prepared the following information:

*Stage 2 allows additional businesses and services to reopen and resume operations starting June 12 with physical distancing requirements and other public health guidelines in place.*

*Business operators, sport and recreation services can determine if they are ready to open and ensure all [guidance for workplaces is met](#).*

#### **What can open with restrictions**

- [K-12 schools](#), for requested diploma exams and summer school, following guidance
- libraries
- more surgeries
- wellness services such as massage, acupuncture and reflexology
- personal services (esthetics, cosmetics skin and body treatments, manicures, pedicures, waxing, facial treatments, artificial tanning)
- movie theatres and theatres

- *community halls*
- *team sports*
- *indoor recreation, fitness and sports, including gyms and arenas*
- *pools for leisure swimming*
- *VLTs in restaurants and bars*
- *bingo halls and casinos (but not table games)*
- *instrumental concerts*
- *provincial campgrounds at full capacity*

**Events and gatherings can be larger in stage 2**

- *50 people maximum: indoor social gatherings, including wedding and funeral receptions, and birthday parties*
- *200 people maximum for audience-type community outdoor events, such as festivals, firework displays, rodeos and sporting events, and outdoor performances (updated June 30)*
- *100 people maximum for other outdoor events and indoor seated/audience events, including wedding ceremonies, funeral services, movie theatres, indoor arts and culture performances and other indoor spectator events where people remain seated (updated June 30)*
- *No cap on the number of people (with public health measures in place):*
  - *worship gatherings*
  - *restaurant, cafes, lounges and bars*
  - *casinos*
  - *bingo halls*
- *More flexibility for 'cohort' groups – small groups of people whose members do not always keep 2 metres apart:*
  - *households can increase their close interactions with other households to a maximum of 15 people*
  - *performers can have a cohort of up to 50 people (cast members or performers)*

- *sports teams can play in region-only cohorts of up to 50 players (mini leagues)*
- *people can be part of a sports/performing cohort and a household cohort at the same time*

***Still not approved in stage 2***

- *social gatherings that exceed above listed maximums*
- *regular in-school classes for kindergarten to Grade 12 – classes will resume September 2020*
- *vocal concerts (as singing carries a higher risk of transmission)*
- *major festivals and concerts, large conferences, trade shows and events (as these are non-seated social events and/or vocal concerts)*
- *nightclubs*
- *amusement parks*
- *indoor children's play places*
- *hookah lounges (permitted for food and drink only)*
- *major sporting events and tournaments*
- *non-essential travel outside the province is not recommended – this won't be lifted until stage 3 of the relaunch strategy*

*The success of Stage 2 will determine when Alberta progresses to Stage 3. Factors are active cases, health-care system capacity, hospitalization and intensive care unit (ICU) cases, and infection rates.*

On July 9<sup>th</sup> Mayor and I attending another meeting with Alberta Healthy Communities Initiative, hosted by Alberta Health Services.

Continue to explore a few options relating to Fibre Optics internet service for the Town.

Director Callihoo, with the feedback from our Community Peace Officer, has drafted a Parks and Public Facilities Bylaw. As we would to provide our Director of Parks and Recreation an opportunity to review the draft bylaw, the bylaw will be presented during the August 11<sup>th</sup> Council Meeting.

The draft Utility Cost Servicing Study, as prepared by the Town's Consultant will be presented to Council during the August 11<sup>th</sup> Council Meeting.

## General Administration Services:

In collaboration with A.U.M.A. Energy Aggregation Purchase Program, the Town has secured their electricity demands for the next three years at a 13.2% decrease from the current utility rate.

Staff introduced the virtual Town Hall system to our residents. The details to the new program is found as an attachment to this report.

**Revised Office Hours:** As of July 6<sup>th</sup> the Administration Building is now open to the General Public. Office hours are 8:30 a.m. – Noon and 1:00 – 4:00 p.m. The revised business hours provides time for our office staff to undertake the necessary cleaning due to COVID – 19. Proper safety guards and signage in place.

## Communication Services:

### ➤ Accomplished

- Continue reviewing Parks & Rec. videos for content
  - 2,500 total views
  - 118.3 hours watch time
  - YouTube channel has 44 subscribers (+8 in last 28 days)
  - Last 28 days the Town's YouTube channel has seen:
    - 859 views, down 22%
    - 41.7 watch time (hours), down 20%
  - Top videos in last 28 days:
    - "Bread Making with Freson Bros" with 160 views
    - "Fire! Featuring Barrhead Fire Services" with 149 views
    - "Welcome Back" with 100 views (Recent upload)
  - The recent "How to Book Your Swim Online" feature with 48 views in the last 28 days, but was posted July 8, 2020.
    - Great how-to and an awareness builder surrounding new guidelines and visitor protocol when visiting our pool.
- Collaborated with the Finance Department for the July/Aug Newsletter & Virtual Town Hall Notices highlighting:
  - New Virtual Town Hall program
  - E-Billing options
  - Various payment options
  - Summer programming
  - Aquatics Centre and Town Office reopening
- Updating COVID information on website including summer programming and aquatics centre
- Worked with Parks & Rec. creating FAQ, Guidelines, and signage for Aquatics Centre visitors
- Submission of Branding Grant report to the Province.

- Engaged with ION regarding logo, and removal of stacking option

➤ Works in Progress

- Continue to update website with relevant COVID information and updates from municipal departments.
- Continue to participate in a COVID-19 economic task force with the County, Chamber of Commerce, Alberta Labour and Community Futures; looking at how we can assist the recovery of local business after restrictions are lifted
  - Discussing collaborations on different ideas in how to gather necessary information from local business owners that can help define precise issues in our region and provide insight into what programming is needed to support local businesses
- Work with businesses and community groups to move their businesses/communications online (POST-COVID)
  - Help understanding of narrowing message on marketing materials
  - Work with CFYE/BSN to help businesses understand how to build online platforms
  - Help facilitate understanding of digital marketing
  - Connect with community groups (post-COVID) to promote events on our community calendar
- Work with the Mayor on Public Service Announcements type videos and community group greeting messages (ie, garbage bin distancing, snow removal/sidewalks, tourism, noxious weeds, road repair, etc)
- Redevelopment of a Barrhead brochure for doctor recruitment and retention
- Redevelopment and collaboration with County on a regional investment readiness package
- Obtain ICS 100 – 300 to fulfill obligations of PIO responsibilities
  - Registered for ICS-100 online portal
- Celebrate our successes
  - Working with department Managers to understand timelines of activities
    - Filming different activities to build a catalogue of video and image inventory for future projects
- Alberta Emergency Alert certification

## **Fire Protection Services:**

- Incidents from June 1 – June 30
  - Fires – 1
  - Rubbish/Grass Fires - 2
  - Ambulance Assist - 7
  - False alarms – 3
  - Vehicle accidents – 2

Total of 15 calls which represented a total of 155.25 firefighter hours

- Training:
  - NFPA 1001 training continuing with 6 students
  - Regular training for all members has resumed
  - Pump training, rural and hydrant operations
  - Foam operations
  - Training grounds, start installing doors on ground floor level.
- Other
  - Continue to supply the inflatable tent for COVID testing to AHS
  - Testing of fire hoses has started
  - Annual testing of fire apparatus pump completed
  - Membership of 37 with 31 responding:
    - 2 new recruits
    - 1 leave of absence
    - 2 working out of the area
    - 1 working out of province.

## **Transportation Services:**

- Operational:
  - Working on drainage issues around Town
  - Sewer main line flushing and camera work has resumed. Project was delayed due to COVID-19.
  - Staff pruning trees and shrubs
  - Repaired water main break on 50<sup>th</sup> avenue and 48<sup>th</sup> street
  - Department has commenced curb painting program, weather dependent
  - Older fire hydrant on 50<sup>th</sup> street is scheduled to be replaced
  - Crack sealing program will commence – completion is weather dependent

- With the continual rain showers, it has unfortunately delayed the progress on a number of regular maintenance programs

➤ Capital:

- Asphalt Contractor scheduled to start at the beginning of August
- Sidewalk replacement program nearly completed.
- The Lagoon Upgrades Project is scheduled to be completed by mid-July.

The scope of work included:

- Installation of new aeration system from coarse air to fine air (resulting in smaller bubbles)
- Installation of two new air compressors
- New laboratory equipment
- New ceiling in the Laboratory Building
- Two new pumps for testing

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

Edward LeBlanc - C.A.O.



We are very excited to unveil the **Virtual Town Hall** system, which is easily accessed through the Town of Barrhead website at [www.barrhead.ca](http://www.barrhead.ca) With staff working very hard reviewing data, forms and implementation procedures, and the excellent communications package that was developed, we are now able to provide additional resources to assist our residents and businesses.

Services available through **Virtual Town Hall** (account profile not required to be setup):

- Access to publicly available basic Property Tax Assessment details – current year and 1 year prior
- Access to the Business Directory – searchable by name, business type, category, and web mapping showing actual business location
- Business License application forms
- Development Permit application forms

**Virtual Town Hall Accounts** (after account profile has been created):

- Property Owners – access to their property assessment/tax account details and billings
- Utility Accounts – access to their account details and billings
- Business License Accounts – access to their account details and billings
- Receivable Accounts – access to their landfill, bulk water and sundry invoicing, account details and billings
- Pet License – ability to submit new pet license application forms
- Combine multiple accounts into one Virtual Town Hall account
- Paperless Notification System – have utility bills, property assessment/tax notices, invoices sent to the account holders by email if they wish
- Payments for all billings can still be processed through the processes account holders usually use – online, telephone banking, by mail, pre-authorized payments, in person at the Town Office
- New Additional Payment Option: Virtual Town Hall can accept payments with the following - Visa Debit, MasterCard Debit and Interac (where available) for payments of Utility Bills, Licenses and Receivable Accounts (not available for payment of Property Taxes as this time)

Communication Package prepared for the public is attached

# WELCOME TO

# VIRTUAL TOWN HALL



**ACCESS THE PORTAL THROUGH [WWW.BARRHEAD.CA](http://WWW.BARRHEAD.CA)**

## WHAT IS VIRTUAL TOWN HALL?

The Town of Barrhead is adding another **option** for residents and businesses to pay Town Utility Bills and Invoices online. Through **Virtual Town Hall**, existing Town of Barrhead account holders can register to pay bills, opt for paperless bills to be sent to your email, and submit new pet license applications through the online portal. All visitors to the portal, including those without active profiles, can download application forms for business licenses and development permits, search publicly available property assessments and browse our business directory. Access to the portal can be found online at [www.barrhead.ca](http://www.barrhead.ca) For more information, or assistance activating or creating a profile, **call 780-674-3301 or email [town@barrhead.ca](mailto:town@barrhead.ca)**

## MORE OPTIONS TO PAY YOUR BILLS

Online	<b>Online Banking</b> for taxes, utilities, & invoices. <b>NEW!!! Virtual Town Hall</b> for utilities & invoices.
Telephone	<b>Telephone Banking</b> for taxes, utilities & invoices.
Mail Cheques to:	<b>Town of Barrhead Box 4189 Barrhead, AB, T7N 1A2</b> for taxes, utilities, & invoices.
In Person	<b>Town Office</b> <b>Debit, cash, cheque</b> for taxes, utilities, & invoices. <b>Credit card</b> for utilities & invoices only.
Pre-Authorized Payments	Register for automatic withdrawals of your utility and tax payments by <b>calling 780-674-3301 or email <a href="mailto:town@barrhead.ca">town@barrhead.ca</a></b>

# NAVIGATING VIRTUAL TOWN HALL

www.barrhead.ca

## WHAT YOU CAN DO WITH VIRTUAL TOWN HALL



<p><b>My Town</b> 🏠 Sign in to manage all of your accounts or make a payment. 🔍 Sign in</p>	<p><b>Business License Application</b></p> <ul style="list-style-type: none"> <li>• Fee Schedule</li> <li>• Business License Application</li> <li>• Home Based Business Application</li> <li>• Mobile Food Vendor Application</li> </ul>	<p><b>Development Application</b></p> <ul style="list-style-type: none"> <li>• Fee Schedule</li> <li>• Development Permit Application</li> <li>• Sign Development Permit</li> <li>• Mobile/Manufactured Home Permits</li> </ul>	<p><b>New Pet License</b></p> <ul style="list-style-type: none"> <li>🐾 Apply for a new license</li> <li>🔍 Requires Account</li> </ul>	<p><b>Lost or Found a Pet?</b></p> <p><a href="#">Lost a Pet? Found a Pet? Please contact us.</a></p>
<p><b>Property Search</b></p> <p>🔍 Find a property.</p>	<p><b>Business Directory</b></p> <p>🔍 Search for a business.</p>			

<b>Pay</b>	Utility Bills Town Issued Invoices
<b>Download*</b>	Development Permit Application Business License Application
<b>Search*</b>	Property Assessment Search Business Directory

<b>Submit</b>	New Pet License Applications
<b>Register</b>	Register in our paperless system to receive your Town Combined Assessment & Property Tax Notice, Utility Bills and Invoices by email

\* No account necessary to access this feature.

# WHAT YOU'LL NEED TO ACTIVATE YOUR ACCOUNT

You will need a copy of your Town of Barrhead Utility Bill to register your existing profile for use on Virtual Town Hall. However, if you do not have a Utility Account, please contact us at **780-674-3301** or **[town@barrhead.ca](mailto:town@barrhead.ca)** and we will assist you with your account setup and activation.



**Town of Barrhead**  
5014 50 Ave  
Box 4189  
Barrhead, AB T7N 1A2  
Canada

**Statement Date: April 30, 2020**  
**Billing Period: March 1, 2020 - April 30, 2020**  
Your account number: **12345.001** ← **Utility Account Number**  
For service at: 5014 50 Avenue  
Due Date: August 31, 2020

**Company ABC Ltd.** ← **Name On Bill**  
Box 1234  
Barrhead, AB T7N1A2  
Canada

### SAMPLE - UTILITY INVOICE

**Questions?**  
Online: [www.barrhead.ca](http://www.barrhead.ca)  
Email: [town@barrhead.ca](mailto:town@barrhead.ca)  
Phone: (780) 674-3301  
Monday to Friday 8:30 am - 4:30 pm.  
Closed Saturday, Sunday, and Stat. Holidays

**Meter Reading and Usage Details this bill**

Meter: #####		
Reading on 4/24/2020	Actual	17
Previous reading		0
Amount of water you used		17 M3

**Payment and Adjustment Details**  
Payment on 3/30/2020 -\$165.27

**1** Visit [www.barrhead.ca](http://www.barrhead.ca) and click on “**Virtual Town Hall**” at the lower right corner of the screen. Click “**Sign In or Create an Account**” to activate an existing profile for use on Virtual Town Hall, or to sign in if already activated.



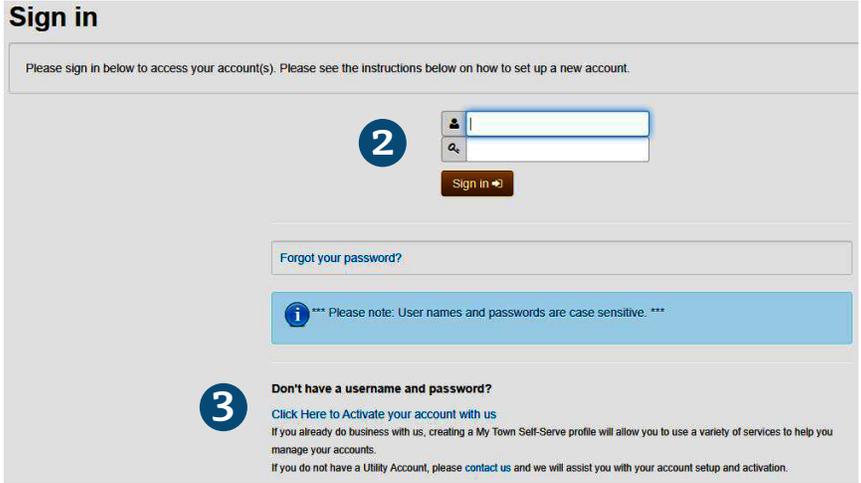
TOWN OF BARRHEAD ALBERTA  
VIRTUAL TOWN HALL

**My Town**  
Sign in to manage all of your accounts or make a payment.

**1** Sign In or Create an Account

**2** Sign in if your profile is already activated for use on Virtual Town Hall.

**3** If you have not yet activated your profile, select “**Click Here to Activate your account with us**” to activate your existing profile using information from your Utility Bill. If you do not already have a Utility Account with the Town of Barrhead, **call us at 780-674-3301** or **email [town@barrhead.ca](mailto:town@barrhead.ca)** and we will assist you with your account set-up.



**Sign in**

Please sign in below to access your account(s). Please see the instructions below on how to set up a new account.

**2**   
  
Sign in

[Forgot your password?](#)

**3** **Don't have a username and password?**  
[Click Here to Activate your account with us](#)  
If you already do business with us, creating a My Town Self-Serve profile will allow you to use a variety of services to help you manage your accounts.  
If you do not have a Utility Account, please [contact us](#) and we will assist you with your account setup and activation.

4 Fill in requested information in the “Log On Information” section of the activation page.

5 Click “Next.”

6 This section will require that you have a Utility Bill available to copy account information from.

7 Fill in “Account Number” and the “Name” exactly as they appear on your Utility Bill (see example on previous page). Click “Next.”

### New Account Activation

Please complete and submit this form to register an account with us. After submission, an email will be sent to confirm your account creation. Once your account is activated, you will have access to the wide range of services we offer.  
If you do not have a Utility Account, please [contact us](#) and we will assist you with your account setup and activation.

Your password must be at least 8 characters, contain upper and lowercase letters, at least 1 number, and a symbol.

Log On Information Personal Information

User Name: \*  User Name must be at least 6 characters  
Maximum 15 characters

4 Password: \*

Confirm Password: \*

Email Address: \*

Confirm Email: \*

Follow the validation steps below: \*

I'm not a robot 

Please note: User names and passwords are case sensitive.

5

Return To Main Menu << Previous Next >>

### New Account Activation

Please complete and submit this form to register an account with us. After submission, an email will be sent to confirm your account creation. Once your account is activated, you will have access to the wide range of services we offer.  
If you do not have a Utility Account, please [contact us](#) and we will assist you with your account setup and activation.

Your password must be at least 8 characters, contain upper and lowercase letters, at least 1 number, and a symbol.

Log On Information Personal Information

6

Registration Account Type: \* Utility Account

7 Account Number:  Example: 12345 678

Name On Bill:

From your latest bill or statement for the account type you have selected, find the information requested

Once your profile is activated, you can log on and navigate through the site to pay Town Utility Bills and Invoices, submit new pet license applications, and register for E-billing.

If you prefer not to have a Virtual Town Hall profile, let us help you register to receive your Town Combined Assessment & Property Tax Notice, Utility Bills and other Invoices through our E-billing system. **Contact us** for more information or to register.

Did you know? The Town of Barrhead offers **Pre-Authorized Payment Plans** for both Utility Bills and Property Tax payments. **Contact us** for more information.

Have questions? We have the answers!

Phone: 780-674-3301

Email: [town@barrhead.ca](mailto:town@barrhead.ca)

TOWN OF  
**BARRHEAD**  
ALBERTA



Item No. 8(b)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** July 14, 2020

**Re:** Council Action List – January 1, 2019 – June 23, 2020

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## **1.0 Purpose:**

For Council to approve the January 1, 2019 – June 23, 2020 Council Action List, as information.

## **2.0 Background and Discussion:**

From a recent conversation with Mayor McKenzie, I was asked to prepare a report outlining the status of various approved resolutions in order to provide Council with an update.

Attached is a report that Council will see on a monthly basis. I've tried to capture all resolutions that required an undertaking from Administration since the beginning of 2019 to the most current Council meeting of June 23, 2020. The attached report provides the following:

- a) Resolution numbers – to serve as a future reference
- b) Actual resolutions – to avoid any misinterpretation, the actual copy of the resolution giving direction to Administration
- c) Comments – to provide Council with an update on the direction/instruction given
- d) Status - either completed, in-progress, on-going or pending

Moving forward, once Council has approved the report as information, the “completed” resolutions, as noted in the report will be removed from the next subsequent report.

The following resolutions were reported on at a previous Council meeting, however, Administration is inquiring if further direction is requested from Council:

### Resolution No. 066-20

Moved by Cr. Assaf that Council instruct Administration to review the Council Code of Conduct Bylaw to include Member's at Large on Committees and report back to Council.

Comments from Administration: Response was part of the March 10th CAO Report. Administration suggest a separate Bylaw for members' at large. No further direction provided by Council.

### Resolution No. 050-20

Moved by Cr. Smith that Administration research phasing out single use plastic initiatives in other communities and bring back a report to a future meeting of Council.

Comments from Administration: Response/findings were incorporated in the March 10th CAO Report. Matter was discussed during a recent Chamber of Commerce Meeting and received positive feedback. No further direction was provided by Council.

### **3.0 Alternatives:**

- 3.1 Council approves the January 1, 2019 – June 23, 2020 Council Action List, as information.
- 3.2 Council approves the January 1, 2019 – June 23, 2020 Council Action List, as information and instruct Administration to revise all future Council Action List, as directed.

### **4.0 Financial Implications:**

None

### **5.0 Interdepartmental Implications:**

None

### **6.0 Senior Government Implications:**

None

### **7.0 Political/Public Implications:**

The monthly report will provide an update and keep Council informed on the various approved resolutions that directed Administration to undertake various tasks.

**8.0 Attachments:**

8.1 Council Action List – January 1, 2019 to June 23, 2020.

**9.0 Recommendations**

Council approves the January 1, 2019 – June 23, 2020 Council Action List, as information.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>June 23, 2020 Council Meeting</u></b>		
189-20	Moved by Cr. Assaf that Council send a letter to the MLA and Premier of Alberta, expressing concerns regarding Bill 16 and the potential cutbacks to Victim Services of funding and contact the other municipal partners for their support.	Administration has received some preliminary information from Victim Services to be incorporated into the Town's letter.	In Progress
197-20	Moved by Cr. Assaf that Council sends a gift basket to the RCMP as a show of support in everything they do for our community.		Completed
	<b><u>June 9, 2020 Council Meeting</u></b>		
178-20	Moved by Cr. Penny that Council approve the closure of the Agrena parking lot and the closure of the adjacent service road on Friday, June 26, 2020 to allow for a safe Grad Celebration to take place.	Administration was in contact with the Host to co-ordinate the event.	Completed
180-20	Moved by Cr. Assaf that Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51 Avenue (between 49A Street and 51 Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26, 2020 and ending on August 29, 2020 for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals, as presented.	Administration was in contact with the Host to co-ordinate the event. To date, due to lack of interest from Vendors, the Market was not operational on June 27th or July 4th.	Completed
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>May 26, 2020 Council Meeting</u></b>		
168-20	Moved by Cr. Klumph that Council approves the proposed new ten-year lease agreement between the Town of Barrhead and the Barrhead Curling Club, as presented.	Waiting for signatures from the Curling Club's Executives	Pending
	<b><u>May 14, 2020 Council Meeting</u></b>		
154-20	Moved by Cr. Assaf that Council approves the revision to the 2020 Capital Budget as follows: That 56 Avenue/55 Street Pavement Overlay be deleted and that 51 Avenue/54 Street Pavement Overlay remain with funding coming from Capital Reserves and that 56 – Avenue/55 Street Asphalt Replacement for \$95,000.00 be added.	Targeting the end of August for completion of the project	On-going
	<b><u>April 28, 2020 Council Meeting</u></b>		
137-20	Moved by Cr. Klumph that Council adopt the 2020 Operating Budget with Revenues of \$14,515,061.00 and Expenses of \$14,497,115.00, plus the amortization expense budget of \$1,920,200.00, for a surplus of \$17,946.00 and the Capital Revenues and Expenses Budgets of \$7,814,624.00, which includes maintaining the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2020, as presented.	Administration is moving forward with all the approved programs and projects.	Consider completed in respect to the 2019 capital budget cycle
	<b><u>April 14, 2020 Council Meeting</u></b>		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
126-20	Moved by Cr. Assaf that Council approve the revised Peace Officer Disciplinary Action & Public Complaints Policy and Procedures #26-003, as presented.	Policy was submitted to Solicitor General's office	Completed
128-20	Moved by Cr. Assaf that Council postpone the April 28, 2020 Annual Council Meeting to another date, to be determined at a future time, as presented.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending
<b><u>March 24, 2020 Council Meeting</u></b>			
103-20	Moved by Cr. Klumph that the Public Hearing for Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw be postponed and the date to be determined at a future time.	Administration is hoping the COVID-19 restrictions will be lessen later in the year.	Pending
105-20	Moved by Cr. Klumph that Council approve the revised Peace Officer Operational Policies and Procedures #26-002, as presented.	Policy was submitted to Solicitor General's office	Completed
114-20	Moved by Cr. Assaf that Council rescind Resolution 436-18, outlining that the Town of Barrhead enter into a 10-year agreement with the Barrhead Community Garden Society for the use of an undeveloped 2-acre +/- parcel of land in the southwest corner of undeveloped Beaver Brook Estates, as this is not a suitable location for the Community Garden and that a more permanent location needs to be located.	Administration advised the Community Garden Society accordingly	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>March 10, 2020 Council Meeting</u></b>		
083-20	Moved by Cr. Klumph that Council accept the bid from Jen-Col Construction Ltd. for the Curling Rink mechanical repairs and rink roof replacement project in the amount of \$456,075.00 and an additional cost for engineering and contingency in the amount of \$75,108.00, for a total project cost of \$531,183.00 and be fully funded from the Municipal Sustainability Initiative Capital Grant.	Roof portion of the project is completed. The Air Exchange Unit is expected to be delivered by the end of July. Installation and commissioning of the completed project is set for the early part of August	On-going
086-20	Moved by Cr. Penny that Council approve the proposed new Peace Officer Body Worn Camera Policy and Procedure #26-019, with the following amendments: 5(a) – Fifth bullet - Change reporting to CAO 6(a) – Change to reporting to CAO 6(b) – Delete the Second Bullet	Policy was submitted to Solicitor General's office	Completed
087-20	Moved by Cr. Smith that Council approve the request by Northwest Regional Focus on 4-H 2020 and close a portion of 57 Avenue for their event scheduled for July 3-5, 2020, as presented.	Due to COVID-19, the event has been re-scheduled for 2021	Completed
088-20	Moved by Cr. Kluin that Council approve the purchase of the 2020 Global M4 HSD Sweeper from Raymax Equipment Sales Ltd. in the amount of \$343,900.00 plus GST with funds deriving from the Sweeper Capital Reserve in the amount of \$97,900.00 and \$246,000.00 from the Municipal Sustainability Initiative Capital Grant.	Unit was purchased and currently in operations	Completed
090-20	Moved by Cr. Assaf that Administration proceed with a mandatory Council Orientation after each General Election.	Administration has placed this item on their Calendar for future reference	Pending

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
091-20	Moved by Cr. Klumph that Council give Bylaw 03-2020, the Land Use Amendment Bylaw, first reading and set a Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw for Tuesday, April 14, 2020 at 5:30 p.m.	Please refer to Resolution # 125-20	No further action required (duplication)
	<b><u>March 3, 2020 Special Council Meeting</u></b>		
077-20	Moved by Cr. Klumph that Council give Bylaw 02-2020, the Intermunicipal Development Plan Bylaw, first reading and set a Public Hearing for Tuesday, March 24, 2020 at 5:30 p.m.	Due to COVID-19, the Public Hearing has been re-scheduled for another time. Reference: Resolution # 103-20	No further action required (duplication)
	<b><u>February 25, 2020 Council Meeting</u></b>		
058-20	Moved by Cr. Penny that Council approve the proposed new Recreation Facility Rentals & Rates Policy #72-002, as amended.	To address an issue that was identified during the February 11, 2020 Council Meeting. Reference: Resolution # 049-20	Completed
059-20	Moved by Cr. Penny that Council approve the proposed new Peace Officer Records Retention Policy #26-015, as presented.	Policy was submitted to Solicitor General's office	Completed
060-20	Moved by Cr. Klumph that Council approve the proposed new Peace Officer Notebook Protocol Policy #26-016, as presented.	Policy was submitted to Solicitor General's office	Completed
061-20	Moved by Cr. Assaf that Council approve the proposed new Peace Officer Exhibit Handling Policy #26-017, as presented.	Policy was submitted to Solicitor General's office	Completed
062-20	Moved by Cr. Oswald that Council approve the proposed new Peace Officer Hazard Assessment Protocol Exhibit Handling Policy #26-018, as presented.	Policy was submitted to Solicitor General's office	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
063-20	Moved by Cr. Klumph that Council authorize Administration to proceed with the purchase and the installation of LED lights for the Aquatics Centre, as outlined in the 2020 Interim Capital Budget, in the amount of \$41,000.00.	Project was completed in early June. Subject to final accounting of the project, the Town should recognize a savings of approximately \$5,000.00	Completed
064-20	Moved by Cr. Kluin that Council provides its support in principle to the Rotary Club of Barrhead in their capital grant application of \$100,000.00 under the Co-op Community Investment Program for the construction of a trail system, replacing the Boardwalk along the Paddle River.	Administration contacted the CO-OP. Anticipate Co-op to make an announcement by early July.	Pending
066-20	Moved by Cr. Assaf that Council instruct Administration to review the Council Code of Conduct Bylaw to include Member's at Large on Committees and report back to Council.	Response was part of the March 10th CAO Report. Administration suggest a separate Bylaw for members' at large. No further direction provided by Council.	Completed
067-20	Moved by Cr. Assaf that Council instruct Administration to review the Council Code of Conduct Bylaw to make Council orientation training mandatory for all Councillors and report back to Council.	Response was part of the March 10th CAO Report. Mandatory training is included in the current MGA	Completed
068-20	Moved by Cr. Klumph that Administration research a privilege document policy.	Response was incorporated in the March 10th CAO Report. Item is addressed in the current F.O.I.P. Act.	Completed
071-20	Moved by Cr. Klumph that Council accept the letter from the Barrhead & District Chamber of Commerce dated January 6, 2020 regarding the Business Excellence Awards 2019 sponsorship of this event and approve sponsoring \$250.00 towards the Business Excellence Awards 2019 Event.	On March 6, 2020 a cheque in the amount of \$250.00 was issued. Unfortunately the event was postponed due to COVID-19.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
072-20	Moved by Cr. Klumph that Council accept the letter from the Volunteer Appreciation Evening Planning Committee dated February 27, 2020 regarding funding of this event and approve \$1,800.00 towards the annual Volunteer Appreciation Event to be held April 25, 2020.	Due to COVID-19 the event was cancelled. The Town forward the funds in the amount of \$1,800.00 on March 6, 2020 to the organization and it will be utilize during next year's event.	Completed
	<b><u>February 11, 2020 Council Meeting</u></b>		
049-20	Moved by Cr. Penny that Council send the Recreation Facility Rentals & Rates Policy 72-002 by including the revised recreation fees, back to Administration for further review of Section 2(ii)(c)	Administration presented the revised policy during the February 25, 2020 Council Meeting. Reference: Resolution # 058-20	Completed
050-20	Moved by Cr. Smith that Administration research phasing out single use plastic initiatives in other communities and bring back a report to a future meeting of Council.	Response/findings were incorporated in the March 10th CAO Report. Matter was discussed during a recent Chamber of Commerce Meeting and received positive feedback. No further direction was provided by Council.	Completed
054-20	Moved by Cr. Assaf that Council instruct Administration to send an expression of interest letter as per the closed session discussion.	No response has been received to date.	Completed
	<b><u>January 28, 2020 Council Meeting</u></b>		
027-20	Moved by Cr. Penny that Council provides it's support in principle for the Joint Regional Water Infrastructure Plan grant application with the County of Barrhead under the Alberta Community Partnership Grant Program.	Application was completed and a grant of \$200,000.00 was approved.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>January 14, 2020 Council Meeting</u></b>		
003-20	Moved by Cr. Klumph that Administration investigate a policy stating that a service agreement must be in place before utility service connections are approved outside Town boundaries.	The aspect of a potential policy will be incorporated in the Administration's report. (Reference: Resolution No. 032-19)	In Progress
012-20	Moved by Cr. Assaf that Council provides authorization to proceed with the tendering/purchase of the following capital items, as approved in the 2020 Interim Capital Budget:		
	<b>ITEM DESCRIPTION</b>		
	Common Services – Sweeper \$350,000.00	Unit was purchased. Reference: Resolution # 088-20	Completed
	Common Services – ½ Ton Truck – Crew Cab \$48,000.00	Unit was ordered - within budget	Completed
	Common Services – Skid Steer Snow Wing \$10,900.00	Unit was purchased and in our possession - purchased within budget	Completed
	Trade Waste – Commercial Bins \$25,000.00	Units were purchased and currently in use - purchased within budget	Completed
	Curling Rink – Roof Replacement, Makeup Air Unit, Electrical \$545,000.00	Project is underway. Reference: Resolution # 083-20	No further action required (duplication)
	Curling Rink – Unit Heaters, Lighting, Drainage Lines \$96,000.00		
017-20	Moved by Cr. Penny that Council instructs Administration to amend Policy 72-002, Recreation Facility Rentals & Rates Policy to \$80.00 for ice rental from 9:00 a.m. to 4:00 p.m. Monday to Friday.		Completed
	<b><u>December 10, 2019 Council Meeting</u></b>		
433-19	Moved by Cr. Penny that Council amends the Recreation Facility Rentals & Rates Policy 72-002 by including the revised recreation fees, as presented.		Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
429-19	Moved by Cr. Klumph that Administration present a report to Council regarding the source of funding for the Sewage Lagoon containment and desludging project.	Requested report was presented during the January 14, 2020 Council Meeting whereby Council accepted the report, as information.	Completed
	<b><u>November 26, 2019 Council Meeting</u></b>		
401-19	Moved by Cr. Assaf that Council accepts the proposal submitted by Associated Engineering Alberta Ltd. dated November 15, 2019 to complete the required detail design and contract specifications up to the tender ready phase for the proposed reservoir pump station upgrades in the amount of \$218,000.00 (GST excluded).	Required documents should be finalized by the early part of July for tendering process.	In Progress
402-19	Moved by Cr. Kluin that Council donate the Agrena facility or the Curling Rink facility to Focus 4-H Alberta for their July 3 – 5, 2020 event or the July 10 – 12, 2020 event.	Due to COVID-19 the event has been cancelled	Completed
403-19	Moved by Cr. Kluin that Council authorizes Administration to include “a Tonnie Swim” pass in each of the participants’ registration package attending the Focus 4-H Alberta July 3 – 5, 2020 event or the July 10 – 12, 2020 event.	Due to COVID-19 the event has been cancelled	Completed
408-19	Moved by Cr. Klumph that Council approve the 2020 Interim Municipal Operating Budget based upon Revenues of \$ 14,736,875.00 and Expenses of \$ 14,724,664.00, for a surplus of \$ 12,211.00.	Final 2020 Operating Budget was approved on April 28, 2020. Reference: Resolution # 137-20	Completed
409-19	Moved by Cr. Klumph that Council approve the 2020 Interim Capital Budget Revenues and Expenses each being \$ 7,592,646.00 and that there be no capital purchases without first receiving approval from Council.	Final 2020 Operating Budget was approved on April 28, 2020. Reference: Resolution # 137-20	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
411-19	Moved by Cr. Penny that Council provide a letter of support for the Yellowhead East Community Futures Cares Grant application with no financial commitment from the Town.	Administration was advised that Community Futures was not successful in their grant application.	Completed
414-19	Moved by Cr. Smith that Council provide at no cost to the Barrhead Accessibility Coalition; the Charles Godberson Rotary Room, table set-up, table take-down and clean up and barricade set up for their event route on May 4, 2020.	Due to COVID-19 the event has been cancelled	Completed
386-19	Moved by Cr. Klumph that Council receives the final Blue Heron Bowling Alley Condition Assessment Report dated October 2019, as information.	Budgetary items were incorporated in the 2020 Budget for a total of \$19,450.00. All of the immediate items, as identified in the report will be completed by the early part of July. Specifically but not necessary limited to: Fire caulking around the door frames, concrete pad and handrails at the emergency doors, installation of sump pump cover and extending the eavestroughs away from the building	In Progress
<b><u>November 12, 2019 Council Meeting</u></b>			
368-19	Moved by Cr. Assaf that Council accept the presentation from the Rotary Club of Barrhead on the potential Boardwalk upgrades/improvements, as information and to continue to work with Administration.	Once the status of the Co-Op grant application is known (reference: Resolution # 064-20) Administration will re-approach the Rotary Club.	On-going
375-19	Moved by Cr. Assaf that Council accept the letter from Mainstreet Merchants Association dated November 12, 2019 requesting funding support for the Light Up, Black Friday and the Christmas Parade and donate \$500.00 to the Mainstreet Merchants Association.	Cheque was issued on December 12, 2019 in the amount of \$500.00	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
382-19	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot. Waiting for more information before the Town can proceed.	In Progress
	<b><u>October 22, 2019 Council Meeting</u></b>		
336-19	Moved by Cr. Klumph that Council approve the proposed new Procedure Statement for the Violence/Bullying/Harassment Policy 12-017, as presented.		Completed
337-19	Moved by Cr. Smith that Council approve the revised Barrhead Regional Fire Services Hiring – Policy 23-17-010, as presented.		Completed
338-19	Moved by Cr. Assaf that Council approve the revised Barrhead Regional Fire Services Surveillance System – Policy 23-17-011, as presented.		Completed
339-19	Moved by Cr. Klumph that Council approve the revised Appendix “B” to the Barrhead Regional Fire Services Training Requirements – Policy 23-19-005, as presented.		Completed
348-19	Moved by Cr. Assaf that Council accept the letter from a concerned resident of the Town of Barrhead dated September 9, 2019 regarding the Agrena sound system, as information and to bring the item to the upcoming scheduled 2020 budget meeting and that Administration reply to the resident.	Part of the approved 2020 Capital Budget. Projected completed on June 12, 2020.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>October 22, 2019 Organizational Meeting</u></b>		
359-19	Moved by Mayor McKenzie that Administration advertise for Members at Large to Boards and Commissions & Committees.	No applications were received, however the Town has a full compliment of members-at-large.	Completed
	<b><u>September 15, 2019 Special Council Meeting</u></b>		
330-19	Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.	Anticipate a visit to the Manufacturing Plant sometime in October with delivery of the unit shortly thereafter.	In Progress
331-19	Moved by Cr. Klumph that Council instruct Administration to submit an application under the Municipal Sustainability Program in the amount of \$645,200.00 for the purchase of a new fire unit	Town's portion of the purchase was \$322,600.00 in which the grant application was submitted. Town received approval for the grant application on June 2, 2020	Completed
	<b><u>October 8, 2019 Council Meeting</u></b>		
315-19	Moved by Cr. Assaf that Council accept the presentation of ION Brand Design as information and that Council approve Creative Direction #3 Moving Forward.	Administration will revisit the Town logo and tag line with Council.	In Progress
318-19	Moved by Cr. Penny that Council table Policy 12-017, the Violence/Bullying/Harassment Policy and instruct Administration to bring back to a future meeting of Council.	Policy approved during the October 22, 2020 Council Meeting. Reference: Resolution # 336-19	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
320-19	Moved by Cr. Klumph that Council accept the Blue Heron Boardwalk Site Assessment Summary Report dated August 22, 2019, as information and instruct Administration to proceed with the demolishing of the existing Boardwalk.	Raised Boardwalk was demolished shortly after the resolution was passed.	Completed
	<b><u>October 1, 2019 Council Meeting</u></b>		
311-19	Moved by Cr. Assaf that Council instruct Administration to prepare a Purchase Agreement for Lot 9A, Block 1, Plan 0521175 for a Skate Board Park as directed with the funds derived from the Town's Capital Reserve.	The property was titled to the Town on November 25, 2019	Completed
	<b><u>September 10, 2019 Council Meeting</u></b>		
291-19	Moved by Cr. Penny that Council approve the revised Policy 32-012, the Parade Route Policy, as presented.		Completed
292-19	Moved by Mayor McKenzie that Council establishes the existing Off-Leash Dog Park as a permanent feature within the Parks and Recreation Department.	Installation of water service as well as expanding the small dog park area will be completed by this summer. Area was previously established as a temporary facility - Reference: Resolution 142-19	Completed
293-19	Moved by Cr. Klumph that Council approve the following five installation locations for Solar Pathway Lights:		
	a) 2 in the Off-Leash Dog Park		Completed
	b) 1 near the baseball storage unit and the old concession in the Sportsgrounds		Completed
	c) 2 on the walkway in Barr Manor	Anticipate this portion of the project will be completed by early July	In Progress

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>August 22, 2019 Special Council Meeting</u></b>		
283-19	Moved by Cr. Penny that Council authorize the purchase of two previously owned 20-foot sea cans at a maximum cost of \$5,475.00 (includes delivery charges and excludes 5% GST), with the funds deriving from the existing Common Services Safety Reserve.	Unit was purchased	Completed
	<b><u>August 13, 2019 Council Meeting</u></b>		
255-19	Moved by Cr. Klumph that Council authorizes Administration to sell the 2005 International Garbage truck cab and chassis through public auction, at their discretion.	Unit was sold at a Public Auction on February 12, 2019 with net proceeds of \$7,307.50.	Completed
256-19	Moved by Cr. Penny that Council appoints Mayor McKenzie and Cr. Smith plus Cr. Assaf as the alternate Councillor to serve as the Intermunicipal Collaboration Framework Committee to prepare a draft Intermunicipal Collaboration Framework and a potential revised Intermunicipal Development Plan with the County of Barrhead for Council's consideration.	Committee meeting was held with the ICF Bylaw formally approved by the Town on January 28th. The required Public Hearing for the IDP is still outstanding. Reference: Resolution # 103-20	Completed
257-19	Moved by Cr. Assaf that Council authorizes the endorsement of the Alberta Municipal Solar Program Implementation Funding agreement, as it relates to the Barrhead & District Senior Citizens Society grant application, as presented.	Town received \$18,870.00 in grant funding and the funds were forward to the Society	Completed
260-19	Moved by Cr. Oswald that Council commit \$1,500.00 towards the 2019 Barrhead Pumpkin Walk event.	Cheque in the amount of \$1,500.00 was issued on October 25, 2019.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
269-19	Moved by Cr. Assaf that Council advise Alberta Municipal Affairs that the Town would like to meet with the Minister of Municipal Affairs during the September 25–27, 2019 AUMA Fall Convention to discuss Library Funding, Education and Public Transportation between centers.	Council decided it was no longer necessary to meet with the Minister.	Completed
270-19	Moved by Mayor McKenzie that Administration explore a possible Regional Transportation model with other municipalities in the region.	With a private taxi service operating in Town, Council decided it was no longer require to pursue this initiative.	Completed
273-19	Moved by Cr. Penny that the Town advise the Barrhead & District Family and Community Support Services Society that they will set up a table during the July 26, 2019, FASD Awareness Mock-Tail Challenge.	Councillors Penny and Kluin along with the CAO participated in the event.	Completed
275-19	Moved by Cr. Kluin that Council proclaims October 6, 2019 as World Cerebral Palsy Day.		Completed
276-19	Moved by Cr. Assaf that Council proclaim September 2019 as Prostate Cancer Awareness Month.		Completed
<b><u>July 9, 2019 Council Meeting</u></b>			
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	In Progress
233-19	Moved by Cr. Klumph that Council approve the request of the Barrhead & Area Regional Crime Coalition to allow Administration to be a part of the Crime Prevention Trade Show working Committee.	Administration's involved with the Committee is on-going.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
241-19	Moved by Cr. Assaf that Council grant the request from Western States Hockey League to provide them with exclusive use of one dressing room at the Agrena for the 2019 – 2020 hockey season.		Completed
242-19	Moved by Cr. Klumph that Council amend Section A of Policy 72-002 – Recreation Facility Rentals & Rates Policy by adding a rate of \$80.00 per hour for adult hockey practice prior to 6:00 p.m. Monday – Friday.		Completed
243-19	Moved by Cr. Penny that Council approve that any additional advertisement revenue in the arena, on the arena boards or ice surface generated by the Western States Hockey League be distributed 70% to the WSHL and 30% to the Town of Barrhead.		Completed
	<b><u>July 5, 2019 Council Meeting</u></b>		
226-19	Moved by Cr. Assaf that Council rescind motion 180-19: “Moved by Cr. Assaf to grant the request from Western Provinces Hockey Association to provide them with exclusive use of one dressing room at the Agrena for the 2019 – 2020 hockey season.”		Completed
227-19	Moved by Cr. Kluin that Council rescind motion 181-19: “Moved by Cr. Klumph to authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for arena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday.”		Completed
228-19	Moved by Cr. Penny that Council rescind motion 182-19: “Moved by Cr. Klumph to instruct Administration to negotiate an advertisement revenue schedule with the Western Provinces Hockey Association for the 2019-2020 hockey season, and report back to Council.”		Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
	<b><u>June 25, 2019 Council Meeting</u></b>		
210-19	Moved by Cr. Kluin that Council approves the revised Health and Safety Policy as presented.		Completed
213-19	Moved by Cr. Oswald that Council accept the proposal submitted by Alberta Pipe Inspection Ltd. for the Sanitary Sewer CCTV Project in the amount \$144,000.00 + GST, with an additional 20% contingency amount of \$28,800.00 + GST to be included for the overall project.	The completion of the project was delayed due to COVID-19. Will restart on July 6th with an anticipated completion date by early August.	In Progress
	<b><u>June 11, 2019 Council Meeting</u></b>		
180-19	Moved by Cr. Assaf to grant the request from Western Provinces Hockey Association to provide them with exclusive use of one dressing room at the Agrena for the 2019 – 2020 hockey season.	Resolution was rescinded. Reference: Resolution # 226-19	Completed
181-19	Moved by Cr. Klumph to authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for arena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday.	Resolution was rescinded. Reference: Resolution # 227-19	Completed
182-19	Moved by Cr. Klumph to instruct Administration to negotiate an advertisement revenue schedule with the Western Provinces Hockey Association for the 2019-2020 hockey season, and report back to Council.	Resolution was rescinded. Reference: Resolution # 228-19	Completed
183-19	Moved by Cr. Kluin that Council revise Policy 72-002 Section E.1.1. – Rotary Park Camping fees as follows:		Completed
	Non-powered sites    \$20.00                      Powered sites    \$25.00		
	Weekly Rate                \$120.00                      Weekly Rate    \$150.00		

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
185-19	Moved by Mayor McKenzie that Council approve the proposal as submitted from ION Brand Design at a cost of \$70,000.00 (GST excluded) as it relates to the Request for Proposal – 2019 Branding Initiative.		Completed
199-19	Moved by Cr. Kluin that the letter from the Barrhead Pickleball dated May 30, 2019 to develop an 8-Court Pickleball Facility on the current Skateboard Park, be received as information and instruct Administration to include this request for the 2020 Capital Budget deliberations.	Proposed facility of \$ 350,000.00 is included in the current 10 Capital Plan for 2022	Completed
200-19	Moved by Cr. Assaf that the letter from Brian and Lois Schulz dated June 4, 2019 regarding an update on the erosion and remediate of the creek bank adjacent to their property, be received as information and instruct Administration to provide Brian and Lois Schulz with an update to their request.		Completed
201-19	Moved by Cr. Penny the Council proclaim July 21 – 27, 2019 as National Drowning Prevention Week.		Completed
	<b><u>May 28, 2019 Council Meeting</u></b>		
164-19	Moved by Cr. Assaf to direct Administration to research a cost estimate on new traffic lights on mainstreet.	Cost estimate report was presented during the June 25, 2019 Council Meeting and the report was received as information.	Completed
167-19	Moved by Cr. Kluin that Council approve the request from the Rotary Club of Barrhead to host a Beer Garden during the Annual Street Festival on June 8 <sup>th</sup> 2019, provided the Rotary Club obtains adequate insurance and the required supervision and security are in place under the AGLC Guidelines.	Letter was prepared and sent to the Rotary Club	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
168-19	Moved by Cr. Assaf that Council approve amended Policy 26-12, Peace Officer Program Known Risk Protocol, as presented and forward a copy to the Alberta Justice and Solicitor General's Office.		Completed
169-19	Moved by Cr. Penny that Council approve Policy 26-13, Peace Officer Communication System, as presented and forward a copy to the Alberta Justice and Solicitor General's Office.		Completed
170-19	Moved by Cr. Oswald that Council approve Policy 72-002, the Recreation Facility Rentals & Rates Policy, Section C. Tables & Chairs Rentals, as presented.		Completed
171-19	Moved by Cr. Klumph that Council accept the proposal from Associated Engineering dated May 22, 2019 to conduct a complete building condition assessment of the Barrhead Bowling Alley, at a cost of \$20,550.00 plus GST, to be funded from the Bowling Alley Capital Reserve.	Report was prepared on October, 2019. Report was received by Council, as information during the November 26th Council Meeting (Reference: Resolution # 368-19). Administration is undertaking renovations within the approved budget of \$19,450.00	Completed
172-19	Moved by Cr. Assaf that Council approve the request from the North Edmonton Swim Club to rent the Aquatics Centre for a June 16, 2019 Swim Meet and donate the rental of the Agrena floor in the amount of \$800.00.	Function was held on June 16, 2020	Completed
	<b><u>May 14, 2019 Council Meeting</u></b>		
131-19	Moved by Cr. Smith that Council approve the conversion of the Town's traffic lights on mainstreet to a 4-Way Stop, beginning in the summer of 2019.	Project was completed in the Summer of 2019.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
138-19	Moved by Cr. Kluin that Council proclaim that June is Recreation and Parks Month in Barrhead.		Completed
139-19	Moved by Cr. Assaf 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.	Items were removed and donated in the Fall of 2019.	Completed
140-19	Moved by Cr. Oswald that Council approve Policy 32-012, the Parade Route Policy.		Completed
141-19	Moved by Cr. Klumph 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.		Completed
142-19	Moved by Cr. Klumph that Council approve the location of the temporary, off-leash dog run in the designated area in the sportsground behind the ball diamonds.	Council passed a motion making the temporary Dog Park a permanent facility during the September 10, 2019 Council Meeting. Reference: Resolution # 292-19	Completed
144-19	Moved by Cr. Klumph 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.	Project was only for a one year term, should be completed fairly soon.	In Progress
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of \$947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	Target date for the completion of the project is mid July.	In Progress

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
154-19	Moved by Mayor McKenzie that Council adds the Agrena upstairs office space to the existing lease agreement of Fit for Motion, based on the existing cost per square foot rate, while doing the renovations of fresh paint, carpet cleaning or install new carpet to match the current carpet in the Fit for Motion Physiotherapy Clinic.	Renovations are completed. New lease agreement still needs to be finalized.	In Progress
	<b><u>April 23, 2019 Council Meeting</u></b>		
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.		Completed
	<b><u>April 17, 2019 Council Meeting</u></b>		
107-19	Moved by Cr. Klumph that Council adopt the 2019 Operating Budget with Revenues of \$14,868,637.00 and Expenses of \$14,857,709.00, plus the amortization expense budget of \$ 2,579,600, for a surplus of \$10,928.00 and the Capital Revenues and Expenses Budgets of \$5,923,249, which includes a 0.25 mill rate increase on the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2019.		Completed
	<b><u>April 9, 2019 Council Meeting</u></b>		
096-19	Moved by Cr. Penny that Council declare June 22, 2019 as Lemonade Day in Barrhead.		Completed
097-19	Moved by Cr. Smith that Council supports the Lemonade Day and donates \$500.00 toward the local Entrepreneur of the Year Contest.	Cheque in the amount of \$500.00 was issued on April 15, 2019.	Complete

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
098-19	Moved by Cr. Kluin that Council issue the "Lemy" Business License and the "Lemy" Lease Agreement for \$1.00 each for Lemonade Day, June 22, 2019.		Completed
	<b><u>March 26, 2019 Council Meeting</u></b>		
085-19	Moved by Cr. Assaf that Council rescind Motion 052-19 which was recorded as "Moved by Cr. Assaf that Council provide swim passes for the Barrhead Skills Weekend for Post Secondary Health Care Students arriving March 9-10, 2019 and have Administration ask the County of Barrhead to help with the costs of the swim passes".		Completed
	<b><u>February 26, 2019 Council Meeting</u></b>		
051-19	Moved by Cr. Assaf that Council provides funding up to \$500.00 towards the Barrhead Skills Weekend for Post Secondary Health Care Students.	Cheque in the amount of \$500.00 was issued on April 2, 2019.	Completed
052-19	Moved by Cr. Assaf that Council provide swim passes for the Barrhead Skills Weekend for Post Secondary Health Care Students arriving March 9-10, 2019 and have Administration ask the County of Barrhead to help with the costs of the swim passes.	Motion was rescinded during the March 26, 2019 Council Meeting. Reference: Resolution # 085-19	Completed
056-19	Moved by Cr. Kluin that Council provide \$1,800.00 funding towards the 2019 Volunteer Appreciation Evening as requested by the Volunteer Appreciation Planning Committee.	Cheque in the amount of \$1,800.00 was issued on March 11, 2019.	Completed
	<b><u>February 12, 2019 Council Meeting</u></b>		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one recently prepared for the Curling Club.	In Progress

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
040-19	Moved by Cr. Klumph that Council approves Associated Engineering costs of \$78,100.00 for pre-design and design phases as well as the tendering and construction administration of the project.	Renovations are underway. Reference: Resolution # 083-20.	Completed
	<b><u>January 22, 2019 Council Meeting</u></b>		
016-19	Moved by Cr. Assaf that Council approve the request to allow a partial road closure of 43 <sup>rd</sup> Street for the Hillcrest construction period.	Noted construction will continue until the Fall of 2020	In Progress
017-19	Moved by Cr. Penny that Council provide a donation in the amount of \$650.00 to the Barrhead Community Victim Services Unit Association for their charity hockey fundraising event on January 24, 2019.	Cheque in the amount of \$650.00 was issued on March 11, 2019.	Completed
018-19	Moved by Cr. Klumph that Council direct Administration to work with the Barrhead & Area Regional Crime Coalition (BARCC), to draft a 2019 Minister's Award for Municipal Excellence submission, highlighting the partnership, innovation, and ongoing positive impacts resulting from the implementation of the BARCC Connect system.	In September, 2019, the municipalities received an "Outstanding Achievement Certificate" from Municipal Affairs.	Completed
019-19	Moved by Cr. Kluin that Council approve the one-time contribution of \$500.00 to the Regional Business Support Network (BSN) for the purpose of creating a website.	Cheque in the amount of \$500.00 was issued on March 25, 2019.	Completed

TOWN OF BARRHEAD  
COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION

Resolution Number	Resolution	Comments	Status
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of \$31,500.00, to be funded from the water and sewer operating reserves.	Administration received a draft report in June, 2019. Administration needs to present it to Council for their review and consideration. The report includes 14 recommendations. Administration will provide their comments on the noted recommendations when the report is presented to Council.	In Progress
	<b><u>January 8, 2019 Council Meeting</u></b>		
006-19	Moved by Cr. Klumph that Council provide a letter of support to the Barrhead Agricultural Society for their Community Facility Enhancement Program (CFEP) Grant application.	Letter of support was prepared and sent to the Agricultural Society	Completed
007-19	Moved by Cr. Penny that Council provide authorization to proceed with the purchase of the following capital items, as approved in the 2019 Interim Capital Budget: ITEM DESCRIPTION 2019 INTERIM BUDGET	Those projects that were either partially completed or were not started in 2019 were incorporated into the 2020 Budget year.	
	Administration – System Upgrades 70,000.00	was significantly completed in 2019 - balance was carried-over into 2020	Consider completed in respect to the 2019 capital budget cycle
	Administration – Municipal Financial System 130,410.00	was significantly completed in 2019 - balance was carried-over into 2020	
	Common Services – Skid Steer 63,000.00	Unit was purchased in 2019	
	Trade waste – Commercial Bins 50,000.00	Bins were purchased in 2019	
	Parks – New ½ Ton Truck 48,000.00	Unit was purchased in 2019	
	Curling Rink – Roof Replacement 500,000.00	Items were incorporated into the 2020 Capital Budget. Please refer to Resolution No.012 -20 and Resolution No. 083-20	
	Curling Rink – Make-up Air Unit, Electrical Work 95,000.00		



# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** July 14, 2020  
**Re:** Correspondence Items

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**Item # 1** Letter from Alberta Municipal Affairs, dated July 2, 2020, outlining the Premier's announcement on June 29<sup>th</sup> relating to a multi-billion dollar economic recovery Plan. The letter also indicated that more information will be forthcoming from the Province.

Background information:

On April 27<sup>th</sup>, Administration forward a list of shovel-ready projects to the Province, for their consideration.

Recommendation:

That Council accept the letter from Alberta Municipal Affairs, dated July 2, 2020 outlining the Premier's announcement on June 29<sup>th</sup> relating to a multi-billion dollar economic recovery Plan, as information.

**Item # 2** Letter from the Barrhead and District Historical Society, dated June 24, 2020, requesting the Town's annual funding allocation of \$10,000.00.

Background information:

The noted allocation is incorporated in the Town's approved 2020 Operating Budget. Since the museum is current closely, Administration is requesting direction from Council to release the funds.

Recommendation:

That Council accept the letter from the Barrhead and District Historical Society, dated June 24, 2020 requesting their annual operational allocation, as information and to release the \$10,000.00 which is incorporated in the 2020 Operating Budget to the Society.

**Item # 3** Letter from Community Futures Yellowhead East dated July 6<sup>th</sup>, requesting a contribution of \$500.00 towards their Labour Market Partnership Grant application.

Background information:

The scope of the pending project is attached for further reference.

The requested funds can be accommodated within the existing 2020 approved operating budget.

Recommendation:

That Council authorize the contribution of \$500.00 to Community Futures Yellowhead East for their Labour Market Partnership Grant application, as outlined in their letter dated July 6<sup>th</sup>.

(Original signed by the CAO)  
Edward LeBlanc, CAO



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kaycee Madu'.

Kaycee Madu, QC  
Minister

cc: Chief Administrative Officers  
Paul Wynnyk, Deputy Minister of Municipal Affairs

*The Barrhead and District Historical Society*

RECEIVED  
JUN 29 2020



*Founded 1962, To Preserve the Past*

*June*  
A.C. ~~July~~ 24, 2020

Town of Barrhead  
Box 4189  
5014 50 Ave.  
Barrhead, AB T7N 1A2

Attention: C.A.O. Ed LeBlanc

The Barrhead & District Historical Society is requesting the Town's annual funding for the Barrhead Centennial Museum. Even though the museum is temporarily closed due to the corona virus, the allotted \$10,000 will be used to properly document, scan and store the valuable glass negatives in our collection, as well as organize textiles and the archives. The temporary closure also offers an opportunity to make some necessary changes to the displays; once we are able to open again, visitors will enjoy updated information. Some of the funding will also be used for operating expenses and necessary building maintenance.

We thank you for your continued support of the Barrhead Centennial Museum, especially during this unusual time.

Kind Regards,

Anna Churchill, President  
Barrhead & District Historical Society  
P.O. Box 4122  
Barrhead AB T7N 1A1  
Ph: 780.674.5203

July 6, 2020

**Re: Community Futures Yellowhead East – LMP Grant Partnership Request**

Dear Community Stakeholder and Business Partner.

We are writing to inform you of an upcoming Community Futures Yellowhead East and Lesser Slave Lake project, and to request your partnership with Community Futures Yellowhead East, in its efforts to assist the communities within our region as we apply for a Labor Market Partnership Grant, in response to the COVID 19 pandemic and the unprecedented economic impacts being felt by our small business employers and their employees.

The study will be to complete a COVID-19 impact assessment on the CFYE & CFLSL Business Regions.

**Details of the project would include:**

- The project will fund a contractor to provide a complete and accurate analysis on the impacts of COVID-19 to the workforce and labor markets of SME's in the CFYE region, including employer and employee needs and challenges, and to work with the CFYE Recovery Team and community stakeholders in an effort to facilitate business and labor force retention strategies.
- Deep exploration into the impacts of COVID-19, changes to business and labor force trends and make recommendations for business and labor force retention strategies moving forward.

**The Partnership support would include:**

- Financial Assistance of \$500 hundred dollars from each partner and In-Kind Support in the amount of \$250 dollars (which will include marketing and promotion of the project).
- Partnered jointly by; Community Futures Yellowhead East, Community Futures Lesser Slave Lake Region, Local Municipalities from each region; along with the Chamber of Commerce of each municipality, the Business Support Network, and GROWTH Alberta; with support through the Labor Market Partnership Program.

**Partnership & Project Benefits will include:**

- Consultant Reports provided to the Economic Recovery Team Partners, through Community Futures Yellowhead East;
- Implement a COVID-19 Economic Impact Assessment on the CFYE region, including communicating with and aligning project with employers, employees, small business owners, training providers, and various organizations in the CFYE Region;
- Identify immediate labor force needs and challenges and make recommendations on strategies needed to support the findings;

- Identify long-term challenges, anticipated labor force trends due to COVID-19, and strategies to support employees and employers in the longer term and;
- Capitalize on the findings making recommendations to determine the best approach to assist with the implementation of business and labor force retention strategies moving forward.

Final data gathered, reported outcomes, and recommended strategies will be available to each of the partners in the project as we work together in our coordinated efforts in creating strategic succession plans that will help with workforce attraction, retention, training and planning, in our recovery efforts from COVID-19.

Attached is a draft budget for your review and for consideration. Please feel free to reach out directly if you have any questions, comments, or concerns with this request for partnership.

We look forward to your anticipated support and would request a response by Friday July 17<sup>th</sup>, in order for us to complete and finalize the grant application and budget.

Sincerely,  
Michelle Jones, Executive Director  
Community Futures Yellowhead East  
[mjones@albertacf.com](mailto:mjones@albertacf.com)  
780-706-3500

### Total Cost of the Project:

<b>Projected Budget</b>	
<b>Project Expenses</b>	
Contractors Fee (COVID-19 Impact Analysis)	\$ 119,880.00
Project Administrative Support Costs	\$ 13,500.00
Tasks include:	
<ul style="list-style-type: none"> <li>- Planning and scheduling</li> <li>- Coordination of courses and virtual meetings</li> <li>- Marketing and promotions</li> <li>- Creation of graphic design of the project to inform community, employers and employees</li> <li>- Bank fees, bookkeeping, financial management</li> <li>- Administrative supports and meeting space</li> <li>- Information packages, and reporting</li> <li>- Agenda packages, reporting to respective boards, organizations and Council</li> <li>- Social media and website updates</li> </ul>	
<b>TOTAL PROJECTED PROJECT EXPENSES</b>	<b>\$ 133,380.00</b>

<b>FINANCIAL REVENUE CONTRIBUTION</b>	
Community Futures Yellowhead East	\$ 4,000.00
Community Fututres Lesser Slave Lake	\$ 4,000.00
Business Support Network	\$ 2,000.00
Town of Whitecourt	\$ 500.00
Town of Fox Creek	\$ 500.00
Town of Barrhead	\$ 500.00
Town of Onoway	\$ 500.00
Woodlands County	\$ 500.00
Town of Mayerthorpe	\$ 500.00
Lac Ste. Anne County	\$ 500.00
County of Barrhead	\$ 500.00
Town of Assinneau	\$ 500.00
Town of High Prairie	\$ 500.00
Town of Slave Lake	\$ 500.00
Town of Wabasca	\$ 500.00
GROWTH Alberta	\$ 500.00
Fox Creek Chamber of Commerce	\$ 500.00
Barrhead Chamber of Commerce	\$ 500.00
Swan Hills Chamber of Commerce	\$ 500.00
Onoway Chamber of Commerce	\$ 500.00
Whitecourt & District Chamber of Commerce	\$ 500.00

Slave Lake & District Chamber of Commerce	\$ 500.00
<b>TOTAL PROJECTED FINANCIAL CONTRIBUTIONS</b>	<b>\$ 19,500.00</b>

<b>IN-KIND CONTRIBUTION</b>	
Community Futures Yellowhead East Administrative Support	\$ 2,000.00
Community Futures Lesser Slave Lake Administrative Support	\$ 2,000.00
Business Support Network Administrative Support	\$ 1,000.00
Town of Whitecourt	\$ 250.00
Town of Fox Creek	\$ 250.00
Town of Barrhead	\$ 250.00
Town of Onoway	\$ 250.00
Woodlands County	\$ 250.00
Town of Mayerthorpe	\$ 250.00
Lac Ste. Anne County	\$ 250.00
County of Barrhead	\$ 250.00
Town of Assinneau	\$ 250.00
Town of High Prairie	\$ 250.00
Town of Slave Lake	\$ 250.00
Town of Wabasca	\$ 250.00
Fox Creek Chamber of Commerce	\$ 250.00
Barrhead Chamber of Commerce	\$ 250.00
Swan Hills Chamber of Commerce	\$ 250.00
Onoway Chamber of Commerce	\$ 250.00
Whitecourt & District Chamber of Commerce	\$ 250.00
Slave Lake & District Chamber of Commerce	\$ 250.00
<b>TOTAL PROJECTED IN-KIND CONTRIBUTIONS</b>	<b>\$ 9,500.00</b>

<b>PROJECTED BUDGET OVERVIEW</b>	
TOTAL PROJECTED COST (EXPENSES)	\$ 133,380.00
TOTAL PROJECTED FINANCIAL CONTRIBUTIONS	\$ 19,500.00
IN-KIND PROJECTED CONTRIBUTIONS	\$ 9,500.00
<b>LABOUR MARKET PARTNERSHIP GRANT FUNDING</b>	<b>\$ 104,380.00</b>

## **COVID-19 Impacts on Workforce Supply and Demand:**

Collaborating on Business and Workforce Retention Strategies.

### **Community Futures Yellowhead East and Community Futures Lesser Slave Lake Region**

Community Futures Yellowhead East (CFYE) and Community Futures Lesser Slave Lake (CFLSL) Regions are located between the urban centres of Edmonton and Grande Prairie and host joint populations of over 68,000 people, including 10 First Nation communities and 3 Metis settlements. Community Futures is defined by the broad vision to help communities thrive economically, by supporting an entrepreneurial culture and are deeply invested in supporting workforce development. The Community Futures offices are community driven, non-profit organizations staffed by business professionals and guided by a volunteer Board of Directors, providing a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. The offices each run numerous specialized business programs, organize business events and actively work with community and business leaders to foster rural economic growth. Funded in Western Canada by Western Economic Diversification Canada, Community Futures has been supporting small business and rural economic and workforce diversification since 1986. There are 27 Community Futures offices in rural communities throughout Alberta, and a total of 269 across the country.

The joint Community Futures regions host natural resources and are supported by the oil and gas industry, forestry, agriculture, tourism, government, health care and education, plus it is a retail and industrial service center. The region is currently experiencing labour force impacts and challenges due to the economic impacts of the COVID-19 pandemic. There are many layoffs being experienced, wide spread of business closures, the retail sectors are struggling to find workers to meet the current demand, and the critical social distancing measures have impacted employee and consumer behaviors. Prior to the COVID-19 pandemic, a Business Visitation Survey interview was conducted with a total of 85 businesses. This survey provided information about the local business environment during Fall 2019 and will provide a reference point for changes that have occurred since, due to the pandemic.

An Economic Supports and Recovery Task Team has been established as a response to the COVID-19 pandemic and the unprecedented workforce development impacts being felt by employers and employees, they been able to leverage resources to support workforce resilience through a coordinated response and support the business community and its employees. Information has been compiled on the various town websites for easy access to support and resource links, and the Task Team has been reaching out to employers for information on immediate workforce needs, resources required for development of the workforce, and to assist them in navigating through the crisis. This proposal is a key implementation project, resulting from the decline in the regions labour force due to the pandemic. The impacts of COVID-19 have changed how business and industry hire staff, address labour force challenges and how they can do business moving forward. By identifying the quantitative and qualitative data from employers, employees, training providers, post-secondary institutions, and various organizations in the region, it will determine which approach is needed to assure business and labour force retention strategies and business retention strategies are aligned with the findings.

### **Details of the project would include:**

- Consulting services to complete a COVID-19 impact assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region. This project would fund a contractor who will provide a complete and accurate analysis on the impacts of COVID-19 to the workforce in the Community Futures Yellowhead East region, including employer and employee needs and challenges, and work with the Task Team to facilitate workforce development and labour force retention strategies;
- The contractor will explore deeper into the impacts of COVID-19, changes to business and labour force trends and make recommendations for business and labour force retention strategies moving forward;
- Consulting services to complete a COVID-19 impact assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake regional businesses. This project would fund a contractor who will provide a complete and accurate analysis on individual businesses and their viability post COVID-19. The task force would then work with the results of the assessment to ensure the success of the business; and
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, and the communities found within the region jointly fund the proposed project with support through the Labour Market Partnership Program.

### **The contractor's tasks would include:**

- a. Report to the Executive Directors of both Community Futures Yellowhead East and Lesser Slave Lake;
- b. Implement a COVID-19 Economic Impact Assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region including communicating with and aligning project with employers, employees, training providers, post-secondary institutions, and various organizations in the region;
- c. Identify immediate labour force needs and challenges and make recommendations on strategies needed to support the findings;
- d. Identify long-term challenges, anticipated labour force trends due to COVID-19, and strategies to support employees and employers in the long term;
- e. Capitalize on the findings make recommendations to determine the best approach to assist with implementation of business and labour force retention strategies moving forward;
- f. Identify business viability post COVID-19 and make recommendations on strategies needed to support the findings.

### **Evidence of Need:**

COVID-19 has made an impact on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region employers, employees, and the community overall. With the recent outreach conducted on 120 Whitecourt employers it was noted that COVID-19 pandemic has impacted 92% of the businesses surveyed which 39% experiencing layoffs, which is undetermined at this time if those would

be temporary. In order to proactively plan for the best response based on the needs of the business community and its employees, it is important to gather high-level data on impact of COVID-19 pandemic for Community Futures Yellowhead East and Community Futures Lesser Slave Lake region independently from provincial or regionally data collection. The Economic Developers Alberta had conducted a COVID-19 survey, which indicated that 60% of employers were unable to adapt to service customers with the current business plan model without physically being open and 45% did not have an employee assistance plan. The partial data collected is clear that COVID-19 business and labour force retention strategies need to be implemented in order to support the business community and its employees however a high level and in depth analysis including recommendation is required in order to plan moving forward.

### **Meeting the Labour Market Partnership Program Requirements**

**This project meets the LMP requirements as follows:**

1. Contributing partners, including the Ministry of Labour, Community Futures Lesser Slave Lake, Community Futures Yellowhead East, and various communities within the regions, and the project fits program requirements;
2. The project will identify the needs from the underemployed in the region through targeting groups affected by COVID-19;
3. The goal of the project is identify the COVID-19 impacts on the labour force in order and make recommendations that can be implemented with a coordinated response by the partners that will assist in achieving greater balance in the response to COVID-19 and the supply and demand for labour;
4. The project will identify strategies, programs, and solutions based on the assessment that will have a positive influence on business and labour force resiliency;
5. The project will be completed over 6 months with continued assessment on the COVID-19 impacts that will be sustainable into the future without provincial government funding;
6. The project will not provide direct service to clients, will not provide training, or create a funding dependency;
7. The project will identify business risks and liabilities;
8. The project will identify strategies, programs and solutions based on the individual business assessments that will have a positive influence on workforce development to increase business viability.

### **Scope of the Project Proposed Outcomes**

The expected project outcomes will include:

1. A database of employers, their workforce needs, COVID-19 impacts and anticipated labour force gaps due to the pandemic.

2. A COVID-19 support model for business and labour force retention that community leaders, economic development professionals, planners, high schools, post-secondary institutions and private sector employers can respond to that will support business and labour force resiliency.

3. Short, medium, and long-term recommendations that incorporate the impacts of COVID-19 and the changes to how business and industry hire staff, address labour force challenges and the influence that COVID-19 has and will continue to have on future business and labour force trends, training needs, and labour force demands.

**Measurement of anticipated outcomes related to the COVID-19 Impact Assessment:**

1. Workforce attraction, retention, training, and succession strategic plans and/or programs implemented by the contributing partners to address the COVID-19 impacts;
2. Report will focus on industry sector related recovery plans and recommendations toward planning workshops and programs to assist businesses based on the findings;
3. Increase in workforce job placement through follow-up with employers;
4. Extensive employer and employee outreach program to identify ongoing labour needs and impacts on the workforce due to COVID-19;
5. Successful policies and programs implemented by employers to increase labour force sustainability and resiliency which can be tracked through the Business Visitation Program, surveying, contractor outreach, site visits, and results will be include in the final report.

**Marketing:**

The project will be promoted to the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region to capture an in depth understanding of the COVID-19 labour force impacts through a variety of means such as news releases, social media posts, hard copy and electronic newsletters, site visits with industry groups, business support organizations, education / training providers, etc. and on partner community websites. The project will yield a model that can possibly be rolled out to other rural areas in Alberta that face similar workforce challenges due to COVID-19.

**Contractor:**

The Labour Market Partnership Grant will be applied to contractor fees. In order to determine the cost of the project and to be able to quickly respond to the pandemic a contractor has been chosen to assist with this project and if successful, this initiative will launch immediately.

The contractor being utilized has:

- Respectable ties with employers and employees in the community;
- Similar project experience from previous successful initiatives that were completed;
- The skill set which will be critical in the success of the project and to be able to manage a variety of aspects for the project; and

- High-caliber research abilities supported by qualitative and quantitative data analysis.

The Ballad Group team is comprised of project managers, engagement specialists, data and research analysts, and subject matter experts that brings together diverse thinkers, doers, and leaders that are united around a shared value for impact including:

- Stakeholder Engagement:

- Including stakeholder mapping; engagement plans; research, analysis and engagement reporting; community facilitation including workshops, focus groups, interviews, surveys, and open houses.

- Business and Labour Force Strategic Planning:

- Feasibility studies; strategic plans; business and labour force development plans; organizational development; demand assessments; labour market studies and assessments, economic development planning; capacity building; and long- and short-term planning recommendations.

**Total Cost of the Project:**

<b>Projected Budget</b>	
<b>Project Expenses</b>	
Contractors Fee (COVID-19 Impact Analysis)	\$ 119,880.00
Project Administrative Support Costs	\$ 13,500.00
Tasks include:	
- Planning and scheduling	
- Coordination of courses and virtual meetings	
- Marketing and promotions	
- Creation of graphic design of the project to inform community, employers and employees	
- Bank fees, bookkeeping, financial management	
- Administrative supports and meeting space	
- Information packages, and reporting	
- Agenda packages, reporting to respective boards, organizations and Council	
- Social media and website updates	
<b>TOTAL PROJECTED PROJECT EXPENSES</b>	<b>\$ 133,380.00</b>

<b>FINANCIAL REVENUE CONTRIBUTION</b>	
Community Futures Yellowhead East	\$ 4,000.00
Community Futures Lesser Slave Lake	\$ 4,000.00
Business Support Network	\$ 2,000.00
Town of Whitecourt	\$ 500.00
Town of Fox Creek	\$ 500.00
Town of Barrhead	\$ 500.00
Town of Onoway	\$ 500.00
Woodlands County	\$ 500.00
Town of Mayerthorpe	\$ 500.00
Lac Ste. Anne County	\$ 500.00
County of Barrhead	\$ 500.00
Town of Swan Hills	\$ 500.00
Town of Alberta Beach	\$ 500.00
Town of Assinneau	\$ 500.00
Town of High Prairie	\$ 500.00
Town of Slave Lake	\$ 500.00
Town of Wabasca	\$ 500.00
GROWTH Alberta	\$ 500.00
Fox Creek Chamber of Commerce	\$ 500.00
Barrhead Chamber of Commerce	\$ 500.00
Swan Hills Chamber of Commerce	\$ 500.00
Onoway Chamber of Commerce	\$ 500.00
Whitecourt & District Chamber of Commerce	\$ 500.00
Slave Lake & District Chamber of Commerce	\$ 500.00
<b>TOTAL PROJECTED FINANCIAL CONTRIBUTIONS</b>	<b>\$ 20,500.00</b>

<b>IN-KIND CONTRIBUTION</b>	
Community Futures Yellowhead East Administrative Support	\$ 2,000.00
Community Futures Lesser Slave Lake Administrative Support	\$ 2,000.00
Business Support Network Administrative Support	\$ 1,000.00
Town of Whitecourt	\$ 250.00
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Barrhead Chamber of Commerce	\$ 250.00
Swan Hills Chamber of Commerce	\$ 250.00
Onoway Chamber of Commerce	\$ 250.00
Whitecourt & District Chamber of Commerce	\$ 250.00
Slave Lake & District Chamber of Commerce	\$ 250.00
<b>TOTAL PROJECTED IN-KIND CONTRIBUTIONS</b>	<b>\$ 10,000.00</b>

<b>PROJECTED BUDGET OVERVIEW</b>	
TOTAL PROJECTED COST (EXPENSES)	\$ 133,380.00
TOTAL PROJECTED FINANCIAL CONTRIBUTIONS	\$ 20,500.00
IN-KIND PROJECTED CONTRIBUTIONS	\$ 10,000.00
<b>LABOUR MARKET PARTNERSHIP GRANT FUNDING</b>	<b>\$ 102,880.00</b>