



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, FEBRUARY 13, 2024 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – January 23, 2024
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30pm. – Cpl. Filipe Vicente, representing the RCMP Barrhead Detachment
6. Old Business
7. New Business
 - (a) Donation Request - The Barrhead Community Program and Resource Guide
 - (b) Appointments to the Local Assessment Review Board and Composite Assessment Review Board
 - (c) Bank Statement - for the month ending January 31, 2024
8. Reports
 - (a) Council Reports
 - (b) CAO Report
 - (c) Council Action List to January 23, 2024

9. Minutes
 - (a) Barrhead & District Social Housing Association Meeting – November 30, 2023
 - (b) Community Futures Yellowhead East – December 21, 2023

10. Bylaw
 - (a) Proposed Taxi Bylaw No. 02-2024

11. Correspondence Item
 - (a) Letter dated January 30, 2024 from Alberta Health Services

12. For the Good of Council

13. Tabled Items

14. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 23, 2024,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor McKenzie, Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald, D. Smith and D. Sawatzky

Officials: Ed LeBlanc, CAO and Shallon Touet, Director of Parks and Recreation

OTHERS: Barry Kerton, Barrhead Leader

ABSENT

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

AGENDA The agenda was reviewed.

020-24 Moved by Cr. Klumph that the agenda be accepted with the following amendment:

- 11(b) Letter dated January 22, 2024 from Alberta Municipal Affairs

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of January 9, 2024, were reviewed.

021-24 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of January 9, 2024 be approved as presented.

CARRIED UNANIMOUSLY

TENDER OF OBSERVATION DECK

For Council to review and consider awarding the tender for the construction of an Observation Deck overlooking the Paddle River, was received.

022-24 Moved by Cr. Smith that Council reject all tenders for the construction of the Observation Deck overlooking the Paddle River, as the tenders were all over budget.

CARRIED UNANIMOUSLY

ADDITION TO THE 2024 CAPITAL BUDGET

For Council to consider approving an addition to the 2024 Recreation Capital Budget, was received.

023-24 Moved by Cr. Klumph that Council approves the addition of a Pool Vacuum at a cost of \$4,000.00 to the 2024 Capital Budget, with the funds to be derived from the existing Pool Capital Reserves.

CARRIED UNANIMOUSLY

**PROPOSED OUTDOOR
BASKETBALL COURT**

For Council to review and consider the design of an outdoor basketball court, was received.

024-24 Moved by Cr. Sawatzky that Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,000.00, as presented.

CARRIED UNANIMOUSLY

EXITED Shallon Touet, Director of Parks and Recreation exited the Chambers at 5:46 p.m.

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended December 31, 2023, was received.

025-24 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended December 31, 2023, as presented.

CARRIED UNANIMOUSLY

**APPOINTMENT TO THE MUNICIPAL
PLANNING COMMISSION**

For Council to appoint two members-at-large to the Municipal Planning Commission, was received.

026-24 Moved by Cr. Assaf that Council appoints Ms. Pia Greig and Mr. Steve Bablitz to the Municipal Planning Commission for a one-year term ending December 31, 2024.

CARRIED UNANIMOUSLY

TAXI SERVICES

For Council to review Administration's report on taxi services, was received.

027-24 Moved by Cr. Kluin that Council direct administration to prepare a taxi bylaw for the Town of Barrhead and present it at a future Council Meeting.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of January 23, 2024, were reviewed:

- Chamber of Commerce
- Library Board

028-24 Moved by Cr. Sawatzky that the following Reports to Council as of January 23, 2024, be accepted as information and as presented:

- Chamber of Commerce
- Library Board

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Community Futures Yellowhead East – October 19, 2023

029-24 Moved by Cr. Assaf that Council accepts the Community Futures Yellowhead East Minutes – October 19, 2023 as information and as presented.

CARRIED UNANIMOUSLY

**BYLAW 01-2024, DESIGNATED
MANUFACTURED HOME SUPPLEMENTARY
ASSESSMENT BYLAW**

To present Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw for Council's review, consideration and formal adoption.

030-24 Moved by Cr. Smith that Council passes the first reading of Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY

031-24 Moved by Cr. Klumph that Council passes the second reading Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY

032-24 Moved by Cr. Assaf that Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw be presented for the third reading.

CARRIED UNANIMOUSLY

033-24 Moved by Cr. Klumph that Council passes the third reading of Bylaw 01-2024, Designated Manufactured Home Supplementary Assessment Bylaw, as presented.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed:

Letter dated January 12, 2024 from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers regarding the clarification for a gymnasium/Leisure Centre.

034-24 Moved by Cr. Klumph that Council accepts the letter dated January 12, 2024 from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers regarding the clarification for a gymnasium/Leisure Centre, as information.

CARRIED UNANIMOUSLY

035-24 Moved by Cr. Assaf that Council instructs Administration to discuss recreation services with Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers and report back to Council at a future Council Meeting.

CARRIED UNANIMOUSLY

E-mail dated January 22, 2024 from Alberta Municipal Affairs extending an invitation to the Town of Barrhead to meet with the Minister of Municipal Affairs during the 2024 Alberta Municipalities Spring Municipal Leaders Caucus scheduled for March 14-15, 2024.

036-24 Moved by Cr. Klumph that Council instructs Administration to make arrangements with Alberta Municipal Affairs to request a meeting with the Minister of Municipal

Affairs during the Alberta Municipalities Spring Municipal Leaders Caucus scheduled for March 14-15, 2024.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Councillor Sawatzky complimented the Town's Public Works Department for clearing the streets from the recent snow fall – a job well done.

ADJOURN

037-24

Moved by Cr. Smith that the Council Meeting be adjourned at 6:10 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 13, 2024

Re: 5:30 p.m. Delegation – Cpl. Filipe Vicente, representing the RCMP Barrhead Detachment

1.0 **PURPOSE:**

In discussion with the local RCMP Sergeant, review and discuss the community's quarterly Crime Statistic Report along with the priorities for the RCMP's upcoming 2024-2025 Annual Performance Plan.

2.0 **BACKGROUND AND DISCUSSION:**

Cpl. Filipe Vicente made himself available to meet with Council to present the RCMP Crime statistics for the Barrhead Provincial Detachment for October-December: 2019-2023.

Along with the quarterly report, the RCMP also wish to discuss their proposed 2024-2025 Annual Performance Plan and to identify the community's priorities for the upcoming fiscal year.

During the February 28th, 2023 Council Meeting, Council passed the following resolution:

Moved by Cr. Klumph that Council accepts Sergeant Dodds' presentation on the proposed 2023-2024 RCMP Annual Performance Plan, as information and identifies the following as the Town's main priorities for the Annual Plan:

- *Drug Enforcement*
- *RCMP Visibility*

(Resolution No. 054-23)

3.0 ALTERNATIVES:

- 3.1 Council accept Cpl. Filipe Vicente's presentation on the Barrhead Provincial Detachment Crime Statistics Report from October 1st – December 31st : 2019-2023, as information.
- 3.2 Council tables the Barrhead Provincial Detachment Crime Statistics Report from October 1st – December 31st: 2019-2023 and request further information from Cpl. Filipe Vicente.
- 3.3 Council accepts Cpl. Filipe Vicente's presentation on the proposed 2024-2025 RCMP Annual Performance Plan, as information and identifies the following as the Town's main priorities for the Annual Plan:
- 3.4 Council tables the RCMP's 2024-2025 Annual Performance Plan and request further information from Cpl. Filipe Vicente to be presented at the next 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:

In consultation with Town Council, the RCMP's Annual Performance Plan would be similar to the Town's vision.

8.0 ATTACHMENTS:

- 8.1 Letter from the RCMP – Barrhead Provincial Detachment dated January 29, 2024
- 8.2 Crime Statistics from the Barrhead Provincial Detachment October 1st – December 31st : 2019-2023
- 8.3 From the RCMP Barrhead Provincial Detachment – RCMP Provincial Policing Report dated January 29, 2024

9.0 RECOMMENDATION:

- (a) Council accept Cpl. Filipe Vicente presentation on the Barrhead Provincial Detachment Crime Statistics Report from October 1st – December 31st : 2019-2023, as information.

- (b) Council accepts Cpl. Filipe Vincente’s presentation on the proposed 2024-2025 RCMP Annual Performance Plan, as information and identifies the following as the Town’s main priorities for the Annual Plan:

(original signed by the CAO)
Edward LeBlanc
CAO



Monday, January 29, 2024

Cpl. Filipe Vicente
Barrhead Detachment

Dear Mayor McKenzie,

Please find the quarterly Community Policing Report attached that covers the October 1st to December 31st, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Barrhead Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents, i.e. an active shooter. With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Cpl. Filipe Vicente
Barrhead RCMP-GRC



Barrhead Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	3	0	1	0	-100%	-100%	-0.4
Sexual Assaults		2	0	1	5	4	100%	-20%	0.9
Other Sexual Offences		1	3	0	5	2	100%	-60%	0.4
Assault		10	15	22	23	18	80%	-22%	2.4
Kidnapping/Hostage/Abduction		0	2	2	2	1	N/A	-50%	0.2
Extortion		4	0	2	0	1	-75%	N/A	-0.6
Criminal Harassment		6	5	2	8	12	100%	50%	1.5
Uttering Threats		6	4	5	4	7	17%	75%	0.2
TOTAL PERSONS		30	32	34	48	45	50%	-6%	4.6
Break & Enter		28	44	28	18	10	-64%	-44%	-6.2
Theft of Motor Vehicle		23	26	23	6	11	-52%	83%	-4.4
Theft Over \$5,000		5	3	4	2	7	40%	250%	0.3
Theft Under \$5,000		45	45	49	28	38	-16%	36%	-3.1
Possn Stn Goods		21	16	9	0	5	-76%	N/A	-4.8
Fraud		8	9	15	8	20	150%	150%	2.3
Arson		3	2	3	3	5	67%	67%	0.5
Mischief - Damage To Property		15	8	16	17	17	13%	0%	1.3
Mischief - Other		1	0	3	2	2	100%	0%	0.4
TOTAL PROPERTY		149	153	150	84	115	-23%	37%	-13.7
Offensive Weapons		4	3	6	3	4	0%	33%	0.0
Disturbing the peace		7	3	3	5	7	0%	40%	0.2
Fail to Comply & Breaches		38	23	23	17	7	-82%	-59%	-6.8
OTHER CRIMINAL CODE		11	9	10	7	11	0%	57%	-0.2
TOTAL OTHER CRIMINAL CODE		60	38	42	32	29	-52%	-9%	-6.8
TOTAL CRIMINAL CODE		239	223	226	164	189	-21%	15%	-15.9



Crime Statistics (Actual)

Q4: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	4	4	5	1	-83%	-80%	-0.9
Drug Enforcement - Trafficking		1	0	0	2	1	0%	-50%	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		7	4	4	7	2	-71%	-71%	-0.7
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	2	2	1	5	150%	400%	0.5
TOTAL FEDERAL		9	6	6	8	7	-22%	-13%	-0.2
Liquor Act		9	12	1	12	5	-44%	-58%	-0.8
Cannabis Act		2	3	0	1	0	-100%	-100%	-0.6
Mental Health Act		20	32	11	22	27	35%	23%	0.4
Other Provincial Stats		29	30	34	37	49	69%	32%	4.7
Total Provincial Stats		60	77	46	72	81	35%	13%	3.7
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		3	9	9	7	10	233%	43%	1.2
Total Municipal		3	9	9	7	11	267%	57%	1.4
Fatals		0	0	0	1	1	N/A	0%	0.3
Injury MVC		5	4	5	3	6	20%	100%	0.1
Property Damage MVC (Reportable)		140	108	95	123	102	-27%	-17%	-6.1
Property Damage MVC (Non Reportable)		12	4	14	4	5	-58%	25%	-1.4
TOTAL MVC		157	116	114	131	114	-27%	-13%	-7.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		256	302	599	407	456	78%	12%	50.5
Other Traffic		4	2	2	1	1	-75%	0%	-0.7
Criminal Code Traffic		26	18	8	7	6	-77%	-14%	-5.1
Common Police Activities									
False Alarms		17	12	11	16	17	0%	6%	0.4
False/Abandoned 911 Call and 911 Act		38	20	18	33	15	-61%	-55%	-3.3
Suspicious Person/Vehicle/Property		114	69	48	49	56	-51%	14%	-13.6
Persons Reported Missing		6	4	5	5	6	0%	20%	0.1
Search Warrants		0	1	2	1	1	N/A	0%	0.2
Spousal Abuse - Survey Code (Reported)		10	8	16	17	19	90%	12%	2.7
Form 10 (MHA) (Reported)		0	2	3	2	4	N/A	100%	0.8



RCMP Provincial Policing Report

Detachment	Barrhead
Detachment Commander	Cpl. Filipe Vicente
Quarter	Q3
FTE Utilization Plan	2023/24
Date of Report	2024-01-29

Community Consultations

Date	2023-10-16
Meeting Type	Community Connection
Topics Discussed	Education Session
Notes/Comments	Member attended the Puzzle Show at the Hillcrest Lodge.

Date	2023-10-19
Meeting Type	Meeting with Elected Officials
Topics Discussed	Crime Reduction Initiatives
Notes/Comments	Member participated in the BARCC Meeting.

Date	2023-11-11
Meeting Type	Community Connection
Topics Discussed	Traffic
Notes/Comments	Remembrance Day Ceremony - Members attended Fort Assiniboine to lay wreath and lead the parade in Red Surge.



Date 2023-11-21

Meeting Type Meeting with Elected Officials

Topics Discussed Regular reporting information sharing

Notes/Comments Members met with the County of Barrhead Councillors.

Date 2023-11-23

Meeting Type Town Hall

Topics Discussed Regular reporting information sharing

Notes/Comments Members attended a Virtual Town Hall meeting.

Date 2023-12-09

Meeting Type Community Connection

Topics Discussed Youth

Notes/Comments Member attended the Toy Drive at Red Apple. Provided vehicle for "Fill The Cruiser" and spent time interacting with the community.

Date 2023-12-21

Meeting Type Meeting with Stakeholder(s)

Topics Discussed Crime reduction Initiatives

Notes/Comments BARCC Meeting



Community Priorities

<p>Priority 1</p>	<p>Reduce substances abuse</p>
<p>Current Status & Results</p>	<p>Nothing new to report. Drug activity appears to continue to be slower than in previous quarters. Intelligence gathering efforts continuing.</p>
<p>Priority 2</p>	<p>Enhance Awareness and Education</p>
<p>Current Status & Results</p>	<p>2023-11-22 Virtual Town Hall meeting conducted. Attendance was rather low, just like in previous in person Town Hall meetings.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2022	2023	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Total Criminal Code	164	189	15%	834	982	18%
<i>Persons Crime</i>	48	45	-6%	192	207	8%
<i>Property Crime</i>	84	115	37%	473	573	21%
<i>Other Criminal Code</i>	32	29	-9%	169	202	20%
Traffic Offences						
<i>Criminal Code Traffic</i>	7	6	-14%	51	19	-63%
<i>Provincial Code Traffic</i>	407	456	12%	1,981	2,010	1%
<i>Other Traffic</i>	1	1	0%	2	3	50%
CDSA Offences	7	2	-71%	42	17	-60%
Other Federal Acts	8	7	-13%	50	31	-38%
Other Provincial Acts	72	81	13%	293	342	17%
Municipal By-Laws	7	11	57%	54	51	-6%
Motor Vehicle Collisions	131	114	-13%	364	376	3%

1. Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

We saw an increase in Property Crime during this past quarter, a deeper dive into those numbers shows an increase in oil and gas industry reports of thefts which fall both into Theft under and Theft over categories, where we saw two of the higher increases. The category within property crime with highest increase were Fraud files, which was a mixed bag of marketplace scams, I-Tunes Cards and Online investment scams.

Overall calls for service have been down.

Special mention to the two church arsons, which hit national news and at this time, the investigations are ongoing.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	10	7	0	3
Detachment Support	3	3	0	0

2. Data extracted on December 31, 2023 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 10 established positions, seven officers are currently working. There are three hard vacancies as of February 2nd. The new detachment commander has been identified, his arrival is pending sale of his current home. We also have a constable identified to fill one of the vacant constable spots, he is an experienced member coming from Hanna, AB, his transfer is expected to happen sometime in March. It is expected that at least for February and most of March, Barrhead detachment will be running with the 3 vacant spots.

Detachment Support: Of the three established positions, three resources are currently working. There are no hard vacancies.

Quarterly Financial Drivers



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 13, 2024

Re: Financial request for the Barrhead Community Program and Resource Guide.

1.0 PURPOSE:

For Council to consider a financial request for the Barrhead Community Program and Resource Guide.

2.0 BACKGROUND AND DISCUSSION:

The attached letter provided an excellent overview of the planned strategy by the Barrhead Community Program and Resource Guide Committee.

The Blue Heron Support Services Association is acting as the “banker” for the Committee.

3.0 ALTERNATIVES:

3.1 Council approves the donation of \$1,000.00 to the Blue Heron Support Services Association for the 2024 Barrhead Community Program and Resource Guide.

3.2 Council denied the request for \$1,000.00 from the Blue Heron Support Services Association for the 2024 Barrhead Community Program and Resource Guide.

3.3 Council tables the request for \$1,000.00 from the Blue Heron Support Services Association for the 2024 Barrhead Community Program and Resource Guide and instructs Administration to obtain additional information to be presented during the next scheduled Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The 2024 Operating Budget includes a budget of \$12,500.00 for miscellaneous grants to other organizations. At this point in time no part of this budget has been allotted by Council.

With the anticipated Community Resource Guide there would not be a need for the Town’s Recreation Department to publish their own “stand alone” summer program booklet, which would result in a budgetary savings of approximately \$3,000.00.

The Committee made a similar financial request to the County of Barrhead. The request was discussed during their February 6th, 2024 Council Meeting and at that time the application was denied under the County’s Community Grants Program. The Committee was encouraged to submit another request for funding but not through the Community Grant program.

The request will be re-visited by County Council during their February 20th, 2024 meeting.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Limited.

8.0 ATTACHMENTS:

8.1 Letter dated January 24, 2024 from the Barrhead Community Program and Resource Guide Committee.

9.0 RECOMMENDATION:

Council approves the donation of \$1,000.00 to the Blue Heron Support Services Association for the 2024 Barrhead Community Program and Resource Guide.

(original signed by the CAO)
Edward LeBlanc
CAO

January 24, 2024

Mayor McKenzie and Town Council Members

5014-50 Ave

Box 4189

Barrhead, AB

T7N 1A2

Dear Mayor McKenzie and Council Members,

The Barrhead Community Program and Resource Guide Committee was created to ensure that our community members have an easily accessible document to access information about the programs, events, businesses and services offered in our community. The Town of Barrhead, County of Barrhead, Barrhead Adult Learning, Barrhead Public Library, Barrhead FCSS and Blue Heron Support Services have been working together to develop the guide as a collaborative effort to ensure our community is informed and connected.

Our goal is to offer our guide three times per year, with April-July, August-November and December-March editions. We have sent out an initial letter to community businesses and organizations, which included an advertisement price list and a detailed explanation of the purpose of the guide. The community response has been very positive and we are excited to move forward with this project.

To ensure that our first guide is successful, we are requesting financial support from the Town of Barrhead. We are optimistic that revenue generated from ad space purchases will cover future printing and development costs, but would like request \$1000 to offset startup costs.

We are asking that the Town of Barrhead consider approving a onetime financial commitment, to assist our committee in producing this valuable community resource. We are also requesting financial support from the County of Barrhead, as we understand that the programs and services offered in the projected guide are utilized by the greater Barrhead area as well.

Thank you for your consideration in supporting this community initiative. Should you require any further information, please do not hesitate to contact our committee.

We look forward to your response.

Sincerely,

The Barrhead Community Program and Resource Guide Committee



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 13, 2024

Re: Appointments to the Local Assessment Review Board and the Composite Assessment Review Board

1.0 **PURPOSE:**

A request from Capital Regional Assessment Services Commission (CRASC) to appoint the Assessment Review Board Members.

2.0 **BACKGROUND AND DISCUSSION:**

In reference to Bylaw 06-2019, the Capital Regional Assessment Services Commission provides the Town with administrative services for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB). The Bylaw also states that Council will annually appoint the list of Commission members and the Chair to LARB and CARB, along with the Assessment Review Board Clerk. On February 6, 2024, the Commission submitted the relevant names to our office.

During the annual Organizational Meeting, Council does appoint the Capital Regional Assessment Services Commission to serve as the Appeal Board and Clerks but its non-specific in terms of the individuals names.

3.0 **ALTERNATIVES:**

3.1(a) Council appoints Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;

3.1(b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

3.1(c) Council appoints Gerryl Amorin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

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 An e-mail from CRASC dated February 6, 2024

9.0 RECOMMENDATIONS

a) Council appoints Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;

b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

c) Council appoints Gerryl Amorin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

(Original signed by the CAO)
Edward LeBlanc
CAO

Edward LeBlanc

From: Gerryl Amarin <gerryl@amarinaccounting.com>
Sent: February 6, 2024 10:59 AM
Subject: [EXTERNAL] - Appointment of ARB Officials 2024

Importance: High

Hello All,

As a participant in CRASC's ARB program, please be advised that your council is required to appoint the ARB Officials for 2024.

(As per MGA section 454)

All municipalities are required to appoint by resolution the following as your ARB officials for 2024.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerryl Amarin

Certified Panelists - Darlene Chartrand
Sheryl Exley
Tina Groszko
Stewart Hennig
Richard Knowles
Denis Meier
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.
780 297 8185

Gerryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Confidentiality Warning: This message and any attachments are intended only for the use of the intended recipient(s), are confidential, and may be privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 13, 2024

Re: Bank Statement – for month ending January 31, 2024

1.0 PURPOSE:

To approve the Monthly Bank Statement for the month ending January 31, 2024.

2.0 BACKGROUND AND DISCUSSION:

None

3.0 ALTERNATIVES:

3.1 That Council approves the Monthly Bank Statement for the month ending January 31, 2024, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending January 31, 2024 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 for month ending January 31, 2024.

9.0 RECOMMENDATION:

That Council approves the Monthly Bank Statement for the month ending January 31, 2024, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED JANUARY 31, 2024**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	3,947,789.46	0.00
Receipts	1,656,135.14	
Interest	20,445.33	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques	0.00	
SUBTOTAL	5,624,369.93	0.00
Disbursements	842,792.22	
Debentures/Interest		
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	4,781,577.71	0.00

PER BANK:		
Balance at end of month	4,889,346.54	0.00
Outstanding Deposits	14,702.29	
SUBTOTAL	4,904,048.83	0.00
Outstanding Cheques	122,471.12	
NET BALANCE AT END OF MONTH	4,781,577.71	0.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED JANUARY 31, 2024

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	5.7	07-Dec-23	Maturity Date Mar. 7, 2024
Servus	\$	1,500,000.00	5.55	07-Dec-23	Maturity Date Mar. 7, 2024

**COUNCIL REPORTS
AS OF FEBRUARY 13, 2024**

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



C.A.O Report

To: Town Council

Date: February 13, 2024

Re: January, 2024 C.A.O. Report

General Administration:

With the deadline of January 15th, 29 new agreements have been endorsed for the Tax Instalment Payment Plan (TIPPS). To date, the Town has a total of 565 agreements representing 25.8% of all municipal tax accounts.

Tax receivables at December 31, 2023 was at \$164,800.00. \$102,300 of which represented only 1.49% of the total 2023 tax levy with the balance of \$62,500.00 from prior years' arrears.

To serve as a follow-up to the correspondence from Ms. Trisha Enman, Ms. Coralee Chase and Mr. Dennis Donkers that was received by Council during their January 23rd meeting, Director Touet and I met with Ms. Enman on February 6th. A number of items were discussed with the first step is for her to meet with the Town's Recreational Program Programmer/Special Event staff member to discuss the potential co-ordination of recreational courses with some private contractors to be held either at the Town's facility or the school gymnasium.

Economic Development Services:

In respect to the Community's Alberta Advantage Immigration Program, the following is the statistics for the period ending January 31, 2024:

<u>Employers:</u>	January 31, 2023	Program To date (November 7, 2022 – January 31, 2024)
Employers that have expressed interest	2	30
Employers enrolled	0	22 (8 active employers with open vacancies)
<u>Candidates:</u>		
Candidates that have expressed interest	1	167
Candidates endorsed:	6	77
Current foreign workers	6	37
International applicants	0	40
<u>Positions:</u>		
Positions supported by AAIP	8	113 (27 positions currently vacant)
Positions filled through AAIP	6	77
Started working & living in the community	6	37
Pending arrival to Canada	0	40

Fire Protection Services:

- Incidents from January 1, 2024 – January 31, 2024:
 - Fires: 3 (48.5 hours or 31.7% of the total man hours for the month of January)
 - Rubbish or grass fires: 1 (.25 hours or .2% of the total man hours for the month of January)
 - Vehicle accidents: 4 (38.75 hours or 25.3% of the total man hours for the month of January)
 - Ambulance assists: 22 (49.75 hours or 32.5% of the total hours for the month of January)
 - CO2 alarms: 2 (4.25 hours or 2.8% of the total hours for the month of January)
 - False alarms: 5 (2.75 hours or 1.8% of the total man hours for the month of January)
 - Public Service: 3 (8.75 hours or 5.7% of the total man hours for the month of January)

For the month of January there were a total of 40 calls which represented a total of 153.0 firefighter hours.

- Training:
 - NFPA 1001 level 1 firefighter started
 - Medical skills, overdoses and injections
 - Medical training, vitals and lifepak15
 - Medical training, spinal immobilization and hip fractures

- Other:
 - The Department currently has four junior firefighters; some are looking for careers in emergency services such as EMS or a police force. Others want the work experience. It's a great avenue for young citizens to get involved in their community and serve others.
 - Province has introduced new evaluation procedures for firefighting training. Attended an orientation on the new rubric layout.

Membership: total of 48 with 44 responding and 1 junior member. The Department has 4 new recruits with three being junior members.

The following chart outlines the total ambulance assist calls responded by the Regional Fire Department, for the month of January, 2024:

Response Levels	January, 2024	Town or County		Year to Date	Town or County
Level A – Not serious (ie: lift assist)	1	1 – Town 0 - County		1	1 - Town 0 - County
Level B – More serious (ie: medical alert alarm)	2	2 - Town 0 - County		2	2 – Town 0 - County
Level C – Serious (ie: stroke or abnormal breathing)	4	3 -Town 1 - County		4	3 – Town 1– County
Level D – Possible life threatening (ie: chest pains, unconscious, overdose)	14	12 - Town 2 – County		14	14 – Town 0– County
Level E – Life Threatening (ie: cardiac arrest, ineffective breathing)	1	0 – Town 1 - County		1	1 – Town 0 – County
Other	0	0 – Town 0 - County		0	0 – Town 0 - County
Total calls	22	18 – Town 4 – County		22	18 – Town 4 County
Total hours spent on ambulance calls	49.75 hours or 32.5% of total hours			49.75 hours or 32.5% of total hours	
Fire Dept. arriving before EMS	10			10	
Fire Dept. arriving before EMS (%)	45.5%			45.5%	

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

Transportation Services:

- Snow removal and sanding of Town streets, back alleys, sidewalks and assign parking lots
- Sewer Dig on 50th avenue and 47th street

Recreation Services:

➤ Operational:

- Hosted free swim co-sponsored by Co-op and Servus Credit Union
- Staff is reaching out to schools to register them up for swim lessons starting in February, private swim lessons will be incorporated into our regular schedule.
- Actively working with the Barrhead Community Guide Committee.
- Working with local fitness instructors to use the Board Room and Godberson room for classes.
- Working on getting the outdoor rinks and skating path back to user friendly.
- Next month, staff will be working on Day Camps for Spring Break.

➤ Upcoming Special Events:

- Car Show with local dealers May 10th – 11th
- Garage sale in early April 27th
- “Jon Abers Fantastic Circus” May 8th
- Alberta Trappers Association 2024 Rendezvous Event July 12th – 13th, 2024

Edward LeBlanc – CAO

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

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF JANUARY 23, 2024

Resolution Number	Resolution	Comments	Status
	<u>January 23, 2024 Council Meeting</u>		
027-24	Moved by Cr. Kluin that Council direct administration to prepare a taxi bylaw for the Town of Barrhead and present it at a future Council Meeting.	The proposed bylaw forms part of the February 13th Council Agenda	Completed
026-24	Moved by Cr. Assaf that Council appoints Ms. Pia Greig and Mr. Steve Bablitz to the Municipal Planning Commission for a one-year term ending December 31, 2024.	The individuals were notify by Administration.	Completed
024-24	Moved by Cr. Sawatzky that Council directs Administration to proceed with the development of an outdoor basketball court in Lions Park with a cement base at a budgetary cost of \$54,000.00, as presented.	Local Contractor is secured for the project. Work scheduled to be started early to mid May - weather permitting	
023-24	Moved by Cr. Klumph that Council approves the addition of a Pool Vacuum at a cost of \$4,000.00 to the 2024 Capital Budget, with the funds to be derived from the existing Pool Capital Reserves.	Unit has been ordered - delivery sometime during the week of February 5th	Considered Completed
022-24	Moved by Cr. Smith that Council reject all tenders for the construction of the Observation Deck overlooking the Paddle River, as the tenders were all over budget.	Administration advised all the bidders accordingly.	Completed
	<u>January 9, 2024 Council Meeting</u>		
005-24	Moved by Cr. Sawatzky that Council approve the three Non-Profit Community Organization Property Tax Exemption applications as indicated on the listing provided.		Completed
	<u>December 12, 2023 Council Meeting</u>		
386-23	Moved by Cr. Sawatzky that Council extend the existing Facility Use & Service Agreement with the Barrhead Agricultural Society for one additional year with the new expiring date of September 30, 2026.	Administration advised the Ag. Society accordingly. A draft agreement has been prepared and forward to the Ag. Society for their review.	In Progress
	<u>November 28, 2023 Council Meeting</u>		
363-23	Moved by Cr. Kluin that Council instruct Administration to research on taxi services from other communities and report back at a future Council Meeting.	The requested report was part of the January 23, 2024 Council Agenda.	Completed

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF JANUARY 23, 2024

<u>June 27, 2023 Council Meeting</u>			
187-23	Moved by Cr. Sawatzky that Council authorizes the County of Barrhead and the Town of Barrhead's Administrations to negotiate and refine the scope of the project with Next Architecture Inc. to a maximum of \$146,570.00 (GST excluded).		Pending
<u>May 9, 2023 Council Meeting</u>			
147-23	Moved by Cr. Oswald that Council instruct Administration to bring the concession agreement to a future Council Meeting.	The new agreement has been drafted and shared with the operator.	In Progress
145-23	Moved by Cr. Smith that Council authorizes Administration to renew the letter of agreement dated June 26, 2017 with the Graduation Celebration Committee for an additional five years and to have the same parameters and financial obligations as seen on the previous agreement, effective for the 2023 graduation.	The final draft of the agreement has been approved by the Graduation Committee.	Completed
144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.		In Progress
<u>December 14, 2021 Council Meeting</u>			
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	During the Commission's November 27, 2023 meeting, the Board approved their 2024 Operating Budget which includes a contribution of approximately \$ 41,000.00 towards the Town's operational expenses for the main Lift Station and Lagoon. Moving forward, the existing Operating Agreement between the Town and the Commission allows for these new expenses to be incorporate in future Commission's operating budgets.	In Progress



**Barrhead & District Social Housing Association
Minutes
Regular Board Meeting – November 30, 2023**

Members Present: Craig Wilson, Don Smith, Roberta Hunt (via teleconference), Bill Lane,
Peter Kuelken

Absent:

Staff Present: Tyler Batdorf, Su Macdonald

1.0 The meeting was called to order at 10:09 a.m.

2.0 Approval of Agenda

Peter Kuelken moved to approve the November 30, 2023, Regular Board Meeting Agenda.

Carried Unanimously

3.0 Adoption of the Minutes

Don Smith moved to adopt the Minutes of the Organizational Meeting of October 27, 2023, with the following amendment:

4.1 Salary, Wage and Benefit Review Committee
Bill Lane, Peter Kuelken and Craig Wilson

Carried Unanimously

Bill Lane moved to adopt the Minutes of the Regular Board Meeting of October 27, 2023.

Carried Unanimously

Chair: CW CAO: [Signature]

Minutes: November 30, 2023

4.0 Reports

- 4.1 Financial Report – October 2023
Income Statements for the organization were presented.

Bill Lane moved to accept the Financial Reports as presented.

Carried Unanimously

- 4.2 Cheque Log – October 2023

Roberta Hunt moved to accept the Cheque Log as presented.

Carried Unanimously

- 4.3 CAO Report

Updates were presented on the following topics:

- Operations (Maintenance, Dietary, Admin, Activities, Housekeeping)
- Rent Supplements
- Donations from Troock family for item in memory of Darrell Troock.
- Outdoor Furniture
- Lodge Licensing
- Hillcrest Landscaping Project – Project is completed.
- Hillcrest Library Project – Nearing completion.
- Facilities Manager's Report
 - Lodges
 - Seniors Self-Contained
 - Community Housing

Peter Kuelken moved to accept the CAO's Report as presented.

Carried Unanimously

- 4.4 Resident Services Manger's Report

Vacancy Report:

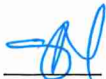
-Hillcrest Lodge	24 vacancies (21%)
-Klondike Place	2 vacancies (5%)
-Golden Crest Manor	0 vacancies (0%)
-Jubilee Manor	0 vacancies (0%)
-Pembina Court Manor	1 vacancies (4%)
-JDR Manor	1 vacancies (17%)
-Barrhead CH	1 vacancies (13%)
-Swan Hills CH	2 vacancies (25%)

Every building has a waiting list. Hillcrest's waiting list consists of couples and as 1-bedroom suites or adjoining rooms become available they will be filled from the waiting list.

Bill Lane moved to accept the Resident Services Manager's Report as presented.

Carried Unanimously

Minutes: November 30, 2023

Chair: C.W CAO: 

5.0 Old Business

- 5.1 Housing Needs Assessment – Future Direction
This discussion was tabled for the New Year.

6.0 New Business

- 6.1 RFD – Salary, Wage and Benefit Committee Meeting Date
The meeting was set for December 12 @10:00

- 6.2 RFD – Expense Forms
An RFD was presented for clarification on payment of expenses: should they be handled as a reimbursement with receipts or provided as a taxable allowance. Also, is BDSHA required to reimburse the municipalities for meetings, travel and out of pocket expenses and if so, do the councillors receive what BDHSA pays or do they receive their municipality rate?

Su will contact all the municipalities for information on this process.

Roberta Hunt moved that any payment directly to Board members will be as a taxable allowance and the appropriate T4A slip will be issued at the end of the year. Staff will continue to submit receipts for reimbursement.

Carried Unanimously

- 6.3 RFD – Staff Bonus
An RFD was presented for the amount and method of delivery for the staff Xmas bonus.

Don Smith moved that the bonus amounts be kept at the same amounts at last year: \$150 for full time and \$75 for part time staff, and that it be given as cash in an envelope without deductions.

Carried Unanimously

7.0 Correspondence

- 7.1 Letter from ASHC regarding a deferred operating reserve fund given to all HMBs at a rate of \$250 per door to be used to offset any operational deficits experienced by HMBs.

8.0 In Camera – Board and CAO

Peter Kuelken moved to go in camera at 11:24 a.m. Don Smith moved to come out of camera at 11:40 a.m.

Chair: C.W. CAO: [Signature]

9.0 In Camera – Board Only
Not Required

10.0 Date and Time of Next Meeting
Thursday, January 25, 2023, at 10:00 a.m.

11.0 Adjournment
Bill Lane moved to adjourn the meeting at 11:42 a.m.

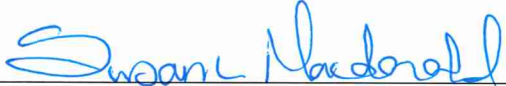
Carried Unanimously



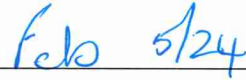
Signature: Craig Wilson, Chairperson



Date



Signature: Su Macdonald, Acting CAO



Date

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday, December 21, 2023

In Attendance

NICK GELYCH, DARYL WEBER, MARVIN SCHATZ, LIZ KRAWIEC, ANNA GREENWOOD, DAVE KUSCH, JIM HAILES, TY ASSAF, SERENA LAPOINTE, ROBIN MURRAY, MATTHEW HARTNEY, MICHELLE JONES

- | | | |
|---------------------------------|--|----------------|
| 1) CALL TO ORDER: | Meeting Called to Order at 1:12 PM | |
| 2) ADOPTION OF AGENDA: | <u>Motion# 36 Moved by Dave Kusch</u>
<i>That the Agenda be accepted as presented</i> | CARRIED |
| 3) MINUTES OF PREVIOUS MEETING: | <u>Motion # 37 Moved by Robin Murray</u>
<i>That the minutes of the October 19, 2023, regular board meeting be accepted as attached.</i> | CARRIED |
| 4) TREASURERS REPORT: | As Attached
<u>Motion# 38 Moved by:Liz Krawiec</u>
<i>Treasurers Report be adopted as presented.</i> | CARRIED |
| 5) IRC REPORT: | 5.1 Business Analyst Update
Loan Client Review Information attached for board review.

5.2 IRC Chair: Dec 21, 2023 Meeting Update
<u>Motion # 39 Moved by Daryl Weber</u>
<i>Motion made recommending the CFYE board of directors approve the loan client requests and other recommendations coming forward from the Thursday Dec 31, IRC Committee Meeting.</i> | DENIED |
| | <u>Motion # 40 Moved By: Dave Kusch</u>
<i>CFYE Board made motion to approve IRC Committee loan client requests and recommendations, with the exception of restaurant client request for additional loan funding, which is being denied by the board, due to the existing contract agreement between client and landlord.</i> | CARRIED |
| 6) CHAIR REPORT | 6.1 Board Chair Update – CFNA Board Update – As Discussed.
6.2 RRRF Amendment Agreement – Attached - Signature Obtained, to be forwarded back to CFNA
6.3 Pan West Conference Kelowna

<u>Motion # 41 Moved by Jim Hailes</u>
Motion approving the ED be able to attend the Pan West Conference in Kelowna, if it fits within the remaining budget available. For the year. | CARRIED |

7) EXECUTIVE DIRECTOR
UPDATE
STAFF REPORTS

7.1 Executive Director Verbal Update

NRED Grant Application:
ROF: Succession Planning Partnership Project
EDA conference
CF Partnership Project - DSS Extension
7.2 CED Report – Attached For Information
7.3 DSS Report – Attached For Information
7.4 Letter to MP Follow Up – Letter Attached.

Motion # 42 Moved by: Robin Murray
Motion to accept staff reports as information.

CARRIED

8) NEW BUSINESS

8.1 2023-2024 Operations Plan Due – January 31, 2024
Draft Review For Approval January Board Meeting.
- Discussion held.

9) CORRESPONDENCE

Attached for Information:
CFNA – ED Notice of Leave
2023-2024 CFNA Wage & Compensation Survey

10) ADJOURNMENT

Motion 43 Moved by Jim Hailes
Motion to adjourn meeting. At 3:47 pm

NEXT MEETING:

January 18, 2023

Approval of Minutes:



Board Chair, Nick Gelych

January 18, 2024

Date

REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: February 13, 2024
Re: Proposed Taxi Bylaw No. 02-2024

1.0 **PURPOSE:**

For Council to consider passing all three readings to the proposed Taxi Bylaw No. 02-2024.

2.0 **BACKGROUND AND DISCUSSION:**

During the November 28, 2023 Council Meeting, Council discussed the taxi service for the Town of Barrhead.

After the initial discussion, Council passed the following motion:

Moved by Cr. Kluin that Council instruct Administration to research on taxi services from other communities and report back at a future Council Meeting.

(Resolution No. 363-23)

Administration presented the requested report to Council on January 23, 2024 at which time, Council passed the following resolution:

Moved by Cr. Kluin that Council direct administration to prepare a taxi bylaw for the Town of Barrhead and present it at a future Council Meeting.

(Resolution No. 027-24)

With prior permission, Administration utilized an existing taxi bylaw from another urban municipality as a template, Administration has prepared the attached bylaw for Council's review and consideration.

Similar to other new programs, should Council approve this bylaw and the noted parameters are implemented, Administration may find that some minor unforeseen issues would have to be reviewed and amended accordingly.

3.0 ALTERNATIVES:

- 3.1 Council pass all three readings to the proposed Taxi Bylaw No. 02-2024, as presented.
- 3.2 Council instructs Administration to revise the proposed Taxi Bylaw No. 02-2024, as directed and pass all three readings.
- 3.3 Council tables the proposed Bylaw No. 02-2024, and instructs Administration to provide further information and bring back the information at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Minimal

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Should Council pass this bylaw it would prove some quality assurance for the general public when using a local taxi.

8.0 ATTACHMENTS:

- 8.1 Proposed Taxi Bylaw No. 02-2024.

9.0 RECOMMENDATION:

Council pass all three readings to the proposed Taxi Bylaw No. 02-2024, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

BYLAW 02-2024

TAXI BYLAW

BEING A BYLAW OF THE TOWN OF BARRHEAD TO PROVIDE FOR THE LICENSING, CONTROL AND REGULATION OF ALL TAXI BUSINESSES WITHIN THE TOWN OF BARRHEAD

WHEREAS, pursuant to Section 7(e) of the Municipal Government Act RSA 2000, a Council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

WHEREAS, pursuant to the Municipal Government Act, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all matters listed therein; and

WHEREAS, pursuant to Section 7 and 8 of the Municipal Government Act, a Council may pass bylaws for:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) transport and transportation systems;
- (c) businesses, business activities, and persons engaged in business;
- (d) the regulation of businesses, activities, and industries;
- (e) licenses, permits and approvals;
- (f) enforcement of bylaws.

NOW THEREFORE, the Council of the Town of Barrhead, in the Province of Alberta,

DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

1. TITLE

This bylaw may be cited as the Town of Barrhead “Taxi Bylaw”.

2. DEFINITIONS

- a) Act** means the Municipal Government Act, as amended or replaced from time to time.
- b) Applicant** means a person who applies for a license or renewal of a license required by this Bylaw.
- c) Business License** means a license on an approved form for the purposes of allowing a business to operate within the corporate limits of the Town of Barrhead.
- d) Business Location** means the premises used or occupied by any person in the conduct of a Taxi Business.

- e) **CAO** means the Chief Administrative Officer of the Town of Barrhead
- f) **Criminal Records Check** means a criminal record check obtained from the Royal Canadian Mounted Police or another Police Service in the Province of Alberta.
- g) **Double Parking** means the parking of a motor vehicle upon a municipal road parallel to a motor vehicle beside the edge of a municipal road.
- h) **Driving Record** means the driving record of a motor vehicle driver issued by or under the authority of the Province of Alberta.
- i) **Highway** means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle-way, sidewalk or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of motor vehicles but does not include a place declared by regulation not to be a Highway.
- j) **License Fee** means a fee payable for a Taxi License as established by this bylaw.
- k) **Licensing Officer** means an officer appointed by the Town and authorized to enforce the provisions of this bylaw and shall include, the business license officer, a Peace Officer or Bylaw Enforcement Officer.
- l) **Non-Resident Taxi Business** means a taxi business licensed to operate in another Municipality.
- m) **Owner** means a person who is the registered owner of a motor vehicle and shall include any person renting a motor vehicle or having the exclusive use of a motor vehicle under a lease that has a term of more than thirty (30) days or otherwise having the exclusive use of a motor vehicle for a period of more than thirty (30) days.
- n) **Operator** means a person who drives or is in actual physical control of a motor vehicle.
- o) **Peace Officer** means a member of the Royal Canadian Mounted Police, a member of a Municipal Police Force, a Peace Officer pursuant to the Peace Officer Act, a Bylaw Enforcement Officer, or a Traffic Sherriff.
- p) **Person** means an individual, group of individuals, partnership, corporation or association and a natural person or body corporate and includes a partnership, a group of Persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.
- q) **Revoke** means to annul by recalling or taking back.
- r) **Rideshare Service** means a ride-hailing service where drivers operate in a taxi-like fashion generally booked in real time over the internet for the purposes of this Bylaw

rideshare and taxi business shall mean the same.

- s) **Taxi Business** means a business providing commercial transportation to passengers in a vehicle with a seating capacity of less than 11 persons.
- t) **Taxi License** means a license issued pursuant to the Town of Barrhead Business License Bylaw and shall include a taxi, limousine, rideshare business license.
- u) **Town** mean the Town of Barrhead in the Province of Alberta.
- v) **Town Council** means the Council of the Town of Barrhead

3. BUSINESS SUBJECT TO TAXI LICENSE

1. All taxi business licenses issued pursuant to this Bylaw shall expire on December 31 of each year.
2. Notwithstanding any other provision in this Bylaw; a license shall not be required of a taxi business carried on by the Government of Canada, the Government of Alberta or the Town of Barrhead nor shall a license be required by a person or business if any Federal or Provincial enactment exempts such person or business from requirements of a municipal license.
3. With the exception of 3(2) above, no person shall carry on a taxi business without having a valid taxi business license.

4. TAXI VEHICLE DEEMED COMMERCIAL VEHICLE/VEHICLE INSPECTIONS

1. Any vehicle being used as a taxi vehicle shall be considered a commercial vehicle and is subject to comply with section 19 of the Provincial Vehicle Inspection Regulation.
2. Every taxi business license holder shall ensure that every taxi vehicle, has a complete commercial vehicle safety inspection completed by a licensed mechanic. All costs of the mechanical inspection shall be paid by the applicant and a copy of the inspection certificate shall be provided to the Town of Barrhead.
3. Where a Peace Officer believes, on reasonable and probable grounds, that an offence has been committed under this Bylaw in relation to a taxi vehicle or a rideshare service vehicle, the Peace Officer may seize that vehicle and cause it to be removed and stored at a suitable location at the expense of the applicant.

5. EXEMPTIONS

1. No Taxi Business License is required by:

- a) A non-resident taxi business whose only business activity is the dropping off or picking up residents of the Town of Barrhead to take them to or drop them off in another Municipality.
 - b) Any person who is an employee of another person who holds a Business License or a person or other entity not required to obtain a license pursuant to this Section, unless otherwise provided for in this Bylaw;
2. For the purposes of section 5(1)(b) an “employee” is a person who is paid a salary or wage or a person who may be classified as a volunteer.

6. PROCEDURE FOR ISSUANCE OF A TAXI BUSINESS LICENSE

1. Form of Application:

- a) An applicant for a taxi business license shall make application to the Town on the prescribed form, furnishing such information as the form shall require and such additional information as the Town may require including but not limited to:
 - i) evidence of public liability insurance;
 - ii) current Alberta driver’s license shall be required in connection with the carrying out of a Taxi Business;
 - iii) any certificate or other approval required by a provision of this Bylaw in respect of the Taxi Business;
 - iv) the business license fee payable in respect of the business as established by the Town in the Fees and Rates Bylaw;
 - v) a list of all drivers to be employed or engaged by the taxi business or otherwise used in the taxi business, including their full names, addresses and Alberta Driver’s license number;
 - vi) a list of the vehicles to be used by the taxi business along with a commercial vehicle safety inspection certificate with respect to each vehicle as prescribed by the Licensing Officer on the prescribed form, completed and passed by a licensed mechanic within the period of two (2) weeks prior to the date of application;
 - vii) such additional information which the Licensing Officer may request
 - viii) Proof of Alberta Class 2, 3 or 4 Operator’s License including a driver abstract dated within 30 days of the application;

- ix) To assure suitability of an applicant for a taxi license any person applying for a license shall be required to supply the Licensing Officer with a current, within 90 Days of the application, Criminal Records Check.

7. TAXI VEHICLES

1. The Town of Barrhead formally accepts the standards of motor vehicle equipment as set out and specified by the *Traffic Safety Act Vehicle Equipment Regulation*.
2. Identification of taxi vehicles
 - a) Each taxi vehicle owned and operated by the applicant shall prominently display on both sides and the back of its exterior the name and phone number of the taxi business.
 - b) If a vehicle licensed as a taxi vehicle ceases to be licensed as a taxi for any reason, the applicant shall ensure that all markings upon or within it, which serve to identify it as a taxi vehicle, are removed within seven (7) days of the date on which it ceases to be licensed as a taxi.
 - c) No person shall operate a taxi vehicle that is no longer in use as a taxi vehicle until the markings as established in this section are removed.

8. REQUIREMENTS OF A TAXI BUSINESS

1. No person shall use a license, or allow it to be used by any other person or with respect to any vehicle, other than the one for which the license was issued.
2. The applicant shall ensure that all taxi vehicles, rideshare vehicles owned by or affiliated with that person's business are clean, in good condition to the satisfaction of the Town and mechanically maintained so as to be safe and suitable for use by the public.
3. The applicant shall inform the Town within seventy-two (72) hours of any addition to or deletion from either the list of Taxi vehicles used by the Taxi Business.
4. The applicant must visibly display their fee schedule in all taxi vehicles and rideshare vehicles in a conspicuous place so as to be visible to the passengers.

9. AUTHORITY OF THE BUSSINESS LICENSING OFFICER OR PEACE OFFICER

1. Should the Licensing Officer or a Peace Officer become aware that the list of those employed or engaged by the Taxi Business is not accurate no further Taxi Business Licenses will be issued until the list is updated by the Taxi Business.
2. All licenses issued are subject to the Land Use regulations in force in the Town and the issuance of a license shall not be deemed as approval to carry on a Taxi Business in or on any premises in contravention of such regulations. In any case, where a license is granted to a person to carry on a Taxi Business in or on premises where such activity is not permitted by the Land Use regulations of the Town, the Town shall forthwith cancel the license.
3. No person shall obstruct or interfere with any inspection that may be required or carried out pursuant to this Bylaw.
4. No person shall provide false information on a commercial vehicle safety inspection certificate to a License Officer or Peace Officer.
5. Upon the completion of a commercial vehicle safety inspection, the Certificate shall be delivered directly to the Town office and a copy of which shall be kept in the Taxi vehicle.
6. A Taxi Business License holder shall at all times:
 - a) ensure that the taxi vehicle is clean and in good interior condition; and
 - b) ensure that all taxi vehicles meet the standard as set out in the commercial vehicle safety inspection report, so that it is safe, fit and suitable for use as a Taxi.
7. No person shall operate or permit the operation of a taxi vehicle for which a commercial vehicle safety inspection has not been passed by a licensed mechanic within the required inspection period.
8. Any person shall, upon demand of a Licensing Officer or a Peace Officer, produce any permit, identification card, registration card, license or other document which he may be, from time to time, required to produce or have in his possession or which has been issued to him pursuant to this Bylaw.
9. Any person who fails or refuses to produce any permit, identification card, registration card, license or other document as required shall be guilty of an offence.

10. Every Taxi Business License holder shall report to the Licensing Officer any collision causing damage to his or her vehicle no later than seventy-two (72) hours after the collision. The Taxi vehicle license shall be suspended until any physical damage to the vehicle has been repaired and a commercial vehicle safety inspection is completed by a licensed mechanic.
11. No Taxi Business License holder shall display, permit, suffer or allow the displaying of any advertising material upon the exterior of a Taxi vehicle other than material identifying the Taxi Business.
12. A Licensing Officer or a Peace Officer may at any time inspect any taxi vehicle to determine the following:
 - a) the validity of the taxi license;
 - b) the validity of the driver's license;
 - c) the mechanical condition of the vehicle; or
 - d) the standards of repair and cleanliness of the vehicle.
13. No person shall operate or permit the operation of a taxi or rideshare vehicle that does not meet the standards of repair and cleanliness prescribed by this Bylaw.
14. All taxi business licenses shall expire at midnight on December 31st of each year.

10. DOUBLE PARKING TAXI VEHICLES

1. No person shall double park a taxi vehicle on any highway within the Town except for the purpose of actively loading and unloading customers and for no longer than ten (10) minutes.
2. Any person who double parks a taxi vehicle shall take all steps to assure they do not obstruct other traffic on the highway.

11. OFFENCE AND PENALTY

- a) Any person or Business who contravenes, through direct action or omission, any section, sub-section, or other provision of this Bylaw is guilty of an offense.

First Offense	\$200.00
2nd & Subsequent Offenses	\$400.00

In addition, each offense shall include those costs associated with the enforcement and prosecution of the offense.

- b) In the case where the specific offense is related to the non-payment of a business license fee as established within the Rates and Fees Bylaw, the outstanding fee will, in addition to the penalties set out by this Bylaw, be required to be paid as part of penalty imposed.

12. VICARIOUS LIABILITY

- a) In this Bylaw, employees, employers, principals, and agents, are each severally liable and each guilty of the offence for any contravention of or any failure to comply with this Bylaw committed in the course of employment or in the course of the agent's exercising powers or performing duties on behalf of their principal. When a corporation contravenes or fails to comply with this Bylaw, every principal, director, officer, manager, employee or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is severally liable and guilty of the offence.
- b) In this Bylaw, the operator and the owner(s) of any vehicle are each severally liable and each guilty of the offence if either of them contravenes or fails to comply with this Bylaw in relation to any such vehicle. In this section, "owner" has the same definition as is used in the *Traffic Safety Act*, RSA 2000, c T-6, and all amendments thereto.

13. MUNICIPAL – VIOLATION TAGS

- a) A Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may issue either a Municipal Tag, or a Violation Ticket, for the purposes of enforcing this Bylaw.
- b) A municipal tag issued pursuant to this Bylaw shall be in such form as directed from time to time by the CAO, and shall state the provision of the Bylaw which is alleged to have been contravened, the amount payable as a voluntary payment, which amount will be in accordance with Section 11 of this Bylaw, and the amount of time within which a voluntary payment may be made to the Town.
- c) If a person to whom a municipal tag was issued makes a voluntary payment is made to the Town within the time period provided for by a municipal tag, the person to whom the municipal tag was issued shall not be liable to prosecution in respect of the contravention of this Bylaw for which the municipal tag was issued.
- d) Nothing in this Bylaw, including the issuance of a municipal tag, prevents a Peace Officer from issuing a violation ticket pursuant to either Part 2 or Part 3 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, either in lieu of a municipal tag, or at any time before or after a municipal tag has been issued.

14. RIGHT TO APPEAL

- a) A taxi license holder or applicant has the right to appeal to the CAO the decision of the Licensing Officer, made pursuant to this Bylaw.
- b) An appeal of the decision of the Licensing Officer must be made within 30 days of the date of his/her decision. An appeal must be in writing, must include a copy of the Licensing Officer’s notification, and must include the reasons for the appeal.
- c) The CAO may, after receiving the appeal, and hearing the evidence that it considers relevant, take any of the following steps:
 - i) direct that a taxi business license be issued to the applicant
 - ii) uphold the refusal to grant a taxi business license
 - iii) direct that the revocation of the taxi business license be struck down
 - iv) uphold the revocation of the business license
- d) The decision of CAO is binding on all parties involved.

15. ADMINISTRATION

- a) Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed as meaning the plural or feminine respectively as the context may require.
- b) It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- c) Where the provisions of this Bylaw conflict with any other Bylaw enacted by The Town of Barrhead, the provisions of this Bylaw shall apply.

This Bylaw shall come into effect on the final reading thereof.

Read a first time this ____ day of _____, A.D., 2024

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, A.D., 2024.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 2024
and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: February 13, 2024

Re: Correspondence Item

Item (a) Letter dated January 30, 2024 from Alberta Health Services, regarding the Alberta Medical First Response (MFR) Program financial support available to the Town of Barrhead for the 2023-2024 fiscal year in the amount of \$10,648.00.

Background information:

In the 2023 calendar year the regional fire department spent a total of 571.85 hours (or 23.6% of total overall operational hours) with assisting the community's ambulance service. Using an average compensation rate of \$22.00/hour for the local firefighters, the community invested \$12,580.70 in wages for ambulance care in 2023.

The letter from A.H.S. was shared with the County's Admoninstration.

Recommendation:

Council accepts the letter dated January 30, 2024 from Alberta Health Services, regarding the Alberta Medical First Response (MFR) Program Financial support available for the 2023-2024 eligible MFR partners in the amount of \$10,648.00, as information.

(Original signed by the CAO)
Edward LeBlanc
CAO



Medical First Response

January 30, 2024

Gary Hove, Fire Chief
Barrhead Fire Services

Dear Gary,

Subject: MFR Direct Financial Support Launch

The Alberta Medical First Response (MFR) Program is pleased to share that a new source of financial support is available for eligible MFR partner agencies starting immediately. As part of the Alberta EMS Provincial Advisory Committee Report, AHS has allocated funding for more direct support of MFR agencies. This funding, totalling \$2.5M, is intended to offset some direct costs incurred by MFR partners delivering care in local communities alongside EMS.

Funding for 2023-2024 has been allocated among enrolled MFR agencies according to factors such as overall participation in life-threatening medical events and community size. AHS intends to issue payments before March 31, 2024. MFR agency leaders do not need to apply for this funding but must invoice AHS as outlined below to initiate disbursement. Funds will be allocated on an annual basis moving forward and will incorporate further stakeholder input on this process through the newly forming Alberta EMS Standing Committee. Ongoing eligibility will require regular submission of MFR patient care reports, when applicable, and agencies remaining in good standing with the Alberta MFR Program.

Financial support for your MFR Agency: \$10,648

Purpose: MFR agency direct compensation 2023-2024

To arrange disbursement, AHS requires an invoice in the amount above from your agency or municipality before February 23, 2024. AHS is tax-exempt; do not include GST as a line item in the invoice. An invoice template is enclosed for use if you require one. The invoice may be prepared as below but **must be emailed to MFR@ahs.ca** to expedite processing.

If needed for invoice generation systems:

AHS Accounts Payable
Attn: Graham Vanderwater
P.O. Box 1600
Edmonton, AB T5J 2N9

If you have any questions or require assistance with preparing the invoice, please contact us at MFR@ahs.ca. Thank you for the continued partnership in your community!

Yours truly,

Alberta MFR Program

Frequently Asked Questions – MFR Direct Financial Support

1. Why is AHS implementing MFR direct financial support?

As a key partner, AHS is committed to supporting MFR agencies in providing high-quality patient care throughout the province using various means. We recognize there are many expenses with MFR activity related to personnel, training, equipment, and supplies. The financial support is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.

2. How are funding allocation amounts determined?

The funding allocation is activity-based, considering the local rate of participation in life-threatening medical events using current EMS data and MFR response plans registered with the MFR Program. The allocation formula includes a 'base allocation' based on local activity as well as an additional 'top-up rate' which spreads out unallocated funding among agencies included in the community category (small, medium, large, metro).

3. Will allocated funds be the same every year?

Funding allocation is intended to be predictable year-to-year, using a formula that can be applied province-wide. The allocation formula includes a 'base allocation', which is expected to remain relatively stable, as well as an additional 'top-up rate', allocating the remaining funds among the agencies included in the community category (small, medium, large, metro). The top-up rate portion may fluctuate with changes to MFR agency participation in the province.

Ongoing eligibility will require active participation and enrolment in the MFR Program, including regular submission of MFR patient care reports when applicable and agencies remaining in good standing.

4. Why don't very small MFR agencies qualify for direct financial support?

A sliding scale has been developed to ensure smaller agencies are allocated a meaningful contribution for their MFR participation, but some regions do not have sufficient activity to support them in a meaningful way through this funding stream. With a funding model based on activity and community size, MFR agencies with fewer than one 9-1-1 medical event per week on average would not be eligible for a significant amount of direct financial support.

Instead, these partners are encouraged to apply for meaningful financial support through the annual MFR Training & Equipment Fund to better meet their needs.

5. How can I provide feedback on MFR direct financial support?

Funds will be allocated on an annual basis moving forward and will incorporate further stakeholder input on this process through the newly forming Alberta EMS Standing Committee. Feedback can also be shared directly with the MFR team during local engagements or by email at MFR@ahs.ca.

6. Do I need to apply for the MFR direct financial support?

No. Direct financial support for 2024-2025 is expected to be initiated in the 1st and 2nd quarters of the AHS fiscal year. Members of the MFR team will reach out to agency leaders directly with more information.

7. If my agency receives direct financial support, can I still apply for the MFR Training & Equipment Fund?

Yes. MFR Agencies are encouraged to apply for the annual MFR Training & Equipment Fund to support local patient care and responder safety-related priorities.

8. How will MFR agencies be paid?

The MFR team will connect with agency leaders directly to provide the information needed to initiate disbursement. AHS intends to issue payments before March 31, 2024.

9. What can the direct financial support be used for?

Financial support may be used at the discretion of the agency for future expenses or as reimbursement of expenses already incurred. We recognize there are many expenses with MFR activity related to personnel, training, equipment, supplies, vehicles, and dept. time on task. The financial support is intended to offset some of the direct costs incurred by MFR partners delivering care in local communities alongside EMS.