



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, SEPTEMBER 25, 2018 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 – September 11, 2018
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Introduction of new Parks and Recreation Staff
    - a. Jonathan Hynes, Parks and Recreation Foreman
    - b. Linda Prokott, Recreation Programs & Services Coordinator
6. Old Business
  - (a) Community Garden – Relocation Option
7. New Business
  - (a) Monthly Bank Statement
  - (b) Colliers Project Leaders – Proposal for Expression of Interest
  - (c) Property Tax Sale Date
  - (d) Policy 12-027, Special Event Policy
  - (e) Policy 12-028, Funding Donations and/or In-kind Requests
  - (f) Proposed Development
  - (g) Policy 72-002, Refund Policy for the Recreation Facility Rentals & Rates

8. Reports - The Council Reports

(a) Council Reports as of September 25, 2018

- Barrhead Cares Coalition
- Barrhead Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board
- Twinning Committee

9. Minutes

(a) Barrhead & District Family & Community Support Services Society –  
June 21, 2018

10. Bylaws

(b) There are no Bylaws

11. Correspondence

(a) There is no Correspondence

12. For the Good of Council

13. Tabled Items

14. In-Camera

(a) Land – Pursuant to Section 16 of the FOIP Act

(b) Land – Pursuant to Section 16 of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 11, 2018,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

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

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

Others: Barry Kerton, Barrhead Leader and Mark Cappis, 97.9 The Range

**ABSENT**

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

279-18

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

- 7(h) Barrhead Community Pumpkin Walk
- 7(i) RCMP Roof Replacement
- 7(j) 2018 Business Excellence Award
- 8(a) Reports on BARC Committee
- 14(c) In-Camera – Land

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of August 14, 2018 were reviewed.

280-18

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of August 14, 2018 be accepted as presented.

CARRIED UNANIMOUSLY

**PUBLIC HEARING  
BYLAW 07-2018, THE LAND USE  
AMENDMENT BYLAW**

Mayor McKenzie opened the Public Hearing at 5:32 p.m. There were 2 members of the public present. Mayor McKenzie provided a brief outline of the Public Hearing process.

The Applicant was present at the meeting.

Cheryl Callihoo, Director of Development & Legislative Services, advised that letters were sent to the adjacent Landowners as well as an advertisement was placed in the local paper as required under the MGA. To date the Town has received only one inquiry into the rezoning.

Council reviewed and discussed the application with Mr. Peters.

Council thanked the applicants for following the rezoning process.

281-18

Moved by Cr. Assaf that the Public Hearing be closed at 5:34 p.m.

CARRIED UNANIMOUSLY

282-18

Moved by Cr. Assaf that Council give Bylaw 07-2018, the Land Use Amendment Bylaw, second reading.

CARRIED UNANIMOUSLY

283-18

Moved by Cr. Kluin that Council give Bylaw 07-2018, the Land Use Amendment Bylaw, third reading.

CARRIED UNANIMOUSLY

**MONTHLY BANK  
STATEMENT**

The Monthly Bank Statement for the month ended July 31, 2018, was reviewed.

- 284-18                      Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended July 31, 2018, as information.  
CARRIED UNANIMOUSLY

**SUMMARY FINANCIAL  
STATEMENT**

The Summary Financial Statement for the period ended June 30, 2018 was presented for Council's review.

- 285-18                      Moved by Cr. Penny that Council approve the Summary Financial Statement for the period ended June 30, 2018.  
CARRIED UNANIMOUSLY

**POLICY 12-026, CREDIT CARD  
ACCEPTANCE POLICY**

Policy 12-026, Credit Card Acceptance Policy is being brought forward for approval.

Martin Taylor, CAO reviewed with Council.

- 286-18                      Moved by Cr. Smith that Council approve Policy 12-026, the Credit Card Acceptance Policy, and authorize Administration to proceed with adding credit card payments to the debit machines at the Administration Office and the Recreation Office, and that online credit card payments be set up for recreation services and fees, as presented  
CARRIED UNANIMOUSLY

**WEED INSPECTOR**

As per the Weed Act, Section 7, the Town of Barrhead shall appoint a Weed Inspector to enforce and monitor compliance with the Act with the Town, was received.

Martin Taylor, CAO reviewed with Council.

- 287-18                      Moved by Cr. Kluin that appoint Mr. Jonathan Hynes as the Weed Inspector for the Town of Barrhead.  
CARRIED UNANIMOUSLY

**COMMUTER BUS AND  
FREIGHT SERVICE**

Amethyst Transport is conducting a survey to evaluate the feasibility of offering a commuter and freight bus service to the rural areas, was received.

Council reviewed and stated that it should be forwarded to FCSS Transportation Committee for review. Cr. Klumph will inform FCSS of the survey.

- 288-18                      Moved by Cr. Penny that Council provide feedback on the Amethyst Transport survey regarding the rural bus service and also provide copies of the survey to others.  
CARRIED UNANIMOUSLY

**BARRHEAD SCHOOL EXPO  
& CAREER FAIR**

Information regarding the School Expo & Career Fair to be held on Thursday, September 27<sup>th</sup> at the Barrhead Composite High School, was received.

- 289-18                      Moved by Cr. Penny that Council accept the School Expo & Career Fair as information.  
CARRIED UNANIMOUSLY

**PETITION – COMMUNITY  
GARDEN**

A petition against a proposed move of the Community Garden to Beaver Brook Estates, was received.

Martin Taylor, CAO reviewed and the petition does not meet the requirements of the MGA.

290-18 Moved by Cr. Klumph that Council accept the Community Garden Petition as information.

CARRIED UNANIMOUSLY

**BARRHEAD COMMUNITY  
PUMPKIN WALK**

A Committee has been formed to undertake this year's Barrhead Community Pumpkin Walk, was received.

Council reviewed and discussed, the group has requested confirmation of the use of the sportsgrounds.

Martin Taylor, CAO suggested guidelines be provided for the event such as security, notice of cancellation etc.

291-18 Moved by Cr. Penny that Council approve in principle to provide the use of the sportsgrounds for the Barrhead Community Pumpkin Walk.

CARRIED UNANIMOUSLY

**RCMP ROOF  
REPLACEMENT**

Administration is requesting that Council select the Request for Proposal from Fraser Bros. to complete the RCMP Roof Replacement, was reviewed.

292-18 Moved by Cr. Smith that Council approve the RCMP Roof Replacement Project up to \$145,000.00 plus GST and to accept the Request for Proposal from Fraser Bros. to complete the RCMP Roof Replacement at a cost of \$135,254.00 plus GST, with the RCMP contributing 50% of the project costs and the additional costs to be funded from the 2018 general operating budget.

CARRIED UNANIMOUSLY

**2018 BUSINESS EXCELLENCE  
AWARDS**

The Barrhead & District Chamber of Commerce is hosting the annual Business Excellence Awards celebration on Saturday, October 20, 2018 and has invited the Town of Barrhead to sponsor the event, was received.

293-18 Moved by Cr. Kluin that Council sponsor the "Outstanding Customer Service Award" during the Chamber of Commerce 2018 Business Excellence Awards, at a cost of \$200.00.

CARRIED UNANIMOUSLY

**REPORTS TO  
COUNCIL**

The following Reports to Council as of September 11, 2018, were reviewed:

- Barrhead Agricultural Society
- Barrhead Regional Water Commission
- BARC Committee
- Municipal Planning Commission
- Barrhead & District Twinning Committee
- CAO's Report and Department Head Report

294-18 Moved by Cr. Oswald that the following Reports to Council as of September 11, 2018, be accepted as information:

- Barrhead Agricultural Society
- Barrhead Regional Water Commission
- BARC Committee
- Municipal Planning Commission

- Barrhead & District Twinning Committee
  - CAO's Report and Department Head Report
- CARRIED UNANIMOUSLY

**MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Twinning Committee – August 30, 2018

295-18 Moved by Cr. Oswald that the Minutes to Council be accepted as information.  
CARRIED UNANIMOUSLY

**BYLAW 08-2018,  
LAND USE AMENDMENT  
BYLAW**

Bylaw 08-2018, the Land Use Amendment Bylaw, was reviewed.

296-18 Moved by Cr. Penny that Council give 08-2018, the Land Use Amendment Bylaw, first reading and set a Public Hearing for Tuesday, October 9, 2018 at 5:30 p.m. in the Town Council Chambers.  
CARRIED UNANIMOUSLY

**INFORMATION  
ITEMS**

The following information items were reviewed:

- Fortis Update
- Athabasca Watershed Council Municipal Forum
- Alberta Health Services letter – Blue Heron Parade
- Proclamation – World Cerebral Palsy Day – October 6, 2018
- AltaGas – Tariff Revenues
- Alberta Recreation & Parks Association (ARPA) – 2<sup>nd</sup> Annual Greener Facilities Conference and Expo – November 14-15, 2018

297-18 Moved by Cr. Smith that Council request a report from Shallon Touet, the Director of Parks and Recreation regarding the Parade Route to be brought to the budget retreat for further discussion.  
CARRIED UNANIMOUSLY

298-18 Moved by Cr. Kluin to Proclaim World Cerebral Palsy Day – October 6, 2018.  
CARRIED UNANIMOUSLY

299-18 Moved by Cr. Oswald that the information items be accepted as information.  
CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor congratulated the Aquatics staff on a great Pooch Plunge event.

Cr. Kluin commended the Town staff on Make the Connection event.

Cr. Klumph advised that FCSS will be hosting a movie at the Roxy Theatre in October.

Cr. Penny congratulated the Recreation Department for a job well done on the parks maintenance.

**RECESSED**

300-18 Moved by Cr. Smith to recess the meeting at 6:39 p.m.  
CARRIED UNANIMOUSLY

**RECONVENED**

301-18 Moved by Cr. Smith to reconvene the meeting at 7:11 p.m.  
CARRIED UNANIMOUSLY

**IN-CAMERA – LAND UPDATE FOIP ACT  
SECTION 16**

302-18                      Moved by Cr. Assaf that Council go in-camera at 7:11p.m.  
CARRIED UNANIMOUSLY

**OUT-OF-CAMERA**

303-18                      Moved by Cr. Oswald that Council come out-of-camera at 8:30 p.m.  
CARRIED UNANIMOUSLY

304-17                      Moved by Cr. Klump that Council advise the County of Barrhead of concerns  
regarding the Waste Management of the proposed Kiel Industrial Park.  
CARRIED UNANIMOUSLY

305-17                      Moved by Cr. Klump that Administration revisit the existing utility rate agreements  
with the County of Barrhead.  
DEFEATED

IN FAVOR:    R. Klumph

OPPOSED:    Mayor McKenzie, Crs.: T. Assaf,  
D. Kluin, S. Oswald, L. Penny and  
D. Smith

**ADJOURN**

306-18                      Moved by Cr. Penny that the Council Meeting be adjourned at 8:38 p.m.  
CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Martin Taylor



# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Community Garden – Relocation Option

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## Summary

Community Garden – Relocation Option

## Overview

The Town currently assists the Community Garden annually with water and labour at a cost of approximately \$5,000.00 annually.

After careful consideration administration proposes the south west corner of Beaver Brooks for the proposed relocation of the Community Garden. The area is presently zoned R4 – Residential and a portion of the parcel could be utilized for a garden.

The Town has received a cost estimate to level the site of \$4,000.00 as provided by the County of Barrhead Public Works department.

Mr. Brant Ross, Director of Public Works is obtaining cost of top soil for the proposed 2-acre area site. This site is deemed more appropriate than the previous Japanese Park proposed location.

## Recommendations

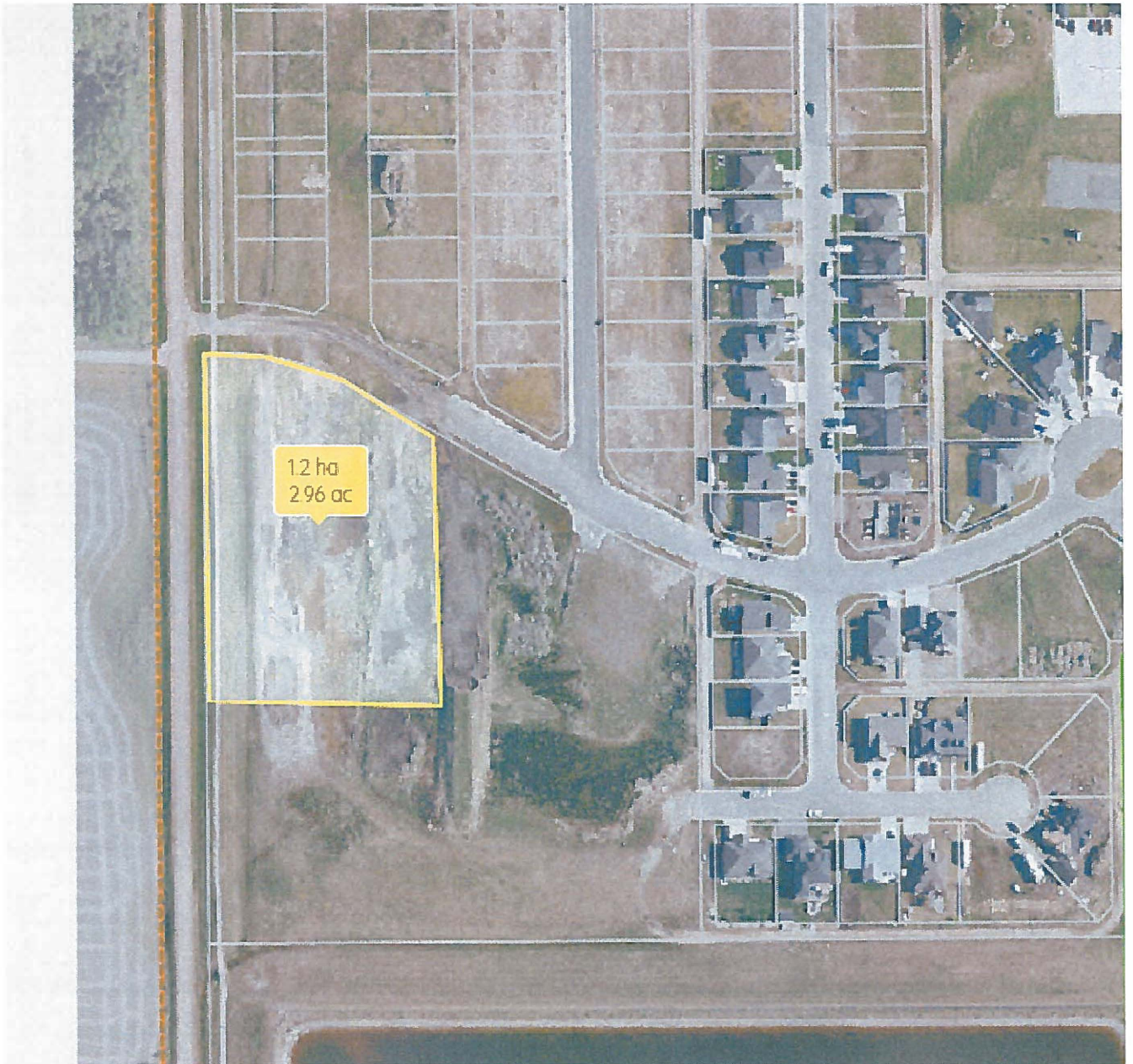
### *Recommendation #1*

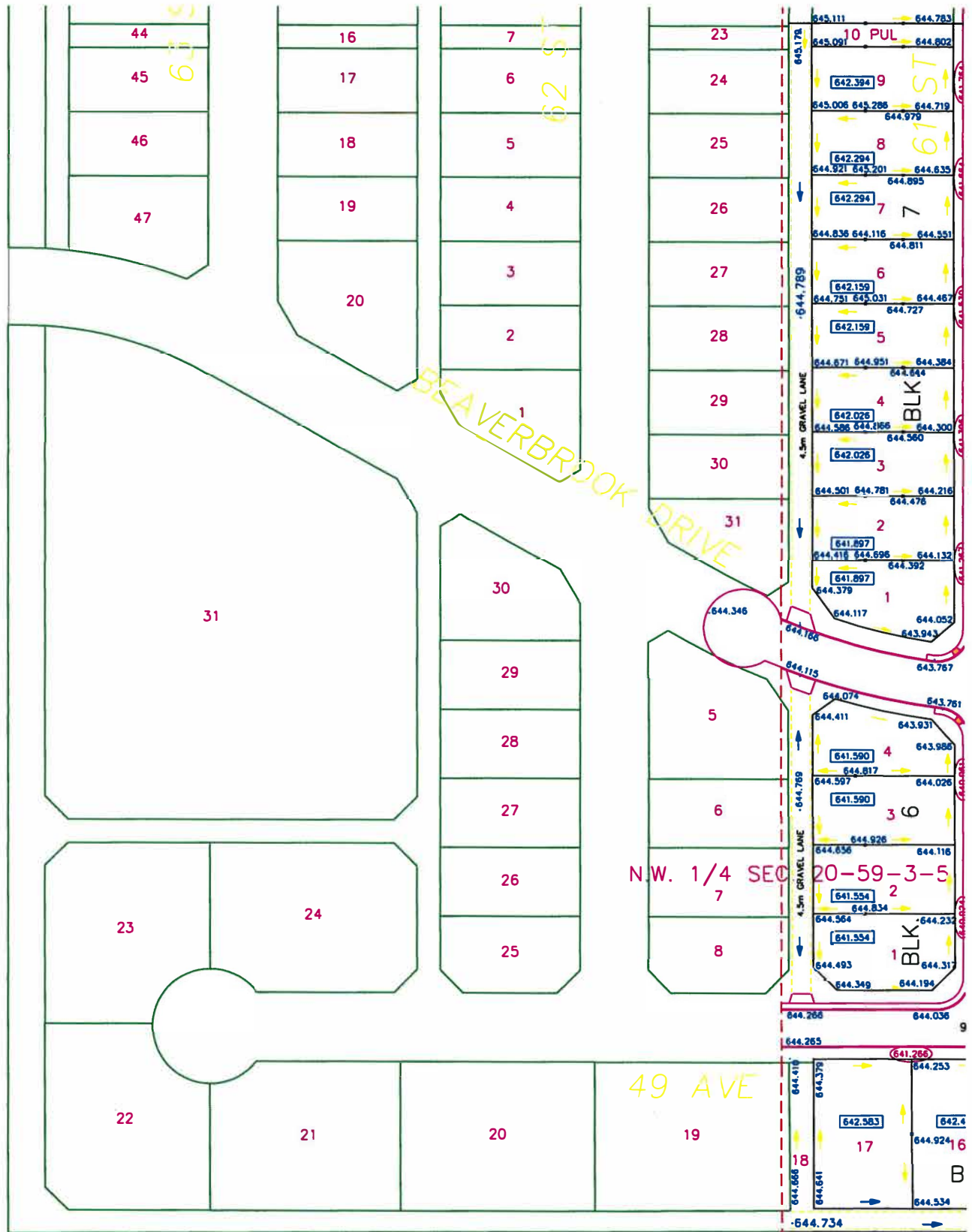
- |  |
|--|
| <ol style="list-style-type: none"><li>1. That Council direct administration to approve this location if deemed acceptable.</li></ol> <p>OR</p> <ol style="list-style-type: none"><li>2. That Council approve for administration to obtain all the costs of relocation before approval.</li></ol> |
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Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO









# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Monthly Bank Statement

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## Summary

The Monthly Bank Statement for the month ended August 31, 2018.

## Overview

## Recommendations

### *Recommendation #1*

That Council receive as information the Monthly Bank Statement for the month ended August 31, 2018.
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Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED AUGUST 31, 2018**

<b>PER TOWN OF BARRHEAD:</b>	<b>ATB FINANCIAL</b>	
	<b>GENERAL ACCOUNT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	4,485,890.66	5,503,267.34
Receipts	591,235.73	
Direct Deposits	329,768.00	
Interest	13,475.39	
Loan Proceeds	0.00	
Transfers from/to Term Deposits	31,918.65	8,588.01
Cancelled Cheques	0.00	
<b>SUBTOTAL</b>	<b>5,452,288.43</b>	<b>5,511,855.35</b>
Disbursements	1,747,760.38	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	8,588.01	31,918.65
NSF/Returned Cheques or Transfers	1,309.75	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,694,630.29</b>	<b>5,479,936.70</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	3,395,436.87	5,479,936.70
Outstanding Deposits	357,400.59	
<b>SUBTOTAL</b>	<b>3,752,837.46</b>	<b>5,479,936.70</b>
Outstanding Cheques	58,207.17	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,694,630.29</b>	<b>5,479,936.70</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED AUGUST 31, 2018**

<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>
Servus Credit Union	100,000.00	1.76%	July 9, 2018	92 day term deposit
Servus Credit Union	1,000,000.00	1.86%	July 16, 2018	91 day term deposit
Nova Scotia	100,000.00	1.90%	August 13, 2018	90 day term deposit
ATB Financial	750,000.00	1.55%	August 9, 2018	31 day term deposit
ATB Financial	2,500,000.00	1.60%	July 20, 2018	60 day term deposit
ATB Financial	1,000,000.00	1.55%	July 11, 2018	60 day term deposit
ATB Financial	<u>29,936.70</u>			Interest On Term Account
<b>Total</b>	<b><u>\$ 5,479,936.70</u></b>			



# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Colliers Project Leaders – Proposal for Expression of Interest

## Summary

Colliers Project Leaders – Proposal for Expression of Interest

## Overview

Attached for Council's consideration is a proposal from Colliers Project Leaders to move forward on an Expression of Interest for the development of the 14-acre parcel of land the Town owns.

## Recommendations

### *Recommendation #1*

1. That Council approve the proposal from Colliers Project Leaders to move forward on an Expression of Interest for the Town's 14-acre parcel of land at a cost of \$17,450.00 plus GST.

OR

2. That Council accept the Proposal for Expression of Interest from Colliers Project Leaders as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO



Colliers Project Leaders  
TD Tower, Suite 1703  
10088 102 Ave NW  
Edmonton, AB Canada T5J 2Z1

780 420 1100  
colliersprojectleaders.com



Colliers  
Project Leaders

September 12, 2018

Town of Barrhead  
Box 4189, 5014 50 Ave  
Barrhead, Alberta, T7N1A2  
Submission Email: [MTaylor@barrhead.ca](mailto:MTaylor@barrhead.ca)

Attention: Mr. Martin Taylor, CAO

**Re: Proposal for Expression of Interest (EOI) for Development Lands (14-Acre Parcel)**

Dear Martin:

As follow up to our phone conversation on 5-September-2018, we understand the Town of Barrhead (the Town) requires expertise in creating an Expression Of Interest (EOI) and managing the process for the proposed development of the 14-acre parcel located west of 49 Street and north of 58 Avenue (the Lands), within the Town of Barrhead.

This mandate shall also include the evaluation of the EOI submissions, for future development of the Lands. Colliers Project Leaders (Colliers) appreciates the opportunity to provide the Town with a proposal from our Advisory Services group to augment your team. Below are the details of our proposal.

## Project Understanding

The objective of the EOI is to allow the Town of Barrhead to provide Town Council with the necessary information required to determine if there are one or more interesting and viable options for development of the Lands. This EOI will be developed to gauge investor/developer market interest and proposals for the purposes of purchase/sale, long-term tenancy, or possible alternative financial strategies or partnerships relative to development of the Lands.

## Scope of Services

It is our understanding that the Town would like Colliers to lead a collaborative effort to understand the Town's expectations and determine the best strategy for the EOI, including the evaluation criteria for the anticipated responses.

The following activities define the proposed scope of work:

### Phase 1

- Road Map and Initial Market Interest
  - Work collaboratively with the Town's subcommittee to initiate the work, and confirm scope, schedule and communication protocols;
  - Determine which groups to target for submission (i.e. developers, investors, etc.);
  - Create a road map to identify and define the EOI strategy; and



- Initiate conversations with possible developers, investors, etc., (in agreement with the Town) to gauge the initial level of interest within the target market.

## Phase 2

- Prepare an Expression of Interest (EOI):
  - Structure and develop the EOI to solicit information to gauge:
    - Interest in the opportunity (who);
    - The type of developers and investors that may be interested in and capable of producing a submission aligning to the Town's vision and strategic plan, although not limited to current ideas or suggestions (what);
    - Opportunity for the Town to influence phasing, scale, location, uses, zoning (what, where, when);
  - Develop the Evaluation Criteria and associated weighting together with the subcommittee; and
  - Confirm members of the required Evaluation Committee.

## Phase 3

- Manage the EOI solicitation process:
  - Final assembly with the Town of Barrhead reference terms and conditions;
  - Confirm identification of developers and investors suitable for EOI Solicitation;
  - Ensure the EOI is posted by the Town on APC, Merx or other purchasing connection websites;
  - Manage questions and answers from prospective EOI respondents using best practices to ensure fairness;
  - Collect and evaluate respondents submissions (close date of Nov. 9, 2018) together with the subcommittee; and
  - Assist in developing a recommendation in the form of a written report/presentation deck to Council, along with presentation of the report to Council.

## Timeline

Based on our conversations to date, Colliers Project Leaders proposes the following timeline for this assignment:

MILESTONE	START DATE	END DATE
<b>Phase 1</b>		
Create Road Map and Initialize Market Interest	Week of Sept. 17, 2018	Sept. 24, 2018
<b>Phase 2</b>		
Prepare EOI	Sept 24, 2018	Oct. 12, 2018
<b>Phase 3</b>		
Manage EOI Solicitation Process & Provide Recommendation	Oct 15, 2018	Nov. 30, 2018

## Assumptions

- The resulting EOI document, developer submissions, and report to the Town of Barrhead Council is considered a working document only with intent to help guide Town Council to choose a development pathway that balances both their short-term requirements and the opportunity that prevails for the long term.



- Any forward statements and the opinions within the framework document are considered a collective opinion only as a result of those consulted.
- Any activities or values (timeframes, costs, industry requirements, Town requirements, etc.) that may be the opinion of the output framework, are provided on the basis of other documents provided to Colliers or general industry information, and are not substantiated during the scope of this work.
- Quantifying the results of the framework document will remain the responsibility of the Town of Barrhead.

## Resources

Our team for the assignment will be led by Marcel LeBlanc. Marcel will work closely with Michael and Anne for the completion of this assignment.

### **MARCEL LEBLANC, P.ENG** ***Managing Principal***

Marcel is a Civil Engineer with over 36 years of experience in the consulting engineering industry; the past 10 years in a senior leadership role, leading a diverse group of people across a large geographic area in a multi-level organization. Specializing in Water Resources, Marcel has led numerous municipal and industrial projects through planning, design, and construction. On the Operations side, he brings vast experience in driving financial results, business development, project delivery, human resources, health and safety, and facility management. Marcel is very adept at both internal and external stakeholder management and believes strongly in a collaborative approach to problem-solving.

### **MICHAEL PEPPER, MBA, BCOMM.** ***Senior Advisor***

Born and raised in Edmonton, AB, Michael is a goal-driven and highly qualified professional with over 20 years business, facility development, managerial and executive level experience. His prior work, spanning multiple disciplines, is deeply grounded in the real estate, telecommunications, and retail energy sectors, with his recent Colliers advisory assignments centred on public (municipal and education) and not-for-profit sectors. Of note, Michael has recently performed Civic facility redevelopment options and optimization studies for the City of Kelowna, the Town of Milton (ON), The City of St. Albert, and the City of Edmonton.

Acknowledged for analytical acumen, high attention to detail, and complex problem-solving skills, Michael excels at developing and managing the completion of short-term initiatives and objectives without losing sight of larger, long-term strategic imperatives. He has played the role of trusted advisor in multiple industries, managing regulatory relations and approvals, asset disposition and acquisition, mergers and acquisitions, and market analysis and selection.

### **ANNE HUNGER, M.SC., B.SC.** ***Advisor***

Anne has comprehensive insight and deep understanding of the strategic and operational aspects of real estate management. Her experience over multiple industries, public and private projects, enables her to take unique and effective approach when tackling complex problems and translating them into manageable and achievable solutions. Anne brings experience with different property categories across a

variety of projects including needs assessments, feasibility studies, facility strategies, facility management concepts, site selection and change management processes. As a property's owner and user representative, she has led consultants and architects to ensure project scope and design reflect the client's needs and demands, and that quality-to-cost quotients are maximized.

## Fee Proposal

A fixed fee, inclusive of disbursements (ie. travel) in the amount of **\$17,450, not including GST** is proposed based on the below phased approach.

Phase	Fee
Phase 1	\$2,300
Phase 2	\$4,250
Phase 3	\$10,900
<b>Total</b>	<b>\$17,450</b>

## Terms and Conditions

Colliers Project Leaders submits this proposal and fee for the services herein under the following general terms and conditions:

- i. This proposal and the fee proposed herein shall remain valid for thirty (30) days from the date of submission.
- ii. Invoices will be issued monthly and be payable within 30 days. Overdue invoices will be charged interest of 2% per month.
- iii. The fees proposed, and the listed services are strictly based on the information contained within this proposal, and may be subject to amendment if that information is found to be incorrect or incomplete.
- iv. Work proposed is scheduled for completion by **November 30, 2018**, followed by contract close out by **December 15, 2018**, including final invoicing. Project work that may continue beyond **November 30, 2018** may be considered out of scope and subject to negotiation.
- v. Hourly rates for team members for additional work will be at the following rates: Director/Principal \$200, Senior Advisor/Analyst \$180, Advisor \$165.
- vi. Liability and Indemnity: The Town of Barrhead shall be liable for, and shall indemnify and save harmless Colliers Project Leaders and its Representatives from all claims, liabilities, damages, costs, losses and expenses whatsoever which the Town of Barrhead or its Representatives may suffer, sustain or incur in respect of all matters or things which may arise out of any act or omission, directly or indirectly, related to any breach of this Agreement by the Recipient or any of its Representatives.
- vii. This proposal contains information which is proprietary and confidential to Colliers Project Leaders. This information is submitted in confidence for the sole purpose of permitting the recipient to evaluate the proposal. In consideration of receipt of this document, the recipient agrees to treat information as confidential and to not reproduce or otherwise disclose this information to any persons outside the group directly responsible for the evaluation of its

contents, without the prior written consent of Colliers Project Leaders. Disclosure of any information contained in this proposal would result in undue loss to Colliers Project Leaders Inc.

We trust the above proposal satisfies your requirements and meets your expectations. We thank you for the opportunity to submit our proposal, and we look forward to working together to deliver your vision.

Sincerely,



**Marcel LeBlanc. P. Eng**

Managing Principal  
Colliers Project Leaders

IN WITNESS WHEREOF, the parties below agree to the terms stated above and hereto have executed this Agreement by their duly authorized representatives:

Approved by (print name): \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Approved by (print name): Marcel LeBlanc

Title: Managing Principal

Service Provider: Colliers Project Leaders Inc.



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

Date: September 12, 2018

Document #: 830730-0017 (2.0)





# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Property Tax Sale Date

## Summary

That Council set a Property Tax Sale date and reserve bid for the public auction of the property located at Plan 8279ET, Block 11, Lot 16.

## Overview

The property located at Plan 8279ET, Block 11, Lot 16, 5112-54 Street, has property tax arrears dating back to 2015 and is now subject to the Tax Recovery Process. The Town is required to advertise that the property will be subject to a Property Tax Sale by Public Auction if the taxes remain unpaid. A professional appraisal was conducted by HarrisonBowker Valuation Group and the property was valued at \$65,000.00 for the land and improvements. (MGA s.419)

It is recommended that Monday, November 26<sup>th</sup>, 2018, 2:00 p.m. be set for the Property Tax Sale. The required advertising will be done in the Alberta Gazette and the Barrhead Leader. Council must set the date, time and location of the auction, reserve bid and conditions of sale.

## Recommendations

### *Recommendation #1*

That Council set the public auction for the Property Tax Sale of Plan 8279ET, Block 11, Lot 16 as Monday, November 26, 2018 at 2:00 p.m., held in the Town Council Chambers, with a reserve bid of \$65,000.00, with payment terms being cash, bank draft or certified cheque only, with payment of a non-refundable deposit of 10% of accepted bid due at the time of the sale, and the remaining balance paid in full within 30 days from the date of sale and that GST will apply to all applicable lands sold at the auction.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO



# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Policy 12-027, Special Event Policy

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## Summary

Policy 12-027, Special Event Policy

## Overview

Policy 12-027, Special Event Policy, will provide guidance when reviewing and approving special events within the Town limits.

## Recommendations

### *Recommendation #1*

That Council approve Policy 12-027, Special Events Policy as presented.
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Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 12-027**

**REVISED:**

**RESOLUTION NO:**

**POLICY TITLE:** Special Event Policy

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:**

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### **POLICY STATEMENT:**

The Town of Barrhead Chief Administrative Officer or his designate will be responsible for the review and approval of Special Events held within the Town and will ensure that those organizations wishing to host a special event will be required to submit in writing information outlining time, date and location of the event. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

In addition, all necessary permits and bylaws will be reviewed with all other vested departments. i.e. fire department, Community Peace Officer, RCMP, health services, parks and recreation and public works.

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### **PURPOSE:**

To ensure a successful and safe event held within our community.

# **TOWN OF BARRHEAD**

## **PROCEDURE STATEMENT**

(Policy 12-027 )

### **SPECIAL EVENTS PROCEDURE POLICY**

**Effective Date:**

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#### **PROCEDURES:**

This Policy is intended to provide guidelines and requirements when hosting a special event within the Town of Barrhead.

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#### **1.0 DEFINITIONS**

**“Council”** means the duly elected officers of the Town of Barrhead and the Chief Elected Officer or Mayor.

**“CAO”** means the Chief Administrative Officer for the Town of Barrhead, and his/her duly authorized designate(s).

**“Special Event”** means any public or private event not considered a yearly event pursuant to Policy 32-010, held in or on a Town street, facility or park, including but not limited to:

Street Festivals  
Concerts  
Trade Shows  
Exhibitions  
Rodeos  
Community sports events  
Circus  
Carnivals  
Fairs

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

#### **2.0 PROCESS**

- 2.1 When making a request to hold a special event within the Town limits, provide in writing on a form provided by the Town, the date, times and location of event, type of event and anticipated number of people attending and any other supporting information.
- 2.2 The CAO or his designate will review special event requests and may consult with the RCMP, Peace Officer, Fire Department or a Town department prior to rendering a decision. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

#### **3.0 STREET CLOSURE PROCEDURE**

- 3.1 Any request for street closure shall be submitted in writing to the CAO. Any new road closure requests not included within Policy 32-010 will need Council

approval. It is recommended that a request be provided to the Town a minimum of 60 days prior to the event.

#### **4.0 INSURANCE**

- 4.1 A minimum of 30 days prior to the special event the organizer must provide to the Town proof of general liability insurance of no less than \$2,000,000, naming the Town of Barrhead as an additional insurer.
- 4.2 The event organizer shall hold the Town harmless from and against all liability, loss, costs, damage or expense arising from use of the Town roads and/or facilities or from any accident or other occurrences, causing injury to any person or property and will protect indemnify and hold harmless the Town from any and all claims, costs or expenses arising from any requirements and provisions agreed to and required by law or ordinance, during the event.

#### **5.0 GENERAL**

- 5.1 The special event organizer shall adhere to all Town bylaws, policies and regulations when hosting the event.
- 5.2 The event organizer shall submit all information regarding the event a minimum of 60 days prior to the event in order to allow the Town time to review.
- 5.3 The event organizer shall ensure adequate personal/volunteers are available for the setup and clean up of the venue used for the event.
- 5.4 The event organizer shall ensure adequate personal/volunteers are available for security purposes at the event.



## SPECIAL EVENT APPLICATION

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

### APPLICANT INFORMATION:

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Cell No. \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### EVENT INFORMATION:

Event Location \_\_\_\_\_

Type of Event – please provide information:

Number of attendees anticipated at the event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Road Closure required? Yes \_\_\_\_\_ No \_\_\_\_\_ Closure Times: from \_\_\_\_\_ to \_\_\_\_\_  
(If yes, please provide a map of the location of the requested road to be closed)

It is recommended that the request be provided to the Town a minimum of 60 days prior to the event in order to allow for review by Town staff and/or Town Council.

*The personal information on this form is collected under Section 33 of the FIOP Act and amendments thereto.*

## **SPECIAL EVENT CHECK LIST**

	YES	NO	
Will you be erecting any structures/tents? Will you be using/installing electricity or gas/propane services?			If yes a fire safety codes inspection maybe required please contact the Barrhead Fire Department to arrange.
Selling or giving away food?			If yes a food handling permit from Alberta Health Services may be required. Contact AHS for information and confirmation.
What type of first aid will be available to participants, has emergency access for police, fire, ambulance been planned for and confirmed.			Please provide information (i.e. tent, kit onsite EMT, emergency access /exit locations)
Will you have inflatable's (i.e. bouncy castles) on site?			If yes ensure you include on your insurance as well as a plan in place to secure the inflatable in case of strong winds.
Will barricades and garbage cans, and/or table and chairs be required to be provided by the Town?			If yes please contact the recreation department for availability.
Will Alcohol be available at the event? (Note: smoking/vaping of cannabis shall not be permitted in or on any public land or facility.)			If yes ensure a liquor license from AGLC has been obtained and the required number of personal are on site to monitor the area where alcohol is served.
Will security be available to ensure the safety of participants and compliance with any Provincial Legislation or Town bylaws?			Please provide information.
Will Volunteers be available for setup and cleanup?			

**Be advised there may be a cost associated for the use of Town equipment, resources and/or facilities needed to accommodate the event.**

Please return this form together with your application and any supporting information to the Town of Barrhead for processing.



# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Policy 12-028, Funding Donations and/or In-kind Requests

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## Summary

Policy 12-028, Funding Donations and/or In-kind Requests

## Overview

Policy 12-028, Funding Donations and/or In-kind Requests, will provide guidance when funding or in-kind requests are submitted to the Town.

## Recommendations

### *Recommendation #1*

That Council approve Policy 12-028, Funding Donations and/or In-kind Requests policy as presented.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 12-028**

**DATE:**

**RESOLUTION NO.:**

**POLICY TITLE: Funding donations and/or in-kind Requests**

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:**

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### **POLICY STATEMENT:**

The Town of Barrhead shall ensure that responsible and efficient use of Town funds and resources are considered when reviewing funding /and or in kind requests.

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### **PURPOSE:**

The Town of Barrhead recognizes the valuable contributions made by community groups and volunteers to improve the well-being of the residents by organizing events for the community as a whole. In recognizing these contributions, the Town will endeavor to provide support to community groups as funding and resources allow.

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**(Policy 12-028 )**  
**DONATION AND/OR IN KIND CONTRIBUTION PROCEDURE POLICY**

**Effective Date:**

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**PROCEDURES:**

This Policy is intended to provide guidelines and requirements for funding allocations/donations and/or in kind contributions of resources to community groups when hosting events.

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**1.0 DEFINITIONS**

**“Council”** means the duly elected officers of the Town of Barrhead and the Chief Elected Officer or Mayor.

**“CAO”** means the Chief Administrative Officer for the Town of Barrhead, and his/her duly authorized designate(s).

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

**2.0 Procedure/Guidelines**

1. Council may provide a funding donation and/or an in-kind contribution that in the opinion of Council is in the interest of the municipality. The decision will be based on availability of the requested resource, potential financial impact to the municipality and overall community impact.
2. All requests must be submitted to the CAO 60 days in advance of the event to ensure a review by Council.
3. Requests for a financial contribution will be reviewed by the Corporate Services Director to determine the budgetary impact to the municipality
4. Requests for in-kind non-financial assistance shall be forwarded to the respective department for review. The department director shall provide a report on the potential financial impact and availability of the requested equipment and/or resource.
5. Preference will be given to non-profit groups, associations, organizations that are based in Town and to events that will be held in Town. Organizations or community groups whose primary focus is not within the Town may not be consider for funding donations.

6. Funding donation and/or in-kind contributions are not to be considered an annual commitment by the Town. Each request must be submitted in writing yearly. This shall not apply to community groups where the Town has an agreement in place to contribute on an annual basis.
7. Requests related to the waiver or reduction of fees for use of a Town facility, resource or equipment will be reviewed on a case by case basis, this does not preclude the applicant from complying with any terms or conditions of a rental and/or facility use agreement.
8. In making any funding donation or in kind contribution the Town may impose conditions as it deems fit.
9. Organizations receiving financial or in kind support from the Town shall acknowledge and include the Town's contribution when promoting and advertising their event.



# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Proposed Development – DC – Direct Control

## Summary

Proposed Development – Lot 4A, Block 1, Plan 0521175

## Overview

The Applicant is applying for a development permit to extend the existing building to the property line on the south side of the property.

As the Land is within a DC – Direct Control District, it is being brought to Council for approval.

## Recommendations

### *Recommendation #1*

That Council approve the proposed development subject to:

1. A set of plans be submitted to the Town of Barrhead.
2. Development Permit fee to be paid to the Town of Barrhead in the amount of \$150.00.
3. To comply with the Alberta Building Codes.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO



**TOWN OF BARRHEAD  
DEVELOPMENT PERMIT APPLICATION**

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

Phone: 780-674-3301 Fax: 780-674-5648 e-mail: [town@barrhead.ca](mailto:town@barrhead.ca)

Development Permit Application No.: \_\_\_\_\_

Fees: Permit: \_\_\_\_\_ Offsite Levies: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Application Type: Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_ Institutional \_\_\_\_\_ Fence: \_\_\_\_\_

Project Type: New Construction \_\_\_\_\_ Renovation \_\_\_\_\_ Demolition \_\_\_\_\_ Change in Use \_\_\_\_\_

Builder License No. \_\_\_\_\_

Applicant: Joseph S. G. L. Prof. Corp. Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ email: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ email: \_\_\_\_\_

Description of Proposed Development:

Build addition on office for additional work space.

Lot: 4A Block: 1 Plan No.: 0521175 Tax Roll No. 019020

Municipal Address: 5015-50 Avenue Estimated Development Value: \_\_\_\_\_

Estimated Commencement Date: Nov. 1, 2018 Estimated Completion Date: Dec. 1, 2018

Land Use District: \_\_\_\_\_ Permitted Use: \_\_\_\_\_ Discretionary Use: \_\_\_\_\_

Principle Building:

Building Area: 2,185 sq. ft. Site Area: 6,750 sq. ft. Site Coverage (%): 32%

Front yard Setback: no change Rear yard Setback: 1 ft. Side yard Setback: no change

Building Height: no change Number of Off Street Parking Spaces: \_\_\_\_\_

Conforms to Bylaw: Yes ☒ No \_\_\_\_\_ Variance Required: \_\_\_\_\_

Accessory Building:

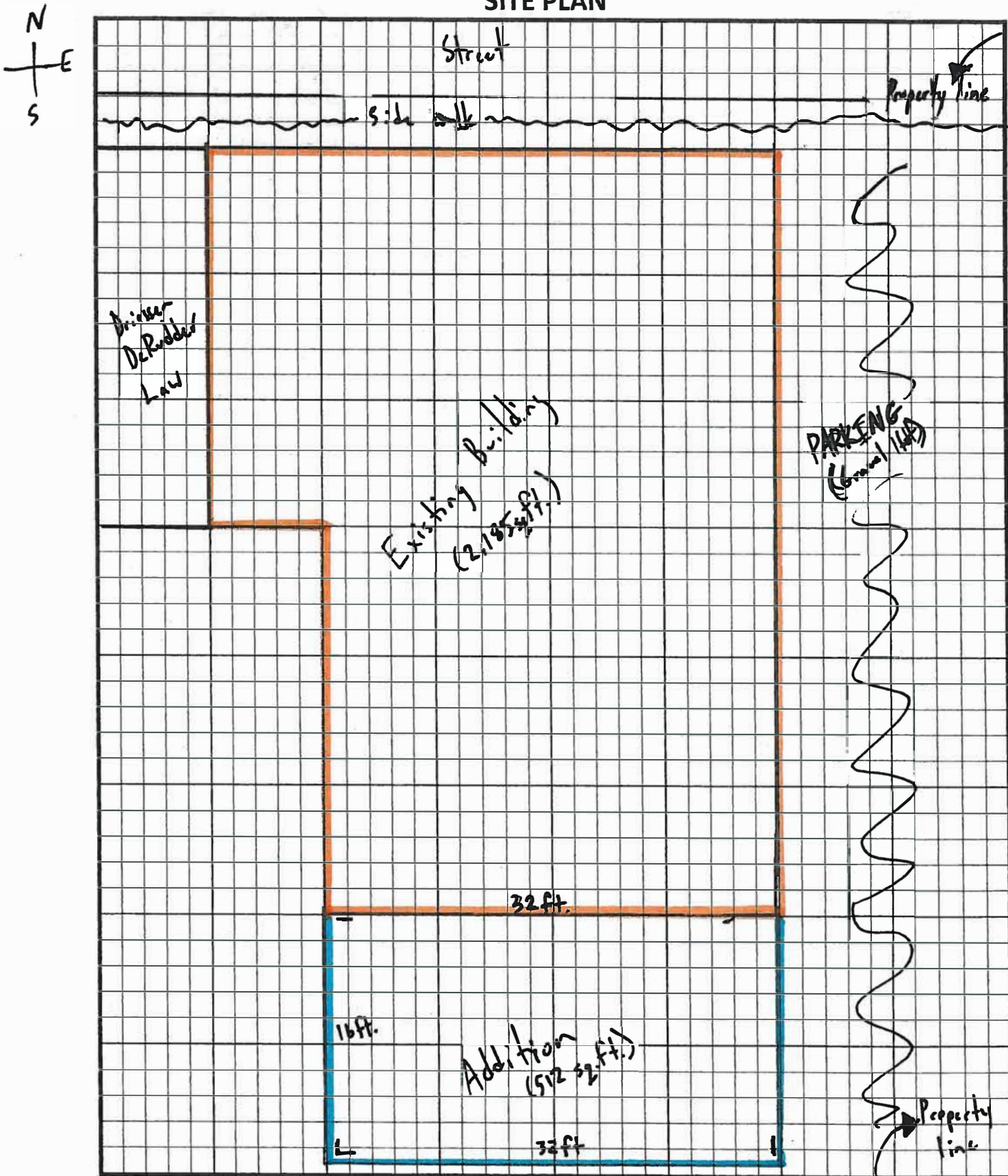
Building Area: \_\_\_\_\_ Rear yard Setback: \_\_\_\_\_ Side yard Setback: \_\_\_\_\_

Building Height: \_\_\_\_\_

Conforms to Bylaw: Yes \_\_\_\_\_ No \_\_\_\_\_ Variance Required: \_\_\_\_\_



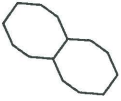
# SITE PLAN



Owner/Applicant Joseph S. Grailach Professional Corp. (Joseph Grailach)

Municipal Address 5015 - 50 Ave. Lot 4A Block 1 Plan 0521175

TOWN  
Office



Existing  
Building

4A

Proposed  
Addition

4

5

5B







# REQUEST FOR DECISION

**Date:** September 25, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Refund Policy for the Recreation Facility Rentals & Rates  
Policy 72-002

## Summary

Addition of Section H, Refund Policy for the Recreation Facility Rentals & Rates Policy 72-002, and amendment to Section D.1.4.2.

## Overview

The following Refund Policy is an addition to the existing Recreation Facility Rentals & Rates Policy 72-002.

It expands on the existing refund procedures in place for ice rink rentals and swimming pool rentals. The Refund Policy will now include Charles Godberson Rotary Room rentals, course registration, passes, and merchandise refund policies. Additionally, the Refund Policy clarifies the form of payment used to issue a refund depending on how the initial payment was received.

Section D.1.4. is also being amended to reflect the addition of Section H. This section previously required 5 working days notice of cancellations; however, it is being changed to 7 days to correspond with the new policy addition. The change is as follows:

D.1.4 Aquatic Centre User Procedures:

### 2. Cancellation

- All cancellations must be communicated to the Recreation Department at least **7 days** before the rental or all fees will be in effect.

## Recommendations

That Council approve the recommendation for the addition of Section H, Refund Policy to the Recreation Facility Rentals & Rates Policy 72-002, and the revision to Section D.1.4.2 to change to 7 days notice of cancellation rather than 5 working days.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

## **H. Refund Policy**

### **1. Facility Rental Refund Policy**

- a) Ice Rink Rentals
  - i. Requires 14 days or more notice of cancellation to receive a full refund
  - ii. After 14 days, a 50% refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.
  - iii. After 7 days, no refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.
- b) Charles Godberson Multipurpose Room Rentals
  - i. Requires 7 days notice to cancel or no refund will be provided
- c) Swimming Pool Rentals
  - i. Require 7 days notice to cancel or no refund will be provided

### **2. Course Registration Refund Policy**

Course registration refunds are subject to the following:

- a) Non-Medical Withdrawals
  - i. A full refund or credit will be issued up to three working days prior to the start date of a program
  - ii. A partial refund or credit will be issued two working days prior to the start date of a program, or within the first two classes. This refund is subject to a 15% administrative fee
  - iii. There will be no refunds after the second class has completed
  - iv. Unusual circumstances will be considered and will be subject to approval by the Director of Parks and Recreation or his delegate
- b) Medical Withdrawals
  - i. A full refund will be issued with medical documentation, if withdrawal is prior to class commencement
  - ii. If a class has already commenced, a pro-rated refund will be issued with medical documentation

Refunds or credit are not issued for classes missed during a session; non-attendance in a class does not constitute withdrawal.

### **3. Cancellation of Programs, Events, and Activities Refund Policy**

Programs, events, and activities may be cancelled by the Town of Barrhead based on the following circumstances:

- a) Insufficient registration
- b) Unforeseen safety consideration
- c) Instructor or facilitator illness and/or unavailability
- d) Program or service materials not available
- e) Inclement weather conditions

The following options will be offered at the discretion of the Town of Barrhead in the event of program, event, or activity cancellation:

- a) A full refund to the participant for fees paid
- b) The option to attend a re-scheduled class at a later date

### **4. Pass Refund Policy**

Passes are subject to the following:

- a) Medical Hold
  - i. Passes can be put on hold for medical reasons for a maximum of one month
  - ii. A written statement or form from your physician is required
- b) Medical Withdrawals
  - i. A full refund will be issued with medical documentation, if withdrawal is prior to the pass commencement date
  - ii. If a pass is already in use, a pro-rated refund will be issued with medical documentation
- c) Non-Medical Withdrawals
  - i. A full refund or credit will be issued up to three working days prior to the start date of pass
  - ii. There will be no refunds for non-medical withdrawals after the first day the pass is valid
  - iii. Unusual circumstances will be considered and will be subject to approval by the Director of Parks and Recreation or his delegate.

### **5. Merchandise Refund Policy**

Merchandise purchased from reception is subject to the following:

- a) Swim goggles
  - i. A full refund will be issued if the product has a manufacturing defect

- ii. A refund or exchange will be issued if the product has not been already worn in water
- b) Swim diapers
  - i. No refunds will be issued for this product
- c) Swim caps
  - i. A full refund will be issued if the product has a manufacturing defect
  - ii. A refund or exchange will be issued if the product has not been already worn in water
- d) Shampoo and conditioner
  - i. No refunds will be issued for this product

**6. Payment Method Policy**

- a) Payments made by debit card will only be refunded back to the original debit card
- b) Payments made by credit card will only be refunded back to the original credit card
- c) Payments made by cash will only be refunded by cheque
- d) If a refund is requested by someone on behalf of the original customer, a letter authorizing the refund from the original customer must accompany the request

**COUNCIL REPORTS  
AS OF SEPTEMBER 25, 2018**

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



**APPROVED**  
Sept 20/18

**Barrhead & District Family & Community  
Support Services Society  
Regular Board Meeting June 21, 2018- 9:30 a.m.  
Barrhead FCSS Building**

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

**Present:**

Randy Hindy, Chairperson  
John Szwec, Secretary/Treasurer  
Shelly Dewsnap, Executive Director  
Carol Lee, Recording Secretary  
Jane Wakeford - Vice Chair  
Sharen Veenstra  
Ron Kleinfeldt  
Bill Lane  
Leslie Penny   Dausen Kluin                      Marsha Smith

**Absent:** Vicki Kremp

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:25 a.m. by Randy Hindy

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

37-18 Moved by Bill Lane to accept the Agenda with the addition of 5c New Board Application. Motion seconded by Marsha Smith.

Carried

**3) Items for Approval**

**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, May 17, 2018.**

38 -18 Moved by Ron Kleinfeldt to accept the minutes of the Regular Board meeting of May 17, 2018, seconded by Leslie Penny.

Carried

**b) Financial Statements**

39 -18 Moved by Leslie Penny to accept the General Account, Community Account and Casino Account Financial Statements for the period ending May 31, 2018, as presented. The motion was seconded by Dausen Kluin.

Carried

**4) Staff Presentation: Sandy McCarthy - Hot Lunch Program Coordinator**

Sandy reported that she has served breakfasts 6 times this year, usually serving breakfast sandwiches. Sandy brought breakfast sandwiches for the board to try. She has new warming trays so next year she can feed breakfast to a pod rather than one classroom at a time. There is a new potato peeler so Sandy will have more potato dishes on the menu for the fall. Twice this past year, she served lunch to over 200 kids. She has 3 helpers, Tuesdays, Thursdays and Fridays and they assure her they are coming back in the fall. BES pays for fruit that Sandy leaves out in a basket for students to access, they are always empty at the end of the day, students go through lots of fruit. Did fundraising via catering to BES teacher and VIP days, curling bonspiel, Wild Rose Rodeo, Freson Brothers Xmas Dinner and FCSS events. The Board thanked Sandy for her hard work and dedication to the program.

**5) New Business****a) GIC Renewal**

40-18 Moved by Marsha Smith and seconded by Leslie Penny to allow Shelly Dewsnap to renew the GIC up to the full amount with principle and interest.

Carried

**b) Resolutions**

41-18 Moved by Leslie Penny and seconded by Bill Lane to add Resolutions to both the December and June Board Agendas.

Carried

**c) New Board Application – Sally Littke has applied.**

42-18 Dausen Kluin moved to approve sally Littke's application, seconded by Leslie Penny.

Carried

**6) Old Business**

**a) Casino Application** – Current Casino for July 10 & 11, volunteer schedule filled and rooms are booked. New application for casino will be left during the current casino.

**7) Items for Information****a) Director's Report****b) Staff Reports**

**c) Van Update** – Stephani Motors has a newer van ready for us. They will take our old van in on trade with no extra cost to FCSS. By having our own vehicle, we have saved a large amount of money in travel expenses incurred by staff.

**8) Board Development****a) FCSSAA Conference – November 28 – 30, 2018**

Board Members Leslie Penny and Jane Wakeford are interested in going.

**b) Date for review with Kendall Taylor -**

October Board Meeting works well. The Finance Meeting will be at 9:00 a.m. followed by the regular board meeting at 9:30 a.m. Kendall will present from 9:30 – 12:30 followed by lunch. There will be no staff presentation for October.

**9) Next Meeting**

**September 20, 2018 @ 9:30 a.m.**


**10) Adjournment**

43-18 Motion to adjourn the meeting at 10:26 a.m. was made by Dausen Kluin and seconded Leslie Penny.


Carried

Rotary Club made a cheque presentation to the Board with picture at 11:45 a.m. Mark Oberg from the Rotary Club attended along with Thrive Coordinator Cheri Jantz, Director Shelly Dewsnap, Board Chair Randy Hindy, Secretary Treasurer John Swec, Vice Chair Jane Wakeford and representing the Town Leslie Penny.

**Barrhead & District Family & Community Support Services Society Regular Board Meeting of June 21, 2018.**



Chairperson



Recording Secretary