



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, MAY 10, 2022 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – April 26, 2022
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:45 p.m. – Ms. Caitlin Clarke
6. Old Business
  - (a) Letter from the Town of Fox Creek dated March 23, 2022 encouraging the Alberta Utilities Commission to perform a review of rising utility fees
7. New Business
  - (a) 2021 Annual Report
  - (b) Revised Joint Health and Safety Committee Terms of Reference

8. Reports
  - (a) Council Reports
  - (b) CAO Report
  - (c) Council Action List to April 26, 2022
  
9. Minutes
  - (a) Community Futures Yellowhead East – February 17, 2022
  - (b) Community Futures Yellowhead East – March 17, 2022
  - (c) Barrhead & District Family & Community Support Services Society – April 15, 2021
  
10. Bylaw
  - (a) There are no Bylaws
  
11. Correspondence Items
  - (a) Letter dated April 20, 2022, from Mayor Andrew Prokop, Town of Taber
  - (b) Email dated April 27, 2022, from Mr. Colin Buschman, Western Government Relations Advisor
  - (c) Email dated May 4, 2022, from Mr. Darren Sandbeck, Senior Provincial Director and Chief Paramedic, Emergency Medical Services, Alberta Health Services
  
12. For the Good of Council
  
13. Tabled Items
  
14. Closed Session
  - (a) Pursuant to Section 16 of the FOIP Act
  
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, APRIL 26, 2022,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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.

155-22

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

- 7(f) Electric Vehicle Charging Station – Update
- 8(a) Barrhead Water Commission Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of April 12, 2022, were reviewed.

156-22

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of April 12, 2022 be accepted as presented.

CARRIED UNANIMOUSLY

**ALL WHEEL SKATE PARK – CONCEPTUAL DESIGN**

For Council to approve the All Wheel Park – Conceptual Design, as presented.

Shallon Touet, Director of Parks and Recreation presented the Power Point Report and answered questions from Council.

157-22

Moved by Cr. Sawatzky that Council approves the All Wheel Park – Conceptual Design, as presented.

CARRIED UNANIMOUSLY

**2022 CAPITAL BUDGET – CHARLES GODBERSON ROTARY ROOM ROOF REPAIR PROJECT**

For Council to entertain the approval for an increase to the 2022 Capital Budget for the Charles Godberson Rotary Room Repair Project.

Shallon Touet, Director of Parks and Recreation, answered questions from Council.

158-22

Moved by Cr. Klumph that Council approves the revised 2022 Capital Budget for the Charles Godberson Rotary Room Repair Project from \$145,000.00 to \$165,000.00 with the added funds to be derived from the Town's existing capital reserves.

CARRIED UNANIMOUSLY

**ELECTRIC VEHICLE CHARGING STATION – UPDATE**

The Electric Vehicle Charging Station update, was received.

Ed LeBlanc, CAO presented some updated information relating to the proposed Electric Vehicle Charging Station.

159-22

Moved by Cr. Assaf that Council accepts the information regarding the Electric Vehicle Charging Station, as information.

CARRIED UNANIMOUSLY

**EXITED** Shallon Touet, Director of Parks and Recreation exited the Chambers at 6:08 pm.

**2023-2025 THREE-YEAR OPERATING PLAN AND THE 2023-2031 MULTI-YEAR CAPITAL PLAN**

For Council to approval the 2023-2025 Three-Year Operating Plan and the 2023-2031 Multi-Year Capital Plan.

160-22 Moved by Cr. Kluin that Council approves the 2023-2025 Three-Year Operating Plan, as presented.

CARRIED UNANIMOUSLY

161-22 Moved by Cr. Klumph that Council approves the 2023-2031 Multi-Year Capital Plan, as presented.

CARRIED UNANIMOUSLY

**POLICY #23-22-005, BARRHEAD FIRE SERVICES FIRE FIGHTER PAY SCHEDULE**

For Council to approve a revised Appendix "A" of Policy #23-22-005, Barrhead Fire Services Pay Schedule, as presented.

162-22 Moved by Cr. Smith that Council approves the revised Appendix "A" of Policy #23-22-005, Barrhead Fire Services Pay Schedule, providing favorable comments are received from the County of Barrhead.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

The Monthly Bank Statement for the month ended March 31, 2022, was received.

163-22 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended March 31, 2022, as presented.

CARRIED UNANIMOUSLY

**REPORTS TO COUNCIL**

The following Reports to Council as of April 26, 2022, were reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Barrhead Regional Water Commission
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

164-22 Moved by Cr. Smith that the following Reports to Council as of April 26, 2022, be accepted as information:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Barrhead Regional Water Commission
- Chamber of Commerce
- Community Futures Yellowhead East
- Family & Community Support Services Society
- Library Board

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – March 17, 2022

165-22 Moved by Cr. Kluin that the Barrhead & District Family and Community Support Services – March 17, 2022, Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 07-2022, TRAFFIC  
AMENDMENT BYLAW**

Proposed Bylaw 07-2022, the Traffic Amendment Bylaw, was presented.

166-22 Moved by Cr. Assaf that Council give Bylaw 07-2022, the Traffic Amendment Bylaw, first reading.

CARRIED UNANIMOUSLY

167-22 Moved by Cr. Klumph that Council give Bylaw 07-2022, the Traffic Amendment Bylaw, second reading.

CARRIED UNANIMOUSLY

168-22 Moved by Cr. Smith that Council give Bylaw 07-2022, the Traffic Amendment Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

169-22 Moved by Cr. Sawatzky that Council give Bylaw 07-2022, the Traffic Amendment Bylaw, third reading.

CARRIED UNANIMOUSLY

**CORRESPONDENCE  
ITEMS**

The following correspondence items were reviewed:

Email dated April 21, 2022, from Mr. Colin Buschman, Western Government Relations Advisor, National Police Federation, regarding a proposal for our municipality to join their Call to Action to the Government of Alberta to halt a new provincial police service.

Letter dated April 20, 2022, from Ms. Leslie Penny, requesting that the Town's website list all of the recreational facilities including website links, both municipal and private that are available to the public including the costs of the facilities.

170-22 Moved by Cr. Klumph that Council accepts the email dated April 21, 2022, from Mr. Colin Buschman, Western Government Relations Advisor, National Police Federation, regarding a proposal for our municipality to join their Call to Action to the Government of Alberta to halt a new provincial police service, as information.

CARRIED UNANIMOUSLY

171-22 Moved by Cr. Smith that Council accepts the letter dated April 20, 2022, from Ms. Leslie Penny, requesting that the Town's website list all of the recreational facilities including website links, both municipal and private that are available to the public including the costs of the facilities, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

No items were mentioned.

**RECESSED**

172-22 Moved by Cr. Kluin to recess the meeting at 6:40 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

173-22 Moved by Cr. Sawatzky to reconvene the meeting at 7:04 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
FOIP ACT SECTION 16**

174-22 Moved by Cr. Assaf that Council come go in closed session at 7:04 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

175-22 Moved by Cr. Smith that Council come out of closed session at 7:25 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

176-22 Moved by Cr. Klumph that the Council Meeting be adjourned at 7:25 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc

# REQUEST FOR DECISION

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** May 10, 2022

**Re:** 5:45 p.m. Delegation – Caitlin Clarke

## 1.0 PURPOSE:

For Town Council to entertain a request to allow an intersection crosswalk painted in rainbow colors representing the Pride flag.

## 2.0 BACKGROUND AND DISCUSSION:

Caitlin Clarke has submitted a written proposal to Town Council requesting authorization to paint the west side of the intersection at 50<sup>th</sup> street and 50<sup>th</sup> avenue in rainbow colors representing the Pride flag for the LGBT2Q+ community.



Picture # 1: crosswalk – southbound



Picture # 2 crosswalk – northbound

June is Pride month.

Should Council approve the request, Ms. Clarke advised that any required “touch-ups” would be done with a 48-hour period. After June 30<sup>th</sup> the painted rainbow would be left to the elements to be faded in time.

**3.0 ALTERNATIVES:**

- 3.1 Council authorizes the request from Caitlin Clark to paint the west side crosswalk of the 50<sup>th</sup> street and 50<sup>th</sup> avenue intersection in rainbow colors representing the Pride flag for the LGBT2Q+ community honor of Pride month.
- 3.2 Council accept Caitlin Clarke’s presentation for the request to paint the west side crosswalk of the 50<sup>th</sup> street and 50<sup>th</sup> avenue intersection in rainbow colors representing the Pride flag for the LGBT2Q+ community as information and to table the discussion for later in the Council Meeting.
- 3.3 Council accept Caitlin Clarke’s presentation for the request to paint the west side crosswalk of the 50<sup>th</sup> street and 50<sup>th</sup> avenue intersection in rainbow colors representing the Pride flag for the LGBT2Q+ community, as information.
- 3.4 Council accept Caitlin Clarke’s presentation for the request to paint the west side crosswalk of the 50<sup>th</sup> street and 50<sup>th</sup> avenue intersection in rainbow colors representing the Pride flag for the LGBT2Q+ community as information and request further information to be presented at the next Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Should Council authorize the request the Town’s Public Works Department would be required to arrange for barricades and applicable temporary signs, at the Town’s expense.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Limited

**8.0 ATTACHMENTS:**

- 8.1 Pride Crosswalk Proposal, as prepared by Caitlin Clarke

**9.0 RECOMMENDATION:**

Council authorizes the request from Caitlin Clark to paint the west side crosswalk of the 50<sup>th</sup> street and 50<sup>th</sup> avenue intersection in rainbow colors representing the Pride flag for the LGBT2Q+ community honor of Pride month.

(original signed by the CAO)

Edward LeBlanc  
CAO

# Pride Crosswalk Proposal

## Proposal:

That on June 4, 2022, the Town of Barrhead block off the crosswalk on the west side of the intersection at 50<sup>th</sup> Street and 50<sup>th</sup> Avenue so that it may be painted in rainbow colours to represent the Pride flag and maintained as such by community members through June 2022.

## Whereas:

- June is Pride Month; a celebration of non-heterosexual and non-cisgender communities. Barrhead has among its citizens people who belong to the queer community, but that community is neither visible nor celebrated locally.
- Barrhead Composite High School (BCHS) has a well-attended Gay-Straight Alliance to stop discrimination of queer youth at school, but no support system exists as of yet for the community as a whole.
- Local youth have expressed reservation on individually celebrating Pride Month (e.g. wearing rainbow clothing) due to history of bullying because of same, even translating into youth not feeling safe on their walk home from school.
- Allyship requires action when witnessing acts of aggression, bullying or oppression against queer individuals, in order to build a safe space and community. Painting a crosswalk for Pride Month is the first step to let the local queer community know that we see them as an important part of the larger Barrhead community.

## Background Information

### What is LGBT2Q+?

The non-heterosexual and/or non-cisgender communities are more commonly represented by the acronym LGBT2Q+. This can be expanded to LGBT2QQIAAP, the letters of which are defined in the table below. For the purposes of this proposal, this community will be referred to as the queer community. While this collection of letters can be confusing for some, the purpose is “to promote inclusivity and diversity for sexuality and gender identities” while working to understand and challenge heterosexism, transphobia, cissexism and homophobia. (What Does LGBT2Q+ Mean?, 2021).

**Table 1. Definition of LGBT2Q+ Community (What Does LGBT2Q+ Mean?, 2021)**

| Letter | Representation | Human Definition                              |
|--------|----------------|---|
| L      | Lesbian        | A woman who is attracted only to other women. |
| G      | Gay            | A male who is attracted to other men.         |

# Pride Crosswalk Proposal

| Letter | Representation | Human Definition   |
|--------|----------------|--|
| B      | Bisexual       | A person who is romantically or sexually attracted to more than one gender.  |
| T      | Transgender    | Denoting or relating to a person whose sense of personal identity and gender does not correspond with their birth sex. |
| 2      | Two-Spirit     | A First Nations identity of person who has both a masculine and a feminine spirit.                                     |
| Q      | Queer          | Includes everyone and all identities under the LGBT2Q+ rainbow.  |
| Q      | Questioning    | Someone who is not so sure they are the standard type heterosexual.  |
| I      | Intersex       | A person whose physical parts cannot easily be distinguished as either male or female.                                 |
| A      | Asexual        | A person who does not feel the need to have sex very often, if at all.   |
| A      | Agender        | Without gender; can be seen either as a non-binary gender identity or as a statement of not having a gender identity.  |
| P      | Pansexual      | Someone who finds themselves attracted to people from all the different genders.                                       |

## Why Pride?

Pride Month is a commemoration of the years of struggle for civil rights and equality under the law for the queer community. (Wallenfeldt) Because of work that the community's forebears put in, Canada has experienced legal changes, from 1969's decriminalization of homosexuality to the Civil Marriage Act in 2005, guaranteeing the right to marriage, and all of the rights that come with it, for all Canadians. (TIMELINE: Same-sex rights in Canada, 2015)

Pride Month is also a celebration of the accomplishments of members of the community, from community leaders to professional athletes to scientists. This representation is especially important for queer youth, who benefit from roles models in their areas of interest who have shared lived experiences to validate, normalize and empower who they themselves are growing up to be. (Harris, 2017)

## Becoming Allies

*An ally is any person that actively promotes and aspires to advance the culture of inclusion through intentional, positive and conscious efforts that benefit people as a whole.*  
(Atcheson, 2018)

Members of the Barrhead community are prepared to be allies, but allyship requires action. It requires us to build a trusting, consistent and accountable relationship with the queer community. (Atcheson, 2018) Members of the queer community have reached out and are ready to build this relationship; the Town of Barrhead needs to create a safe space in order for people

# Pride Crosswalk Proposal

who identify as queer and their allies to grow and learn from each other, advocating for visible equal rights and offering the opportunity for understanding.

## **Painting the Rainbow**

Other communities have already made the commitment of painting crosswalks in rainbow colours, either for Pride Month and all year round. The weekend of April 30-May 1, the city of St. Albert painted its annual crosswalk, with participation of people of various ages from Outloud St. Albert, a grassroots non-profit foundation connecting the queer community with professional resources, and offering speaking programs in schools and businesses. (Outloud: About Us, 2022) When the city of Edmonton began its Rainbow Crosswalks Pilot, they found the public response to be overwhelmingly positive, including the feeling that rainbow crosswalks made intersections safer and more apparent for motorists. (Executive Summary: Rainbow Crosswalks Pilot, Lessons Learned, 2015)

## **Budget and Town Requirements**

Painting a crosswalk in rainbow colours for Pride Month is something that would be achievable within a single day, provided weather cooperates.

Following the example set by the city of Edmonton and outlined by CITYlab in the references, this project would require the Town of Barrhead to provide the following:

- Warning signs regarding intersection closure to be placed at an appropriate time before painting commences to warn motorists.
- Transportation operations setting up barricades at the crosswalk the morning of, to be removed once the paint has dried.

Community members would provide:

- Labour
- All painting supplies, including measuring equipment, painters tape, rollers and paint, purchased locally to an estimated cost of \$450.
- Paint touch-ups through the month, as needed.

*Please note: This proposal has been drafted in consultation with local queer youth and former youth from Barrhead who now identify as queer.*

# Pride Crosswalk Proposal

## Works Cited

Atcheson, S. (2018). Allyship: The Key To Unlocking The Power of Diversity. *Forbes*.

Executive Summary: Rainbow Crosswalks Pilot, Lessons Learned. (2015). *CITYlab*, 1-10.

Harris, J. (2017). The Power of Queer Representation in the Media. *Tredway Library Prize for First-Year Research*.

*Outloud: About Us*. (2022). Retrieved from Outloud St. Albert: <https://outloudstalbert.ca/about/>

*TIMELINE: Same-sex rights in Canada*. (2015, May 25). Retrieved from CBC:  
<https://www.cbc.ca/news/canada/timeline-same-sex-rights-in-canada-1.1147516>

Wallenfeldt, J. (n.d.). *Why is Pride Month Celebrated in June?* Retrieved from Encyclopedia Britannica:  
<https://www.britannica.com/story/why-is-black-history-month-celebrated-in-february>

*What Does LGBT2Q+ Mean?* (2021). Retrieved from Queer Events:  
<https://www.queerevents.ca/lgbt2q/what-does-lgbt2q-mean>

# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** May 10, 2022  
**Re:** Alberta Utilities Commission

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## 1.0 **PURPOSE:**

To provide additional information relating to the correspondence received from the Town of Fox Creek dated March 23, 2022.

## 2.0 **BACKGROUND AND DISCUSSION:**

During the April 12, 2022 Council Meeting, Council passed the following resolution:

*Moved by Cr. Assaf that Council instructs Administration to determine if a resolution relating to the issue raised in the letter from the Town of Fox Creek dated March 23, 2022 will be presented during the 2022 Alberta Municipalities' convention.*

(Resolution No. 149-22)

To serve as additional reference, the following is some information found on the Alberta Utilities Commission's web-site:

*Alberta Utilities Commission (AUC) rules are documents that set out requirements and processes to be implemented and followed by [regulated utilities](#) that are within the jurisdiction of the AUC.*

*As rules are revised and updated, parties are invited to engage in consultations to make suggestions about recommended changes to improve and modernize rules that are considered by the AUC.*

*The Alberta Utilities Commission (AUC) has released an updated 36-month application forecast to guide resource planning and increase efficiency in its review process through proactively coordinating and planning for other regulatory responsibilities such as consultations, inquiries and Commission-initiated proceedings. Each year the AUC collects application forecast information from regulated entities to assist the AUC and other stakeholders with their planning.*

*Application and project information is received and consolidated into the forecast spreadsheet listing the applications utilities expect to file in the next 36 months.*

The following was recently found in the April 22, 2022 edition of the Alberta Counsel:

### **Power and Natural Gas Rebates Could be Coming to Albertans**

*Albertans who have been feeling the pain of soaring electricity and natural gas prices may soon find some relief. Associate Minister Dale Nally tabled legislation this week that would allow the government to add rebates onto utility bills. The program is expected to cost the province \$280 million and will provide roughly 1.9 million households, farms, and small businesses with rebates.*

*The province has committed to offer rebates on heating bills next fall if natural gas prices rise above \$6.50 per gigajoule. The change would provide Albertans with a \$50 rebate on electricity and natural gas.*

In speaking with the *Alberta Municipalities'* office, the City of Grande Prairie will be presenting a resolution specifically asking that A.M. advocate to the AUC for equalized distribution costs.

I spoke to the Town of Fox Creek's CAO and was advised that they are not contemplating to present a resolution to this year's Alberta Municipalities' convention.

As the CAO for the Town of Fox Creek was away from their office for some time it was difficult to connect with my colleague which resulted in the delay to present this report.

To serve as added information, the Town of Taber forward a similar letter from the Town of Fox Creek to the Alberta Utilities Commission. The Town of Taber's letter forms part of this Council Meeting's correspondence list.

### **3.0 ALTERNATIVES:**

- 3.1 Council accepts the report regarding a potential resolution for the *Alberta Municipalities'* Convention relating to the letter from the Town of Fox Creek dated March 23, 2022 encouraging the Alberta Utilities Commission to perform a review of rising utility fees, as information.
- 3.2 Council tables the report relating to the letter from the Town of Fox Creek dated March 23, 2022 encouraging the Alberta Utilities Commission to perform a review of rising utility fees and instructs Administration to provide further information 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:**

Not applicable.

**8.0 ATTACHMENTS:**

8.1 – Letter dated March 23, 2022 from the Town of Fox Creek.

**9.0 RECOMMENDATION:**

Council accepts the report regarding a potential resolution for the *Alberta Municipalities'* Convention relating to the letter from the Town of Fox Creek dated March 23, 2022 encouraging the Alberta Utilities Commission to perform a review of rising utility fees, as information.

(original signed by the CAO)

Edward LeBlanc  
CAO



March 23, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 Street  
Edmonton, AB T5J 2Y2

**RE: INCREASING UTILITY FEES**

Dear Utilities Commission,

There has been a growing concern in our community, and likely across the province, of the rising utility fees for both natural gas and electricity.

Over the course of the past two years, our residents have dealt with the strain of the pandemic, rising costs of groceries, rising gas prices, and job insecurity. Now they can add the stress of maintaining utilities in their homes to that list.

But it is not just residents that are struggling with these rising costs. Also greatly effected are the non-profits of our community and our province. Our non-profits offer us services that are greatly needed for our physical, mental, and social wellbeing however these services are now in jeopardy as they focus what funds they have on paying utility fees.

Instead of retaining funds for savings, for food, to pay rent or a mortgage, or to offer services that improve a community's wellness, people are being forced to pay exorbitant delivery charges to maintain utility services.

We at the Town of Fox Creek believe now is not the time to be taking more and more money from the pockets of Albertans, now is the time to support our people.

So, with the abovementioned in mind, the Town of Fox Creek would like to strongly encourage the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit the corporations are making off Albertans.

Your time and consideration of our residents and non-profits is greatly appreciated.

Sincerely,

Mayor Sheila Gilmour  
Town of Fox Creek  
[sheila@foxcreek.ca](mailto:sheila@foxcreek.ca)

cc The Honourable Sonya Savage, Minister of Energy  
Todd Loewen, MLA  
Alberta Municipalities

## Memorandum to Council

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** May 10, 2022

**Re:** Town of Barrhead's 2021 Annual Report

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Administration is very proud to present to Council the Town's 2021 Annual Report.

Similar to other previous Annual Reports, the document outlines the Town's financial position as of December 31 of the previous year. All municipal departments worked hard and focused to ensure a cohesive report. Administration feels the document well represents the achievements, successes and contributions of each department and Council. The report is composed in such a manner that any representative of the Town would be proud to share with interested parties.

As noted by the Town's Auditor during his presentation to Council during the April 12<sup>th</sup> meeting, the Town's financial position is very strong with its existing capital and operational reserves along with the small capital debt the Town's currently has.

This year, the annual report has been prepared in-house and printed by an external party. Our Communications Coordinator did a tremendous job in preparing the annual report and with new editing software, it provided her with the flexibility in creating and designing a re-useable template for future reports.

A number of copies have been prepared and can be distributed to any key stakeholders.

We must acknowledge the diligent work of every municipal department and its staff for a productive 2021. It is with dedication and hard work from each of our staff members that makes our organization a huge success.

On behalf of our staff, I would like to thank Council for providing Administration with strong, clear and forward-thinking direction in 2021.

2021 was another successful year!

(original signed by the CAO)  
Edward LeBlanc  
CAO

TOWN OF  
**BARRHEAD**  
ALBERTA

# ANNUAL REPORT



2021

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## MAYOR'S MESSAGE

Town of Barrhead Council is pleased to present the 2021 Annual Report and Year End Financial Statements.

The COVID-19 pandemic continued to present us with unique challenges in 2021. Restrictions continued to close our recreation facilities for a significant portion of the year. However, we are proud of the Parks & Recreation Department's ability to continue to pivot in the face of these challenges.

As always, each year we look forward to continued relationships with community groups and organizations to provide and enhance the level of service our citizens are accustomed to. Volunteer contributions in our community are vital to ensuring services remain available

to our residents despite economic hardships faced. It is these selfless acts of contributing to our community that make Barrhead such an incredible town.

We look forward to the return of events, programs, and festivals as they are integral in our social recovery from the pandemic.

Town Council is proud to lead the Barrhead community with residents and businesses as passionate as Council to see our community grow and thrive. As our doors are always open, we welcome you to discuss any community issue, or if you have suggestions on how to make our community even better, please contact myself or any of the Town Councillors and we will be happy to chat with you!



**Top row from left to right:** Councillor Anthony Oswald, Councillor Don Smith, Councillor Ty Assaf, Councillor Dave Sawatzky  
**Bottom row from left to right:** Councillor Dausen Kluin, Mayor David McKenzie, Councillor Rod Klumph



TOWN OF  
**BARRHEAD**  
ALBERTA

FOR THE YEAR ENDED  
**DECEMBER 31, 2021**

Report of the Chief Administrative Officer or Designated Officer

The information contained in this municipal Financial Statement presents fairly, to the best of my knowledge, the information requested.

(original signed)  
\_\_\_\_\_  
Signature

Jennifer Mantay, Dir. of Corporate Services  
\_\_\_\_\_  
Name

Mar. 10/2022  
\_\_\_\_\_  
Dated

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Town of Barrhead is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly the Town's financial position as at December 31, 2021 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards (PSAS).

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The Town Council carries out its responsibilities for review of the consolidated financial statements principally through its Audit Committee (represented by the Town Council Committee of the Whole). This committee meets regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Audit Committee with and without the presence of management. The Town Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Ellerington LLP, Chartered Professional Accountants, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

(Original Signed)

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**Chief Administrative Officer**

Dated: March 10, 2022

(Original Signed)

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**Director of Corporate Services**

Dated: March 10, 2022

# INDEPENDENT AUDITOR'S REPORT

## To the Members of Council:

### OPINION

We have audited the consolidated financial statements of the Town of Barrhead (the Entity), which comprise the consolidated statement of financial position as at December 31, 2021, and the results of its operations, changes in its net financial assets (debt) and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies. In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town of Barrhead as at December 31, 2021, the results of its operations, change in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE CONSOLIDATED FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the consolidated financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### AUDITOR'S RESPONSIBILITY FOR THE AUDIT OF THE CONSOLIDATED FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern.

If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements.

We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion. We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

## REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

- Debt Limit Regulation: In accordance with Alberta Regulation 255/2000, we confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in Note 9.
- Supplementary Accounting Principles and Standards Regulation: In accordance with Alberta Regulation 313/2000, we confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in Note 14.

The engagement partner on the audit resulting in this independent auditor's report is:

Barrhead, Alberta

March 10, 2022

(Original Signed)

Ellerington LLP

Chartered Professional Accountants

# CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

|  | 2021<br>\$        | 2020<br>\$        |
|--|-------------------|-------------------|
| <b>FINANCIAL ASSETS</b>  |                   |                   |
| Cash and Temporary Investments (Note 2)                        | 9,745,985         | 7,087,883         |
| Receivables (Note 3)   |                   |                   |
| Taxes and Grants In Lieu of Taxes                              | 197,471           | 249,381           |
| Trade and Other Receivables                                    | 1,123,455         | 2,203,476         |
| Land for Resale Inventory                                      | -                 | -                 |
| Investments  | -                 | -                 |
| Debt Charges Recoverable                                       | -                 | -                 |
| Other Current/Long Term Assets                                 | 75,702            | 74,147            |
|  | <u>11,142,613</u> | <u>9,614,887</u>  |
| <b>LIABILITIES</b>   |                   |                   |
| Accounts Payable and Accrued Liabilities                       | 186,392           | 182,806           |
| Deposit Liabilities  | 38,129            | 41,150            |
| Deferred Revenue (Note 4)                                      | 2,575,463         | 2,013,510         |
| Employee Benefits Obligation (Note 5)                          | 299,810           | 268,772           |
| Provision for landfill closure and post-closing costs (Note 6) | 334,675           | 304,250           |
| Long Term Debt (Note 8)  | 4,208,507         | 4,362,725         |
|  | <u>7,642,976</u>  | <u>7,173,213</u>  |
| <b>NET FINANCIAL ASSETS (DEBT)</b>                             | <u>3,499,637</u>  | <u>2,441,674</u>  |
| <b>NON-FINANCIAL ASSETS</b>                                    |                   |                   |
| Tangible Capital Assets  | 65,147,552        | 64,900,572        |
| Inventory for Consumption                                      | 48,394            | 48,394            |
| Prepaid Expenses   | 56,717            | 52,988            |
|  | <u>65,252,663</u> | <u>65,001,954</u> |
| <b>ACCUMULATED SURPLUS</b> (Schedule 1 and Note 11)            | <u>68,752,300</u> | <u>67,443,628</u> |

Contingencies - See Note 16

# CONSOLIDATED STATEMENT OF OPERATIONS

## FOR THE YEAR ENDED DECEMBER 31, 2021

| REVENUES  | Budget<br>(Unaudited)    | 2021<br>\$                      | 2020<br>\$               |
|---|--------------------------|---------------------------------|--------------------------|
| Net Municipal Taxes (Schedule 3)                                  | 5,106,378                | <b>5,056,417</b>                | 5,222,630                |
| Sales, User Charges, Franchise & Rentals                          | 4,972,550                | <b>5,164,983</b>                | 5,036,625                |
| Government Transfers for Operating (Schedule 4)                   | 2,258,940                | <b>2,159,222</b>                | 2,027,354                |
| Investment Income   | 74,640                   | <b>43,349</b>                   | 60,878                   |
| Penalties and Costs on Taxes                                      | 30,000                   | <b>27,609</b>                   | 28,816                   |
| Development Levies  | 5,000                    | <b>4,350</b>                    | 2,670                    |
| Licenses, Permits and Fines                                       | 72,400                   | <b>61,024</b>                   | 65,097                   |
| Contributed Assets  | -                        | -                               | -                        |
| Other Revenues  | 248,490                  | <b>202,351</b>                  | 585,939                  |
| <b>TOTAL REVENUE</b>  | <u>12,768,398</u>        | <u><b>12,719,305</b></u>        | <u>13,030,009</u>        |
| <b>EXPENDITURES</b>   |                          |                                 |                          |
| Council and Other Legislative                                     | 225,450                  | <b>181,943</b>                  | 167,737                  |
| General Administration  | 1,112,900                | <b>1,066,660</b>                | 985,879                  |
| RCMP  | 273,410                  | <b>131,178</b>                  | 80,667                   |
| Fire  | 1,396,630                | <b>1,181,293</b>                | 1,208,635                |
| Disaster and Emergency Measures                                   | 1,900                    | -                               | 1,367                    |
| Bylaw Enforcement   | 152,080                  | <b>130,846</b>                  | 125,800                  |
| Safety  | 23,750                   | <b>6,654</b>                    | 120                      |
| Common Services   | 678,250                  | <b>385,186</b>                  | 372,949                  |
| Roads, Streets, Walks, Lighting                                   | 1,521,630                | <b>1,188,025</b>                | 1,185,686                |
| Airport   | 22,520                   | <b>15,288</b>                   | 15,682                   |
| Storm Sewers and Drainage   | 49,940                   | <b>15,649</b>                   | 16,057                   |
| Water Supply and Distribution                                     | 2,616,040                | <b>2,319,648</b>                | 2,107,803                |
| Wastewater Treatment and Disposal                                 | 477,070                  | <b>290,486</b>                  | 263,455                  |
| Waste Management  | 800,360                  | <b>724,308</b>                  | 651,980                  |
| Family and Community Support                                      | 437,420                  | <b>446,467</b>                  | 467,423                  |
| Cemeteries  | 38,190                   | <b>26,962</b>                   | 16,141                   |
| Other Public Health and Welfare                                   | 35,730                   | <b>6,470</b>                    | 34,360                   |
| Land Use, Planning, Zoning and Development                        | 129,150                  | <b>99,048</b>                   | 101,444                  |
| Economic Development  | 154,720                  | <b>123,266</b>                  | 113,793                  |
| Subdivision Land and Development                                  | 1,000                    | <b>45,057</b>                   | 12,745                   |
| Parks and Recreation  | 3,115,050                | <b>2,122,811</b>                | 2,260,860                |
| Culture: Libraries, Museums, Halls                                | 246,310                  | <b>173,124</b>                  | 147,758                  |
| Amortization Expenditures   | 1,897,100                | <b>1,939,963</b>                | 1,858,794                |
| Loss (Gain) On Disposal of Capital Assets                         | -                        | <b>113,224</b>                  | 48,762                   |
| Other Expenditures  | -                        | -                               | -                        |
| <b>TOTAL EXPENSES</b>   | <u>15,406,600</u>        | <u><b>12,733,556</b></u>        | <u>12,245,897</u>        |
| <b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE OTHER</b> | <u>(2,638,202)</u>       | <u><b>(14,251)</b></u>          | <u>784,112</u>           |
| <b>OTHER</b>  |                          |                                 |                          |
| Government Transfers for Capital (Schedule 4)                     | 3,647,960                | <b>1,322,923</b>                | 1,110,193                |
| Unrestricted Fund Transfers                                       | -                        | -                               | -                        |
|   | <u>3,647,960</u>         | <u><b>1,322,923</b></u>         | <u>1,110,193</u>         |
| <b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>                | <u>1,009,758</u>         | <u><b>1,308,672</b></u>         | <u>1,894,305</u>         |
| <b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>                     | <u>67,443,628</u>        | <u><b>67,443,628</b></u>        | <u>65,549,323</u>        |
| <b>ACCUMULATED SURPLUS, END OF YEAR</b>                           | <u><u>68,453,386</u></u> | <u><u><b>68,752,300</b></u></u> | <u><u>67,443,628</u></u> |

# CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2021

|   | Budget<br>(Unaudited) | 2021<br>\$              | 2020<br>\$       |
|---|-----------------------|-------------------------|------------------|
| <b>EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES</b>   | <u>1,009,758</u>      | <u><b>1,308,672</b></u> | <u>1,894,305</u> |
| Acquisition of Tangible Capital Assets                | (5,833,620)           | <b>(2,334,667)</b>      | (2,504,462)      |
| Proceeds on Disposal of Tangible Capital Assets       | -                     | <b>34,501</b>           | 29,400           |
| Amortization of Tangible Capital Assets               | 1,897,100             | <b>1,939,963</b>        | 1,858,794        |
| (Gain) Loss on Sale of Tangible Capital Assets        | -                     | <b>113,224</b>          | 48,762           |
|   | <u>(3,936,520)</u>    | <u><b>(246,979)</b></u> | <u>(567,506)</u> |
| Acquisition of Prepaid Assets                         | -                     | <b>(3,729)</b>          | (16,301)         |
| Use of Prepaid Assets                                 | -                     | -                       | -                |
|   | <u>-</u>              | <u><b>(3,729)</b></u>   | <u>(16,301)</u>  |
| <b>(INCREASE) DECREASE IN NET DEBT</b>                | <u>(2,926,762)</u>    | <u><b>1,057,964</b></u> | <u>1,310,498</u> |
| <b>NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR</b> | <u>2,441,674</u>      | <u><b>2,441,674</b></u> | <u>1,131,176</u> |
| <b>NET FINANCIAL ASSETS (DEBT), END OF YEAR</b>       | <u>(485,088)</u>      | <u><b>3,499,638</b></u> | <u>2,441,674</u> |

# CONSOLIDATED STATEMENT OF CASH FLOWS

## FOR THE YEAR ENDED DECEMBER 31, 2021

**NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:**

|  | <u>2021</u>             | <u>2020</u>             |
|--|-------------------------|-------------------------|
|  | \$                      | \$                      |
| <b>OPERATING</b>   |                         |                         |
| Excess (shortfall) of revenues over expenses                             | 1,308,672               | 1,894,305               |
| Non-cash items included in excess (shortfall) of revenues over expenses: |                         |                         |
| Amortization of tangible capital assets                                  | 1,939,963               | 1,858,794               |
| Loss (Gain) on disposal of tangible capital assets                       | 113,224                 | 48,762                  |
| Non-cash charges to operations (net change)                              |                         |                         |
| Decrease (increase) in taxes and grants-in-lieu receivable               | 51,910                  | (13,793)                |
| Decrease (increase) in trade and other receivables                       | 1,080,020               | (1,272,188)             |
| Decrease (increase) in prepaid expenses                                  | (3,729)                 | (16,301)                |
| Decrease (increase) in current/long term assets                          | (1,555)                 | 2,700                   |
| Increase (decrease) in accounts payable and accrued liabilities          | 34,624                  | 130,544                 |
| Increase (decrease) in deposit liabilities                               | (3,021)                 | (4,030)                 |
| Increase (decrease) in deferred revenue                                  | 561,953                 | 938,515                 |
| Increase (decrease) in provision for landfill closure/post-closure       | 30,425                  | 30,425                  |
| Cash provided by operating transactions                                  | <u>5,112,486</u>        | <u>3,597,733</u>        |
| <b>CAPITAL</b>   |                         |                         |
| Acquisition of tangible capital assets                                   | (2,334,667)             | (2,504,462)             |
| Sale of tangible capital assets  | <u>34,501</u>           | <u>29,400</u>           |
| Cash applied to capital transactions                                     | <u>(2,300,166)</u>      | <u>(2,475,062)</u>      |
| <b>INVESTING</b>   |                         |                         |
| Decrease (increase) in restricted cash or equivalents                    | <u>(555,083)</u>        | <u>(942,252)</u>        |
| Cash provided by (applied to) investing transactions                     | <u>(555,083)</u>        | <u>(942,252)</u>        |
| <b>FINANCING</b>   |                         |                         |
| Debt charges recovered   | -                       | -                       |
| Long-term debt issued  | -                       | -                       |
| Long-term debt repaid  | <u>(154,218)</u>        | <u>(149,469)</u>        |
| Cash provided by (applied to) financing transactions                     | <u>(154,218)</u>        | <u>(149,469)</u>        |
| <b>CHANGE IN CASH AND EQUIVALENTS DURING YEAR</b>                        | <b>2,103,019</b>        | <b>30,950</b>           |
| <b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>                      | <u><b>5,105,095</b></u> | <u><b>5,074,145</b></u> |
| <b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>                            | <u><b>7,208,114</b></u> | <u><b>5,105,095</b></u> |
| <b>Cash and cash equivalents is made up of:</b>                          |                         |                         |
| Cash and temporary investments (Note 2)                                  | 9,745,985               | 7,087,883               |
| Less: restricted portion of cash and temporary investments (Note 2)      | <u>(2,537,871)</u>      | <u>(1,982,788)</u>      |
|  | <u><b>7,208,114</b></u> | <u><b>5,105,095</b></u> |

# SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2021 - SCHEDULE 1

|   | Unrestricted<br>Surplus | Restricted<br>Surplus | Equity in Tangible<br>Capital Assets | 2021<br>\$        | 2020 \$<br>\$     |
|---|-------------------------|-----------------------|--------------------------------------|-------------------|-------------------|
| <b>BALANCE, BEGINNING OF YEAR</b>                   | <b>326,017</b>          | <b>6,579,764</b>      | <b>60,537,847</b>                    | <b>67,443,628</b> | <b>65,549,323</b> |
| Excess (deficiency) of revenues over expenses       | 1,308,672               | -                     | -                                    | <b>1,308,672</b>  | -                 |
| Unrestricted funds designated for future use        | (1,960,903)             | 1,960,903             | -                                    | -                 | 1,894,305         |
| Restricted funds used for operations                | 101,605                 | (101,605)             | -                                    | -                 | -                 |
| Restricted funds used for tangible capital assets   | -                       | (953,016)             | 953,016                              | -                 | -                 |
| Current year funds used for tangible capital assets | (1,381,652)             | -                     | 1,381,652                            | -                 | -                 |
| Contributed tangible capital assets                 | -                       | -                     | -                                    | -                 | -                 |
| Disposal of tangible capital assets                 | 147,725                 | -                     | (147,725)                            | -                 | -                 |
| Annual amortization expense                         | 1,939,963               | -                     | (1,939,963)                          | -                 | -                 |
| Long term debt issued                               | -                       | -                     | -                                    | -                 | -                 |
| Long term debt repaid                               | (154,218)               | -                     | 154,218                              | -                 | -                 |
| Capital debt used for TCA                           | -                       | -                     | -                                    | -                 | -                 |
| Unrestricted fund transfers                         | -                       | -                     | -                                    | -                 | -                 |
| Change in Accumulated Surplus                       | 1,192                   | 906,282               | 401,198                              | 1,308,672         | 1,894,305         |
| <b>BALANCE, END OF YEAR</b>                         | <b>327,209</b>          | <b>7,486,046</b>      | <b>60,939,045</b>                    | <b>68,752,300</b> | <b>67,443,628</b> |



## SCHEDULE OF PROPERTY AND OTHER TAXES

FOR THE YEAR ENDED DECEMBER 31, 2021 - SCHEDULE 3

| TAXATION                                       | Budget<br>(Unaudited) | 2021<br>\$              | 2020<br>\$       |
|--|-----------------------|-------------------------|------------------|
| Real Property Taxes                            | 6,362,160             | <b>6,353,813</b>        | 6,580,111        |
| Linear Property Taxes                          | 127,600               | <b>127,600</b>          | 126,267          |
| Government Grants In Lieu of Property Taxes    | 90,620                | <b>48,486</b>           | 58,817           |
| Special Assessment and Local Improvement Taxes | -                     | -                       | -                |
| <b>TOTAL TAXATION</b>                          | <u>6,580,380</u>      | <u><b>6,529,899</b></u> | <u>6,765,195</u> |
| <b>REQUISITIONS</b>                            |                       |                         |                  |
| Alberta School Foundation                      | 1,451,773             | <b>1,451,773</b>        | 1,479,691        |
| Barrhead & District Social Housing             | 20,891                | <b>20,891</b>           | 60,477           |
| Designated Industrial Properties               | 520                   | -                       | -                |
| Requisitions - Previous Year Underlevy         | 818                   | <b>818</b>              | 2,397            |
| <b>TOTAL REQUISITIONS</b>                      | <u>1,474,002</u>      | <u><b>1,473,482</b></u> | <u>1,542,565</u> |
| <b>NET MUNICIPAL TAXES</b>                     | <u>5,106,378</u>      | <u><b>5,056,417</b></u> | <u>5,222,630</u> |

## SCHEDULE OF GOVERNMENT TRANSFERS

### FOR THE YEAR ENDED DECEMBER 31, 2021 - SCHEDULE 4

|                                   | <u>Budget<br/>(Unaudited)</u> | <u>2021<br/>\$</u>             | <u>2020<br/>\$</u>      |
|-----------------------------------|-------------------------------|--------------------------------|-------------------------|
| <b>TRANSFERS FOR OPERATING:</b>   |                               |                                |                         |
| Provincial Government             | 912,910                       | <b>813,894</b>                 | 707,957                 |
| Federal Government                | -                             | <b>21,057</b>                  | 10,800                  |
| Other Local Government            | <u>1,346,030</u>              | <u><b>1,324,271</b></u>        | <u>1,308,597</u>        |
|                                   | <u>2,258,940</u>              | <u><b>2,159,222</b></u>        | <u>2,027,354</u>        |
| <b>TRANSFERS FOR CAPITAL:</b>     |                               |                                |                         |
| Provincial Government             | 2,008,130                     | <b>957,699</b>                 | 747,165                 |
| Federal Government                | 1,332,510                     | <b>89,362</b>                  | 272,925                 |
| Other Local Government            | <u>307,320</u>                | <u><b>275,862</b></u>          | <u>90,103</u>           |
|                                   | <u>3,647,960</u>              | <u><b>1,322,923</b></u>        | <u>1,110,193</u>        |
| <b>TOTAL GOVERNMENT TRANSFERS</b> | <u><u>5,906,900</u></u>       | <u><u><b>3,482,145</b></u></u> | <u><u>3,137,547</u></u> |

## SCHEDULE OF CONSOLIDATED EXPENSES BY OBJECT

FOR THE YEAR ENDED DECEMBER 31, 2021 - SCHEDULE 5

| CONSOLIDATED EXPENSES BY OBJECT             | Budget<br>(Unaudited) | 2021<br>\$               | 2020<br>\$        |
|---|-----------------------|--------------------------|-------------------|
| Salaries, Wages and Benefits                | 4,890,040             | <b>4,570,706</b>         | 4,685,861         |
| Contracted and General Services             | 3,408,920             | <b>3,128,155</b>         | 2,792,615         |
| Purchases from Other Governments            | 214,010               | <b>90,823</b>            | 41,372            |
| Materials, Goods, Supplies and Utilities    | 1,958,520             | <b>1,828,587</b>         | 1,718,916         |
| Provision for Allowances                    | 4,500                 | <b>1,749</b>             | 1,481             |
| Transfers to Other Governments              | 372,730               | <b>305,442</b>           | 343,102           |
| Transfers to Local Boards and Agencies      | 548,030               | <b>557,076</b>           | 577,712           |
| Transfers to Individuals and Organizations  | 43,770                | <b>16,093</b>            | 1,320             |
| Bank Charges and Short Term Interest        | 5,100                 | <b>5,138</b>             | 4,438             |
| Interest on Long Term Debt                  | 136,350               | <b>136,350</b>           | 141,100           |
| Other Expenditures                          | 30,425                | <b>40,250</b>            | 30,425            |
| Amortization of Tangible Capital Assets     | 1,897,100             | <b>1,939,963</b>         | 1,858,794         |
| Loss on Disposal of Tangible Capital Assets | -                     | <b>113,224</b>           | 48,761            |
| <b>TOTAL EXPENDITURES</b>                   | <u>13,509,495</u>     | <u><b>12,733,556</b></u> | <u>12,245,897</u> |

# SCHEDULE OF SEGMENTED DISCLOSURE

## FOR THE YEAR ENDED DECEMBER 31, 2021 - SCHEDULE 6

|  | General Government | Protective Services | Transportation Services | Planning & Development | Recreation & Culture | Environmental Services | Other    | 2021 \$           |
|--|--------------------|---------------------|-------------------------|------------------------|----------------------|------------------------|----------|-------------------|
| <b>REVENUE</b>                             |                    |                     |                         |                        |                      |                        |          |                   |
| Net Municipal Taxes                        | 5,056,417          |                     |                         |                        |                      |                        |          | 5,056,417         |
| Sales, User Charges, Franchise & Rentals   | 826,074            | 100,279             | 20,957                  | 239,105                | 329,818              | 3,642,350              | 6,400    | 5,164,983         |
| Government Transfers                       | 71,813             | 1,380,030           | 723,762                 |                        | 661,537              | 259,537                | 385,466  | 3,482,145         |
| Investment Income                          |                    |                     | 10,867                  |                        | 8,500                | 20,000                 | 3,982    | 43,349            |
| Penalties and Costs on Taxes               | 27,609             |                     |                         | 4,350                  |                      |                        |          | 27,609            |
| Development Levies                         | 37,350             | 21,124              |                         | 2,550                  |                      |                        |          | 4,350             |
| Licenses, Permits and Fines                | 35,921             | 580                 | 10,173                  | -                      | 24,703               | 130,974                | -        | 61,024            |
| Other Revenues                             | 6,055,184          | 1,502,013           | 765,759                 | 246,005                | 1,024,558            | 4,052,861              | 395,848  | 202,351           |
|  |                    |                     |                         |                        |                      |                        |          | <u>14,042,228</u> |
| <b>EXPENSES</b>                            |                    |                     |                         |                        |                      |                        |          |                   |
| Salaries, Wages and Benefits               | 930,521            | 663,083             | 790,881                 | 173,976                | 1,106,907            | 897,794                | 7,544    | 4,570,706         |
| Contracted and General Services            | 233,004            | 282,772             | 302,238                 | 34,821                 | 421,823              | 1,834,079              | 19,418   | 3,128,155         |
| Purchases from Other Governments           | 118                | 90,705              |                         |                        |                      |                        |          | 90,823            |
| Materials, Goods, Supplies and Utilities   | 81,026             | 128,725             | 495,742                 | 48,750                 | 502,615              | 571,729                |          | 1,828,587         |
| Transfers to Other Governments             |                    | 290,155             | 15,287                  |                        |                      |                        |          | 305,442           |
| Transfers to Local Boards and Agencies     |                    | 1,000               |                         |                        | 110,610              |                        | 446,466  | 557,076           |
| Transfers to Individuals and Organizations |                    |                     |                         |                        | 15,093               |                        |          | 16,093            |
| Interest on Long Term Debt                 |                    |                     |                         |                        | 136,350              |                        |          | 136,350           |
| Other Expenditures                         | 3,934              | 6,147               | -                       | 116,225                | 3,215                | 30,840                 | -        | 160,361           |
|  | 1,248,603          | 1,462,587           | 1,604,148               | 373,772                | 2,296,613            | 3,334,442              | 473,428  | 10,793,593        |
| <b>NET REVENUE, BEFORE AMORTIZATION</b>    | 4,806,581          | 39,426              | (838,389)               | (127,767)              | (1,272,055)          | 718,419                | (77,580) | 3,248,635         |
| Amortization Expense                       | (62,844)           | (177,245)           | (487,379)               | (380)                  | (620,899)            | (591,226)              | -        | (1,939,963)       |
| <b>NET REVENUE</b>                         | 4,743,737          | (137,819)           | (1,325,768)             | (128,147)              | (1,892,944)          | 127,193                | (77,580) | 1,308,672         |

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

### 1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Town of Barrhead are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants ("CICA"). Significant aspects of the accounting policies adopted by the Town of Barrhead are as follows:

#### *a) Reporting entity*

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Town Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

#### *b) Basis of Accounting*

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

#### *c) Use of Estimates*

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

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

### *d) Investments*

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

### *e) Debt Charges Recoverable*

Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the un-matured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

### *f) Requisition Over-levy and Under-levy*

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

### *g) Inventories for Resale*

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

### *h) Tax Revenue*

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as flow through and are excluded from municipal revenue.

### *i) Landfill Closure and Post-Closure Liability*

Pursuant to the Alberta Environmental Protection and Enhancement Act, the Town is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

### *j) Contaminated Sites Liability*

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

### *k) Government Transfers*

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

### *l) Non-Financial Assets*

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

#### **i. Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

|                             | <u>Years</u> |
|-----------------------------|--------------|
| Land Improvements           | 15 - 20      |
| Buildings                   | 25 - 50      |
| Engineered structures       |              |
| Water System                | 35 - 65      |
| Storm Sewer System          | 35 - 65      |
| Wastewater System           | 15 - 40      |
| Other Engineered Structures | 15 - 40      |
| Machinery and equipment     | 5 - 20       |
| Vehicles                    | 3 - 20       |

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

# NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

**ii. Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and are also recorded as revenue.

**iii. Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**iv. Inventories**

Inventories held for consumption are recorded at the lower of cost and replacement cost.

**v. Cultural and Historical Tangible Capital Assets**

Works of art for display are not recorded as tangible capital assets but are disclosed.

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## NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

#### 2. CASH AND TEMPORARY INVESTMENTS

|                       | 2021 \$             | 2020 \$             |
|-----------------------|---------------------|---------------------|
| Cash                  | 9,783,523.71        | 7,100,198.28        |
| Temporary Investments | <u>(37,539.39)</u>  | <u>(12,315.13)</u>  |
|                       | <u>9,745,984.32</u> | <u>7,087,883.15</u> |

Temporary investments are short-term deposits with original maturities of 1 year or less.

Included in temporary investments are restricted amounts received and held for specific **capital** projects:

|   | 2021 \$             | 2020 \$             |
|---|---------------------|---------------------|
| <u>FGTF – Water Reservoir</u>                           | 1,263,393.00        | 1,255,393.00        |
| <u>FGTF – Arena Retrofit</u>                            | 779,357.00          | 0.00                |
| <u>Municipal Sustainability Grant – Garbage Truck</u>   | 265,912.60          | 0.00                |
| <u>Municipal Sustainability Grant – Skateboard Park</u> | 99,987.54           | 0.00                |
| <u>Municipal Sustainability Grant – Fire Truck</u>      | 0.00                | 292,825.00          |
|   | <u>2,408,650.14</u> | <u>1,548,218.00</u> |

Included in temporary investments are restricted amounts received and held for specific **operating** projects.

|  | 2021 \$           | 2020 \$           |
|--|-------------------|-------------------|
| Alberta Health Services - 2019 Public Health Grant | 19,730.21         | 9,730.21          |
| Alberta Community Partnership – BRWC Grant         | 97,490.73         | 165,839.75        |
| Yellowhead East Covid Support Grant                | 12,000.00         | 0.00              |
| 2020 MOST Grant – COVID 19 Loss Offset             | 0.00              | 259,000.00        |
|  | <u>129,220.94</u> | <u>434,569.96</u> |

#### 3. RECEIVABLES

|  | 2021 \$             | 2020 \$             |
|--|---------------------|---------------------|
| Property Taxes                             |                     |                     |
| Current Taxes and Grants in Place of Taxes | 166,413.91          | 188,748.40          |
| Arrears Taxes                              | <u>31,057.08</u>    | <u>60,632.09</u>    |
|  | <u>197,470.99</u>   | <u>249,380.49</u>   |
| Less Allowance for Doubtful Accounts       | <u>(0.00)</u>       | <u>(0.00)</u>       |
|  | <u>197,470.99</u>   | <u>249,380.49</u>   |
| Other                                      |                     |                     |
| Trade Accounts                             | 1,073,371.71        | 2,143,312.51        |
| GST  | <u>50,082.87</u>    | <u>60,163.29</u>    |
|  | <u>1,123,454.58</u> | <u>2,203,475.80</u> |
|  | <u>1,320,925.57</u> | <u>2,452,856.29</u> |

## NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

#### 4. DEFERRED REVENUE

|   | <b>2021 \$</b>             | <b>2020 \$</b>             |
|---|----------------------------|----------------------------|
| Agrena – Future Advertising Sign Rental                         | 2,800.20                   | 5,006.03                   |
| Prepaid Taxes   | 34,791.28                  | 25,716.27                  |
| Public Health – AHS Community Grant- Operating                  | 19,730.21                  | 9,730.21                   |
| 2020 MOST Grant - Operating                                     | 0.00                       | 259,000.00                 |
| Yellowhead East Covide Support Grant                            | 12,000.00                  | 0.00                       |
| 2020 ACP Grant – BRWC - Operating                               | 97,490.73                  | 165,839.75                 |
| Municipal Sustainability Initiative (Garbage Truck)- Capital    | 265,912.60                 | 0.00                       |
| Municipal Sustainability Initiative (Skateboard Park) - Capital | 99,987.54                  | 0.00                       |
| Federal Gas Tax Fund Grant (Arena Retrofit)- Capital            | 779,357.00                 | 0.00                       |
| Federal Gas Tax Fund Grant (General)- Capital                   |                            |                            |
| Federal Gas Tax Fund Grant (Water)- Capital                     | 1,263,393.00               | 1,255,393.00               |
| Municipal Sustainability Initiative – Fire Truck - Capital      | <u>0.00</u>                | <u>292,825.00</u>          |
|   | <b><u>2,575,462.56</u></b> | <b><u>2,013,510.26</u></b> |

Businesses may enter into a 3 year contract for advertising signs that are placed in the Agrena.

Prepaid taxes are recorded as credit balances on the tax roll.

Operating and Capital Grants provide funding for specific projects for future years.

#### 5. EMPLOYEE BENEFITS OBLIGATIONS

|                               | <b>2021 \$</b> | <b>2020 \$</b> |
|-------------------------------|----------------|----------------|
| Vacation and overtime accrued | 299,809.94     | 268,772.12     |

The Vacation and Overtime liability is comprised of vacation and overtime that employees are deferring to future years. Employees have either earned (and are vested) or are entitled to these benefits and earnings within the next budgetary year.

#### 6. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

Alberta Environment law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post-closure activities for 40 years after closure using a discount rate of 4% and assuming annual inflation of 2%.

## NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total air space capacity of the site is estimated at 235,300 cubic meters. The estimated remaining air space capacity of the landfill site is 224,000 cubic meters. The existing landfill site is expected to reach capacity in approximately the year 2030.

The Town has not designed assets for settling closure and post-closure liabilities. The Barrhead Regional Landfill is jointly owned by the Town of Barrhead and the County of Barrhead No. 11 with each municipality being responsible for 50% of the estimated total liability.

|   | 2021 \$              | 2020 \$              |
|---|----------------------|----------------------|
| Estimated Closure Costs                               | 620,520.00           | 620,520.00           |
| Estimated Post-Closure Costs                          | <u>863,500.00</u>    | <u>863,500.00</u>    |
| Estimated Total Liability                             | <u>1,484,020.00</u>  | <u>1,484,020.00</u>  |
| <br>  |                      |                      |
| Estimated Capacity Remaining                          | <u>55%</u>           | <u>59%</u>           |
| Portion of Total Liability Remaining to be Recognized | <u>814,670.00</u>    | <u>875,520.00</u>    |
| <br>  |                      |                      |
| Estimated Capacity Used                               | <u>45%</u>           | <u>41%</u>           |
| Total Accrued Liability Portion                       | <u>669,350.00</u>    | <u>608,500.00</u>    |
| <br>  |                      |                      |
| Town of Barrhead 50% Accrued Liability Portion        | <u>\$ 334,675.00</u> | <u>\$ 304,250.00</u> |

#### 7. CONTAMINATED SITES LIABILITY

On January 1, 2015, the Town adopted PS 3260 Liability for Contaminated Sites. The standard was applied on a retroactive basis and did not result in any adjustments to the financial liabilities, tangible capital assets or accumulated surplus of the Town.

#### 8. LONG-TERM DEBT

|                          | 2021 \$             | 2020 \$             |
|--------------------------|---------------------|---------------------|
| Tax supported debentures | 4,208,506.85        | 4,362,725.25        |
| Bank loans               | <u>0.00</u>         | <u>0.00</u>         |
|                          | <u>4,208,506.85</u> | <u>4,362,725.25</u> |

The current portion of the long-term debt amounts to \$ 154,218.40 (2020 - \$149,468.51).

Interest on long-term debt amounted to \$ 136,350.60 (2020 - \$ 141,100.49).

Principal and interest repayments are as follows:

|           | Principal \$        | Interest \$       | Total \$            |
|-----------|---------------------|-------------------|---------------------|
| 2022      | 159,119.23          | 131,449.77        | 290,569.00          |
| 2023      | 164,175.80          | 126,393.20        | 290,569.00          |
| 2024      | 169,393.07          | 121,175.93        | 290,569.00          |
| 2025      | 174,776.14          | 115,792.86        | 290,569.00          |
| 2026      | 180,330.26          | 110,238.74        | 290,569.00          |
| 2027-2041 | <u>3,360,712.35</u> | <u>852,538.15</u> | <u>4,213,250.50</u> |
|           | 4,208,506.85        | 1,457,588.65      | 5,666,095.50        |

## NOTES TO FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

#### 9. DEBT LIMITS AND DEBT SERVICING LIMIT

Section 276(2) of the MGA requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town of Barrhead are to be disclosed as follows:

|                                       | <b>2021 \$</b>      | <b>2020 \$</b>      |
|---------------------------------------|---------------------|---------------------|
| Total Debt Limit                      | 19,058,958.00       | 19,545,014.00       |
| Total Debt                            | <u>4,208,507.00</u> | <u>4,362,725.00</u> |
| Amount of Debt Limit Unused           | 14,870,451.00       | 15,182,289.00       |
| <br>                                  |                     |                     |
| Debt Servicing Limit                  | 3,179,826.00        | 3,257,502.00        |
| Debt Servicing                        | <u>290,569.00</u>   | <u>290,569.00</u>   |
| Amount of Debt Servicing Limit Unused | 2,889,257.00        | 2,966,933.00        |

#### 10. EQUITY IN TANGIBLE CAPITAL ASSETS

|                                       | <b>2021 \$</b>        | <b>2020 \$</b>        |
|---------------------------------------|-----------------------|-----------------------|
| Tangible Capital Assets (Schedule 2)  | 121,179,134.88        | 119,114,528.76        |
| Accumulated Amortization (Schedule 2) | (56,031,582.64)       | (54,213,955.80)       |
| Long-term Debt (Note 8)               | <u>(4,208,506.85)</u> | <u>(4,362,725.25)</u> |
|                                       | <u>60,939,045.39</u>  | <u>60,537,847.71</u>  |

#### 11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets.

|                                    | <b>2021 \$</b>    | <b>2020 \$</b>    |
|------------------------------------|-------------------|-------------------|
| Unrestricted Surplus (Deficit)     | 327,209           | 326,017           |
| Restricted Surplus                 |                   |                   |
| Tax Rate Stabilization             | 848,327           | 851,396           |
| Roads                              | 693,797           | 708,064           |
| Water                              | 1,932,782         | 1,916,999         |
| Sewer                              | 1,235,038         | 1,131,767         |
| Garbage, Landfill, Recycling       | 325,477           | 254,470           |
| Building Replacement & Renovations | 709,846           | 738,511           |
| Land Improvements                  | 1,069,252         | 575,154           |
| General Equipment Replacement      | <u>671,527</u>    | <u>403,403</u>    |
|                                    | 7,486,046         | 6,579,764         |
| Equity in Tangible Capital Assets  | 60,939,045        | 60,537,847        |
| <b>TOTAL ACCUMULATED SURPLUS</b>   | <b>68,752,300</b> | <b>67,443,628</b> |

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

### 12. SEGMENTED DISCLOSURE

The Town of Barrhead provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).

### 13. TRUST FUNDS

|                                    | 2021 \$          | 2020 \$          |
|------------------------------------|------------------|------------------|
| Columbarium Trust – Perpetual Care | 27,714.13        | 12,215.13        |
| Tax Sale Trust                     | <u>9,825.26</u>  | <u>0.00</u>      |
|                                    | <u>37,539.39</u> | <u>12,215.13</u> |

The Town of Barrhead has an agreement with Rose Garden Chapels Ltd. to hold, in trust monies paid for perpetual care for the columbarium. Once all blocks have been sold the Town will assume responsibility of the columbarium.

The Town of Barrhead held one tax sale in 2021. The surplus funds from this sale have been put into a tax sale reserve where they will be held until 2031.

### 14. SALARY AND BENEFITS DISCLOSURE

|                                  | 2021<br>Salary | 2021<br>Benefits &<br>Allowance | 2021 \$        | 2020 \$ |
|----------------------------------|----------------|---------------------------------|----------------|---------|
| <b><u>Mayor</u></b>              |                |                                 |                |         |
| McKenzie, David                  | 34,653         | 2,848                           | <b>37,501</b>  | 37,195  |
| <b><u>Councillors</u></b>        |                |                                 |                |         |
| Assaf, Ty                        | 21,693         | 3,680                           | <b>25,373</b>  | 21,721  |
| Kluin, Dausen                    | 21,272         | 2,277                           | <b>23,549</b>  | 21,721  |
| Klumph, Rod                      | 20,699         | 2,028                           | <b>22,727</b>  | 22,309  |
| Oswald, Anthony                  | 4,372          | 1,157                           | <b>5,529</b>   | 0       |
| Oswald, Shelley                  | 16,222         | 850                             | <b>17,072</b>  | 21,128  |
| Penny, Leslie                    | 16,077         | 125                             | <b>16,202</b>  | 20,254  |
| Sawatzky, Dave                   | 4,372          | 2,307                           | <b>6,679</b>   | 0       |
| Smith, Don                       | 21,265         | 3,410                           | <b>24,675</b>  | 21,128  |
| <b><u>Appointed Officers</u></b> |                |                                 |                |         |
| Chief Administrative Officer (1) | 185,904        | 22,278                          | <b>208,182</b> | 216,834 |
| Designated Officers (4)          | 300,963        | 41,490                          | <b>342,453</b> | 318,330 |

Salary includes regular base pay, lump sum payments and any other direct cash remuneration.

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

Benefits and Allowances include amounts paid for the Employer's share of all employee benefits and amounts paid for travel and subsistence while conducting Town Business.

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### 15. LOCAL AUTHORITIES PENSION PLAN

Employees of the Town of Barrhead participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Public Sector Pension Plans Act. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund. Contributions for current service are recorded as expenditures in the year in which they become due.

|   | <b>2021 \$</b>           | <b>2020 \$</b>           |
|---|--------------------------|--------------------------|
| Current Service Contributions By Employer | 259,325.88               | 272,447.29               |
| Current Service Contributions By Employee | <u>233,813.05</u>        | <u>246,155.82</u>        |
|   | <b><u>493,138.93</u></b> | <b><u>518,603.11</u></b> |

The Town of Barrhead is required to make current service contributions to the Plan of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

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### 16. CONTINGENCIES

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

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### 17. FINANCIAL INSTRUMENTS

The Town's financial instruments consist of cash and temporary investments, accounts receivable, investments, debt charges recoverable, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities, requisition over-levy, and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

# NOTES TO FINANCIAL STATEMENTS

## FOR THE YEAR ENDED DECEMBER 31, 2021

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

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### 18. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.

# DEPARTMENT STATEMENTS



PADDLE RIVER

## FINANCIAL

In 2021, Council maintained the municipal portion of the tax rate for both Residential and Non-Residential properties at the same rate as 2019 and 2020. Capital projects were completed with funding from capital reserves, provincial grants, and local government contributions on our joint municipal projects.

**In 2021, the capital project expenses were over \$2.3 million for the following projects:**

- ✓ 50 Street and 45 Street road infrastructure
- ✓ 55A Avenue Sewer Rehab & 61 Avenue Overlay
- ✓ Water Reservoir Upgrades
- ✓ Wastewater Plant (Lagoon) Upgrades and Lift Station Motor
- ✓ Sanitary Sewer Asset Review
- ✓ New Snow Bucket and 1/2 Ton Truck
- ✓ Videography Equipment
- ✓ Parks Mower, Open Deck Trailer, Gazebo Roof, Playground Equipment
- ✓ Arena Ice Plant Retrofit, Concrete at entrance to Godberson Rotary Room, Fencing, Upstairs

Flooring, Alarm System, Ice Kube Compressors

- ✓ Bowling Alley Building Upgrades
- ✓ Boardwalk Solar Lights and Bridge Repairs
- ✓ Fire & Emergency Response Centre (Joint with County) - New Fire Engine

The following grant funding was received to fund the capital projects as indicated.

**“Infrastructure Canada Program,” and the Clean Water and Wastewater Fund Grant (CWWF)** provided funding for the following project:

- ✓ Wastewater Plant (Lagoon) Upgrades Completion (\$39,363)

**Municipal Stimulus (MSP) Grant** was used to fund:

- ✓ 50 St and 45 St Road Infrastructure (\$544,302)

**Municipal Sustainability Initiative Capital Grant** was used to fund:

- ✓ Town's portion of New Fire Engine (\$289,112)
- ✓ 50 St and 45 St Infrastructure (\$103,000)



WATER RESERVOIRS

**Municipal Asset Management Program** was used to fund:

- ✓ Sanitary Sewer Asset Review (\$50,000)

**Municipal Climate Change Action Centre Program, a Recreation Energy Conservation Program Grant** provided funding for:

- ✓ Arena Ice Plant Retrofit Engineering (\$20,000)

**Municipal Sustainability Initiative Operating Grant** of \$152,920 assisted with the operational and maintenance costs of the parks, sports grounds, sidewalks, and roads.

**Municipal Operating Support Transfer (MOST)** of \$259,000 was used to offset the reduced operating revenues as a result of temporary closures of the Aquatic Centre, Agrena, and Recreation Programs during the COVID-19 Pandemic. Funds were also applied towards the costs incurred to provide for the additional sanitization requirements when facilities were open.

**Alberta Community Partnership (ACP) Operating Grant** of \$68,349 was used towards the Barrhead Regional Water Commission's (BRWC) Infrastructure Plan. This project will continue in 2022.

**Canadian Parks and Recreation - Green Jobs Grant** of \$18,657 was used to offset costs of employing Parks Maintenance Positions for the summer months.

**Canadian Heritage Fund - Celebrate Canada Grant** of \$2,400 was used to offset costs of the Town's annual Canada Day Celebration.

Town Council continually promotes inter-municipal cooperation on a number of levels. The Town of Barrhead and County of Barrhead jointly provide, on an equally cost-shared basis, programs and services which are comprised of delivering Regional Fire Protection, Emergency Response Centre operations, and the management and operation of the Barrhead

Regional Landfill and the Barrhead Johnson Airport.

Additional services, such as Family and Community Support Services, and the Municipal Library (also includes Pembina Hills School Division) receive contributions from the Town and County to continue to provide services to the community. The County of Barrhead also provides a portion of funding towards the operations of the Agrena, Regional Aquatic Centre and Curling Rink facilities and summer programming for children.

Town Council is pleased to be involved in enhancing the quality of life for the residents by providing worthwhile programs and services. Members of Council would like to take this opportunity to thank the countless volunteers and organizations that have provided generous assistance to the members of our community in this regard.

Please visit the Town of Barrhead website at [barrhead.ca](http://barrhead.ca) for information on upcoming events, our bi-monthly newsletter and important notifications to our residential and business community.

Thank you all for your ongoing efforts and input throughout 2021. We realize that it has been a difficult year for everyone and your continued support is greatly appreciated.



## PARKS & RECREATION

The Parks & Recreation Department operations looked a bit different in 2021 due to the ongoing COVID-19 situation.

### BARRHEAD REGIONAL AQUATICS CENTRE

Due to the Pandemic, the Barrhead Regional Aquatics Centre was closed December 2020 and re-opened July 2021. During this time, aquatics staff completed tasks including facility repairs, upgrades, and assisted the Parks team with seasonal outdoor maintenance. Upon reopening in July, we were busy with group swimming lessons, and most classes were completely full. Additionally, we ran the following leadership courses:

- Bronze Medallion
- Bronze Cross
- Standard First Aid
- National Lifeguard

Aquafit classes also resumed on Wednesday mornings. Although COVID restrictions left us unable to host birthday party rentals, we were very busy with school and homeschool rentals once schools were back in session.

Many staff returned to post-secondary education and we found ourselves unable to run autumn swimming lessons; however, we continue to actively recruit to reinstate a full lesson schedule.

### YOUTUBE VIDEOS & COMMUNITY PROMOTION

YouTube videos continued to be produced weekly with 54 videos filmed in 2021 promoting our community, programs, events, local businesses and amenities.

### SUMMER PROGRAMS

Partnering with the County of Barrhead, we once again ran our annual summer programs. We offered 31 programs plus free weekly "Fun



Days". Programs were run at a reduced capacity to facilitate social distancing and disinfecting protocols.

### PARKS

In Parks, we continued developing our bee and bat interpretive area including added signage and a pollinator garden. An added zen garden inspired Reflection Park was added to Triangle Park complete with a rock garden, signage, and rakes for public use as a meditative activity. Solar lights were installed at the dog park and boardwalk, and more picnic tables were added throughout our green spaces. Ongoing work at the cemetery has taken place, including filling and seeding low spots and raising markers. Trail improvements were made by adding and repairing bridges in our trail system.

### COMMUNITIES IN BLOOM

The Town and County of Barrhead continue to partner with Communities in Bloom (CIB). The CIB Committee decided against a judge's evaluation in 2021 due to the ongoing COVID situation and rather participated in the "Friends - Non-Evaluated" category while focusing on education.

### OVERALL FOCUS

The driving focus for these programs and services is to continue to promote an active lifestyle as well as provide opportunities for residents and visitors to develop connections between each other and the community.



**BLUE HERON BOWL RENOVATIONS**



**BARRHEAD IN BLOOM**



**AQUATICS CENTRE**



## PLANNING & DEVELOPMENT

In 2021, the Development Department issued a total of 34 development permits, summarized as follows:

| DESCRIPTION  | CONSTRUCTION VALUE |
|--|--------------------|
| New Single Family/Duplex Dwellings, Mobil-Manufactured Homes             | \$1,075,000        |
| Residential Additions, Sheds, Garages, Decks, Roofs, Fences, Renovations | \$154,400          |
| Commercial Additions, Removals, Renovations                              | \$2,194,900        |
| Parks & Recreation   | \$800,000          |
| Institutional  | \$0                |
| <b>TOTAL</b>   | <b>\$4,224,300</b> |

The Town saw a slight increase in residential development in 2021 with 1 mobile/manufactured home permit, 1 new home development, and 1 duplex development.

The total commercial development in 2021 was approximately \$2.2 million, higher than the \$1 million seen in 2020. This increase was a result of new commercial development permits issued in 2021 for Barrhead, such as Dairy Queen, which will see development start in 2022.

The Town Development Department continues to access the E-site Permitting Program and provides

all development information to the Alberta Safety Codes Council on an ongoing basis.

The department continues to update the Town's land use, index, and street address maps on an as-required basis. We also provide mapping and graphics inter-departmentally and to local community groups on an as-needed basis.

The Planning and Development department continues to work with developers on proposed projects throughout the Town.

## ENFORCEMENT SERVICES

In 2021, the Bylaw Enforcement Department created 111 total files from Jan 1st, 2021, to Dec 31st, 2021. These calls for service covered a wide range of issues and required varying levels of staff involvement.

The majority of our files were created through Bylaw enforcement. We had a total of 44 files created relating to specific Town of Barrhead Bylaw infractions. A significant portion of these violations related to failure to remove snow from public walkways, followed by Traffic Bylaw Violations and Unsightly Lot Violations.

We had 18 Animal Control matters this year, a slight decrease from last year's totals. These cover a wide range of issues, the most common of which are dog or cat at large Bylaw offences. Fortunately, there were no severe dog bite incidences in 2021.

Also, we dealt with 41 traffic-related files. These offences range from common Traffic Safety Violations such as speeding and distracted driving. Such violations include Use of the Highway Rules of the Road Regulations, including

school zone speeding and all parking matters.

We also dealt with eight files that under our Miscellaneous or Other categories. These files typically fall under "Assist RCMP" or "Barrhead Fire," or do not fall under any specific Bylaw Violation category.

In the coming year, the department will continue to review our current Bylaws and the industry's best practices to determine changes that may be required moving forward.



## LEGISLATIVE SERVICES

Legislative Services continues to create, update, and revise current bylaws and policies and field inquiries on bylaws, business licensing, twinning, etc. Legislative Services has completed work on the Emergency Management Plan and continues to amend the plan on an ongoing basis.



## COMMUNICATIONS

### SOCIAL MEDIA

Facebook, Twitter, and Instagram have a combined audience of over 3,300 fans or followers, with Facebook being the primary media channel, an organic audience increase of over 400. Our average weekly organic reach is 7,000 people depending on the content posted and current events. An increase of 729 people reached out privately and directly to Town staff via social media for their questions and issues for a total of 999 messages. We only deleted two (2) posts for violating our Social Media Moderation Policy, with explanation provided to the two individuals making the posts. We have not had to ban a single user for trolling or inappropriate conduct.

### REPUTATION MANAGEMENT

The Agrena maintained their 4.2-star rating on Google, with the Regional Aquatics Centre maintaining their 4.4-star rating. The only common negative commentary relating to Town and Council heard throughout the year centred around facility closures and masking requirements due to provincial restrictions surrounding the COVID pandemic.

### BARCC

Enrolment in Barrhead & Area Regional Crime Coalition (BARCC) continues to increase, and alerts are shared between citizens on social media. This public participation helps in ensuring accurate information regarding crime and municipal services are reaching their intended audiences.

### MAJOR ACHIEVEMENTS

The Town continued to implement the new brand, expanding it across financial and administrative documents, digital assets, and signage.

The Town also launched a tourism initiative

called “**Better in Barrhead**”. This initiative is meant to showcase not only events in the region, but create a platform to showcase our local businesses, and tourism operators both in Town and the County of Barrhead. When building the site, [betterinbarrhead.ca](https://betterinbarrhead.ca), the Communications department discovered the following:

- Need for businesses to better represent themselves on digital platforms
- Businesses in the region that were not yet known but can benefit from regional tourism marketing
- Desire to discover experiences outside the capital region is strong and can be tapped with a digital marketing strategy
- Attendance at Barrhead and area events can be significantly increased with money focused on advertising events to potential visitors outside our region

We look forward to expanding the Better in Barrhead brand, updating the website with accurate information about local businesses and events, promoting “Things to Do in Barrhead” monthly via programmatic advertising targeting residents in the Capital Region.

Want to get your business updated or added to our directory? Do you have events and programs planned for 2022? Or, do you want to receive monthly updates about programs and events that your business can tap into for unique opportunities that will create a better experience for visitors to our region and outcome for your business? Reach out to us, at [communications@barrhead.ca](mailto:communications@barrhead.ca)





NEW MAIN STREET OVERLAY

## PUBLIC WORKS

Public Works began the year with its annual snow removal program.

With the warming weather, steaming and thawing of catch basins and culverts takes centre stage until it was dry enough to begin pot hole repairs and the street sweeping program.

The Town tendered out two road rehabilitation projects in the spring, first was the milling and overlay of the downtown Main Street from 50 Avenue north to Highway 33. The other was total road base reconstruction, concrete curb, gutter, and pavement on 45 Street, west of Lion's Park.

Milling and asphalt overlay was also performed on 61 Avenue in the Industrial Park from the service road (49 Street) east to 47 Street.

Crews were kept busy with numerous water and sewer service repairs to homes. Three water main line valves were also repaired. Two sanitary manholes were replaced as well as two sections of sewer main line pipe. The Town also did a yearly sewer main line flush, cleaning all of the sanitary

lines as the Town does each season.

A new front load refuse truck was ordered to assist in the collection of garbage and recycle material. The Town can now work towards phasing out the last rear load truck.

Other annual duties include fire hydrant flushing and repairs, road oiling, building and equipment maintenance, ditching and graveling of lanes and roads, sidewalk replacement and repairs, grass cutting and tree trimming, recycling and garbage collection.



## BARRHEAD REGIONAL FIRE SERVICES

The 2021 year continued to present challenges for the Barrhead Regional Fire Services (BRFS), COVID-19 being the most significant hurdle. It affected our training, response to the community, and members' comfort levels in dealing with responses, gathering restrictions, and overall team unity.

The biggest change for the year was the newly purchased Engine 37 in March. The engine is a Fort Garry fire fighting apparatus built in Manitoba. It has a 1250 gal/min pump and carries 1000 gal of water. The cab can accommodate 6 members to a scene and is fully equipped to handle emergencies. The engine has been involved in a few fires and has performed better than first anticipated. We look forward to this engine serving the community for many years to come.

### COVID

COVID-19 still remained for the entire year. This brought changes to our industry with the biggest impact being meeting safety standards for responders. Members were challenged with more protective clothing and testing from possible exposures. COVID challenges also led to vaccination requirement to perform patient care or assist EMS on medical dispatches. Vaccinations

were not mandated to respond to non-medical events, but all members were encouraged to get vaccinated.

Differences in opinion did exist, however, the membership pulled together to ensure a safe and competent response to emergencies in the community.

### TRAINING

Training for 2021 saw the return to more regular practices and certified training. We completed a NFPA 1001 Level 1 Firefighter, NFPA 1002 Driver Operator and Aerial Operator, NFPA 1051 Wildland Firefighter, and the NFPA 1072 Hazmat Operations.

Under medical response, we conducted a standard first aid with healthcare provider CPR. In-house training included elevated first-aid skills for our responders which taught taking vitals, use of specialized equipment and responding with EMS.

The department completed 3 live fire house burns to provide members and officers with added experience in managing structure fires. These involve compartment fires that limit the spread of fire in the building. Training involved members entering the burning building and using different tactics to control and extinguish the fire. Officers

gain knowledge in commanding a fire attack crew and reading fire conditions.

### VOLUNTEER ROSTER

The fire department boasted a full roster of 40 firefighters for most of the year, ending 2021 with 38 members.

The 2021 year saw 358 calls. We had a busy wildland season in the spring and a return to grass fires with the drought mid-summer.



The yearly activities of Barrhead Regional Fire Services involved responding to the Barrhead region as well as calls to assist neighbouring communities. The activities are summarized in the following table:

|                            | 2021    | 2020 | 2019 | 2018 | 2017   | 2016  | 2015   | 2014   | 2013   | 2012 |
|----------------------------|---------|------|------|------|--------|-------|--------|--------|--------|------|
| <b>Members</b>             | 40      | 41   | 35   | 25   | 28     | 31    | 25     | 27     | 32     | 33   |
| <b>Town Responses</b>      | 169     | 149  | 128  | 144  | 201    | 199   | 102    | 60     | 89     | 62   |
| <b>County Responses</b>    | 161     | 130  | 123  | 145  | 137    | 167   | 113    | 90     | 63     | 67   |
| <b>Town Response hrs</b>   | 369.5   | 507  | 608  | 735  | 483    | 543.5 | 703.6  | 258.5  | 738    | 359  |
| <b>County Response hrs</b> | 2135.25 | 1554 | 1282 | 1136 | 1272.5 | 2413  | 1829.4 | 1314.5 | 1105.5 | 1    |
| <b>Local Training hrs</b>  | 4740    | 3949 | 5275 | 1950 | 2043   | 3738  | 2024   | 1494   | 1704   | 1521 |
| <b>Other Training hrs</b>  | 711     | 956  | 1375 | 498  | 658.5  | 499   | 1242   | 713    | 628    | 1568 |
| <b>Mutual Aid</b>          | 4       | 2    | 2    | 3    | 18     | 11    | 11     | 6      | NA     | NA   |







STREET FEST

TOWN OF  
**BARRHEAD**  
ALBERTA

**Town of Barrhead Main Office**

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

**Office Hours:**

Mon to Fri 8:30am to 12 pm, 1pm to 4pm

**Tel:** 780-674-3301

**Fax:** 780-674-5648

**E-mail:** [town@barrhead.ca](mailto:town@barrhead.ca)

**[www.barrhead.ca](http://www.barrhead.ca)**

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** April 26, 2022

**Re:** Revised Joint Health and Safety Committee Terms of Reference

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## **1.0 Purpose:**

For Council to approve the revised Joint Health and Safety Committee's Terms of Reference, as presented.

## **2.0 Background and Discussion:**

The Alberta's Occupational Health and Safety Act requires that an employer with more than twenty employees must establish a Health and Safety Committee. The Committee's role must be clearly defined, understood and accepted. The Terms of Reference for the Committee is in place to achieve these objectives.

In 2021 the Town's Joint Health and Safety Committee (JHSC) reviewed and revised the Terms of Reference.

Policy 12-023 states that the Terms of Reference will be reviewed annually by the JHSC and updated. These updates will be submitted to Council for approval.

As there were significant changes from the original document, attached is a clean copy of the revised Terms of Reference.

## **3.0 Alternatives:**

3.1 Council approves the revised Joint Health & Safety Committee's Terms of Reference, as presented.

3.2 Council tables the revised Joint Health & Safety Committee's Terms of Reference and instructs Administration to provide further information at the next Council Meeting.

**4.0 Financial Implications:**

Not applicable.

**5.0 Interdepartmental Implications:**

Representation from each municipal department forms part of the Committee.

**6.0 Senior Government Implications:**

Not applicable.

**7.0 Political/Public Implications:**

Limited.

**8.0 Attachments:**

8.1 Joint Health and Safety Committee – Terms of Reference – as revised on June 17, 2021.

8.2 Policy Number 12-023

**9.0 Recommendations:**

Council approves the revised Joint Health & Safety Committee's Terms of Reference, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO



# Joint Health and Safety Committee Terms of Reference



**1. Introduction**

Alberta’s *Occupational Health and Safety (OHS) Act 16(1)* requires that an employer with more than 20 employees are to establish a Health and Safety Committee (JHSC) in the Town of Barrhead. To work effectively, the HSC’s role must be clearly defined, understood, and accepted.

These terms of reference set out the mandate, structure, and functions of the JHSC ensure that its important work can be done. JHSCs are important forums for Employer and workers to discuss health and safety issues in the workplace and work collaboratively to find ways to address them. Committees allow workers to participate in Occupational Health & Safety and support the three basic rights of workers:

- the right to know,
- the right to participate, and
- the right to refuse dangerous work.

Vital to developing and maintaining healthy and safe workplaces is an effective internal responsibility system (IRS). An IRS functions best when it recognizes the roles and responsibilities of all work site parties and encourages joint participation in recommending solutions to health and safety issues. This JHSC is an important part of the IRS in our workplace, representing the collective contributions of workers and employers.

**2. Members**

The committee will be made up of:

|                                      |  |
|--------------------------------------|--|
| Employer Administration              | Alternate Office Employer              |
| Worker Administration Office         | Alternate Administration Office worker |
| Employer Public Works                | Alternate Employer Rep                 |
| Worker Public works                  | Alternate Worker Public Works          |
| Employer Recreation                  | Alternate Arena Employer Rep           |
| Worker Arena                         | Alternate Worker Arena                 |
| Worker Swimming Pool                 | Alternate Workers Swimming Pool        |
| Health & Safety Advisor (Non-Voting) |  |
| Secretary (Non-Voting) (if required) |  |

Employer Co-Chair is selected from Employer Representatives

Worker Co-Chair is selected from the Worker Representatives

One person selected from above to be secretary to take notes of the meeting and prepare agenda. If no one is selected one can be appointed in a non-voting capacity.

All members should arrange to have the alternate member to attend meetings in their place with voting privileges when they are unavailable to attend.

The names and contact information of members will be posted in the worksites.

### **3. Terms of Office**

- a) Committee members will sit on the committee for at least one year. They may continue to hold office until their successor is selected or appointed.
- b) Committee selection should encourage overlap between new and experienced committee members.
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the worker alternate assumes the position or workers will elect another member.
- d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer alternate assumes the position or employers will elect another member.

### **4. Purpose of the Committee**

Our purpose is to promote awareness of safety issues and develop a collaborative relationship between management and workers to identify and resolve health and safety problems. We ensure the Internal Responsibility System functions effectively and ensure the Town of Barrhead meets occupational health and safety legislation requirements.

### **5. Duties of the Committee**

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment and undertake applicable follow-up.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations and monitor their effectiveness.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the Regulation for the workplace and monitor their effectiveness.

- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that Hazard Assessments, Formal Workplace Inspections, and Incident Investigations are carried out as required by the Regulation. Ensure that Emergency Response Plans are posted, Tested, and Modified as required by the code.
- (i) Participate in inspections, investigations, and inquiries as provided by the Regulation.
  - a) Formal Workplace inspections are to be conducted at least once before the quarterly meeting at all permanent worksites. This is to include: Town Office, Town Shop, Arena, Swimming Pool, Water Treatment Plant, Recycle, & Landfill.
  - b) Formal inspections will be completed once per year on the following non manned worksites: lagoon, Main Lift Station, West End Lift Station, West Boundary Road Lift Station, Mehden Road Lift Station, Reservoir, Pressure Reducing stations
- (j) When necessary, request information from the employer about:
  - a) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
  - b) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (k) Carry out any other duties and functions prescribed by the Regulations.
  - a) Review Violence and harassment policy and procedures every 3 years.
  - b) Review hazard assessments annually
  - c) Review safe work practices and job procedures

## **6. Records**

- a) The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least two years from the date of the JHSC meeting to which they relate.
- b) First aid records will be retained for at least 3 years.
- c) Education and training related records for at least three years after the training session.
- d) Incident reports and statistics as well as lost time statistics will be maintained.

## **7. Meetings**

- a) The committee will meet quarterly on the third Thursday of March, June, September, & December. Or rescheduled to alternate date if circumstances exist.
- b) Manager co chair will chair the
- c) Worker Co-chair will chair the
- d) Special meetings, if required, will be held at the call of the co-chairs.
- e) A quorum of a joint work site health and safety committee is one-half of the members if:
  - 1. Both worker and employer members are present, and
  - 2. At least one-half of those present are worker members.
- f) Any business of a joint work site health and safety committee that is transacted where a quorum is not present is not validly transacted, and any meeting of a committee that is held where a quorum is not present is not a valid meeting of the committee.  
**OH&S Act 26 (1)**
- g) The committee will add procedures it considers necessary for the meetings.

## **8. Role of the co-chairs**

The co-chairs shall:

- a) Control the meetings. They will alternate turns chairing the meeting.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d) Notify members of meetings.
- e) Review meeting agendas.
- f) Review meeting reports.
- g) Forward a copy of meeting reports to the employer for distribution.
- h) Prepare recommendation(s) and forward to the employer for a response.
- i) Prepare all correspondence.
- j) Determine the process for alternating the co-chair.
- k) When an OHS, Officer inspects a work site, the officer may request the JHSC Co-Chairs to be present at the inspection. **OH&S Act section 25**

## **9. Role of the members**

The members shall:

- a) Be selected in accordance with **section 17 of the OH&S Act**
- b) Actively participate
- c) Come prepared and on time for meetings
  - a. Review meeting agenda and reports
  - b. Bring forward any concerns from your department
- d) Maintain confidentiality

## **10. Guests**

Guests can be invited to committee meetings at the request of the co-chair(s).

Guests attending committee meetings must be there for the purposes of:

1. Training
2. Making a presentation
3. Consultation

## **11. Agendas and meeting minutes**

- a) The agenda will be determined by the co-chairs.
- b) The agenda and any other required documentation will be prepared by the Secretary and distributed to committee members prior to the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.
- c) A report of the meeting will be prepared within 7 days after the meeting and will be made available to the employer, joint health and safety committee members, and workers.
- d) A copy of the report of each meeting will be posted within 7 days, in a place readily accessible to employees for whom this committee is responsible.
- e) Minutes of the meeting will be retained for at least 2 years and have them available for inspection by an Auditor, JHSC member, or an officer.

## **12. Participation in inspections or investigations**

- a) Members of the JHSC are to ensure hazard assessments are completed with participation of affected workers, supervisors, and managers in that area. Ensure hazard assessments are completed and reviewed as per policy.
- b) Members of the Committee are to participate in formal workplace inspections with the help of other workers, supervisors, and managers from in and out of worksite. Ensure all workers get a chance to participate.
- c) **Section 40 (6) OHS Act** states Members must participate in the investigation into the circumstances surrounding the injury or incidents outlined in **Section 40 (2) or (4) OHS Act**

## **13. Recommendations to the employer**

- a) Recommendations to the employer must be:
  1. Directly related to health and safety
  2. Doable (reasonably capable of being done)
- b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
- c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

#### **14. Decision-making model**

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to Alberta Occupational Health & Safety for assistance in investigating and resolving the matter.

#### **15. Education and Training**

a) All members or alternates appointed on or after January 31, 2020, will participate in a one day Joint Work Site Health & Safety committee course Through AMHSA.

b) Every member of the joint committee is entitled to sixteen hours of PAID education leave per year. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

1. Length of the program
2. Topic and learning outcomes (if applicable)
3. Fees
4. Rationale for selection

c) If the committee agrees with the member, the request will be forwarded to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

#### **16. Safety Program**

The Town of Barrhead will maintain a Health & Safety Management System as outlined in the **Section 37 OH&S Act** and Partners In Injury Reduction requirements

AMHSA requires employers to provide the following training to someone on staff, to be eligible to have a COR.

- Successful completion of AMHSA Health and Safety Management Systems Course
- Successful completion of AMHSA Health and Safety Auditing Course
- Return to Work available free of charge from WCB-Alberta

**17. Safety Advisor**

The Health and Safety Advisor will have minimum qualification of AMHSA Recognized Municipal Health and Safety Advisor .

The safety advisor is responsible for all aspects of the Town of Barrhead Health and Safety Management System and attend JHSC Meetings as an advisor and be a non voting member. See job description for more detatils.

**18. Auditors**

The Town of Barrhead participates in the Peer Auditor Program through AMHSA and should have at least 2 persons on staff that are trained in:

Health and safety Management Systems and  
Health & Safety Auditing.

Maintenance Audits (internal) are required every year and every 3 years the auditors participate in the peer auditor program where travel to another municipality to conduct an audit and someone will come to audit ours. Auditors will require 80 hrs to complete either internal or external audits.

Succession planning for auditors should be done taking in timing of internal and external audits as a new auditors requires a qualification audit to become an audtor. This qualification audit can be included with an internal audit to make the best use of time and resources in doing the audit.

**19. Amendments**

These terms of reference may be amended by a majority vote of the committee members.

|  |                                 |  |
|--|---------------------------------|--|
| Original approved <del>June 2018</del> <i>RP</i> | Revised June 17,2021, <i>RP</i> |  |
|  |                                 |  |
|  |                                 |  |

# **TOWN OF BARRHEAD**

## **POLICY STATEMENT**

**POLICY NUMBER: 12-023**

**RESOLUTION #160-15**

**RESOLUTION #329-18**

**POLICY TITLE:** Joint Health and Safety Committee Terms of Reference

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**AUTHORITY:** Town Council

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**ORIGINAL APPROVAL DATE:** April 28, 2015

**REVISED DATE:** October 9, 2018

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### **POLICY STATEMENT:**

The Joint Health & Safety Committee (JHSC) Terms of Reference is a legal requirement that came into effect June 1, 2018.

There is a requirement to have a health and safety representative at worksites with 9 to 20 workers and must maintain a health and safety program.

The Terms of Reference will be reviewed annually by the JHSC and updated. These updates will be submitted to Council for approval.

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**COUNCIL REPORTS  
AS OF MAY 10, 2022**

|   |  | Meeting<br>(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>      </u>                   |
| Barrhead Fire Services Committee                    | Cr. Assaf and Cr. Smith                                    | <u>      </u>                   |
| Barrhead Regional Airport Committee                 | Mayor McKenzie and Cr. Assaf                               | <u>      </u>                   |
| Barrhead Regional Water Commission                  | Mayor McKenzie and Cr. Smith<br>(Alt. Cr. Sawatzky)        | <u>      </u>                   |
| Capital Region Assessment Services Commission       | Cr. Klumph   | <u>      </u>                   |
| Chamber of Commerce                                 | Cr. Oswald   | <u>      </u>                   |
| Community Futures Yellowhead East                   | Cr. Assaf (Alt. Cr. Kluin)                                 | <u>      </u>                   |
| Economic Development Committee                      | Committee of the Whole                                     | <u>      </u>                   |
| Enhanced Policing School Resource Officer Committee | Cr. Sawatzky (Alt. Mayor McKenzie)                         | <u>      </u>                   |
| Family & Community Support Services Society         | Cr. Kluin and Cr. Oswald                                   | <u>      </u>                   |
| Intermunicipal Collaboration Framework Committee    | Cr. Assaf, Cr. Smith and<br>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. Smith<br>(Alt. Cr. Sawatzky) | <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>                   |

## Rodeo Committee Report

Meeting held on April 12, 2022 @ 7:00pm in the Ag Barn Meeting room

In attendance: Neil Branden, Randy Schmidt, Wayne Branden, Brenda Visser, Jackie Miller

### Fair Rodeo

1. Saturday perf @ 5:00, Sunday slack @ 8:00 and Sunday @ 1:00
2. Ambulance - Brenda has booked
3. Mini chuck wagons – Brenda Visser has looked into them and is considering them. Will have more information at the board meeting
4. Clown – Randy has booked for \$2000 for both days
5. Stock – Randy has booked Miller's
6. Ranch Bronc Riding – Neil is going to look into
7. Kids events - 6 & under sheep riding; 12 & under boot race; Calf Scramble

### WRA Finals

1. September 15 – 18
  - a. Thursday @ 7:00
  - b. Friday @ 7:00
  - c. Saturday @ noon and 6:00
  - d. Sunday @ 1:00
2. Ambulance
  - a. Brenda has booked
3. Score Clock
  - a. Randy is working on it. Have received 2 quotes around \$19,000 - \$15,000. Just waiting for one more.
  - b. We need to consider looking for a sponsor or sponsors to cover the cost.
4. Town & County
  - a. Randy is going to talk to both to make sure they are still on board.
5. Saturday night cabaret
  - a. Drew Gregory for \$5,000 plus hospitality rider which consists of 4 rooms, meals, drinks and some snacks.
  - b. Jackie to book rooms at Barrhead Inn and Suites.
6. WRA bid
  - a. This year is the last year on our bid. Jackie called to see when it needed to be in. Glen Nash said he didn't think much before August 1<sup>st</sup> but WRA had a meeting coming up and they would discuss and get back to us.
7. Announcer
  - a. Randy contacted Brett Gardiner but he is unavailable.
  - b. Randy looking into other options
8. Clown
  - a. Randy has talked to Denny Halstead and he was checking his schedule

Next meeting May 17, 2022 at 7:00 pm in the Ag Barn meeting room. Everyone welcome.

8:38 AM

## Barrhead Exhibition Association and Agricultural Society

## Profit &amp; Loss

04/26/22

November 1, 2021 through April 26, 2022

Accrual Basis

|  | Nov 1, '21 - Apr 26, 22 |
|--|-------------------------|
| <b>Income</b>                              |                         |
| <b>FACILITY RENTALS</b>                    |                         |
| 1099 · Arena Rental                        | 110.00                  |
| 1100 · Barn                                | 9,868.04                |
| 1101 · Exhibition Hall Rental              |                         |
| 1101A · Alberta Health Services Rental     | 33,000.00               |
| <b>Total 1101 · Exhibition Hall Rental</b> | 33,000.00               |
| 1103 · Heat in Barn                        | 406.65                  |
| 1106 · Meeting Room Rental                 | 1,270.00                |
| 1107 · Open Riding                         | 6,712.37                |
| 1111 · Electronic Timer Rental             | 80.00                   |
| <b>Total FACILITY RENTALS</b>              | 51,447.06               |
| <b>FAIR INCOME</b>                         |                         |
| 1411 · Horse Show Sponsorship              | 350.00                  |
| <b>Total FAIR INCOME</b>                   | 350.00                  |
| <b>FUNDRAISING</b>                         |                         |
| 1201 · Bar (County of Barrhead)            | 234.29                  |
| 1202 · Bar (Town of Barrhead)              | 969.54                  |
| 1205 · Casino                              | 15,142.07               |
| 1210 · Family FUNdraiser                   |                         |
| Raffle                                     | 463.00                  |
| 1210 · Family FUNdraiser - Other           | 950.00                  |
| <b>Total 1210 · Family FUNdraiser</b>      | 1,413.00                |
| <b>Total FUNDRAISING</b>                   | 17,758.90               |
| 400 · Misc Income                          | 850.00                  |
| 401 · Other Revenue                        | 0.04                    |
| 402 · Patronage Dividends                  | 12.11                   |
| 410 · Memberships                          | 118.00                  |
| 430 · On Target Bull Sale                  | 6,790.00                |
| 435 · Donations (A)                        | 25,403.00               |
| 450 · Interest Earned                      | 16.36                   |
| <b>Total Income</b>                        | 102,745.47              |
| <b>Gross Profit</b>                        | 102,745.47              |
| <b>Expense</b>                             |                         |
| <b>FUNDRAISING/BAR EXPENSES</b>            |                         |
| 2203 · Town of Barrhead                    | 524.48                  |
| 2209 · Family FUNdraiser                   | 338.22                  |
| <b>Total FUNDRAISING/BAR EXPENSES</b>      | 862.70                  |
| <b>SHOW BARN EXPENSES</b>                  |                         |
| <b>Utilities</b>                           |                         |
| 2107 · Natural Gas                         |                         |
| 2107A · Carbon Tax                         | 1,904.27                |
| 2107 · Natural Gas - Other                 | 8,229.08                |
| <b>Total 2107 · Natural Gas</b>            | 10,133.35               |
| 2108 · Power                               | 4,179.82                |
| 2109 · Water & Sewer                       |                         |
| 2109A · Ag Barn Water and Sewer            | 282.79                  |
| <b>Total 2109 · Water &amp; Sewer</b>      | 282.79                  |
| 21110 · Internet Service                   | 269.40                  |
| <b>Total Utilities</b>                     | 14,865.36               |

## Barrhead Exhibition Association and Agricultural Society

## Profit &amp; Loss

04/26/22

November 1, 2021 through April 26, 2022

Accrual Basis

|   | Nov 1, '21 - Apr 26, 22 |
|---|-------------------------|
| 2100 · General Operating Expenses                   | 7.29                    |
| 2101 · Barn & Grounds Repairs & Maint               | 5,806.44                |
| 2102 · Fuel, oil, etc                               | 538.27                  |
| 2104 · MEETING ROOM EXPENSES                        |                         |
| 2105 · Janitorial                                   | 2,560.00                |
| 2106 · Supplies - Meeting Room/Kitchen              | 275.14                  |
| 2104 · MEETING ROOM EXPENSES - Other                | 55.84                   |
| <b>Total 2104 · MEETING ROOM EXPENSES</b>           | <b>2,890.98</b>         |
| 2110 · Kitchen Maintenance                          | 494.76                  |
| 2111 · Equipment Maintenance & Repairs              | 3,327.73                |
| <b>Total SHOW BARN EXPENSES</b>                     | <b>27,930.83</b>        |
| WILDROSE FINALS EXPENSES                            |                         |
| 2535 · Saturday Night Cabaret                       | 2,500.00                |
| <b>Total WILDROSE FINALS EXPENSES</b>               | <b>2,500.00</b>         |
| 2400 · FAIR EXPENSES                                |                         |
| 2422 · Rodeo  |                         |
| 2422D · Misc Costs                                  | 50.00                   |
| <b>Total 2422 · Rodeo</b>                           | <b>50.00</b>            |
| 2435 · Saturday Night Dance                         | 1,325.00                |
| <b>Total 2400 · FAIR EXPENSES</b>                   | <b>1,375.00</b>         |
| 2600 · BABLITZ EXHIBITION HALL EXPENSE              |                         |
| 2603 · Repairs & Maintenance                        | 1,131.41                |
| 2604 · Water & Sewer                                | 234.80                  |
| 2605 · Other expenses                               | 36.27                   |
| 2606 · Alberta Health Services                      | 4,225.76                |
| <b>Total 2600 · BABLITZ EXHIBITION HALL EXPENSE</b> | <b>5,628.24</b>         |
| 501 · Advertising                                   | 112.02                  |
| 508 · Convention Expenses                           |                         |
| Registration  | 3,097.00                |
| Travel and accomodation                             | 1,885.08                |
| 508 · Convention Expenses - Other                   | 200.00                  |
| <b>Total 508 · Convention Expenses</b>              | <b>5,182.08</b>         |
| 514 · Interest pd of overdue accounts               | 5.40                    |
| 515 · Donations                                     | 815.89                  |
| 517 · Sundry  | 191.32                  |
| 518 · Secretary Expenses                            | 59.99                   |
| 520 · Sponsorship                                   | 100.00                  |
| 530 · Office Supplies                               | 46.00                   |
| 531 · Website                                       | 585.00                  |
| 532 · Professional Fees                             | 1,700.00                |
| 533 · Insurance                                     |                         |
| 533A · Farmers Market Insurance                     | 288.00                  |
| 533 · Insurance - Other                             | 13,494.00               |
| <b>Total 533 · Insurance</b>                        | <b>13,782.00</b>        |
| 534 · Bank Charges                                  | 17.45                   |
| 535 · AAAS Membership                               | 300.00                  |
| 536 · Memberships and Fees                          | 85.00                   |
| 540 · Equipment Repairs & Maintenance               | 1,293.00                |
| 555 · Miscellaneous                                 | 209.92                  |

8:38 AM

**Barrhead Exhibition Association and Agricultural Society**  
**Profit & Loss**

04/26/22

Accrual Basis

November 1, 2021 through April 26, 2022

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|                        | <u>Nov 1, '21 - Apr 26, 22</u> |
|------------------------|--------------------------------|
| 80000 · CASINO         |                                |
| 80500 · Misc Expenses  | 1,995.00                       |
| 80000 · CASINO - Other | <u>-1,995.00</u>               |
| Total 80000 · CASINO   | 0.00                           |
| Total Expense          | <u>62,781.84</u>               |
| Net Income             | <u><u>39,963.63</u></u>        |

## Fair Committee Report

April 26, 2022

### PROPOSED SCHEDULE OF EVENTS:

| Saturday  | Sunday   |
|---|--|
| <b>9:00 am:</b> Horse Show  | <b>8:00 am</b> Rodeo Slack   |
| Slo Pitch Tournament throughout the day   | Slo Pitch Tournament throughout the day  |
| <b>1:00 pm:</b> Parade  | <b>11:00 am</b> Gymkana  |
| <b>3:00 pm:</b> Bouncy Castles, Face Painters, Fitset Ninja, Mini Golf: Open at grounds | <b>11:30 am:</b> Bouncy Castles, Face Painters, Fitset Ninja, Mini Golf: Open at grounds |
| <b>3:30 pm:</b> Global FMX Motocross Show   | <b>11:30 am</b> Global FMX Motocross Show  |
| BBQ Cookoff going all day:<br><b>4:30 pm</b> Taster's Choice                            |  |
| <b>5:00 pm:</b> Rodeo with <b>Mini Chuckwagon Races</b> as the 1 <sup>st</sup> event    | <b>1:00 pm</b> Rodeo with <b>Mini Chuckwagon Races</b> as the 1 <sup>st</sup> event      |
| Kids events at Rodeo: Calf Scramble, Boot Race, Sheep Riding                            | Kids events at Rodeo: Calf Scramble, Boot Race, Sheep Riding                             |
| <b>9:00 pm:</b> Cabaret with Travis Dolter  | <b>4:30 pm:</b> Heavy Horse Pull   |

**Beer Tent:** will be set up at the west end of the Rodeo Grounds – same as in 2021.

**Tent** will be set up for Face Painters and Balloon Artists – likely the same location as 2021

**Concession:** will be advertising to see if any other non-profit group would like to have a chance of running the concession, as well as other:

Food Vendor Trucks: Fish & Chip Truck, Truck (Ashley Mast has booked), one from Drayton Valley – waiting to hear back from

**Saturday Cabaret with Travis Dolter** – trying to find one group that may be willing to man the bar, and possibly door for that evening

**SECURITY:** is booked for Derby, Fair and Finals – Independent Security

**ADMISSION:** the committee recommends that the following for admission prices for the 2022 Fair:

**\$15.00/day: 18 & over or \$25.00 for 2 day pass**

**\$10.00/day: ages 6 to 17 or \$15.00 for 2 day pass**

**5 and under: FREE**

**ADVERTISING:** ½ page ad in Alberta Staycation Booklet

Radio Station: CFCW – not sure about Westlock station

Social Media – main avenue for advertising – Facebook, Instagram

Website

Barrhead Leader – one week only prior to the events – just in the edition that comes out the week of the event

Discussed the possibility of posters that could possibly be used as “placemats” in local restaurants

Poster or “flyer” to go in mailboxes – will need to get a cost

**BBQ Cookoff:** Roland VanHeck and Dennis Ranger: would like to have a raffle, under the Ag Society name. They would sell tickets for a Suitcase BBQ. The proceeds for the raffle would cover prize money and costs for the cookoff, any profit realized would be split between the group and the Ag Society

**PROJECTED COSTS:**

**Beer tent: \$1150.00**  
**Smaller tent: \$600.00**

**Horse Show: \$1000.00**  
**Gymkana: \$1000.00**

**Children's Entertainment:**

**Bouncy Castles \$2700.00**  
**Face Painters, etc. \$3375.00**  
**Fitset Ninja \$2400.00**  
**Mini Golf \$550.00**

-----  
**\$9025.00**

**Rodeo Clown: \$2000.00**  
**Mini Chuckwagons (6 teams) \$3600.00**  
**Heavy Horse Pull \$2500.00**  
**Global FMX Motocross \$12,500.00**  
**Accomodation: \$300.00**

-----  
**\$20,900.00**

**Projected total entertainment: \$29,925.00**

**Saturday Cabaret:** Travis Dolter: \$2650.00  
Tickets: \$20.00/person

**Gates, Bar Volunteers:** for both Derby and Fair  
Committee will be coordinating volunteers

8:37 AM

## Barrhead Exhibition Association and Agricultural Society

## Balance Sheet

04/26/22

As of April 26, 2022

Accrual Basis

|  | <u>Apr 26, 22</u>          |
|--|----------------------------|
| <b>ASSETS</b>                          |                            |
| <b>Current Assets</b>                  |                            |
| <b>Chequing/Savings</b>                |                            |
| 100 · Servus Credit Union - Chequing   | 43,812.52                  |
| 101 · Servus Credit Union - Savings    | 25,004.01                  |
| 102 · Servus Rewards #2                | 93.05                      |
| 105 · Servus Credit Union - Shares     | 1.44                       |
| 107 · Servus Credit Union - CASINO     | 17,037.15                  |
| 109 · Term 9 Rodeo Grant 1 Yr Redeem   | 14,466.22                  |
| 110 · Leonard's Memorial 1 Yr Rdeem    | 9,253.55                   |
| <b>Total Chequing/Savings</b>          | <u>109,667.94</u>          |
| <b>Total Current Assets</b>            | <u>109,667.94</u>          |
| <b>Fixed Assets</b>                    |                            |
| 170 · Land                             | 152,541.86                 |
| 172 · Show Barn                        | 749,516.22                 |
| 173 · Equipment                        | 324,046.45                 |
| 174 · Grounds Improvement              | 151,989.03                 |
| 175 · Babilitz Exhibition Hall         | 308,480.06                 |
| <b>Total Fixed Assets</b>              | <u>1,686,573.62</u>        |
| <b>Other Assets</b>                    |                            |
| 186 · Other Assets                     | 725.00                     |
| <b>Total Other Assets</b>              | <u>725.00</u>              |
| <b>TOTAL ASSETS</b>                    | <u><u>1,796,966.56</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |
| <b>Liabilities</b>                     |                            |
| <b>Current Liabilities</b>             |                            |
| <b>Accounts Payable</b>                |                            |
| 200 · Accounts Payable                 | 735.76                     |
| <b>Total Accounts Payable</b>          | <u>735.76</u>              |
| <b>Other Current Liabilities</b>       |                            |
| 201 · Accrued Liabilities              | 1,775.00                   |
| 205 · Stabilize Alberta Funding        | 14,435.00                  |
| 250 · GST/HST Payable                  |                            |
| 252 · Input tax credits                | 12.50                      |
| 250 · GST/HST Payable - Other          | -687.90                    |
| <b>Total 250 · GST/HST Payable</b>     | <u>-675.40</u>             |
| <b>Total Other Current Liabilities</b> | <u>15,534.60</u>           |
| <b>Total Current Liabilities</b>       | <u>16,270.36</u>           |
| <b>Total Liabilities</b>               | <u>16,270.36</u>           |
| <b>Equity</b>                          |                            |
| 195 · Pembina West Co-operative        | -3,858.77                  |
| 300 · Retained Earnings                | -31,679.08                 |
| 32000 · *Retained Earnings             | 94,046.80                  |
| 350 · Equity in Capital Property       | 1,681,663.68               |
| 360 · Capital excess (deficit)         | 559.94                     |
| Net Income                             | 39,963.63                  |
| <b>Total Equity</b>                    | <u>1,780,696.20</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><u>1,796,966.56</u></u> |

# **Barn Report**

## **April 26, 2022**

Since the March meeting the facilities have been used 15 times by other groups, 10 times for drop in riding, 16 times by 4-H and 5 times by the ag society, for a total of 46 times. The arena has been worked 12 times and watered 4 times this month.

The building committee has met 3 times this month by phone March 27 and 31 and April 14.

The Town of Barrhead thawed the culvert and repaired the drive way into the Bablitz Hall  
Our tractor was taken to Deerline for its 1500 hour complete oil change and check over. The coolant still was leaking and the hose has been repaired.

Steve Zunti has sold our 12 by 12 overhead and delivered it to C Bohn by Freeman river for \$800.

New batteries were purchased from Small Power and installed into our floor washer. I am not happy with the way it works.

Breukelman started insulating the barn on April 11. Laurie and Ken have moved the bleachers out and back in, removed the plywood top on the west pony wall, straightened the west pony wall, installed a shovel, rake and hose rack on the north east wall.

The County of Barrhead has leveled the sand under the bleachers and helped straightened the west pony wall.

Barrhead Transit delivered a bucket of gravel to tamp the posts on the pony wall.

Wruk Plumbing has refitted the water line from the meeting room to the barn. They also repaired the water tap in the womens washroom in the Bablitz hall

Laurie and Ken replaced the battery in the smoke alarm in the Bablitz Hall.

Barrhead Electric has moved and is reinstalling electric fittings during the insulating project.

4H has helped install panels and set up for Multi Judging.

Happy with the contractor cleaning up on the weekend allowing us to rent our barn during the weekend. P A system has been available for weekend events.

We have closed the barn for renters during the week so the contractor would not have to clean up every night.

We have hosted 4H district judging and 4H Regional judging on 2 different weekends

Barrhead Light Horse hosted a horseman ship clinic.

We closed the trailer parking beside the barn during spring mud period.

Ken picked up the no trailer parking signs and asked about a new banner for the Ag Soc from J Place.

We need the center speaker mounting brackets welded and 2, 30 foot panels repaired.

I would like to thank Laurie Messmer for looking after the barn when I went on holidays

### **WORK TO BE DONE**

Repair 2 picnic tables

Kitchen ventilation

Need new barrels for rodeo 2022

Leonard Schmidt memorial

### **BOOKINGS**

Lazy Daze – October 2022– April 2023 – Saturday and Wednesday evenings, May 1, Sept 24 & 25

Drop in Riding – Monday & Friday October – April, 2023 - Book 2 hour time slots per cohort group

Barrhead Light Horse – May 8,15,22, June 5,12,19,26, 28, July 1, 5, 12, 26, 28, August 2, 9,16, 23, 27 & 28, 30

KNM – from the Bablitz Hall – 130 chairs, 18 tables

District Beef C Grabler – April 30 Barn, May 12 – beef 4h meeting

Barrhead Grad – June 30

4-H Focus – July 7, 8,9,10, 2022 – all facilities

Lazy Daze – Barn & outside grounds – May 14, October 1&2, Wednesday & Saturday October – April 2023

Demolition derby – July 23, 2022

Blue Heron Fair – August 13, & 14, 2022

Beef show – September 10, 2022

Wildrose Rodeo Finals – September 14-18, 2022

Freedom Naples & T&M 4-H – Sundays 1-4 Meadowview 4-H – Saturdays 9:30-11:30 am

Camp Creek 4-H – Saturdays 11:30-1:30 pm

Canine 4-H – May 16- 6-8 pm, June 5 4-7 pm Sheep weigh in – March 26

Achievement Days – Beef May 30, English jumping May 23, Horse June 4, Canine, June 5 Life Skills June 18

4-H District meeting – May 5,

Barrhead Light Horse – Thursday October – April 2023

DM Branden – Breakaway roping -Tuesdays November 22 – April 4, 2023 – except for On Target Bull Sale,  
& January 13, February 17, March 10, March 31

On Target Bull sale – March 14 or 21, 2023

# THE BARRHEAD AGRICULTURAL SOCIETY

is busy making plans for upcoming events in 2022. We hope to be hosting the Demolition Derby (New Date), Barrhead Blue Heron Fair and the Wildrose Rodeo Association Challenge 2022 Finals. We would like to take this opportunity to thank you for your past financial assistance and we are hopeful that you will continue to support our endeavors. We would also like to take this opportunity to introduce ourselves to businesses who have not yet had the opportunity partner with us. Please take the time to review the partnership packages that are available and the benefits that are part of each package. **If you prefer to sponsor a specific event, please let us know which event that is.**

## PARTNERSHIP PACKAGES

| <b>CORPORATE PARTNERSHIP</b><br><b>\$3500.00</b><br><b>or more</b>          | <b>GOLD PARTNERSHIP</b><br><b>\$2000.00 -</b><br><b>\$3499.00</b>           | <b>SILVER PARTNERSHIP</b><br><b>\$1000.00 -</b><br><b>\$1999.00</b>        | <b>BRONZE PARTNERSHIP</b><br><b>\$500.00 -</b><br><b>\$999.00</b>         | <b>FRIENDS OF THE BARRHEAD AG SOCIETY</b><br><b>\$100.00 - \$499.00</b> |
|---|---|--|---|---|
| Advertising with banner at Blue Heron Fair, Demolition Derby and WRA Finals | Advertising with banner at Blue Heron Fair, Demolition Derby and WRA Finals | Advertising with banner at Blue Heron Fair, Demolition Derby OR WRA Finals |   |   |
| 10 Complimentary tickets to Blue Heron Fair, Demolition Derby & WRA Finals  | 6 Complimentary tickets to Blue Heron Fair, Demolition Derby & WRA Finals   | 4 Complimentary tickets to Blue Heron Fair, Demolition Derby & WRA Finals  | 2 Complimentary tickets to Blue Heron Fair, Demolition Derby & WRA Finals |   |
| Listing in program at Blue Heron Fair, Demolition Derby and WRA Finals      | Listing in program at Blue Heron Fair, Demolition Derby and WRA Finals      | Listing in program at Blue Heron Fair, Demolition Derby and WRA Finals     | Listing in program at Blue Heron Fair, Demolition Derby and WRA Finals    | Listing in program at Blue Heron Fair, Demolition Derby and WRA Finals  |
| WRA Finals program: Free business card ad                                   | WRA Finals program: 50% discount  | WRA Finals program: 25% discount   | WRA Finals program: 10% discount  |   |
| WRA Finals: 10 x 20 second spots on Score clock                             | WRA Finals: 5 x 20 second spots on Score clock                              | WRA Finals: 3 x 20 second spots on Score clock                             | WRA Finals: 2 x 20 second spots on Score clock                            |   |

\*\*\*\*Please note: any **in-kind donations** received throughout the year are valued and categorized within the appropriate package  
If you have any questions, please contact: President Jackie Miller (780) 282-0234 or Treasurer: Brenda Visser (780) 674-1197

### ***PARTNERSHIP INFORMATION***

\_\_\_\_ Yes, we are interested in becoming a sponsor

\_\_\_\_ Yes, we have a Company Banner to display

**Please include a business card if possible**

**Make cheques payable to the Barrhead Agricultural Society: Box 4268 Barrhead, AB T7N 1A3**

**NAME OF BUSINESS:** \_\_\_\_\_

**CONTACT PERSON(S)** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**AMOUNT OF SPONSORSHIP:** \_\_\_\_\_

**SPECIFIC EVENT: (IF PREFERRED):** \_\_\_\_\_

Barrhead Exhibition Association and Agricultural Society  
Board Meeting  
April 26, 2022

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Meeting called to order by President Jackie Miller at 7:30 pm.

Attendance: Jackie Miller, Brenda Visser, Ken Anderson, Ashley Mast, Neil Branden Shauna Abernathy, Colleen Branden, Steve Properzi, Steve Zunti, Lynn Down, Bill Lane, Anthony Oswald

ADOPTION OF AGENDA

Moved by K Anderson to adopt amended agenda. Secunder S Zunti. Carried.

ADOPTION OF MINUTES

Moved by A Mast to adopt minutes of Board Meeting of March 22, 2022. Secunder S Properzi. Carried.

BUSINESS ARISING FROM MINUTES

1. Rebranding/Marketing – Briefly reviewed Clarke Creative proposal and will arrange meeting to discuss further.

REPORTS

1. Financial Report – attached. **Moved by B Visser to accept report as presented. Secunder N Branden. Carried. Moved by B Visser**
2. Facilities Report – attached. Barn insulation project underway. **Moved by K Anderson to accept report as presented. Secunder N Branden. Carried.**

Rodeo Report – attached. Cabaret – **Moved by N Branden to approve \$5000 for Drew Gregory and host rider, and charge \$20/person. Secunder B Lane. Carried.**

**Moved by N Branden to accept report as presented. Secunder S Properzi. Carried**

3. Fair Report – attached. B Visser will investigate a “debit square terminal” for use at events. Fair Parade Theme: “BACK TOGETHER AND BETTER THAN EVER”.  
**Moved by B Visser to approve Fair entertainment budget of \$30,000. Secunder C Branden. Carried.**  
**Moved by S Zunti to approve Fair admission “Adult \$15 day/ \$25 2 days”, “Youth (6-18) \$10 days/\$15 2 days”, and “5 & under free”. Secunder A Mast. Carried.**  
**Moved by C Branden to approve liquor price of \$6/ticket for all Ag Society events during 2022. Secunder B Lane. Carried.**  
**Moved by C Branden to charge Cabaret \$20/person. Secunder S Abernathy. Carried.**  
**Moved by K Anderson to approve Fair advertising budget of \$\$4,000. Secunder N Branden. Carried.**  
**Moved by B Visser to accept report as presented. Secunder N Branden. Carried.**

.../2

4. Derby Report - A Mast reported prize money of \$14,600. T shirts will be purchased (possibly with rebranded logo) for volunteers to wear at all events for identification. Videos by Maurice Pelletier. **Moved by B Visser to approve Derby budget of \$22,000 including \$3,000 for advertising. Seconder B Lane. Carried.**
  
5. Fundraising – C Branden reminded all to ensure all sponsor/in-kind donations are reported to her as it will reflect the “partnership package” they will receive. Discussed advertising options i.e.: table placemats distributed to restaurants, flyers in mailboxes, contact Jennifer Peters at Town Office. **Moved by C Branden to accept report at presented. Seconder A Mast. Carried.**

#### NEW BUSINESS

1. Barrhead & District 4-H Beef and Show Achievement Day Show and Sale **May 30**. Invitation to attend and bring greetings at opening ceremonies. J Miller and/or K Anderson to attend.
2. Open Farm Days Aug 13 & 14 – L Down will contact AAAS to confirm we can register the Fair.
3. AHS – **Moved by A Mast to advise of the Barrhead Ag Society intent to terminate our contract effective June 30, 2022. Seconder N Branden. Carried.**
4. 50/50 – Table to next meeting.

#### ADJOURNMENT

Moved by N Branden to adjourn meeting at 10:00 pm. Seconder K Anderson. Carried



## C.A.O Report

**To:** Town Council

**Date:** May 10, 2022

**Re:** May 10, 2022 Report

### **Administrative Services:**

- Tax notices were sent out on May 4<sup>th</sup>, with the due date of June 30<sup>th</sup>.
- On May 3<sup>rd</sup>, Administration submitted an MSI grant application for the All Wheels Skate Park. We do not foresee any complications with the Town's application.

### **Enforcement Services:**

The Department currently has 25 open files under review/investigation:

- Bylaw issues: 18 files (10 of which are unsightly lot related issues)
- Traffic Enforcement (ie: speeding, school zone speeding, distracted driving): 4 files
- Animal control matters: 3 file

### **Fire Protection Services:**

- Incidents from April 1 – April 30, 2022
  - Rubbish or grass fires – 12
  - Motor Vehicle Accidents – 2
  - Home accidents - 1
  - Ambulance Assist – 16
  - RCMP Assist - 1
  - Public hazard/service - 2
  - False Alarms – 5

For the month of April there were a total of 39 calls which represented a total of 364.25 firefighter hours.

- Training:
  - NFPA 1001 level 1 firefighter continues.
  - limited manpower fire response, 5-person team structure fire.

- Wildland fire tactics
- Forcible entry

➤ Other

- Assisted Westlock Fire Department with Driver evaluations.
- Prescribed burning South entrance of Town by the river.
- Annual SCBA fit testing completed.

- Total membership of 35; 34 responding members with 1 member on a leave of absence.

**Recreation Services:**

➤ Operational:

- Hosted ice user and ball field user meetings. No issues to report.
- Started to host parent and tot bounce house drop in sessions.
- Held progress meetings with Trane on arena upgrades and NewLine Skate Parks on the All Wheels Skate Park,
- All parks summer staff are hired.
- Tentatively running an Adult Art Class, and Mom, Pop, & Tot Class pending successful registration numbers.
- Rotary Campground officially opens for camping on May 6, gates are now open for picnickers.
- Solar lights at Lions Park are now installed.
- Frisbee golf cages installed.
- Over 230 students coming from Onoway school for swimming lessons.
- Public Swim Lessons in the evening are running and there is a waiting list for more classes.
- More fitness classes have been added to the schedule.
- Working on various approved capital projects.
- The Department is currently working on Frisbee golf score cards and kiosk showing the overall course outline and rules
- Standard First Aid course is scheduled in May.
- Scheduled to mow, aerating and seeding where required in parks and greenspace.

➤ **Upcoming Special Events:**

- Mom & Tot Tea Party on May 6<sup>th</sup> as our Mother's Day event,
- Treaty 6 Recognition Event on May 17<sup>th</sup>.
- Summer swim lessons are all planned and will be ready to be posted online soon.
- Springtime Drinks n' Dye'ne event on May 27<sup>th</sup>.

➤ The Town's upcoming YouTube schedule is as follows:

| <b><u>Video</u></b>         | <b><u>Date</u></b> | <b><u>Description</u></b>  | <b><u>Pillar</u></b>               |
|-----------------------------|--------------------|--|------------------------------------|
| BarrNorth                   | May 6,<br>2022     | Local veterinary clinic feature  | Economic Development               |
| Spring Clean-up Day         | May 13,<br>2022    | Promote the Town's annual Spring Clean-up Day and show the work that the Town's Public Work Department does. | P.S.A.                             |
| Camping                     | May 20,<br>2022    | Promote outdoor recreation and discuss camping basic (what to pack, making sure fires are out etc.)          | Economic Development<br>Recreation |
| Your Good Morning Episode 4 | May 28,<br>2022    | Community programs, events and business updates for June   | Economic Development               |

## **Transportation Services:**

### ➤ Operational:

- Staff completed the first round of street sweeping.
- Summer staff will start on May 9th.
- Regional landfill cameras are installed – addressing some technical issues.
- Fourteen loads of compost material have been hauled out.
- Collapsed sewer service line on 47<sup>th</sup> street will have to be replaced.

### ➤ Capital:

- Construction has commenced on the Industrial Park Reservoir Project.

Edward LeBlanc - CAO

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

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF APRIL 26, 2022

| Reference Number | Resolution  | Comments   | Status      |
|------------------|---|--|-------------|
|                  | <b><u>April 12, 2022 Council Meeting</u></b>  |  |             |
| 153-22           | Moved by Cr. Assaf that Council instructs Administration to advertise Lot 1 Block 1 Plan 132-3264 and Part of S.E. 29-59-03-W5 (containing 10.96 acres +/-) for lease or rent.  | Any proposals received will be presented during the May 10, 2022 Council Meeting   | Completed   |
| 149-22           | Moved by Cr. Assaf that Council instructs Administration to determine if a resolution relating to the issue raised in the letter from the Town of Fox Creek dated March 23, 2022 will be presented during the 2022 <i>Alberta Municipalities'</i> Convention.   | Report from Administration is included in the May 10th agenda - under Old Business   | Completed   |
|                  | <b><u>March 22, 2022 Council Meeting</u></b>  |  |             |
| 115-22           | Moved by Cr. Kluin that Council instructs Administration to prepare an amending Bylaw to the current Traffic Bylaw 03-2021 to accommodate the request from St. Anne's Roman Catholic Church dated March 10, 2022 to have one handicapped parking stall installed on the southeast corner of 52nd Avenue and 50th Street and present it at the next Council Meeting. | Bylaw 07-2022 received third and final reading during the April 26th Council Meeting   | Completed   |
|                  | <b><u>December 14, 2022 Council Meeting</u></b>   |  |             |
| 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.   | Letter was forward to the Water Commission and was discussed during their meeting of April 21st.   | In Progress |
|                  | <b><u>November 23, 2021 Council Meeting</u></b>   |  |             |
| 415-21           | Moved by Cr. Assaf that Council directs Administration to make the necessary arrangements for the recognition of long service awards for elected officials for the 2022 AUMA Convention.  | It was confirmed by AM (Alberta Municipalities) that there is recognition for long service of municipal elected officials with at least 20 years of service. Nomination packages are released in the Spring. 2021 deadline was July 9, 2021. Administration will forward information on Councillor Don Smith and other past elected officials for the 2022 Convention. | In Progress |
|                  | <b><u>March 9, 2021 Council Meeting</u></b>   |  |             |
| 083-21           | Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.   | The new unit arrived mid-February and will be in-service in the early part of March. Once all ordered bins have arrived, Administration will be moving forward to dispose of the old unit.   | Pending     |

**Community FUTURES YELLOWHEAD EAST**  
**Virtual Board Meeting Minutes**  
**Thursday February 17, 2022**

**PRESENT:** NICK GELYCH, DARYL WEBER, SERENA LAPOINTE, LIZ KRAWIEC, ANNA GREENWOOD, TY ASSAF, ROBIN MURRAY, JIM HAILES, JEREMY WILHELM, MARVIN SCHATZ., DAVID FILPLIC, MARGI STOREY, MICHELLE JONES, ELLEN MACCORMAC, LANA MILLER, MATTHEW HARTNEY.

|  |   |
|--|---|
| <b>REGRETS:</b>                        |   |
| 1) <b>CALL TO ORDER:</b>               | Nick called the meeting to order at 1:05 pm   |
| 2) <b>ADOPTION OF AGENDA:</b>          | <u><b>Motion# 06/22 Moved by Ty Assaf</b></u><br>That the Agenda be accepted as presented<br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 3) <b>MINUTES OF PREVIOUS MEETING:</b> | <u><b>Motion 07/22 # Moved by Jim Hailes</b></u><br><i>That the minutes of the January 20<sup>th</sup> regular board meeting be accepted as presented</i><br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 4) <b>SPECIAL GUESTS</b>               | <b>David Filiplic, Prairies Can – Interest Transfer Program Overview</b><br><br><i>Presentation provided to board by Prairies Can Rep David Filiplic for information on the Interest Transfer Program.</i><br><br><b>Margi Storey, CFNA – CFNA Support, CFLIP Program, EDP Program Overview</b><br><br><i>Presentation provided by Margi Storey on behalf of CFNA regarding basic CFLIP information (advised that we would need to meet with Phyllis for deeper detail on the program). Margi provided additional information for the Board’s information regarding the EDP program. Margi gave an overview of the HUB for staff and board members review as well.</i><br><br><i>David/Trisha will look into what happens if there are no EDP funds from which to lend EDP clients.</i> |
| 5) <b>CHAIR REPORT</b>                 | <b>Board Chair Training</b> – Nick provided an overview of the training he attended and the areas he found valuable to our work.<br><br><b>Executive Director Meeting</b> – Nick provided details to the board of items discussed at the Executive Meeting, that needed to be addressed.<br><br><u><b>Motion # 08/22 Moved by Serena Lapointe</b></u><br><br><i>To move forward with addressing a letter to the Ministry, CFNA, Prairies Can etc. expressing the boards concern regarding the lack of funding increase to the CF program.</i><br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 6) <b>TREASURER’S REPORT</b>           | <i>As attached</i><br><br><u><b>Motion # 09/22 Moved by Liz Krawiec</b></u><br><br><i>To accept financial reports for information</i><br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 7) <b>STAFF REPORTS:</b>               | <b>Executive Director:</b> - Monthly Report, As presented   |

Board directed ED to inform the CIBC, that we are not prepared to accept any offer other than the return of full interest amounts since the changing of the savings account to a chequing account and back again. ED to advise CIBC they will accept nothing less than the full \$8000 lost, or we will move forward with moving bank accounts.

**Motion # 10/22 Moved by: Daryl Weber**

To provide follow up correspondence to CIBC rep indicating the boards request to have full amount of interest funds lost during the switching of bank accounts, be reimbursed to the CFYE account. If request not accepted, Executive Director has been instructed to advise and to move forward with switching banking institutions and moving all CFYE bank accounts out of CIBC.

**CARRIED**

**CED Coordinator: Monthly Report, As attached**  
**Anna Greenwood made motion to accept as Information.**

**Business Analyst: Financial Reports, As Presented**

**Motion # 11/22 Moved by: Marvin Schatz**

To turn off interest being charged to Term Loan #1 Client and allow Executive Director and Business analyst to work with the client to come up with a more manageable payment option .

**CARRIED**

**DSS Report – As attached.**

**Daryl Weber made motion to accept as Information.**

**8) OLD BUSINESS:**

**Motion # 12/22 Moved by: Serena Lapointe**

To accept ALL Old Business Items as Information

**8.1 Travelling Incubator Update**

**8.2 Cyber Security Spending Plan**

**8.3 Woodlands County Rep:** New Board Member Jeremy Wilhelm of Woodlands, formally introduced as replacement board member.

**8.4 Final Approval of In House Budget – Forwarded to March Meeting**

**CARRIED**

**9) NEW BUSINESS:**

**Motion # 13/22 Moved by Robin Murray**

To accept New Business Items as Information.

**CARRIED**

**9.1 Develop Investment Review Committee -**

**Motion # 14/22 Moved by: Ty ASSAF,**

*That board members: Daryl Weber, Ty Assaf, Serena Lapointe agrees to be part of a formal committee with CFYE ED, to review, research and present Regional Investment project Ideas for board approval.*

**CARRIED**

**9.2 Lemonade Day/WIFS Meeting with MLA, Martin Long.** Board encouraged that we include all MLA and MPS from the entire CFYE region in future meetings, discussion and in our letter concerning CF funding.

**9.3 Annual Municipal Council Presentations – Include Investment Committee recommendations.**

**10) ROUND TABLE:**

**Liz Krewiec – Town of Swan Hills:** Snow Days Feb 26<sup>th</sup>

**Daryl Weber – Village of Alberta Beach –** Rally Snow races cancelled; Auto races will be held on the lake on Family Day weekend.

**Anna Greenwood – Town of Mayerthorpe:** Business Recognition program started, Mayor has visited and presented to local businesses.

**Serena Lapointe – Town of Whitecourt –** Provided information regarding Family Day events. Snowshoes are now available for rental at the town library

**ADJOURNMENT:**

**Motion # 15/22 Moved by Serena Lapointe**

Moved to adjourn at 4:15

**NEXT MEETING:**

**Thursday March 17<sup>th</sup> – Strategic Planning Session**

**SIGNING AUTHORITY**

*Nick Gelych*

Nick Gelych (Apr 23, 2022 11:10 MDT)

*SL*

Serena Lapointe (Apr 23, 2022 11:41 MDT)

**Chair,**

**Secretary,**

**Community FUTURES YELLOWHEAD EAST**  
**Virtual Board Meeting Minutes**  
**Thursday March 17, 2022**

**PRESENT:** DARYL WEBER, SERENA LAPOINTE, LIZ KRAWIEC, ANNA GREENWOOD, ROBIN MURRAY, JIM HAILES, MARVIN SCHATZ, MICHELLE JONES, LANA MILLER, MATTHEW HARTNEY -

|  |   |
|--|---|
| <b>REGRETS:</b>                        | Nick Gelych, Ty Assaf, Jeremy Wilhelm   |
| 1) <b>CALL TO ORDER:</b>               | Board Vice Chair : Daryl Weber called meeting to order at 1:00 pm   |
| 2) <b>ADOPTION OF AGENDA:</b>          | <b><u>Motion 16 # 22 Moved by Serena Lapointe</u></b><br>That the order of the Agenda be accepted as amended.<br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 3) <b>MINUTES OF PREVIOUS MEETING:</b> | <b><u>Motion 17 # 22 Moved by Marvin Schatz</u></b><br>That the minutes of the February 17 <sup>th</sup> regular board meeting be accepted as presented<br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 4) <b>CHAIR REPORT</b>                 | Chair unavailable – nothing to report this month.   |
| 5) <b>TREASURER’S REPORT</b>           | <b><u>Motion 18 # 22 Moved by Liz Krawiec</u></b><br>To accept the financial report as attached and reviewed.<br><br><p style="text-align: right;"><b>CARRIED</b></p>   |
| 6) <b>STAFF REPORTS:</b>               | <b>Executive Director:</b> - Monthly Report, As presented.<br><b>Motion to Accept as Information:</b> Serena Lapointe<br><b>CED Coordinator:</b> Monthly Report, As attached<br><b>Business Analyst:</b> Financial Reports, As Presented<br><b>IRC:</b> Request by loan client to have interest rate reduced to reflect the new 7% Interest rate, over the initial 9% interest rate upon signing of loan contract. Board granted BA permission to adjust interest rate for Term Loan<br><b>DSS Report</b> – As attached. Discussion ensued to ensure that County of Barrhead is being included in the reporting and request a 0 be included in report for any area that is not seeking assistance. Serena noted her interview with Ian yesterday for the paper and will go National and said Ian is very positive addition to CFYE lucky to have him! |
| 7) <b>OLD BUSINESS:</b>                | <b>7.1 Approval of In House Budget -</b><br><b><u>Motion 19 # 22 Moved by : Liz Krawiec</u></b><br>That the board moves to accept the in-house budget as presented.<br>Approving the addition of \$ 51,296.76 be provided to staff operating budget from the Board Investment Fund for the 2022/2023 Budget Year, as per detailed budget request.<br><br><p style="text-align: right;"><b>CARRIED</b></p><br><b>7.2 Letter to the Ministry – Final Review</b><br><b><u>Motion 20 # 22 Moved by: Anna Greenwood</u></b><br>Motion to approve, authorizing the Executive Director to make edits to the Letter to the Ministry to include further information around, the cost of  |

retaining staff and the increased cost of travel, along with a more detailed year over year comparison budget, prior to sending final draft.

**CARRIED**

**7.3 Response -CIBC Interest Re-payment**

Motion to accept as information: Serena Lapointe

Board recommends ensuring that accepting the CIBC offer of 3,000.00 would not affect our ability to continue with the ombudsman; still some investigation prior to concluding the decision.

**CARRIED**

**8) NEW BUSINESS:**

**8.1 Executive Director Performance Review** – ED to provide forms for the Executive to utilize in providing to staff and Executive to conduct annual ED performance review.

**9) ROUND TABLE:**

**Liz Krewiec – Town of Swan Hills:** ASA Jamboree; Apr 14 is Club Crawl  
**Daryl Weber – Village of Alberta Beach** – Rally Snow races cancelled; Auto races will be held on the lake on Family Day weekend.

**Anna Greenwood – Town of Mayerthorpe:** 2 retired doctors received recognition; doing a business survey; the Fur & Feathers event and the Rodeo are both planning for 2022 events

**Serena Lapointe – Town of Whitecourt** – Arts and Culture Center concluded information sessions and letters received were 73% positive; roadway construction is happening at entrance to Rotary park; Trade Fair happening in May; concerts being booked 2022; much interest in business/economic development

**Robin Murray – Onoway** – leaders caucus provincial issues; Onoway Heritage Days June 10, 11, 12; Ride for Dad making a stop in Onoway June 11; Onoway 100<sup>th</sup> anniversary 2023 making plans; Community Hall hosting a monthly lunch

**Jim Hailes – Town of Fox Creek** – expecting more activity in oil & gas; groundwork happening for the seniors center ; lots of interest in land / new business; noted if Whitecourt has Arts center other communities would be utilizing; *noted share Incubator posts to Fox Creek Facebook Rant & Rave Group or Buy & Sell...*

**Marvin Schatz – County of Barrhead** – Farm and Family Award Apr 28; Lakeview Estates Lac La Nonne expansion ; Marvin healing from shoulder surgery

**Daryl Weber – Alberta Beach** – SnoMo races were canceled due to weather – there was only skating event for Family Day weekend; Poker rally happened last week; council member resigned (Mayor) due to health issues and April 4 is election

**ADJOURNMENT:**  
**NEXT MEETING:**  
**SIGNING AUTHORITY**

**Vice Board Chair** moved to adjourn meeting at 2:46 pm.  
Thursday April 21 – Strategic Planning Session

Nick Grelch

Apr 21 2022 2:46 PM

**Chair,**

SN

Serena Lapointe (Apr 26, 2022 18:07 MDT)

**Secretary,**

*APPROVED  
April 21, 2022*

**Barrhead & District Family & Community  
Support Services Society  
Annual General Meeting – April 15, 2021 via Zoom**

**Attending:** Dausen Kluin  
Ron Kleinfeldt  
Marvin Schatz  
Randy Hindy  
Shelly Dewsnap, Executive Director  
Carol Lee, Recording Secretary  
Sharen Veenstra  
Jane Wakeford Marsha Smith  
Sally Littke Mark Oberg

**Missing:** Leslie Penny and Vicki Kremp

**Guests** Judy Bradley, Dan Garvey

**Staff:** Robin, Terese, Deb, Rebecca, Nancy, Rae, Cheri, Rhonda and Food Bank Volunteer Jeannine Kowalski

**Call to Order:**

1) The meeting was called to order by Chairperson Randy Hindy at 11:45 a.m..

**Establishment of Membership & Quorum**

2) Chairperson Randy Hindy declared that a quorum was established.

**Additions/Deletions and Acceptance of Agenda**

3) 1-21 AGM Moved by Bill Lane that the Agenda for the Annual Agenda General Meeting be accepted with the amendment of #4 to change the 2020 AGM date from April 16 to May 21. Motion seconded by Dausen Kluin.

Acceptance

Carried

**Acceptance of Minutes of the Annual General Meeting of May 21, 2020**

4) 2-21 AGM Moved by Ron Kleinfeldt that the Minutes of the Annual Minutes of 2020 General Meeting of May 21, 2020 be accepted, the motion was seconded by Sally Littke.

Carried

**Auditor Report & Recommendations: Brad Luccier, Greilach Accounting**

5) This report was accepted at the March 18, 2021 Regular Board Meeting.

**Board Appointments**

6) The Barrhead & District Family and Community Support Services Society welcomed new Board Members; Dan Garvey – Dan has served on the FCSS Board previously and brings lots of experience, Judy Bradley – has a home in Woodlands County and Barrhead, has served on numerous Boards and brings lots of experience with her.

**Board Reports:**

**a) Chairperson’s Report: Randy Hindy**

7) 03 -21 AGM Moved by Dausen Kluin to accept the Chairperson’s Report as presented, motion seconded by Mark Oberg.

Accepted

Carried

04 -21 AGM **b) Financial Chairperson's Report: John Szvec**  
Moved by Mark Oberg to accept the Financial Chairperson's Report as presented, motion seconded by Bill Lane.

Accepted

Carried

05 -21 AGM **c) Personnel Committee – Leslie Penny, Chairperson**  
Moved by Sally Littke to accept the Personnel Committee report as presented. Motion seconded by Ron Kleinfeldt.

Accepted

Carried

06 -21 AGM **d) Policy & Procedures Committee – John Szvec, Chairperson**  
Moved by Jane Wakeford to accept the Policy & Procedures Committee report as presented. Motion seconded by Shelly Bye.

Accepted

Carried

Interviews were held for a new Executive Director and an offer has been made.

8) **Acceptance of Staff Reports & AGM Document**  
08-21

**Appointment of Auditor for next year**

07 - 21 AGM Moved by Mark Oberg to appoint Greilach Accounting to do the 2021 Annual Audit. Motion was seconded by Sally Littke.

Accepted

Carried

9) **Special Presentation**  
A power point presentation highlighting our staff was presented. Appreciation was given to Randy Hindy who will be stepping down as Board Chair and Member following this AGM. Randy said he has enjoyed his time with FCSS and believes that this organization makes a difference in our community. Randy was thanked numerous times for his dedication and commitment to this Board. An appreciation gift is at the office for Randy to pick up.

10) **Adjournment**  
As Randy Hindy's last official act as Board Chair, he adjourned the Barrhead & District FCSS Society's Annual General Meeting at 12:24 p.m.

**Barrhead & District Family & Community Support Services Society  
Annual General Board Meeting of April 15, 2021**

  
\_\_\_\_\_  
Chairperson

  
\_\_\_\_\_  
Recording Secretary

GM Minutes 2021/Board File/AGM2021 folder

## REQUEST FOR DECISION

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**To:** Town Council  
**From:** Edward LeBlanc, CAO  
**cc:** File  
**Date:** May 10, 2022  
**Re:** Correspondence Item

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**Item (a)** Letter dated April 20, 2022, from Mayor Andrew Prokop, Town of Taber, regarding encouraging the Commission to perform a review of the rising utility fees for both natural gas and electricity.

**Recommendation:**

That Council accepts the letter dated April 20, 2022, from Mayor Andrew Prokop, Town of Taber, regarding encouraging the Commission to perform a review of the rising utility fees for both natural gas and electricity, as information.

**Item (b)** Email dated April 27, 2022, from Mr. Colin Buschman, Western Government Relations Advisor, regarding the National Police Federation's final report, "Your Police, Your Future – Listening to Albertans".

**Recommendation:**

That Council accepts the email dated April 27, 2022, from Mr. Colin Buschman, regarding the National Police Federation's final report, "Your Police, Your Future – Listening to Albertans", as information.

**Item (c)** Email dated May 4, 2022, from Mr. Darren Sandbeck, Senior Provincial Director and Chief Paramedic, Emergency Medical Services, Alberta Health Services, regarding the changing of practices to free up ambulances for critical calls.

**Recommendation:**

That Council accepts the email dated May 4, 2022, from Mr. Darren Sandbeck, Senior Provincial Director and Chief Paramedic, Emergency Medical Services, Alberta Health Services, regarding the changing of practices to free up ambulances for critical calls, as information.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



April 20, 2022

File: 100-G03

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055 106 Street  
Edmonton, Alberta T5J 2Y2

Dear Utilities Commission,

**RE: Increasing Utility Fees**

Please accept this correspondence as a letter of support in addition to the correspondence you have already received from the Town of Fox Creek, dated March 23, 2022.

The Town of Taber joins in the increasing concern across the province regarding the rising utility fees for both natural gas and electricity. This concern is being felt throughout public and private spheres, and we are urging the Commission to take serious note of the concerns herein.

Over the past two years, residents of both Taber and the province have felt the ever-increasing strain of the ongoing COVID-19 pandemic coupled with increasing job insecurity and the rapid inflation of food, fuel, and housing costs. The rising costs of utilities have placed an additional strain on residents' already thin bottom lines.

It is important to note that the rising costs are not just impacting residents, but non-profits, small businesses, and commercial industries. Many of the aforementioned are in jeopardy of closing or forced to stop their services to our communities due to the increasing costs of utilities.

We as representatives of our community also note that it is wholly unacceptable that the rising costs of utilities have led to increased private profits as has been noted in the media lately. In our estimation, increased private profits seems to be a step too far given the undue hardship the public has faced these past two years and will likely continue to face unless the Commission takes swift action. As members of Council and representatives for our community's citizens, we believe now is not the time to be taking more money from the pockets of Albertans. Now is the time to be supporting Albertans when and where they need it most.

Alongside the Town of Fox Creek, the Town of Taber is urging the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit corporations are making off of our residents and Albertans.

Your time and consideration for our residents, businesses, and non-profits is greatly appreciated.

Sincerely,

Mayor Andrew Prokop

Cc: Town of Taber Council  
Mr. Grant Hunter, MLA  
Alberta Municipalities  
Town of Fox Creek

## Edward LeBlanc

---

**From:** Town of Barrhead  
**Sent:** April 27, 2022 9:34 AM  
**To:** Edward LeBlanc; Dave McKenzie  
**Subject:** FW: KeepAlbertaRCMP Community Engagement Final Report  
**Attachments:** Your Police, Your Future - Listening to Albertans.pdf

**From:** Colin Buschman <cbuschman@npf-fpn.com>  
**Sent:** Wednesday, April 27, 2022 9:18 AM  
**To:** Dave McKenzie <DMcKenzie@barrhead.ca>  
**Cc:** Town of Barrhead <town@barrhead.ca>  
**Subject:** KeepAlbertaRCMP Community Engagement Final Report

**\*This email was sent on behalf of National Police Federation President, Brian Sauvé\***

Dear Mayor McKenzie and Town of Barrhead Council,

Recently, the National Police Federation (NPF) completed our KeepAlbertaRCMP Community Engagement Tour. We promised Albertans we would report back to the Government of Alberta what we heard. Today, NPF today released its final report [Your Police, Your Future – Listening to Albertans](#).

In it, we outline the reason for broad engagement, who we spoke with, and the places we visited. Most importantly the report details what Albertans from across the province told us in response to the Government of Alberta's proposal to replace the RCMP with a new provincial police service.

Across 38 municipalities, five virtual sessions and over 1000 participants including the public, Mayors, Reeves, Councillors, Members of the Legislative Assembly, and Members of Parliament, here are the key themes we heard:

- The majority of Albertans told us loud and clear that they do not want an expensive police transition to replace the RCMP with a new provincial police service.
- The Government of Alberta should make priority investments aimed at improving the justice system, strengthening social services, and increasing police resources.
- Participants felt they had not been consulted by the Government and that targeted investments would bring better and more immediate results to addressing crime in their communities.

If you have any questions or if you would like to further discuss the report, please contact Colin Buschman, Western Government Relations Advisor, at [cbuschman@npf-fpn.com](mailto:cbuschman@npf-fpn.com).

Sincerely,

**Colin Buschman**

Western Government Relations Advisor | Conseiller, Relations Gouvernementales de l'ouest  
**National Police Federation | Fédération de la Police Nationale**

(236) 233-8100

<https://npf-fpn.com>



**NATIONAL  
POLICE  
FEDERATION**

**FÉDÉRATION  
DE LA POLICE  
NATIONALE**

 @NPFFPN

 NPF\_FPN

 nationalpolicefederation

 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP members. La mission de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des membres de la GRC. This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

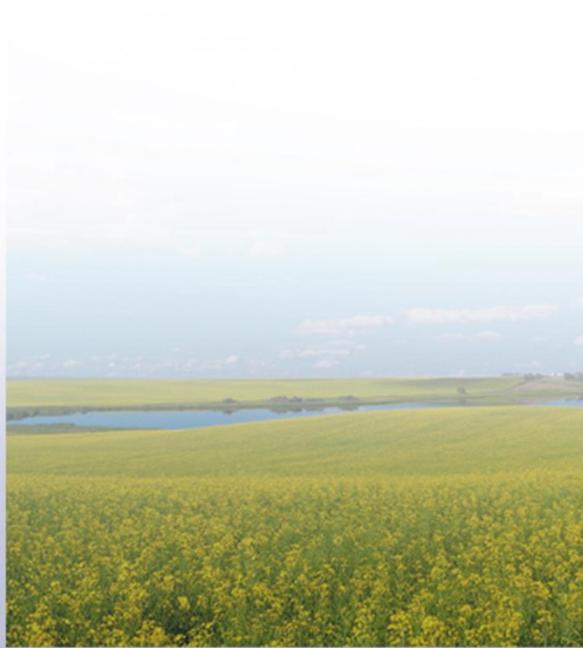
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NATIONAL  
POLICE  
FEDERATION

FÉDÉRATION  
DE LA POLICE  
NATIONALE

# Your Police – Your Future: Listening to Albertans



-  [KeepAlbertaRCMP.ca](https://www.KeepAlbertaRCMP.ca)
-  [Keep Alberta RCMP](#)
-  [@KeepAlbertaRCMP](#)

RCMP MEMBERS  
**ALBERTAN**  
*at Heart*



# EXECUTIVE SUMMARY

## What we heard

Through the NPF's community engagement sessions and online surveys with Albertans we heard loud and clear that the majority do not want a new police service, and instead want to redirect that funding to prioritize improving the justice system, strengthening social services, and increasing police resources. Participants felt that these targeted investments would bring better and more immediate results to address crime within communities.

## Background

In 2020, the Fair Deal Panel (FDP) recommended that the Government of Alberta consider transitioning away from the RCMP to an Alberta Provincial Police Service (APPS). The Panel's own survey showed that most Albertans do not support this idea, ranking it second last in terms of priorities for Alberta. Following the FDP recommendations, the Government hired PricewaterhouseCooper (PwC) in October 2020 to conduct a \$2 million report which was completed in spring 2021 and released publicly in November 2021, titled [APPS Transition Study](#).

Since December 2020, the National Police Federation (NPF) has conducted three rounds of public opinion research through Pollara Strategic Insights which have consistently shown that only less than nine per cent of Albertans support such a transition. This research has shown that

Albertans do not want to pay for increased costs and instead want additional resources to be invested into the Alberta RCMP to continue to reduce and mitigate rural crime and more funding within the Alberta justice system to tackle the issue of repeat offenders.

## Our community engagement

The NPF has been actively meeting with Albertans, stakeholders, and elected officials over the past year, all of whom have shared these same sentiments. Following the release of the APPS Transition Study, the Government continued to assert that the majority of Albertans supported such a plan: which is the exact opposite of Pollara's findings and what the NPF has heard. In response to this, the NPF undertook a community engagement tour of Alberta municipalities to both inform and hear from municipalities and residents on policing.

The KeepAlbertaRCMP Community Engagement Tour held meetings in [38 municipalities](#) from Pincher Creek to Fort McMurray with five additional [virtual sessions](#), and other meetings with stakeholders and organizations as requested by them. From the Community Engagement Tour, the NPF developed this report sharing what we heard from communities across the province and the questions they still want answered by the Government.



## WHO WE HEARD FROM



The KeepAlbertaRCMP Community Engagement Tour held public sessions throughout the province which were open to everyone. Significant social media ads, print and digital ads, and local radio commercials ensured that as many people as possible knew we were coming to their community and how to join. The NPF also held additional presentations with community groups, on request, such as Rotary Club and Rural Crime Watch, as well as presented to numerous First Nations Chiefs and First Nations members.

In addition to the public, Mayors, Reeves, Councillors, Members of the Legislative Assembly, and Members of Parliament attended these engagement sessions, as well as various other municipal officials and municipal employees. Many community organizations also attended our engagement sessions including Rural Crime Watch chapters, Citizens on Patrol chapters, and others who work to make the Alberta justice system safer and fairer for all.

## WHAT WE HEARD

Survey respondents and engagement session participants shared a great deal about both the positive aspects of the current policing structure and the challenges they have experienced with policing in their community. Participant views, challenges, and their need for more information on the proposed police model are outlined in more detail in the following sections.



The image above captures the most used words in open-ended responses across all surveys. The size of the word corresponds with the relative frequency each word was used. “RCMP”, “money” and “resources” were the most frequently used words, followed by “financial pain”, “judicial system”, “great jobs” and “utmost respect” - indicating the predominance of these sentiments. It is important to note that in most open-ended responses, 86% supported keeping the RCMP. Statements most often reflected their concerns with transitioning to a new police service, while at the same time highlighting the great job and respect for the RCMP.

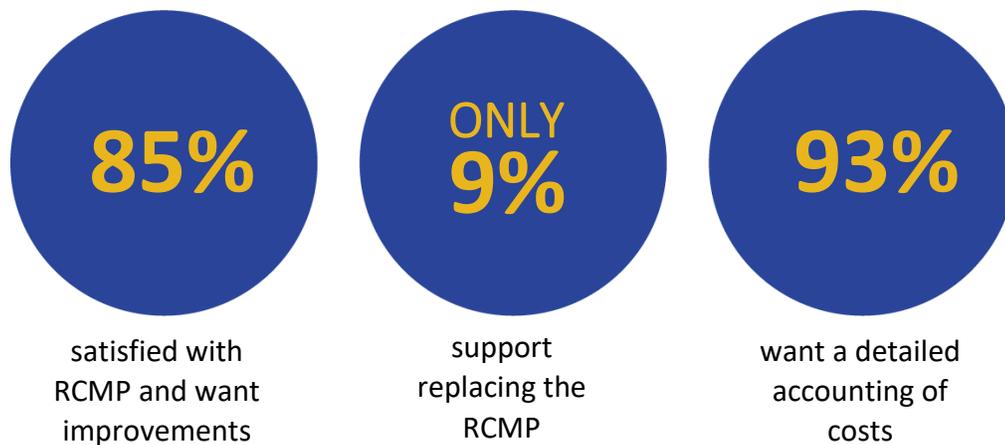


## By the Numbers

Since October 2020, the NPF has conducted three rounds of research through Pollara Strategic Insights, October 2020 (W1), April 2021 (W2) and October 2021 (W3). The NPF also conducted an online survey during the same timeframe as the engagement sessions to gain feedback from those who attended and those who were unable to attend. This survey was open from January to March 31, 2022.

| SURVEYS  | Number of responses |
|--|---------------------|
| Pollara October 2020 (W1)                            | 1,300               |
| Pollara April 2021 (W2)                              | 1,228               |
| Pollara October 2021 (W3)                            | 1,221               |
| NPF: Satisfaction of RCMP policing (2022)            | 672                 |
| NPF: Policing improvements within communities (2022) | 739                 |

Across all research conducted between 2020 and 2022, the graphic below demonstrates the average response to questions asked. See Appendix A for further analysis of the survey responses.



## Municipal Support

In March of 2022, both of Alberta’s municipal associations, Alberta Municipalities (ABmunis) and Rural Municipalities of Alberta (RMA), passed resolutions opposing the Government of Alberta’s provincial police service transition proposal. Together, these organisations represent all the 300+ municipalities across Alberta.

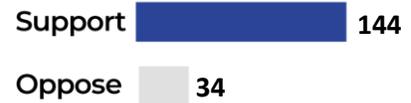
ABmunis passed a resolution that “Alberta Municipalities strongly oppose the APPS models proposed in the PwC study and develop an advocacy and communications strategy to advance our position.

Further, that Alberta Municipalities urge the Government of Alberta to invest in the resources needed to:

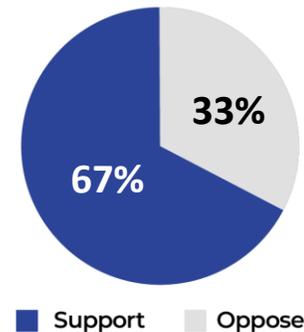
1. Address the root causes of crime (i.e., health, mental health, social and economic supports); and
2. Ensure the justice system is adequately resourced to enable timely access to justice for all Albertans.”<sup>i</sup>

RMA passed a resolution that “Rural Municipalities of Alberta request that the Government of Alberta not create an Alberta Provincial Police Service”.<sup>ii</sup>

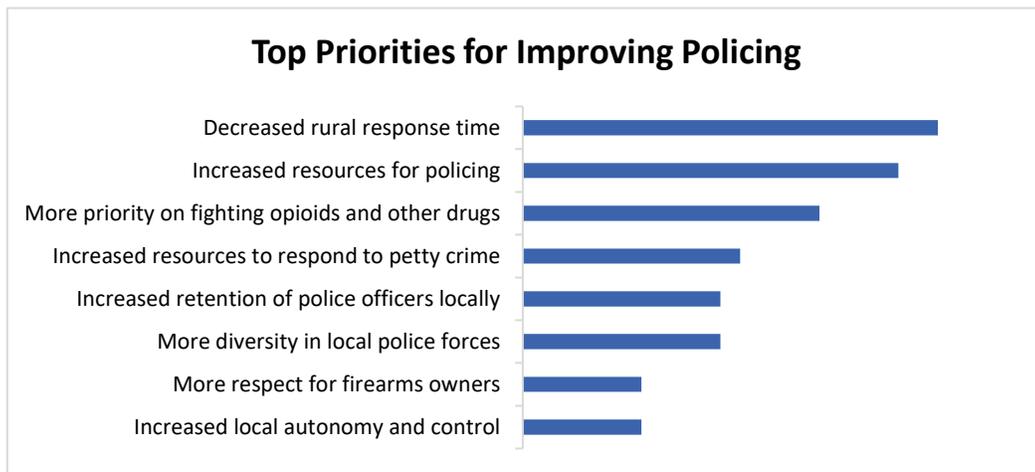
### ABMUNIS MOTION 2022



### RMA RESOLUTION 2022



## Priorities of Albertans



We know that there are improvements that can be made within the current policing model in Alberta. Through our surveys and during discussions at our engagement sessions and as noted above in the ABmunis motion, Albertans want the Government to decrease rural response time, increase resources for police and focus on fighting opioids and other harmful drugs that are on the rise within communities.

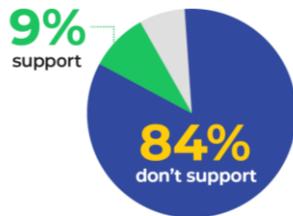


## Key Themes

We heard about the positive aspects of the current policing model and of the challenges experienced by residents and communities. While some aspects of the discussions differed across the province, we heard overwhelmingly the same message: Albertans do not support a transition away from the RCMP.

During engagement sessions, two main issues continued to be raised: associated costs and impacts to public safety.

**Albertans DO NOT SUPPORT replacing the Alberta RCMP**



Participants also shared their frustration over the lack of basic information surrounding the potential transition from the Government. Many participants expressed that they had reached out to their local MLA and either did not receive a satisfactory answer or are still waiting for answers.

More specifically, Albertans noted that the challenges they face with the current policing structure are not just a result of policing, but a multitude of services that impact public safety including: the judicial system, lack of crown prosecutors, lack of community supports, reduction of mental health programs, and a need for better police infrastructure and resources - all of which the province oversees.

The following key themes emerged from the NPF's community engagement sessions:

### 1. Why is This Being Pursued?

#### Frequently asked questions

**Why is the Alberta government continuing to pursue this?**

**What is so broken it must be replaced instead of fixed?**

**Who is going to benefit from this transition?**

Many attendees questioned whether the Government was pursuing a new police service for motives other than public safety. This topic arose as residents pointed out that the Fair Deal Panel's findings through surveys of Albertans showed a lack of community support. Many continue to feel that this proposed transition is going to move forward, regardless of what Albertans want. Albertans want to ensure that public safety will not and can not be compromised for any political reason. Many people expressed that they did not feel consulted and were not heard by either the Government or their local MLAs.

Participants also questioned why the Government failed to conduct a review of the current services provided by the RCMP to identify where resources could be invested to improve the current police structure and associated costs of doing so.



## 2. Costs

### Frequently asked questions

**Why isn't the Government investing this "extra" money to address the root causes of crime?**

**Why does the Transition Study seem to ignore the federal contribution?**

**Where is all this additional money going to come from?**

**How much will costs increase if transition timelines are delayed?**

Throughout the engagement sessions and surveys, participants emphasized their concern surrounding additional costs associated with a potential APPS. Many felt that while the Transition Study was fulsome in some cost areas, there were many noted "unknown" costs or areas where more analysis would be needed to assess the full costs and impacts. This has left participants with more questions than answers.

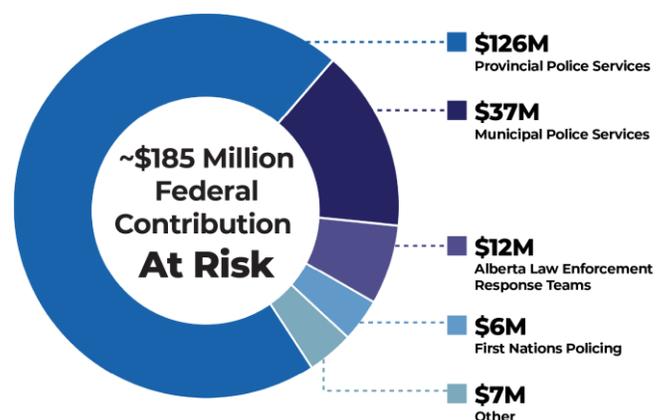
The most common question raised surrounding costs was "who is going to pay for this?" Attendees noted that the Government has stated that municipalities would not pay for the additional costs (+\$139 million per year, increasing with inflation) but has still not been able to state clearly to Albertans who would. We heard that participants felt that ultimately municipalities and taxpayers would be saddled with the increased costs and/or the fear that taxes would be raised.

**"Municipalities cannot bear to have more of these (police) costs downloaded to them, especially if there's not proof that there will be increased levels of service."**

– Sturgeon County Mayor Alanna Hnatiw  
St Alberta Today (February 9, 2021)<sup>iii</sup>

Costs continued to be the main concern amongst participants. Many found it hard to rationalize the proposed costs associated with an APPS and pointed out that the Transition Study noted that the APPS would be modeled after the RCMP. Many saw this as a waste of taxpayers' money which could be better spent in other ways to better address public safety in Alberta. Participants believed increased investments alone into policing will not fix rural crime, but instead a multi-pronged approach including hiring and retaining crown prosecutors and ensuring an end to the revolving door of the justice system would provide more immediate crime reduction.

We heard that some residents did not fully understand the current federal contribution that the federal government provides to the Government of Alberta to cover 30% of the policing costs for having the RCMP as the provincial police service. Many believed that the federal government would continue to provide the Government some money to cover policing costs.



At the same time, participants felt the Transition Study was misleading because it didn't outline the Ontario Provincial Police or the Sûreté du Québec policing models and associated costs, which would be the best comparison to demonstrate potential costs for an APPS. Neither Ontario nor Quebec receive any federal contributions to cover their own provincial police services. This benefit is provided only to provincial partners who use the RCMP. Many participants also expressed that they felt the Government was not doing a great job at providing accurate information to MLAs on the topic, as some UCP MLAs had been telling their residents that the federal contribution would continue under an APPS model. During one of our sessions, a UCP MLA in attendance, also stated this misleading information. In addition, we also heard from some UCP staff who attended that they believed that the contribution would continue. Many attendees felt misled, frustrated, and expressed a lack of trust with the information being provided to them.

### 3. Oversight & Provincial Responsibility

Looking at the current state of policing in Alberta, there appeared to be some misunderstanding as to the role the Province plays in setting the priorities of the Alberta RCMP. Participants expressed that part of this confusion stems from false claims by the Province that the RCMP priorities are set by Ottawa.

During our engagement sessions we pointed to the various sections of the [Provincial Police Service Agreement](#) (PPSA), which outlines police services between the RCMP and the province, which state:

Article 6.1:

*"The Provincial Minister will set the objectives, priorities and goals of the Provincial Police Service."*

Article 6.3:

*"The Provincial Minister will determine, in consultation with the Commissioner, the level of policing service to be provided by the RCMP..."*

Article 18.1(e):

*"Each fiscal year the Provincial Minister will...provide the Commanding Officer with the projected annual budget for the Provincial Police Service for the next fiscal year, as well as projected budgets..."*

#### Did You Know?

Detachment Commanders hold townhalls regularly to get input from the general public in their communities around policing priorities, along with general discussions around community safety issues.

Some attendees found this helpful, while others still questioned why the Province would state otherwise. It was expressed that these two narratives are creating confusion amongst the public.

Municipal officials who attended the engagement sessions expressed appreciation for the hard work of Alberta RCMP Members and the difference they make in their communities. Municipal officials maintain direct and open contact with their local Detachment Commander through strong relationships. We heard that many municipalities utilize local advisory committees with their local RCMP as a way to express local concerns, identify crime trends, and to discuss and determine local priorities for the year. Many municipal leaders expressed fear that these strong



relationships would be lost through a transition, including local knowledge of crime trends and offenders.

**“I believe that the town of Millet has great relationship with the local RCMP detachment and would not support their removal from the Province”**

- Millet Mayor Doug Peel  
The Wetaskiwin Times (Nov 3, 2021)<sup>v</sup>

#### 4. Staffing and Training

##### Frequently asked questions

**If Alberta has the money for a transition, why not use it to provide additional resources to the RCMP?**

**Where is the Government going to find that many officers in Alberta?**

**How would an APPS match the high-level of police standards of the RCMP?**

**How much would a training facility costs, and the staff needed?**

We consistently heard about staffing challenges with the current policing structure and concerns about how an APPS would better address these challenges. Participants noted that there is a decline in police personnel within Canada, which does create staffing issues within the RCMP and can impact crime rates within their communities. However, many noted that the Transition Study does not outline this issue and how it would be able to recruit and train the number of officers it would need to fully staff a provincial police service.

Many participants questioned if the current Alberta RCMP Members would transfer over to a new APPS. However, some municipal leaders pointed out that in the Government consultations they attended, the provincial government was citing that they predict about 15% of the current Alberta RCMP would transition over. This flagged a further issue with attendees on how the Government would recruit the remaining ~2,500 officers needed to form an APPS. During the engagement sessions, the NPF outlined that most of the RCMP officers would continue to stay with the RCMP and transfer to other postings, as we have seen in other jurisdictions. We then heard attendees note that the Government is highlighting a potential APPS as being local officers from Alberta, and with recruiting challenges and most of the RCMP officers remaining with the RCMP, such a notion would be impossible.

**“The RCMP are serving us well...I don’t see a lot of positives to a provincial police force.”**

- St. Albert Mayor Cathy Heron  
St Alberta Today (February 9, 2021)<sup>v</sup>

Another issue that was raised was that the current RCMP model allows for officers to move in and out of communities, which can be a challenge. While the current RCMP structure does move officers, most often these officers are relocated between communities within Alberta and not out of province. This still allows the community to benefit from the Member’s Alberta crime knowledge. However, not all participants saw this as a concern and praised the model as it allows for officers with various expertise and backgrounds to come into the community; stops political influence of officers in communities; and if a municipality wishes to retain an officer there were avenues to obtain the officer for a longer contract.



**“Lethbridge County Council and a majority of other rural municipalities do not support this proposed transition to an Alberta Provincial Police Service.”**

– Lethbridge County Reeve Tory Campbell  
My Lethbridge Now (Jan 20, 2022)<sup>vi</sup>

During our sessions we also heard that the RCMP has some of the highest training standards in the world and that a move to an APPS could jeopardize the quality of service they receive. The Transition Study also noted a two-tiered police model for an APPS with less fully trained officers. Many participants expressed huge concerns, especially in rural communities, on how this could negatively impact police services to some of the complex crimes they experience and how this would improve public safety and confidence in the police.

## 5. Improve, Not Replace

Communities across Alberta appreciated having both the NPF and the Government come to their community to discuss policing but felt that the conversation should not be about replacing, but instead on ways to improve the current policing model.

It was often repeated throughout the NPF engagement sessions that Albertans do not have an issue with the RCMP, but instead with the Alberta justice system that seems to create a revolving door for criminals to reoffend with little-to-no repercussion. Part of this problem comes from the shortage of crown prosecutors which communities want addressed first and foremost.

**“The issue with rural crime is not about the police force, it's about the justice system not performing well”**

– Edson Mayor Kevin Zahara  
CBC Edmonton (March 9, 2022)<sup>vii</sup>

We heard how the RCMP can better serve communities including better support for mental health calls, continuing to address rural response times, addressing delays in RCMP transfers, and increasing administrative help to ensure RCMP officers can be out on the streets instead of behind a computer.

## 6. Call for Consultation and Answers

### Frequently asked questions

**Why isn't the public allowed into the Government consultations?**

**How do we make sure our MLAs are listening to us?**

**Why is the Government pursuing this without consulting Albertans?**

Since the release of the Transition Study, the Government has undertaken limited consultations with only municipal leaders and key stakeholders. The public was not allowed to attend and even had their participation revoked if they were invited by a municipal official. We heard repeatedly from participants that they do not feel properly consulted by the Government on this matter. They were frustrated that the only consultation that is open to the public is a proposed online survey. We also heard from many First Nation leaders that they were not consulted and grew frustrated with this proposal and lack of communication from the Government.

We heard that participants have written letters to their local MLA, but many have gone unanswered, or the response received was vague and did not answer the questions asked, but instead only received a templated response.



## Unanswered Questions

During our engagement sessions we heard a multitude of questions from participants that have gone unanswered by the Government. Albertans need answers to make an informed decision.

1. The proposed APPS transition will cost Albertans more than \$185 million/year in Federal contributions, plus more than \$366 million in transition costs. Where is this money going to come from?
2. With so many police departments struggling to recruit, and the Government assuming only 15% of Alberta RCMP would transition to an APPS, how do they plan to fill the other ~2,500 positions in just four years?
3. The Transition Study states that APPS officers would initially be trained in municipal training facilities (Calgary and Edmonton police services). Are these facilities prepared and equipped to train the ~2,500 officers needed?
4. The APPS report offers two models, with Model A offering half as many fully trained officers as the current Alberta RCMP. Why would the Government consider providing less than the current complement of fully trained police officers for rural Albertans, and for more money?
5. Why didn't the Provincial Government review the current Alberta RCMP police service model for how efficiencies could be made, and the cost to do so?
6. When will the Government be completing a true feasibility study to clarify the assumptions made in the Transition Study as recommended by PwC?

## ABOUT THE NPF



The National Police Federation (NPF) is the sole certified bargaining agent representing ~20,000 Members of the Royal Canadian Mounted Police (RCMP) across Canada and internationally, including about 3,500 Members in Alberta. Certified in 2019, the NPF is the largest police labour relations organization in Canada. The NPF's mission is to provide strong, fair, and progressive representation to promote and enhance the rights of RCMP Members.

## APPENDIX A: Survey Results

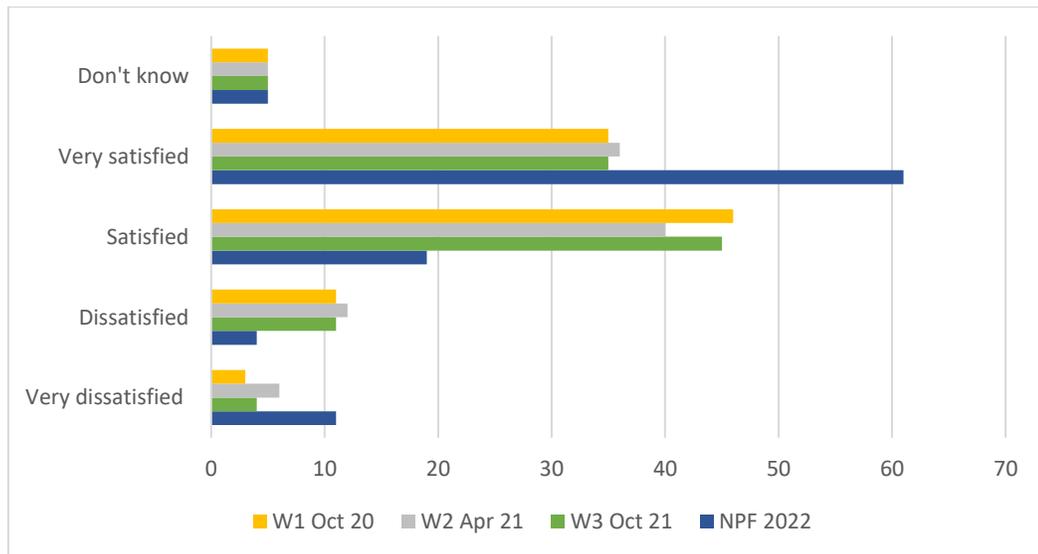
The following charts display the results from the surveys conducted since October 2020 and show a cross comparison overtime of the responses to specific questions asked.

**Table A1:** Surveys

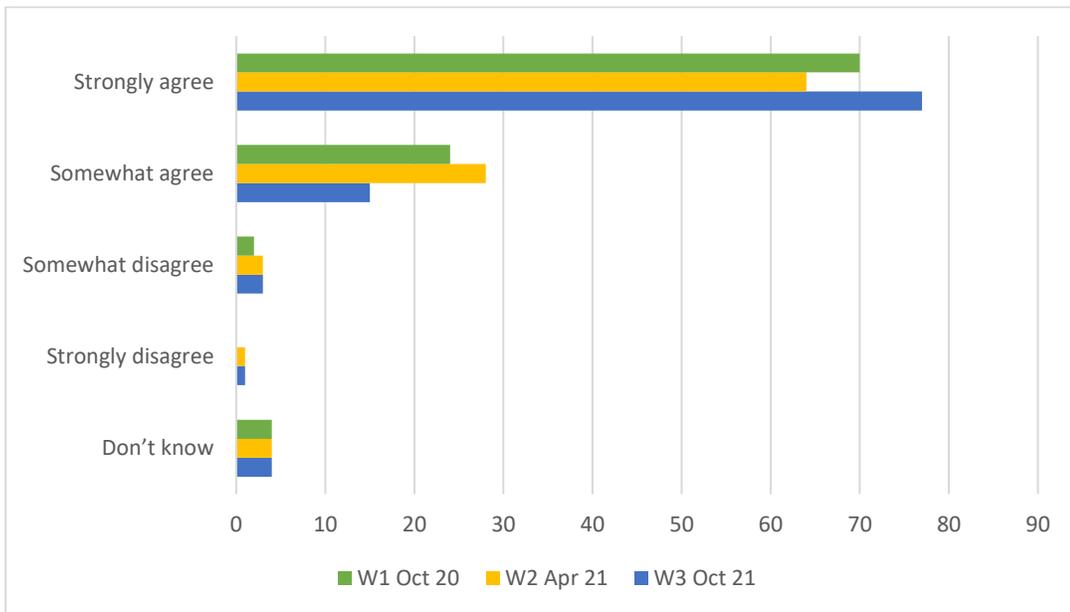
| SURVEYS  | Number of responses |
|--|---------------------|
| Pollara October 2020 (W1)                            | 1,300               |
| Pollara April 2021 (W2)                              | 1,228               |
| Pollara October 2021 (W3)                            | 1,221               |
| NPF: Satisfaction of RCMP policing (2022)            | 672                 |
| NPF: Policing improvements within communities (2022) | 739                 |

Between January and March 31, 2022, the NPF conducted its own online survey at the same time as the NPF's engagement sessions to further collect information and feedback.

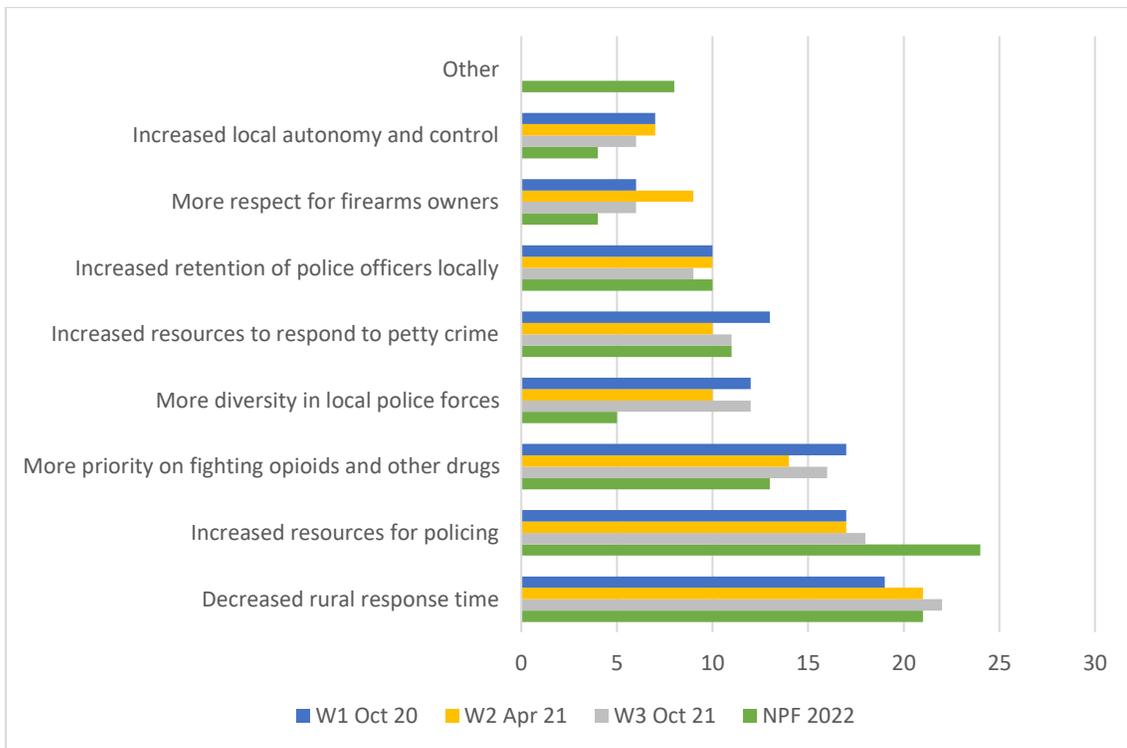
**Figure A1:** How satisfied are you with the RCMP's policing in your community? (4,421 respondents)



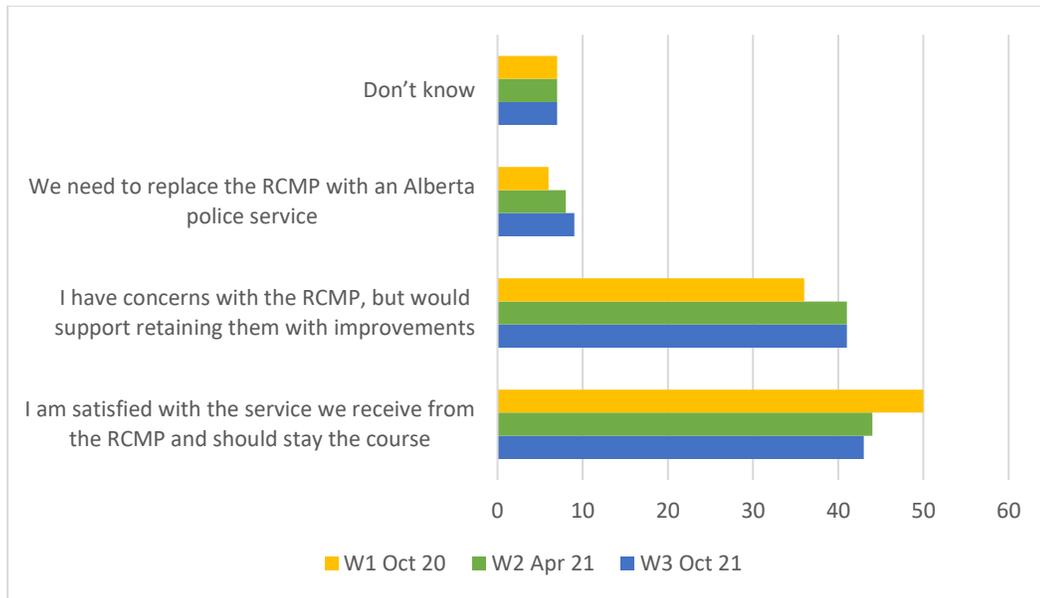
**Figure A2:** Before any changes to policing are made, there needs to be a detailed accounting of costs and impacts to service levels. (3,749 respondents)



**Figure A3:** What is the most important improvement you'd like to see in policing in your community? (4,448 respondents)



**Figure A4:** Which of the following statements best reflects your viewpoint? (3,749 respondents)



<sup>i</sup> “MLC Presentations & APPS position (RFD) now available.” *Alberta Municipalities*. Mar 16, 2022.

<https://www.abmunis.ca/news/mlc-presentations-apps-position-rfd-now-available>

<sup>ii</sup> “Continued Support for the Royal Canadian Mounted Police in Alberta.” *Rural Municipalities of Alberta*. March 15, 2022.

<https://rmlberta.com/resolutions/4-22s-continued-support-for-the-royal-canadian-mounted-police-in-alberta/>

<sup>iii</sup> Ma, Kevin. “Mayors cool to proposed Alberta police force.” *St. Albert Today*. Feb 9, 2021, <https://www.stalberttoday.ca/local-news/mayors-cool-to-proposed-alberta-police-force-auma-heron-hnatiw-morishita-king-3358994>

<sup>iv</sup> Max, Christina. “Local leaders not backing provincial police force idea.” *The Wetaskiwin Times*. Nov 3, 2021, <https://www.wetaskiwintimes.com/news/local-leaders-not-backing-provincial-police-force-idea>

<sup>v</sup> Ma, Kevin. “Mayors cool to proposed Alberta police force.” *St. Albert Today*. Feb 9, 2021. <https://www.stalberttoday.ca/local-news/mayors-cool-to-proposed-alberta-police-force-auma-heron-hnatiw-morishita-king-3358994>

<sup>vi</sup> Siedlecki, Patrick. “Lethbridge County not in favour of Alberta scrapping the RCMP.” *My Lethbridge Now*. Jan 20, 2022. <https://www.mylethbridgenow.com/23621/lethbridge-county-not-in-favour-of-alberta-scrapping-the-rcmp/>

<sup>vii</sup> French, Janet. “Bill overruling local mask laws 'a precedent we don't appreciate,' Alberta municipal leaders say.” *CBC News*. Mar 9, 2022. <https://www.cbc.ca/news/canada/edmonton/bill-overruling-local-mask-laws-a-precedent-we-don-t-appreciate-alberta-municipal-leaders-say-1.6379240>



## Edward LeBlanc

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**From:** Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Sent:** May 4, 2022 11:30 AM  
**To:** Community Engagement  
**Subject:** EMS Update - May 2022

*Good Morning,*

*Please see the below message from Darren Sandbeck, Chief Paramedic, Emergency Medical Services, Alberta Health Services.*

*Thank-you,  
Community Engagement & External Relations*

### **EMS 10-point Plan Update: May 2022**

The COVID-19 pandemic has put a strain on the provincial healthcare system, and the first responders at AHS Emergency Medical Services have witnessed it firsthand.

EMS has seen a 30 per cent increase in call volumes in many areas, and all call types are increasing. With these high call volumes have come longer response times since last summer, and rising concerns about ambulance availability among many Albertans.

We are taking action to ensure that ambulances will always be there when needed – both now and in the future. We are putting more ambulances and paramedics on the street, changing practices to free up ambulances for critical calls, and increasing capacity in our hospitals to reduce transfer times.

AHS EMS recently announced a [10-Point Plan](#) to address continued system pressures and create capacity within the EMS system.

At the core of this plan – and every decision we make – is patient safety.

EMS has made several operational changes to help create capacity by freeing ambulances up for urgent patient care needs and allowing EMS to better manage continued high call volume.

The first elements of the Metro Response Plan (MRP) are underway, which sees changes to how some ambulances are assigned in order to help keep suburban ambulances in their home communities. It's early days, but EMS is seeing signs of community coverage increasing and response times decreasing over the last several weeks in several communities.

Another element of the plan sees calls being diverted to the Poison and Drug Information Service (PADIS) as part of the initiative to transfer low-priority calls. A project in conjunction with Health Link is also being established to further refer calls for secondary triage.

EMS has also stopped the automatic dispatch of ambulances to non-injury motor vehicle collisions, and since this began, EMS Emergency Communications Officers have already noted instances where an ambulance that would have previously automatically been sent as a precaution, instead remains in service to respond to urgent calls.

EMS also recently received budget approval to add new ambulances: five ambulances each in Calgary and Edmonton, each year for the next two years, for a total of 20 new ambulances.

Adding resources in the province's two largest cities – the areas of highest demand – will have a positive ripple effect on neighbouring communities. We are also adding coverage hours and additional shifts in other municipalities, including Lethbridge and Red Deer.

EMS has also documented improved responses to high-priority events in just a short time. This stems from allowing ambulances to be pre-empted from lower priority assignments and diverted to higher priority assignments when needed.

Similarly, we have two innovative pilot projects that help keep ambulances available to patients in urgent need: EMS has concluded phase one of a project which helps manage non-emergency inter-facility transfers (IFT) by transporting patients who do not need acute care using means other than ambulances (i.e., family, shuttles, taxi, etc.).

While data is currently being evaluated, anecdotal evidence has been positive and the project is being extended to all hospitals in Calgary Zone. In North Zone, the IFT pilot began January 9 at four rural sites and continues for six months.

Similarly, the Red Deer Inter-Facility Transfer Pilot Project manages low-acuity patient transfers between facilities with dedicated transfer units, freeing up ambulances to handle emergency calls.

EMS is committed not only to the well-being of our patients but also of our staff. We are deeply grateful for the dedication of our staff through the pandemic and several elements of the plan help improve patient care by boosting supports for those who work for EMS.

This includes the Hours of Work/Fatigue Management project to mitigate fatigue risk among staff, who have been going all-out for the last two years.

The Calgary Integrated Operations Centre is set to open in May. This initiative brings paramedic leads together with zone and hospital staff to improve integration, movement of resources and flow of patients.

Since January, EMS has hired a total of 66 staff: nine temporary full time, and 57 casual. We've also been meeting with learning institutions about hiring new graduates and potentially expanding training capacity.

We also know the importance of a long-term vision for EMS. That's why we're also developing a Provincial Service Plan for the next five years. As a first step, EMS Staff, our partners and the public have weighed in on the current state of EMS and we're analyzing the feedback collected.

The 10-point plan is a work in progress, but we believe it is already helping improve healthcare for all Albertans.

**Darren Sandbeck**  
**Senior Provincial Director and Chief Paramedic**  
**Emergency Medical Services**  
**Alberta Health Services**



Healthy Albertans  
Healthy Communities.  
**Together.**



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