



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, OCTOBER 13, 2020 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – September 22, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Chris Driessen, Mainstreet Merchants Association and Dave Sawatzky, Barrhead & District Chamber of Commerce  
  
Main Street Christmas Decor
6. Old Business
  - (a) Tendering - Sidewalk Replacement Program
7. New Business
  - (a) Bank Statement – for month ending August 31, 2020
  - (b) Municipal Operating Transfer Program
  - (c) Revised Health and Safety Policy

8. Reports

- (a) CAO's Report
- (b) Council Action List

9. Minutes

- (a) Barrhead & District Family & Community Support Services Society – June 18, 2020
- (b) Community Futures Yellowhead East – June 18, 2020

10. Bylaw

- (a) There is no Bylaw

11. Correspondence Item

- (a) Letter from the Barrhead Old Vet' Hockey Club dated September 22, 2020.
- (b) Letter from the Barrhead & District Family and Support Services Society dated September 24, 2020.
- (c) Letter from the Yellowhead Regional Library dated September 30, 2020.

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Land – Pursuant to Sections 16(b)(c), 23(1)(b) of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 22, 2020,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

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

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

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.

262-20

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

- 7(b) 43<sup>rd</sup> Street Part Closure
- 7(c) Walking Trail – Lions Park
- 7(d) Mayors Regional Meeting
- 7(e) Support for Swan Hills
- 8(a) Accessibility Committee Report
- 8(a) Barrhead Cares Report
- 8(a) Chamber of Commerce Report
- 8(a) Community Futures Report
- 8(a) Family and Community Support Services Report
- 8(a) Library Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of September 8, 2020 were reviewed.

263-20

Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of September 8, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**INTERMUNICIPAL DEVELOPMENT PLAN PUBLIC HEARING**

Information regarding the Intermunicipal Development Plan Public Hearing for October 27, 2020, was reviewed.

264-20

Moved by Cr. Klumph that Council hold the Intermunicipal Development Plan Public Hearing on Tuesday, October 27, 2020 at 5:30 p.m. in the Agrena Multi-purpose room.

CARRIED UNANIMOUSLY

265-20

Moved by Cr. Klumph that Council hold the 2020 Organizational Meeting and Regular Council Meeting in the Agrena Multi-purpose room following the Intermunicipal Development Plan Public Hearing on Tuesday, October 27, 2020.

CARRIED UNANIMOUSLY

**TRAFFIC SPEED  
REDUCTION**

Information regarding the Town of Westlock’s vehicle speed reduction program, was reviewed.

Ed LeBlanc, CAO reviewed with Council.

266-20                      Moved by Cr. Assaf that Council accept the Vehicle Speed Reduction report, as information.

CARRIED UNANIMOUSLY

**MUNICIPAL STIMULUS  
PROGRAM**

The Municipal Stimulus Program Memorandum of Agreement, as prepared by Alberta Municipal Affairs, was received.

Ed LeBlanc, CAO reviewed and Council discussed.

267-20                      Moved by Cr. Klumph that Council include the Main Street Rehabilitation project and the 45<sup>th</sup> Street (50-51 Avenue) Rehabilitation – Gravel surface project as the Town of Barrhead’s projects under the Municipal Stimulus Program, as administered by Alberta Municipal Affairs with the following budget:

Main Street Rehabilitation project	\$441,249.50
45 <sup>th</sup> Street (50 – 51 Avenue) Rehabilitation Gravel surface project	<u>\$234,610.00</u>
Total	\$675,859.50
<u>Source of funding:</u>	
Municipal Stimulus Program	\$554,302.00
2020 previously unallocated Municipal Stainability Program funding	<u>\$121,557.50</u>
Total source of funding	\$675,859.50

CARRIED UNANIMOUSLY

268-20                      Moved by Cr. Penny that Council enter into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Stimulus Program, as presented.

CARRIED UNANIMOUSLY

**43<sup>RD</sup> STREET PART  
CLOSURE**

Cr. Klumph discussed and requested that Council consider permanently closing the portion of 43<sup>rd</sup> street between 51<sup>st</sup> and 52<sup>nd</sup> Avenues.

Council discussed.

269-20                      Moved by Cr. Kluin to instruct Administration to research the potential permanent closure of 43<sup>rd</sup> Street between 51<sup>st</sup> and 52 Avenues and report back to Council.

CARRIED UNANIMOUSLY

**WALKING TRAIL –  
LIONS PARK**

Cr. Klumph suggested that Council consider a walking track around Lions Park, similar to the track in Cecile Martin Park.

270-20

Moved by Cr. Smith that the request to create a walking track around Lions Park be forwarded to the 2020 budget discussions.

CARRIED UNANIMOUSLY

**MAYOR'S REGIONAL  
MEETING**

Mayor McKenzie discussed with Council the possible future meeting with the Regional Mayor to discuss issues of Mutual benefit to the region.

**SUPPORT FOR  
SWAN HILLS**

Cr. Kluin suggested that Council provide it's support to the Town of Swan Hills regarding the closure of the Swan Hills Waste Treatment Plant and loss of jobs.

Council discussed and Mayor McKenzie will contact the Swan Hills Mayor and bring a report back to the next Council Meeting.

**REPORTS TO  
COUNCIL**

The following Reports to Council as of September 22, 2020, was reviewed:

- Accessibility Committee Report
- Barrhead Cares Report
- Chamber of Commerce Report
- Community Futures Report
- Family and Community Support Services Report
- Library Report

271-20

Moved by Cr. Oswald that the following Reports to Council as of September 22, 2020 be accepted as information:

- Accessibility Committee Report
- Barrhead Cares Report
- Chamber of Commerce Report
- Community Futures Report
- Family and Community Support Services Report
- Library Report

CARRIED UNANIMOUSLY

**CORRESPONDENCE  
ITEMS**

The following correspondence items were reviewed:

Letter from Cerebral Palsy Alberta dated September 9, 2020 requesting that the Town of Barrhead proclaim Tuesday, October 6, 2020 as Cerebral Palsy Alberta Awareness Day.

272-20

Moved by Cr. Kluin that Council proclaims Tuesday, October 6, 2020 as Cerebral Palsy Alberta Awareness Day and add the proclamation to the existing Policy 12-013.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Penny appreciated that the pool is open and the hot tub is open at the Aquatics Centre.

Cr. Klumph appreciated that the donation by Council has made a difference to the Paddle River Golf Course and he thanked Council.

Mayor McKenzie toured the Water Treatment Plant along with Reeve Drozd and commended the Water Treatment Staff on the operations of the plant.

**RECESSED**

273-20 Moved by Cr. Assaf to recess the meeting at 6:44 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

274-20 Moved by Cr. Kluin to reconvene the meeting at 7:10 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – LAND UPDATE  
SECTIONS 16(B)(C), 23(1)(B) OF THE FOIP ACT**

275-20 Moved by Cr. Assaf that Council go in closed session at 7:10 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

276-20 Moved by Cr. Kluin that Council come out of closed session at 7:40 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

277-20 Moved by Cr. Smith that the Council Meeting be adjourned at 7:42 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 13, 2020

**Re:** Tendering - Sidewalk Replacement Program

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## **1.0 PURPOSE:**

For Council to accept a report on the tendering for the Sidewalk Replacement Program, as information.

## **2.0 BACKGROUND AND DISCUSSION:**

During the September 8, 2020 Council Meeting, Councillor Kluin inquired on the Town's practice as it relates to the annual Sidewalk Replacement Program.

The following is the requested information:

Based on the annual approved capital budget, Administration contacts both local Contractors for pricing. Based on their pricing, Administration makes the required arrangements with the contractor to undertake the required scope of work.

In respect to our annual maintenance program, for example: utility crossings, barrier free ramps or broken curbs, Administration approaches one of the local vendors for the cement product and the work is done by our Public Works Department. Our maintenance program also includes backfilling of the disturbed area with black dirt and grass seed.

## **3.0 ALTERNATIVES:**

3.1 Council accepts the tendering for the Sidewalk Replacement Program report, as information.

3.2 Council instructs Administration to provide additional information relating to the tendering for the Sidewalk Replacement Program and report back at the next Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Will depend on the particular direction provided by Council during our budget deliberations.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Limited.

**8.0 ATTACHMENTS:**

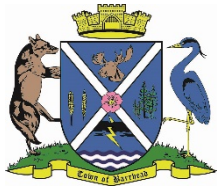
None

**9.0 RECOMMENDATIONS:**

Council accepts the tendering for the Sidewalk Replacement Program report, as information.

(Original signed by the CAO)  
Edward LeBlanc  
CAO





Item No. 7(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 13, 2020

**Re:** Bank Statement – for month ending August 31, 2020

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**1.0 Purpose:**

To approve the Monthly Bank Statement for the month ended August 31, 2020.

**2.0 Background and Discussion:**

Not applicable.

**3.0 Alternatives:**

3.1 For Council approves the Monthly Bank Statement for the month ended August 31, 2020, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended August 31, 2020 and to instruct Administration to provide further information for the next regular Council Meeting.

**4.0 Financial Implications:**

None

**5.0 Interdepartmental Implications:**

None

**6.0    Senior Government Implications:**

None

**7.0    Political/Public Implications:**

Not applicable

**8.0    Attachments:**

8.1 Monthly Bank Statement

**9.0    Recommendations**

That Council approves the Monthly Bank Statement for the month ended August 31, 2020, as presented.

(Original signed by the CAO)

Edward LeBlanc

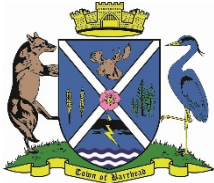
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED AUGUST 31, 2020**

<b>PER TOWN OF BARRHEAD:</b>	<b>ATB FINANCIAL GENERAL ACCT</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	106,113.43	6,612,145.84	0.00
Receipts	71,018.75	1,519,393.31	
Interest	28.46	4,063.24	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	0.00	
<b>SUBTOTAL</b>	<b>177,160.64</b>	<b>8,135,602.39</b>	<b>0.00</b>
Disbursements	0.00	938,652.49	
Debentures/Interest	0.00	0.00	
School Requisition	0.00	0.00	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	5,668.92	
Postdated Cheques	0.00	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>177,160.64</b>	<b>7,191,280.98</b>	<b>0.00</b>
*****			
<b>PER BANK:</b>			
Balance at end of month	177,160.64	6,985,298.11	0.00
Outstanding Deposits	0.00	406,155.97	
<b>SUBTOTAL</b>	<b>177,160.64</b>	<b>7,391,454.08</b>	<b>0.00</b>
Outstanding Cheques	0.00	200,173.10	
<b>NET BALANCE AT END OF MONTH</b>	<b>177,160.64</b>	<b>7,191,280.98</b>	<b>0.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED AUGUST 31, 2020**

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



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 13, 2020

**Re:** Municipal Operating Support Transfer Program

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## **1.0 PURPOSE:**

For Council to enter into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Operating Support Transfer Program.

## **2.0 BACKGROUND AND DISCUSSION:**

On July 17<sup>th</sup>, 2020 the Provincial Government announced the Municipal Operating Support Transfer Program. This program provides direct funding to municipalities, as part of the Safe Restart Agreement between Alberta and the Government of Canada.

The details of the program were received by our office on September 25<sup>th</sup>, 2020.

The Government of Canada has recently confirmed that it accepted Alberta's proposed approach for allocation and use of these funds.

The program is designed to be a simple and straightforward program with few restrictions or administrative requirements. Municipalities will receive their funding shortly after execution of the attached funding agreement with no requirement for a formal application.

The noted funds may be used to support additional costs or revenue shortfalls associated with the COVID-19 pandemic and actions taken in response to it.

The Town of Barrhead's allocation under this senior government funding program has been calculated to \$468,665.00.

### **3.0 ALTERNATIVES:**

- 3.1 Council enters into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Operating Support Transfer Program, as presented.
- 3.1 Council instructs Administration to provide additional information to the Municipal Operating Support Transfer Program, as offered by Alberta Municipal Affairs and report back at the next Council Meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

None, no matching municipal funds are required.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable.

### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Limited to entering into a Memorandum of Agreement with the Minister of Municipal Affairs as well as the accounting of the Provincial funds prior to March 31, 2021.

### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Whenever the Town can take advantage of senior government grants, it always proves to be beneficial.

### **8.0 ATTACHMENTS:**

- 8.1 The Municipal Operating Support Transfer Memorandum of Agreement, as prepared by Alberta Municipal Affairs.

### **9.0 RECOMMENDATIONS:**

Council enter into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Operating Support Transfer Program, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO

# **MUNICIPAL OPERATING SUPPORT TRANSFER**

## **MEMORANDUM OF AGREEMENT**

(hereinafter called "the Agreement")

BETWEEN:

**HER MAJESTY THE QUEEN**, in right of the  
Province of Alberta, as represented by the  
Minister of Municipal Affairs (hereinafter called  
"the Minister")

AND

the **Town of Barrhead**  
(hereinafter called "the Municipality")

hereinafter jointly called "the Parties"

### **Preamble:**

**WHEREAS** the Municipal Operating Support Transfer represents a collaboration between the Province of Alberta and the Government of Canada to support municipalities in safely restarting their local economies;

**WHEREAS** the Municipal Operating Support Transfer will make operating funding available to the Municipality to use on incremental costs, and in compensation of foregone or reduced revenues, resulting from the COVID-19 pandemic;

**WHEREAS** under the Government Organization Act, RSA 2000 and the Municipal Affairs Grants Regulation (AR 123/2000), the Minister is authorized to make grants and to enter into an agreement with respect to any matters relating to the payment of a grant.

**NOW THEREFORE** in consideration of the mutual terms and conditions hereinafter specified, **THE PARTIES AGREE AS FOLLOWS:**

1. The preamble is incorporated as an integral part of this Agreement.
2. In this Agreement, unless the context requires otherwise, "Program Guidelines" means the guidelines for actions, events, criteria, report formats, and other directions applicable to the Municipal Operating Support Transfer as may be prescribed or determined by the Minister and as may be amended from time to time by the Minister.
3. The Parties shall execute this Agreement and the Municipality shall return an executed Agreement to the Minister prior to the Minister transferring any funds to the Municipality under this Agreement.

4. The Minister agrees to provide funds to the Municipality under the Municipal Operating Support Transfer subject to the following:
  - (i) Sufficient approved funding allocation by the Legislature;
  - (ii) Completion of any requirements as outlined in the Program Guidelines; and
  - (iii) Compliance with all other terms of the Agreement.
5. The Municipality agrees to provide to the Minister a summary of the actual expenditures of grant funding and the year-end grant balance on hand (Statement of Funding and Expenditures), including certification by the Municipality that it is in compliance with the terms and conditions of this Agreement, all in a format as prescribed in the Program Guidelines for this grant program.
6. The Municipality agrees to accept the funds provided by the Minister in accordance with the following additional terms and conditions:
  - (i) The Municipality shall maintain a separate accounting for the funds provided;
  - (ii) The Municipality shall ensure that funds provided are applied only to eligible expenditures as set out in the Program Guidelines;
  - (iii) All funds provided to the Municipality, not expended prior to March 31, 2021 shall be returned to the Government of Alberta;
  - (iv) If the municipality is found to be in contravention of the Agreement or the Program Guidelines, the municipality agrees to return all funds not spent in accordance with the Agreement or Program Guidelines to the Government of Alberta; and
  - (v) This Agreement does not replace, supersede, or alter the terms of any other existing funding Agreement between the Minister and the Municipality.
7. The Municipality shall adhere to all program eligibility criteria and other items or directions as outlined in the Program Guidelines.
8. The Municipality agrees that the funding provided under this program is for operating expenditures as outlined in the Program Guidelines.
9. The Municipality agrees to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to any books of accounts relating to funding and expenditures claimed under this Agreement; and any other such related documents as deemed necessary by the Minister in performing an audit of the expenditures funded under



this Agreement. All related documents shall be kept by the Municipality for a minimum of three years following completion of the program.

10. The Municipality shall indemnify and save harmless the Minister, his servants, agents and employees, from and against all actions, claims and demands arising directly or indirectly from the use of funds provided under this program, whether or not the damage arose as a result of the actions or omissions of third parties.
11. The Municipality agrees that it is not entitled to claim compensation for its costs, expenses, inconvenience or time expended in relation to the administration of the funds provided under this Agreement nor in respect to this Agreement.
12. The Parties agree to give this Agreement a fair and reasonable interpretation and, when required, to negotiate with fairness and candour any modifications or alteration thereof for the purpose of carrying out the intent of this Agreement and/or rectifying any omission in any of these provisions.
13. Notwithstanding the date for the expending of funds under section 6(iii) of this Agreement, this Agreement shall continue in effect until March 31, 2022.
14. The Agreement may be renewed or extended thereafter, for a further one (1) year period, if mutually agreed to in writing.
15. Any notice, demand or other document required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party to whom it is addressed if personally delivered, sent by prepaid registered mail, or e-mailed to the addresses as follows:

The Minister:           Municipal Affairs  
                              15<sup>th</sup> Floor, Commerce Place  
                              10155 – 102 Street  
                              Edmonton, AB T5J 4L4  
  
                              Attention:    Director, Grant Program Delivery  
                              Telephone: 780-422-7125  
                              E-mail:       ma.municipalstimulus@gov.ab.ca


The Municipality:    Town of Barrhead  
                              PO Box 4189  
                              Barrhead, AB T7N 1A2  
  
                              Attention:    Chief Administrative Officer  
                              Telephone: 780-674-3301  
                              E-mail:       town@barrhead.ca

or to such address as either party may furnish to the other from time to time.

16. Any dispute between the Minister and the Municipality on any question of law or fact arising out of this Agreement shall be submitted to and determined by the Court having jurisdiction over this Agreement.
17. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
18. If any portion of this Agreement is found to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
19. This Agreement is binding upon the Parties and their successors.
20. The Parties agree that the laws of the Province of Alberta will govern this Agreement.

The Parties have therefore executed the Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HER MAJESTY THE QUEEN**  
in Right of the Province of  
Alberta as Represented by  
the Minister of Municipal Affairs

Per:   
**MINISTER**

Date: September 22, 2020

**TOWN OF BARRHEAD**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

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

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**DULY AUTHORIZED SIGNING OFFICER**

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



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 13, 2020

**Re:** New Health and Safety Policy

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## **1.0 PURPOSE:**

For Council to approve a revised Health and Safety Policy, as presented.

## **2.0 BACKGROUND AND DISCUSSION:**

In a recent review of our exiting Health and Safety Policy, administration noticed an error.

The Policy refers to physiological but it should read psychological.

For further reference, the following are the definitions:

### Physiological:

- Refers to the body's functions and mechanisms.
- Can relate to the action of a drug on an internal system or systems when given to a healthy person
- Someone with COPD has a problem breathing/respining, which would be called a physiological problem

### Psychological:

- Referring to the mind, behaviour, attitude and thinking
- You cannot touch or physically feel it with your hands
- These also cannot be quantified or measured
- Praise is considered positive reinforcement and would have positive psychological effects in how it makes you "feel"

### **3.0 ALTERNATIVES:**

3.1 Council approves the revised Health and Safety Policy, as presented.

3.2 Council instructs Administration to provide further information to the revised Health and Safety Policy and to bring back the information at the next Council Meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

None

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The Health and Safety Policy along with the overall Health and Safety Plan affects every municipal Department and staff member.

### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

A Health and Safety Plan is mandated by the Province.

### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

To ensure the Town's Health and Safety Plan and Policy is kept current.

### **8.0 ATTACHMENTS:**

8.1 Revised Health and Safety Policy.

### **9.0 RECOMMENDATIONS:**

Council approves the revised Health and Safety Policy, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO

# Town of Barrhead Health and Safety Policy



The Town of Barrhead's most valuable asset are its employees; therefore, we are committed to the protection of their physical, ~~physiological~~ **psychological** and social well being.

Employees at every level are responsible and accountable for the municipality's health and safety performance. Active participation by everyone, every day, in every job is necessary for the safety excellence expected by the Town of Barrhead.

Management will set an example and provide leadership in the health and safety program. Supervisors will set safe work practices and procedures, and provide proper equipment and training. Employees are responsible for following all procedures, as well are expected to observe the Alberta Occupational Health & Safety Act, Regulation and Code.

Contractors and their employees are expected, in addition to observing the Alberta Occupational Health & Safety Act, Regulation and Codes, to be familiarized and comply with the Town of Barrhead Health & Safety Policies, Directives, Safe Work Practices and Procedures.

Our goal is a healthy, injury free workplace for all employees. By working together in all parts of this program, we can achieve this goal.

---

David McKenzie, Mayor

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Edward LeBlanc, CAO

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Council Approval Date



## C.A.O Report

**To:** Town Council

**Date:** September 8, 2020

**Re:** September 8, 2020 Council Meeting

### **Administrative Services:**

- In respect to our upcoming Strategic Planning exercise, I'm waiting for some information from our Facilitator in order for Council and Administration to do some advance work prior to our session(s).
- Administration has started on the 2021 budget cycle.

### **Communication Services:**

- Accomplished
  - Continue reviewing Parks & Rec. videos for content – Parks & Rec. Team have implemented content changes which have had a positive effect on channel analytics (views and watch time have increased)
    - 3,800 total views
    - 187.7 hours watch time
    - Last 28 days our YouTube channel has seen:
      - +2 subscribers for a total of 50 subscribers
      - 798 views, up 46%
      - 39.5 watch time (hours), up 33%
    - Top videos in last 28 days:
      - “Glenreagh Gardens Sunflower U-Pick” with 259 views
      - “Pembina River Float” with 169 views
      - “How to Book Your Swim Online” with 44 views
    - The “How to Book Your Swim Online” feature is remains the top video as the pool reopening is exciting for regional residents

- Newsletter for inclusion in Sept Utility bill
- Updated new pool schedule (Phase 2) on all social platforms

➤ Works in Progress

- Continue to update website with relevant COVID information – Economic Development, Recreation, Senior Government and new tools
  - Monitor urban, rural, provincial and federal press releases and news conferences for information that may affect or influence our municipal operations, local businesses, and residents
- Engage with all Departments on new corporate branding requirements
- Acquiring Fall imagery and video from around Town (i.e. drone video footage through the river)
- Creation of humorous video with Mayor & Parks & Rec staff in regards to dog waste left behind throughout Town and at the Dog Park
  - Filmed on September 4
  - Should be completed during the week of September 7
- Continue work with the Mayor on Public Service Announcements (PSA) type videos and community group greeting messages
  - Next 2 videos – garbage bin distancing and snow removal
- Redevelopment and collaboration with County on a regional investment readiness package
- Obtain ICS 100 – 300 to fulfill obligations of Public Information Officer responsibilities

**Enforcement Services:**

- The Department currently has 23 open file under review/investigation:
- Bylaw issues: 3 files
  - Animal Control matters/miscellaneous: 0 files
  - Traffic Enforcement(speeding, school zone speeding, distracted driving, fail to obey stop sign): 20 files

**Fire Protection Services:**

- Incidents from August 1 – August 31
- Fires – 5
  - Rubbish/Grass Fires - 6
  - Ambulance Assist - 11
  - False alarms – 2
  - Vehicle accidents – 1
  - Down Power Lines – 1

- Public Service - 1

Total of 27 calls which represented a total of 141.0 firefighter hours

➤ Training:

- NFPA 1001 training continuing
- Continuing with fitness testing
- Pumping and hose handling techniques
- Continue to work on the Training Grounds, specifically additional doors and sloped roof.

➤ Other

- Wild land truck has been delivered however still waiting to be fitted with equipment and the installation of the existing deck.
- New engine, cab and chassis has been delivered to Fort Garry, assembly of the unit to begin soon. No delivery date yet.
- Regarding the Medical Forest Responder program, we are back to our regular response plan without COVID reduction of response.
- Our Aerial Truck was on site to show support of the Red Knights Toy Run.
- Membership of 36 with 36 responding.

## **Recreation Services:**

➤ Operational:

- Barrhead Regional Aquatics Centre progressed to Phase 2 with expanded hours.
- The pool began offering Aqua Fit and Aqua Spin classes again, which have been filling up.
- Summer Programs ended with a Wrap Up Party on Aug. 28, sponsored by Pembina West Co-op.
- Ice was put in at the Agrena and has been operational as of August 14<sup>th</sup>.
- Ordered and installed two new basketball nets for Cecile Martin Park.
- Barrhead Minor Ball installed two score clocks at senior diamond and diamond four.
- Repaired fencing at Dog Park and added fencing to small Dog Park for a bigger running area.
- Ordered and picked up two Ozone backpacks to help with disinfecting procedures.



- Finished painting bleachers at the Ball Diamonds.
- Swim Club is looking to start up at the end of September with new COVID-19 precautions implemented.
- Dog Park waterline installation began, we're waiting on a few parts to complete the installation.
- Levelled headstones at the cemetery.

➤ Capital:

- Splash Park will be shut down in early September.

➤ Special Events:

- No special events planned as a result of COVID-19.

## **Transportation Services:**

➤ Operational:

- Continue with working on drainage issues around Town
- Sewer main line flushing and camera work has been completed. Staff will review all recorded data to establish a maintenance strategy moving forward.
- Staff pruning trees and shrubs is on-going
- Fire hydrant on 50<sup>th</sup> street is completed.
- Line painting & crack sealing projects are completed.
- Minor repairs to Town's shop fence. Individuals stole Contractor's generator out of van. Police report filed.
- On-going fence repairs at the Landfill facility due to vandalism.
- Continue with on-going grass cutting, equipment & building maintenance and pot hole repairs.

➤ Capital:

- Asphalt Contractor scheduled to be completed by mid-September (including the Walking Trail)
- Sidewalk replacement program is completed.
- The Lagoon Upgrades Project is scheduled to be completed by late October. The scope of work includes:
  - Installation of new aeration system from coarse air to fine air (resulting in smaller bubbles)

- Installation of two new air compressors
- New laboratory equipment
- New ceiling in the Laboratory Building
- Two new pumps for testing

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

Edward LeBlanc - C.A.O.

**TOWN OF BARRHEAD**

**COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of September 22, 2020**

Resolution Number	Resolution	Comments	Status																
	<b><u>September 22, 2020 Council Meeting</u></b>																		
267-20	<p>Moved by Cr. Klumph that Council include the Main Street Rehabilitation project and the 45th Street (50-51 Avenue) Rehabilitation – Gravel surface project as the Town of Barrhead’s projects under the Municipal Stimulus Program, as administered by Alberta Municipal Affairs with the following budget:</p> <table><tr><td>Main Street Rehabilitation project</td><td>☐</td></tr><tr><td>☐</td><td>\$441,249.50</td></tr><tr><td>45th Street (50 – 51 Avenue) Rehabilitation Gravel surface project☐</td><td>\$234,610.00</td></tr><tr><td>Total ☐</td><td>\$675,859.50</td></tr></table> <p>Source of funding:</p> <table><tr><td>Municipal Stimulus Program☐</td><td>\$554,302.00</td></tr><tr><td>2020 previously unallocated Municipal Stainability Program funding</td><td>☐</td></tr><tr><td></td><td>\$121,557.50</td></tr><tr><td>Total source of funding ☐</td><td>\$675,859.50</td></tr></table>	Main Street Rehabilitation project	☐	☐	\$441,249.50	45th Street (50 – 51 Avenue) Rehabilitation Gravel surface project☐	\$234,610.00	Total ☐	\$675,859.50	Municipal Stimulus Program☐	\$554,302.00	2020 previously unallocated Municipal Stainability Program funding	☐		\$121,557.50	Total source of funding ☐	\$675,859.50	Application was submitted before the noted deadline.	Completed
Main Street Rehabilitation project	☐																		
☐	\$441,249.50																		
45th Street (50 – 51 Avenue) Rehabilitation Gravel surface project☐	\$234,610.00																		
Total ☐	\$675,859.50																		
Municipal Stimulus Program☐	\$554,302.00																		
2020 previously unallocated Municipal Stainability Program funding	☐																		
	\$121,557.50																		
Total source of funding ☐	\$675,859.50																		
268-20	Moved by Cr. Penny that Council enter into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Stimulus Program, as presented.		Completed																
269-20	Moved by Cr. Kluin to instruct Administration to research the potential permanent closure of 43rd Street between 51st and 52 Avenues and report back to Council.		In Progress																
270-20	Moved by Cr. Smith that the request to create a walking track around Lions Park be forwarded to the 2020 budget discussions.	Recreation and Parks will have the information available for the upcoming budget meetings	Completed																
272-20	Moved by Cr. Kluin that Council proclaims Tuesday, October 6, 2020 as Cerebral Palsy Alberta Awareness Day and add the proclamation to the existing Policy 12-013.	Proclamation was placed on all of the Town's social outlets.	Completed																
	<b><u>September 8, 2020 Council Meeting</u></b>																		
245-20	Moved by Cr. Assaf that Administration look at the Town of Westlock’s impact on the speed reduction in their Town and report back to Council.	Information was presented during the September 22nd Council Meeting	Completed																
252-20	Moved by Cr. Kluin that Council provide a letter of support to the Barrhead & District Historical Society’s application for the Alberta Community Facility Enhancement Program grant.		Completed																

# TOWN OF BARRHEAD

## COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of September 22, 2020

Resolution Number	Resolution	Comments	Status
260-22	Moved by Cr. Smith to authorize Administration to make available to the Public the spectators bleachers, players' dressing rooms and Walking Track at the Agrena, and to allocate \$10,000 for additional costs to clean the Agrena after each event effective immediately, in accordance with Alberta Health Services Guidelines.		Completed
	<b><u>August 11, 2020 Council Meeting</u></b>		
237-20	Moved by Cr. Klein to instruct Administration to prepare a sales agreement for a 3-acre parcel of Town land located at SE29-59-3-5.	Draft agreement has been prepared and shared with the pending purchaser.	In Progress
	<b><u>June 23, 2020 Council Meeting</u></b>		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	Notification was provided to the Town of Edson. Administration is waiting for some additional information in order to complete the requested report to Council.	In Progress
	<b><u>May 14, 2020 Council Meeting</u></b>		
154-20	Moved by Cr. Assaf that Council approves the revision to the 2020 Capital Budget as follows: That 56 Avenue/55 Street Pavement Overlay be deleted and that 51 Avenue/54 Street Pavement Overlay remain with funding coming from Capital Reserves and that 56 – Avenue/55 Street Asphalt Replacement for \$95,000.00 be added.	Project was completed mid-September	Completed
	<b><u>April 14, 2020 Council Meeting</u></b>		
125-20	Moved by Cr. Klumph that Council postpone the Public Hearing for Bylaw 03-2020, the Land Use Amendment Bylaw and that the date be determined at a future time.		Pending
128-20	Moved by Cr. Assaf that Council postpone the April 28, 2020 Annual Council Meeting to another date, to be determined at a future time, as presented.	Council rescinded the motion during the September 8, 2020 Council Meeting (resolution # 243-20)	Completed
	<b><u>March 24, 2020 Council Meeting</u></b>		
103-20	Moved by Cr. Klumph that the Public Hearing for Bylaw 02-2020, the Barrhead Intermunicipal Development Plan Bylaw be postponed and the date to be determined at a future time.	The Public Hearing will be held on October 27th in the Charles Goberson Rotary Room at the Agrena. (Reference: Resolution No. 265-20)	Pending

# TOWN OF BARRHEAD

## COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of September 22, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>March 10, 2020 Council Meeting</u></b>		
083-20	Moved by Cr. Klumph that Council accept the bid from Jen-Col Construction Ltd. for the Curling Rink mechanical repairs and rink roof replacement project in the amount of \$456,075.00 and an additional cost for engineering and contingency in the amount of \$75,108.00, for a total project cost of \$531,183.00 and be fully funded from the Municipal Sustainability Initiative Capital Grant.		Completed
	<b><u>January 14, 2020 Council Meeting</u></b>		
003-20	Moved by Cr. Klumph that Administration investigate a policy stating that a service agreement must be in place before utility service connections are approved outside Town boundaries.	The aspect of a potential policy will be incorporated in the Administration's report. (Reference: Resolution No. 032-19)	In Progress
	<b><u>November 26, 2019 Council Meeting</u></b>		
401-19	Moved by Cr. Assaf that Council accepts the proposal submitted by Associated Engineering Alberta Ltd. dated November 15, 2019 to complete the required detail design and contract specifications up to the tender ready phase for the proposed reservoir pump station upgrades in the amount of \$218,000.00 (GST excluded).	Required documents are finalized but due to the lateness of the year, Administration will tender the project in January, 2021.	In Progress
	<b><u>November 12, 2019 Council Meeting</u></b>		
382-19	Moved by Cr. Assaf that Council move forward on the +/- 3 acre parcel subdivision of Town land in the SE-29-59-03-5.	Subdivision application was conditional approved on March 27, 2020. Next step is to prepare the required survey of the new lot. Waiting for more information before the Town can proceed.	In Progress
	<b><u>September 15, 2019 Special Council Meeting</u></b>		
330-19	Council accepts the recommendation from the Barrhead Regional Fire Services Committee to purchase a new fire unit from Fort Garry Fire Trucks at a cost of \$635,497.00 to be funded by the 2020 Municipal Sustainability Capital Grant.	Anticipate a visit to the Manufacturing Plant sometime in October with delivery of the unit shortly thereafter.	In Progress
	<b><u>October 8, 2019 Council Meeting</u></b>		
315-19	Moved by Cr. Assaf that Council accept the presentation of ION Brand Design as information and that Council approve Creative Direction #3 Moving Forward.	Administration will revisit the Town logo and tag line with Council.	In Progress

TOWN OF BARRHEAD

COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of September 22, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>September 10, 2019 Council Meeting</u></b>		
293-19	Moved by Cr. Klumph that Council approve the following five installation locations for Solar Pathway Lights:		
	a) 2 in the Off-Leash Dog Park		Completed
	b) 1 near the baseball storage unit and the old concession in the Sportsgrounds		Completed
	c) 2 on the walkway in Barr Manor	As a result of some feedback from adjacent landowners, the scope of the project has been re-visited by staff. Anticipate the construction to be completed by the week of October 12th.	In Progress
	<b><u>July 9, 2019 Council Meeting</u></b>		
232-19	Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Pending
	<b><u>May 14, 2019 Council Meeting</u></b>		
145-19	Moved by Cr. Klumph that Council award the Wastewater Lagoon System Upgrades Project to Chandos Construction Ltd. in the amount of \$947,000.00 + GST and that Administration forward a Notice of Award letter to Chandos Construction Ltd.	In accordance to a recent update from our engineers, the target date for the completion of the project is now late October.	In Progress
154-19	Moved by Mayor McKenzie that Council adds the Agrena upstairs office space to the existing lease agreement of Fit for Motion, based on the existing cost per square foot rate, while doing the renovations of fresh paint, carpet cleaning or install new carpet to match the current carpet in the Fit for Motion Physiotherapy Clinic.	Renovations are completed. New lease agreement still needs to be finalized.	In Progress
	<b><u>February 12, 2019 Council Meeting</u></b>		
039-19	Moved by Cr. Assaf that Administration follow up with the Bowling Alley Association to review the existing agreement.	Administration is working on a new agreement similar to the one recently prepared for the Curling Club.	In Progress

## TOWN OF BARRHEAD

## COUNCIL ACTION LIST REPORT ON RESOLUTIONS DIRECTING ADMINISTRATION - As of September 22, 2020

Resolution Number	Resolution	Comments	Status
	<b><u>January 22, 2019 Council Meeting</u></b>		
032-19	Moved by Cr. Assaf that Council approve Mr. K. David Campbell to conduct a utilities rates analysis and assessment, based on a project cost of \$31,500.00, to be funded from the water and sewer operating reserves.	Administration received a draft report in <del>June</del> December, 2019. Administration needs to present it to Council for their review and consideration. The report includes 14 recommendations. Administration will provide their comments on the noted recommendations when the report is presented to Council.	In Progress

APPROVED  
Sept 17, 2020

**Barrhead & District Family & Community  
Support Services Society  
Thursday, June 18, 2020  
Financial Reports & Regular Board Meeting -9:00 a.m.  
VIA Zoom**

**Present:**

Randy Hindy, Chairperson  
Shelly Dewsnap - Executive Director  
Carol Lee, Recording Secretary  
Jane Wakeford - Vice Chair  
John Szwec, Secretary/Treasurer  
Dausen Kluin                      Marsha Smith  
Ron Kleinfeldt      Vicki Kremp      Sally Littke  
Marvin Schatz      Mark Oberg      Shelly Bye

**Absent:** Sharen Veenstra, Leslie Penny. Note Marvin Schatz left the meeting at 10:00 a.m.

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order 9:31 a.m. by Chair, Randy Hindy

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

30-20 Moved by Marvin Schatz to accept the Agenda with the addition of 5d) General Illness Policy, motion seconded by Sally Littke.

Carried

**3) Items for Approval**

**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, May 21, 2020.**

31-20 Moved by Ron Kleinfeldt to accept the minutes of the Regular Board meeting of May 21, 2020, seconded by Mark Oberg.

Carried

**b) Financial Statements**

32-20 Moved by Marsha Smith to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on May 31, 2020, as presented, seconded by Dausen Kluin.

Carried

**4) Staff Presentation: Deb White - Seniors Programs Coordinator**

WE are re-launching the Home Support Program on June 22, 2020. Home Support Staff very happy to be going back to work and have been coming to the office to sign new contracts with the new protocols and guidelines. Clients have been sent letters explaining the new protocols for them to adhere to and sign the paper saying that they will participate in the new practices. Deb speaks weekly with Home Support clients and is finding some depression setting in. She has referred a client to our Covid Coordinator, Tarra MacKinnon. Tarra did a curbside visit which went very well and was appreciated. At this time the Home Support Program has been suspended at both Jubilee Manor and Golden Crest due to the virus. We are continuing with Income Tax by appointment. Pick up date for clients will be Monday, June 29 or Tuesday, June 30 between 10:00 am and 3:00 pm. Debbie has been taking courses while working from home. May stats for Meals on Wheels is 41.0 volunteer hours. The Board thanked Deb for a job well done and encouraged her to keep up the good work!



**5) New Business****a) Election of Officers**

33-20 Mark Oberg moved that due to the Covid 19 pandemic, Board officers remain the same. Motion was seconded by Marsha Smith. Chair-Randy Hindy, Vice Chair-Jane Wakeford and Secretary/Treasurer-John Szwac.

Carried

**b) Committees**

34-20 Marvin Schatz moved that due to the Covid 19 pandemic, all committee members remain the same. Motion seconded by Sally Littke.

Carried

Note - At 10:09, Chair Randy Hindy turned the meeting over to Vice Chair Jane Wakeford, as he was having technical difficulties with his mic.

**c) My Chance Project - Request for Support**

35-20 Ron Kleinfeldt moved that Shelly Dewsnap write a heartfelt letter of support with clear parameters and no financial obligation to the My Chance Project Committee. Motion was seconded by Vicki Kremp.

Carried

**d) General Illness Policy**

36-20 Vicki Kremp moved to relax the General Illness Policy for staff working under 15 hours per week or considered Regular Home Support Staff, to include work from home training or reassigning work to do at home during mandated isolation period if effected by Covid 19 regulations, and if the employee is willing/able. This is a Covid 19 response, if the budget allows, and effective until December 31, 2020. Motion seconded by John Szwec.

Carried

**6) Old Business****a) Bylaws**

37-20 Special Resolution - Moved by Ron Kleinfeldt to rescind the old bylaws and accept the new bylaws as proposed at this meeting, June 18, 2020. Seconded by John Szwec.

Carried

**7) Items for Information****a) Directors Report****b) Staff Reports****c) Covid Coordinator - Tarra McKinnon**

Tarra works Monday and Friday on the program that ends December 31, 2020.

**d) Safety Facilitator - Robin Kapler**

This is a non-supervisory position. Robin will conduct Hazard Assessments, organize forms and create a manual for FCSS to use. Robin will work this position on Fridays until December 31, 2020.

**9) Next Meeting:**

**September 17, 2020**

**10) Meeting Adjournment**

38-20 Ron Kleinfeldt moved to adjourn the meeting at 10:39 a.m., Shelly Bye seconded the motion.

Carried

**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of June 18, 2020**

  
Chairperson

  
Recording Secretary

**COMMUNITY FUTURES YELLOWHEAD EAST**  
**MINUTES OF Regular Zoom Board Meeting**  
**June 18, 2020**

Present:	Chair Carol Webster, Vice Chair Daryl Weber, Secretary Leslie Penny, Treasurer, Marvin Schatz, Pat Burns, Jim Hailes, John Burrows, Staff; Manager Michelle Jones, BA- Stacy Nisbet , Jody Collins, Charity Vollmann	
Regrets:	Board Members: Nick Gelych , Judy Tracy, Treasurer-Ray Hiltz	
Call to Order:	Chair Carol Webster called the meeting to order at 11:41 am.	
Adoption of Agenda:	<b><u>28/20 Moved by Leslie Penny</u></b> That the Agenda be adopted as presented.	<b>CARRIED</b>
Minutes of previous meeting	<b><u>29/20 Moved by Daryl Weber</u></b> That the minutes be accepted as presented.	<b>CARRIED</b>
Chairman's Report	Provided verbal report of IRC Committee Meeting Accepted as information	<b>CARRIED</b>
Manager's Report	<b><u>30/20 Moved by Leslie Penny</u></b> That the Managers report be accepted as information	<b>CARRIED</b>
IRC Report	<b><u>31/20 Moved by Daryl Weber</u></b> That the IRC report be accepted as attached	<b>CARRIED</b>
CED Report	<b><u>32/20 Moved by John Burrows</u></b> That the CED report be accepted as attached	<b>CARRIED</b>
Old Business:	<b>8.1: WD Emergency Fund Update – RRRF Loan Fund</b>  <b><u>33/20 Moved by Pat Burns</u></b> The board approved the RRRF loan agreement with CFNA as presented. The board accepted the signing of the resolution.	<b>CARRIED</b>
	<b>8.2 Policies and Procedures – Human Resource Policy</b>  <b><u>34/20 Moved by Pat Burns</u></b> That the HR Policy be accepted as presented.	<b>CARRIED</b>

**8.3 COVID-19 Re-open for business policy –**

Discussion regarding COVID reopening. Accepted as information.

**8.4 Computer update –**

Discussion around computer upgrade. Accepted as information.

**New Business**

**9.1 Approval of Annual Performance Report**

**35/20 Moved by Daryl Weber**

To accept the interest transfer policy as presented.

**CARRIED**

**9.2 LMP Grant**

**36/20 Moved by Daryl Weber**

To accept the LMP grant as presented.

**CARRIED**

**9.3 Mental Health Grant**

Discussion regarding mental health grant. Accepted as discussion.

**9.4 EFT Payments**

Discussion to accept the EFT payment administration. Accepted as discussion.

**9.5 Renumeration**

Tabled discussion in regard to remuneration of board members attendance.

**9.6 Loan Project**

**37/20 Moved by Leslie Penny**

To accept the loans program as presented.

**CARRIED**

**Round Table**

**Jim Hailes-Fox Creek**

No update

**Leslie Penny – Town of Barrhead**

Businesses are reopening . Infrastructure is moving ahead.

**Marvin Schatz – County of Barrhead**

Flooded areas and agricultural disaster in Athabasca and Thornhill areas. County is wet so they have moved their road construction.

**Pat Burns – Town of Mayerthorpe**

Prefers a cheque for remuneration

Update on the community of Mayerthorpe

**Daryl Weber – Village of Alberta Beach**

Discussed concerning rising water levels and paving

**Carol Webster – Town of Swan Hills**

Notice from Big Lakes that they are in a hardship and will not be paying to a capital fund. New businesses opening. Select current businesses reported increase in business levels.

**38/20 Moved by Marvin Schatz –**

Moved to adjourn at 1:35 pm

Adjournment

Next Meeting

**September 17<sup>th</sup>, 2020**

Zoom Meeting 1:00 pm

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Interim Chair, Carol Webster

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Secretary, Leslie Penny





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 13, 2020

**Re:** Correspondence Items

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**Item # 1** Letter from the Barrhead Old Vet' Hockey Club dated September 22, 2020 requesting the ability to cancel scheduled rink time reservations without penalty.

Administration note: The following is an excerpt of the current Policy # 72-002 – Recreation Facility Rentals & Rates Policy:

## ***H. REFUND POLICY***

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

#### ***1. Ice Rink Rentals***

- a. Requires 14 days or more notice of cancellation to receive a full refund.*
- b. After 14 days or less, a 50% refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.*
- c. After 7 days or less, no refund will be issued if a replacement for the ice time cannot be found. If a replacement can be found, a full refund will be issued.*

#### **Recommendation:**

That Council deny the request from the Barrhead Old Vet' Hockey Club to have the ability to cancel scheduled ice time reservation without penalty and that Section H of Policy # 72-02 would still be applicable to the Club.

**Item # 2** Letter from the Barrhead & District Family and Support Services Society dated September 24, 2020 requesting the additional \$15,000.00 previously provided to the Society be re-allocated to the Community Thrive Program and the Community Youth Program.

Recommendation:

That Council authorize to re-direct the previously 2020 allocated enhanced funds of \$15,000.00 for the Barrhead & District Family and Community Support Services Society to their Community Thrive Program and the Community Youth Program.

- Item # 3** Letter from the Yellowhead Regional Library dated September 30, 2020 providing their draft 2021 budget along with projections for 2022 and 2023.

Administration note: The 2021 projected contribution of \$4.46 per capita is an increase from the 2020 contribution of \$4.39 per capita (an increase of 1.5% or \$310.00).

Recommendation:

That Council receives the letter from the Yellowhead Regional Library dated September 30, 2020 providing their draft 2021 budget along with projections for 2022 and 2023, as information.

(Original signed by the CAO)

Edward LeBlanc  
CAO

Barrhaed Old Vet' Hockey Club  
5904-55 st  
Barrhead, AB  
T7N 1E

September 22, 2020

Town of Barrhead  
Town Council

Dear Council,

The end of the last hockey season and the start of this years has posed a few challenges for us and also for the town when it comes to recreational activities. The Old Vet's Hockey Team has been a user of the arena since the early 1980's and maybe before that. We have prided ourselves in treating the facilities and staff with respect, donated to public skates, have never been in arrears with payments, and paid our no-subsidized ice fee's even when we were unable to use them due to team/game cancelations. We hold a tournament every April, but 2 of the last 3 years have been canceled due to ice plant issues and last years due to COVID-19. A portion of the money raised at this tournament goes to support local charity's in the town, namely FCSS and the Tree of Hope. We continued to make donations to these organizations even though we were not able to hold tournaments.

With the challenges this season is tasking us with, there may be the opportunity for teams canceling last minute due to challenges getting players due to restrictions, or the chance that a positive test does occur which then can put our season on hold. What we are requesting is some leeway for late cancelations. We would like to have the opportunity to have last minute cancelations without payment for that ice slot or penalty. Our ice slot is after Sunday public skate and is the last slot that evening.

I understand that there is extra staff required and we really appreciate the effort everyone at the town is providing, but as an ice user, we have no idea how this season will play out. We may never have to cancel a single game, but there also may be the risk of canceling several. Your consideration of this request would be greatly appreciated.

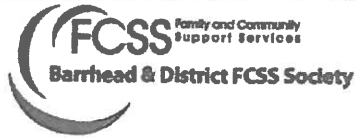
Thank you,

Barrhead Old Vet's Hockey Club.



# Barrhead & District Family and Community Support Services Society

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September 24, 2020

Dear Town and County Councils,

This letter is to inform you of two decisions made at the September 17<sup>th</sup> regular meeting of the Board of Directors of the Barrhead & District Family & Community Support Services Society.

As per the direction of the Board, Barrhead & District FCSS will return the enhancement funds of \$15,000 to the Town of Barrhead and \$15,000 to Barrhead County. We are pleased to inform you that we recovered most of the predicted shortfall in incomes that we simply were unsure of, and felt were in jeopardy, at the time of 2020 budgeting. We sincerely appreciate that both the Town and County approved the one-time additional funding, however with the procurement of the Family Resource Networks contract and other grants and funding incomes, we are confident that we can manage without these additional funds.

Additionally, we request the Town and County approve moving these funds - \$15,000 to our Community Thrive and \$15,000 to our Community Youth program accounts. These accounts are not under the FCSS 80/20 agreement; thus, funds do not need to be spent during this fiscal year. Casino proceeds generally assists in the viable operation of these two programs, however this year we were notified that our Casino has been postponed due to Covid-19.

Thank-you for considering our request; we respectfully await your decision and further direction.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shelly Dewsnap', written over a horizontal line.

Shelly Dewsnap – Executive Director

# Barrhead & District Family and Community Support Services Society

October 5, 2020



Dear Town & County Councils,

Requests for information on Community Funded Thrive & Youth programs for Councils' consideration.

## Thrive (Community Programs Budget)

- Budget - \$46,910 yearly
- This program received Social Services Covid-19 Response assistance and is operating solely on this grant until December 31, 2020. We have applied for an extension but have not yet heard. \$39,000 remains from the original 2020 Community budget - in essence extending the program's viability. We have \$13,000 in reserve, and once combined both sources will extend THRIVE through 2020. We continually look at the year ahead and subsequent years and note that your contribution would be put in the program's reserve.

## Youth (Community Programs Budget)

- The Youth program is currently receiving new beginnings under the FCSS 80/20 budget; we are restructuring it to the 80/20 budget for 2021 so that FCSS Youth becomes a staple program. We are doing this for the following reasons...
  - Increased Programming - The Coordinator will increase in responsibilities and programming options following the closing of the Family School Liaison program
  - Program Viability – This program has been known to start, stop and re-start; we would like to make it more viable by providing more funds through the FCSS 80/20 budget.
  - The 80/20 Woodlands contributions will be more clearly defined on the 80/20 budget as supporting a larger portion of this program.
- Unfortunately, the new 80/20 budget cannot accommodate all aspects of the program, thus we continue to rely on the Community & Casino Accounts for:
  - Youth Assistant Wages
  - Program Supplies
  - Food Supplies (Which cannot be covered under Casino proceeds)
  - The Community Account Budget for 2021 is estimated at \$13,800; we have \$18,000 available.

**Casino funding** use of proceeds assists both of the Community Thrive & Youth budgets. We normally hope to receive somewhere in the ballpark of \$17,000 – \$20,000. However due to Covid-19, our draw date for the 1<sup>st</sup> quarter of 2021 has been postponed.

We continue to look for donations and grants, reserving community donations whenever possible so that both programs enjoy a longer future, without interruption.

Box 4616 – 5115-45 St  
Barrhead, Alberta  
T7N 1A5

Phone: 780-674-3341  
Fax: 780-674-4571  
[fcssbar@telusplanet.net](mailto:fcssbar@telusplanet.net)  
[www.fcspbarrhead.com](http://www.fcspbarrhead.com)

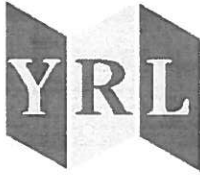
## Barrhead & District Family and Community Support Services Society

With these two budgets in mind, our Board requests consideration for applying \$15,000 to Community Thrive and the other \$15,000 to Community Youth programs as we know both programs will be needed past 2021.

Sincerely,



Shelly Dewsnap



## Yellowhead Regional Library

September 30, 2020

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose the draft 2021 budget with projections for 2022 and 2023. The Executive Committee reviewed the draft budget on September 14 and a motion was carried recommending the YRL Board approve the 2020 budget. The Board meets October 5 to review the budget and December 7 to vote on it.

In accordance with the YRL Master Membership Agreement, you may appoint a representative (trustee) to the YRL Board. To assist you, I have included appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts an orientation session for newly appointed or returning trustees and alternates. This half-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, a tour of headquarters and information about the role of Alberta Municipal Affairs Public Library Services Branch.

Upcoming Virtual Events		
YRL Board Organizational Meeting	December 7, 2020	10:00 a.m. to 12:00 p.m.
YRL Trustee/Alternate Orientation	January 25, 2021	9:00 a.m. to 12:30 p.m.

If you have any questions or would like more information, please do not hesitate to contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Yours truly,

A handwritten signature in cursive script, reading 'Karla Palichuk', written in dark ink.

Karla Palichuk, Director

Yellowhead Regional Library

Attachments: Draft 2021 Budget with 2022-2023 Projections  
Trustee Appointment Information  
YRL Board Appointment Form

Copy: YRL Trustees and Alternates  
YRL Member Public Library Managers



Yellowhead Regional Library

## YRL Board Appointment Form

Municipality or School Division			
Effective Date		Term Length	year(s)

<input type="checkbox"/>	< Check to decline the YRL Board Trustee appointment.		
<b>YRL Board Trustee</b>			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Business	
Home		Fax	
<b>NOTE:</b> The Canada Revenue Agency (CRA) requires a home address for all board trustees. <i>Complete only if the home address is different than the mailing address above.</i>			
Home address			
City and postal code			

<input type="checkbox"/>	< Check to decline the YRL Board Alternate appointment.		
<b>YRL Board Alternate</b>			
May attend YRL Board meetings when the Trustee is unavailable.			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Cell	
Home		Home	

Return to Laurie Haak ([lhaak@yrl.ab.ca](mailto:lhaak@yrl.ab.ca))  
433 King Street, Box 4270, Spruce Grove, AB T7X 3B4

Phone 780-962-2003 / 1-877-962-2003  
Fax 780-962-2770 / 1-888-962-2770

**Yellowhead Regional Library**  
**DRAFT 2021 General Fund Budget**

<b>REVENUE</b>		<b>PROPOSED</b>		<b>VARIANCE</b>	
		<b>2020</b>	<b>2021</b>		
		<b>\$</b>	<b>\$</b>	<b>\$</b>	
R1	Additional Allotment	\$ 85,000	\$ 95,000	\$ 10,000	Additional allotment purchased by member libraries; offset in Line E17: <i>Purchases - Allotment</i> .
R2	Additional Services	500	500	-	Wild Card Promotions and other incidentals.
R3	Contract Services	78,000	78,000	-	TRAC Central Site Agreement.
R4	Interest	55,000	33,000	(22,000)	Estimate based on projected cashflow for 2021; current low interest rates expected to remain.
R5	Local Appropriations	1,288,606	1,316,485	27,879	Based on \$4.46 per capita on Alberta Municipal Affairs population figures and known changes.
R6	Non-allotment Sales	210,000	175,000	(35,000)	Prediction for the volume of non-allotment purchases; offset in Line E19: <i>Purchases - Non-allotment</i> ; reflects trend experienced.
R7	Operating Grant	1,405,640	1,390,506	(15,134)	Public Library Services Branch (PLSB) operational funding; based on 2016 population figures; assumption grant remains at \$4.70 per capita. Includes Library Services Grant paid out to member libraries and offset in Line E10: <i>Library Grant Disbursements</i> .
R8	Other Grants	-	26,432	26,432	PLSB provides the On-reserve/On-settlement Grant; offset in Line E14: <i>On-reserve/On-settlement Grant</i> .
R9	School System Levy	154,139	156,392	2,253	Based on \$14.44 per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
R10	Summer Reading Program	-	5,400	5,400	Cost recovery revenue received from member libraries for the SRC promotional materials purchased on the libraries behalf; offset in Line E22: <i>Summer Reading Program</i> .
R11	Workshop Revenue	-	17,500	17,500	Received from our conference attendees to help with costs for the annual in-person conference; offset in E26: <i>Workshops</i> .
<b>TOTAL REVENUE</b>		<b>\$ 3,276,885</b>	<b>\$ 3,294,215</b>	<b>\$ 17,330</b>	

**Yellowhead Regional Library**  
**DRAFT 2021 General Fund Budget**

**EXPENSES**

**PROPOSED  
2021**

**VARIANCE**

		2020	2021		
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ -	Credit card fees, provision for uncollectable debt, and other miscellaneous charges.
E2	Building Maintenance	40,000	42,500	2,500	Non-capital building maintenance including mechanical, cleaning and incidentals; increase due to COVID-19 cleaning supplies/safety protocols.
E3	Membership Support	2,250	2,500	250	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E4	Delivery	50,000	42,500	(7,500)	Direct non-salary costs of delivery system; vans purchased in 2020 expected to reduce maintenance costs and offset the increased delivery travel due to limitations on Government Courier use.
E5	Employee Benefits	269,157	279,746	10,589	Reflects anticipated increase to group benefit plan and known Canada Pension Plan increase.
E6	Employee Salaries	1,339,157	1,404,699	65,542	Reflects known staff changes, estimate of seniority increases, and change of staff work week from 37.5 to 35 hours.
E7	Insurance	10,700	10,200	(500)	Alberta Municipal Services Corporation provides all coverages (auto, building, liability) resulting in lower fees.
E8	Inter-library Loan Expenses	2,100	5,000	2,900	Provision for additional delivery bins.
E9	Leases and Licensing	101,650	108,950	7,300	Licensing costs for software and equipment leasing and maintenance (often reactive); increase due to cloud-based data storage cost increases.
E10	Library Grant Disbursements	56,016	56,016	-	Funds distributed to designated libraries, as directed; income reflected in Line R7: <i>Operating Grant</i> .
E11	Library Supplies	26,000	30,950	4,950	Processing supplies (mylar, labels, barcodes) and incoming shipment charges.
E12	Memberships	14,000	20,200	6,200	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA) and The Alberta Library (TAL); increase due to new membership with Canadian Urban Libraries Council (CULC).
E13	Office Supplies and Equipment	31,900	28,900	(3,000)	General office supplies and internal hardware/software purchases.
E14	On-reserve/On-settlement Grant	0	26,426	26,426	Offset in Line R8: <i>Other Grants</i> .

**Yellowhead Regional Library**  
**DRAFT 2021 General Fund Budget**

<b>EXPENSES</b> (continued)		<b>2020</b>		<b>PROPOSED 2021</b>		<b>VARIANCE</b>	
E15	Printing and Promotion	\$	5,000	\$	4,750	-\$	250
							Printing of annual report, plan of service and other communication material; promotional costs for YRL's share of regional library participation in trade shows (AUMA, LGAA, RMA) and promotional materials (product and quantity reviewed yearly to address costs).
E16	Professional Services		105,000		128,000		23,000
							Annual audit fees, technical support and incidental legal expenses; majority due to ASCI (IT) and Fishtank (web services) contracts.
E17	Purchases - Allotment		315,981		315,981		-
							2021 allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E18	Purchases - HQ Collections		220,000		240,000		20,000
							Online content; majority are negotiated by The Alberta Library (TAL) on behalf of members.
E19	Purchases - Non-allotment		210,000		175,000		(35,000)
							Offset in Line R6: <i>Non-allotment Sales</i> .
E20	Staff Travel Expenses/Recruitment		15,000		8,500		(6,500)
							Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs for securing qualified staff.
E21	Staff Professional Development		26,750		17,000		(9,750)
							Includes training, technical training and conference attendance.
E22	Summer Reading Program		0		6,000		6,000
							Offset in Line R10: <i>Summer Reading Program</i> .
E23	Telephone and Utilities		106,500		96,200		(10,300)
							Off-site data service fees; decrease due to lower utility fees with new windows and boilers, and lower cloud storage fees.
E24	TRAC Expenses		180,000		187,500		7,500
							YRL's share of TRAC budget; reflects increased TRAC purchases of software licenses and online content.
E25	Trustee Expenses		65,500		27,500		(38,000)
							Board/Executive Committee meeting costs, advocacy and Alberta Library Conference; decrease due to less travel/in-person meetings.
E26	Workshops		15,500		26,500		11,000
							YRL conference and in-house workshops.
<b>TOTAL EXPENSES</b>		<b>\$</b>	<b>3,209,861</b>	<b>\$</b>	<b>3,293,218</b>	<b>\$</b>	<b>83,357</b>

**GENERAL FUND Surplus (Deficiency)**  
**Revenue Over Expenses**

<b>\$</b>	<b>67,024</b>	<b>\$</b>	<b>997</b>	<b>\$</b>	<b>(66,027)</b>
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Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets

Administration	Budget 2020	Proposed 2021	Variance
Salaries	\$ 373,492	\$ 502,761	\$ 129,269
Benefits	77,315	110,061	32,746
<b>Sub-total</b>	<b>\$ 450,807</b>	<b>\$ 612,822</b>	<b>\$ 162,015</b>
Travel	\$ 2,500	\$ 2,500	\$ -
Professional Development	6,750	5,000	(1,750)
Delivery	50,000	42,500	(7,500)
Office Supplies	2,000	1,500	(500)
Freight - Supplies	150	150	-
Postage	4,500	4,200	(300)
Telephone	2,250	2,000	(250)
Utilities	17,500	32,500	15,000
Professional Services	28,000	28,000	-
Recruitment	1,500	1,500	-
Memberships	13,000	20,000	7,000
Promotion	3,500	3,250	(250)
Printing	1,500	1,500	-
Building Maintenance	40,000	42,500	2,500
Photocopier	1,000	750	(250)
Equipment Lease	11,000	11,000	-
Office Equipment	2,000	2,000	-
Office Equipment Repairs	150	250	100
Miscellaneous	100	100	-
Library Grant Disbursements	56,016	56,016	0
Bank Charges	1,700	1,700	-
Insurance	7,500	7,000	(500)
Workshop Expense	1,500	1,500	-
<b>Sub-total</b>	<b>\$ 254,116</b>	<b>\$ 267,416</b>	<b>\$ 13,300</b>
<b>TOTAL: Administration</b>	<b>\$ 704,923</b>	<b>\$ 880,238</b>	<b>\$ 175,315</b>

**Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets**

<b>Board of Trustees</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Travel	\$ 17,500	\$ 8,000	\$ (9,500)
Meals	8,250	4,000	(4,250)
Service Recognition	22,000	12,500	(9,500)
Professional Development	17,750	3,000	(14,750)
<b>TOTAL: Board of Trustees</b>	<b>\$ 65,500</b>	<b>\$ 27,500</b>	<b>\$ (38,000)</b>

<b>Collections and Resource Sharing</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Salaries	\$ 488,470	\$ 360,200	\$ (128,270)
Benefits	92,503	68,032	(24,471)
<b>Sub-total</b>	<b>\$ 580,973</b>	<b>\$ 428,232</b>	<b>\$ (152,741)</b>
Purchases - Allotment	\$ 315,981	\$ 315,981	\$ -
Purchases - Non-allotment	210,000	175,000	(35,000)
Materials - Reference	5,000	5,000	-
Materials - Licensing	215,000	235,000	20,000
Customs/Brokerage	300	300	-
Freight - Books	250	150	(100)
Processing Supplies	12,000	7,500	(4,500)
Freight - Processing Supplies	400	500	100
Mylar/MARC Records	13,000	22,500	9,500
Bindery	50	-	(50)
Vehicle Insurance	3,200	3,200	-
Unrecoverable Accounts Receivable	100	100	-
Travel	500	500	-
Professional Development	5,000	4,500	(500)
Office Supplies	3,000	2,500	(500)
Telephone	2,000	3,000	1,000
Utilities	15,000	-	(15,000)
Photocopier	500	400	(100)
Interlibrary Loan	2,000	5,000	3,000
Office Equipment Repairs	500	200	(300)
<b>Sub-total</b>	<b>\$ 803,781</b>	<b>\$ 781,331</b>	<b>\$ (22,450)</b>
<b>TOTAL: Collections and Resource Sharing</b>	<b>\$ 1,384,754</b>	<b>\$ 1,209,563</b>	<b>\$ (175,191)</b>

**Yellowhead Regional Library**  
**SAMPLE: 2021 Team Budgets**

<b>Library Development Services</b>	<b>Budget 2020</b>	<b>Proposed 2021</b>	<b>Variance</b>
Salaries	\$ 172,402	\$ 219,594	\$ 47,192
Benefits	40,097	39,247	(850)
<b>Sub-total</b>	<b>\$ 212,499</b>	<b>\$ 258,841</b>	<b>\$ 46,342</b>
Travel	\$ 5,000	\$ 2,500	\$ (2,500)
Professional Development	10,000	3,500	(6,500)
Office Supplies	1,100	750	(350)
Freight - Supplies	100	100	-
Memberships	1,000	200	(800)
Telephone	1,150	600	(550)
Utilities	5,250	-	(5,250)
Photocopier	400	400	-
Photocopier Reimbursement	50	50	-
Postage Reimbursement	50	50	-
Workshops	14,000	25,000	11,000
On-Reserve/On-Settlement Program		26,426	26,426
Summer Reading Program		6,000	6,000
<b>Sub-total</b>	<b>\$ 38,100</b>	<b>\$ 65,576</b>	<b>\$ 27,476</b>
<b>TOTAL: Library Development Services</b>	<b>\$ 250,599</b>	<b>\$ 324,417</b>	<b>\$ 73,818</b>

Yellowhead Regional Library  
SAMPLE: 2021 Team Budgets

Technology Services	Budget 2020	Proposed 2021	Variance
Salaries	\$ 304,793	\$ 322,146	\$ 17,353
Benefits	59,243	62,404	3,161
<b>Sub-total</b>	<b>\$ 364,036</b>	<b>\$ 384,550</b>	<b>\$ 20,514</b>
Travel	\$ 5,500	\$ 1,500	\$ (4,000)
Professional Development	5,000	4,000	(1,000)
Office Supplies	650	500	(150)
Computer Equipment - Hardware	15,000	15,000	-
Computer Equipment - Software	1,250	500	(750)
Software - Licensing	90,000	97,500	7,500
Freight - Supplies	50	100	50
Data Services	57,000	57,000	-
TRAC	180,000	187,500	7,500
Telephone	1,100	1,100	-
Member Library Hotswap	750	500	(250)
Member Library Travel	1,500	2,000	500
Utilities	5,250	-	(5,250)
Technical Support	77,000	100,000	23,000
Photocopier	1,000	500	(500)
<b>Sub-total</b>	<b>\$ 441,050</b>	<b>\$ 467,700</b>	<b>\$ 26,650</b>
<b>TOTAL: Technology Services</b>	<b>\$ 805,086</b>	<b>\$ 852,250</b>	<b>\$ 47,164</b>

## REVENUE

TOTAL REVENUE	\$ 3,276,885	\$ 3,294,215	\$ 17,330	\$ 177,000	\$ -	\$ -	\$ 3,471,215
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		\$	- \$	- \$	- \$	277,050	\$	- \$	- \$	277,050	\$
E1	Amortization of Capital Assets										
E2	Bank Charges and Miscellaneous	1,700	1,700								277,050
E3	Building Maintenance	40,000	42,500	2,500							1,700
E4	Membership Support	2,250	2,500	250							42,500
E5	Delivery	50,000	42,500	(7,500)							2,500
E6	Employee Benefits	269,157	279,746	10,589							42,500
E7	Employee Salaries	1,339,157	1,404,699	65,542							279,746
E8	Insurance	10,700	10,200	(500)							1,404,699
E9	Inter-library Loan Expenses	2,100	5,000	2,900							10,200
E10	Leases and Licensing	101,650	108,950	7,300							5,000
E11	Library Grant Disbursements	56,016	56,016	-							108,950
E12	Library Supplies and Shipping	26,000	30,950	4,950							56,016
E13	Memberships	14,000	20,200	6,200							30,950
E14	Office Supplies and Equipment	31,900	28,900	(3,000)							20,200
E15	On-reserve/On-settlement Grant		26,426	26,426							28,900
E16	Printing and Promotion	5,000	4,750	(250)							26,426
E17	Professional Services	105,000	128,000	23,000							4,750
E18	Purchases - Allotment	315,981	315,981	-							128,000
E19	Purchases - HQ Collections	220,000	240,000	20,000							315,981
E20	Purchases - Non-allotment	210,000	175,000	(35,000)							240,000
E21	Special Projects Fund	-	-	-							175,000
E22	Staff Travel Expenses/Recruitment	15,000	8,500	(6,500)							77,000
E23	Staff Professional Development	26,750	17,000	(9,750)							8,500
E24	Summer Reading Program		6,000	6,000							17,000
E25	Telephone and Utilities	106,500	96,200	(10,300)							6,000
E26	TRAC Expenses	180,000	187,500	7,500							96,200
E27	Trustee Expenses	65,500	27,500	(38,000)							187,500
E28	Workshops	15,500	26,500	11,000							27,500

TOTAL EXPENSES	\$ 3,209,861	\$ 3,293,218	\$ 83,357	\$ 277,050	\$ -	\$ 77,000	\$ 3,647,268
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Staffing (Full-time equivalent)	18.72	19.50	0.78
Staffing (Full-time equivalent)	18.72	19.50	0.78

**Yellowhead Regional Library**  
**DRAFT 2021 Budget and 2022-2023 Projections**

<b>REVENUE</b>		<b>Proposed</b>		<b>Projected</b>		<b>Projected</b>	
		<b>2021</b>		<b>2022</b>		<b>2023</b>	
R1	Additional Allotment		\$ 95,000	\$ 500	\$ 95,000	\$ 500	\$ 95,000
R2	Additional Services						
R3	Contract Services		78,000		78,000		78,000
R4	Deferred Gov't Contributions		177,000		177,000		177,000
R5	Interest		33,000		29,700		26,730
R6	Local Appropriations		1,316,485		1,323,067		1,323,067
R7	Non-allotment Sales		175,000		175,000		175,000
R8	Operating Grant		1,390,506		1,390,506		1,390,506
R9	Other Grants		26,432		26,432		26,432
R10	School System Levy		156,392		155,610		154,832
R11	Summer Reading Program		5,400		5,400		5,400
R12	Workshops		17,500		17,500		17,500
<b>TOTAL REVENUE</b>		<b>\$ 3,471,215</b>	<b>\$ 3,473,715</b>	<b>\$ 3,473,715</b>	<b>\$ 3,473,715</b>	<b>\$ 3,469,967</b>	

<b>EXPENSES</b>		<b>Proposed</b>		<b>Projected</b>		<b>Projected</b>	
		<b>2021</b>		<b>2022</b>		<b>2023</b>	
E1	Amortization of Capital Assets		\$ 277,050	\$ 249,345	\$ 224,411		
E2	Bank Charges and Miscellaneous		1,700	1,717	1,734		
E3	Building Maintenance		42,500	44,625	46,856		
E4	Membership Support		2,500	2,525	2,550		
E5	Delivery		42,500	44,625	46,856		
E6	Employee Benefits		279,746	285,340	291,047		
E7	Employee Salaries		1,404,699	1,425,769	1,440,027		
E8	Insurance		10,200	10,710	11,246		
E9	Inter-library Loan Expenses		5,000	4,500	4,050		
E10	Leases and Licensing		108,950	111,129	113,352		
E11	Library Grant Disbursements		56,016	56,016	56,016		
E12	Library Supplies and Shipping		30,950	31,569	32,200		
E13	Memberships		20,200	20,604	21,016		
E14	Office Supplies and Equipment		28,900	29,478	30,068		
E15	On-reserve/On-settlement Grant		26,426	26,426	26,426		
E16	Printing and Promotion		4,750	4,845	4,942		
E17	Professional Services		128,000	130,560	133,171		
E18	Purchases - Allotment		315,981	317,561	319,149		
E20	Purchases - HQ Collections		240,000	244,800	249,696		
E19	Purchases - Non-allotment		175,000	175,000	175,000		
E21	Special Projects Fund		77,000	57,750	51,975		
E22	Staff Travel Expenses/Recruitment		8,500	8,670	8,843		
E23	Staff Professional Development		17,000	17,340	17,687		
E24	Summer Reading Program		6,000	6,000	6,000		
E25	Telephone and Utilities		96,200	98,124	100,086		
E26	TRAC Expenses		187,500	191,250	195,075		
E27	Trustee Expenses		27,500	28,050	28,611		
E28	Workshops		26,500	27,030	27,571		
<b>TOTAL EXPENSES</b>		<b>\$ 3,647,268</b>	<b>\$ 3,651,358</b>	<b>\$ 3,651,358</b>	<b>\$ 3,651,358</b>	<b>\$ 3,665,661</b>	

<b>ALL FUNDS: Surplus (Deficiency)</b>		<b>\$ (176,053)</b>	<b>\$ (177,643)</b>	<b>\$ (195,694)</b>
Revenue Over Expenses				
<b>GENERAL FUND: Surplus (Deficiency)</b>		<b>\$ 997</b>	<b>\$ (47,548)</b>	<b>\$ (96,308)</b>
Revenue Over Expenses				
Staffing (full-time equivalent)		19.50	19.50	19.50
Reserve Fund Transfer to (from)		\$ 997	\$ (47,548)	\$ (96,308)
Operational Contingency Fund				
Purchases - Capital Assets		\$ 90,000	\$ 50,000	\$ 50,000

# Yellowhead Regional Library

## 2020 Fund Reserves

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2019	\$ 44,958	\$ 96,146	\$ 1,239,887	\$ 1,786,223	\$ 186,429	\$ 3,353,643
Interfund Transfers	(44,958)				44,958	-
<b>Balance at 2019 Year End</b>	<b>\$ -</b>	<b>\$ 96,146</b>	<b>\$ 1,239,887</b>	<b>\$ 1,786,223</b>	<b>\$ 231,387</b>	<b>\$ 3,353,643</b>
<b>Excess to June 30, 2020</b>	<b>\$ 7,306</b>					
Revenue Over Expenses						
Amortization to June 30, 2020		69,639				
Capital Asset Purchases		265,073	(265,073)			
Capital Asset Disposals		(87,868)				
Special Projects						
Deferred Contribution		20,103				
<b>Balance at June 30, 2020</b>	<b>\$ 7,306</b>	<b>\$ 363,093</b>	<b>\$ 974,814</b>	<b>\$ 1,786,223</b>	<b>\$ 231,387</b>	<b>\$ 3,362,823</b>



## Yellowhead Regional Library

### Appointing a Trustee/Alternate to the YRL Board

September 2020

Yellowhead Regional Library (YRL) is required by the Alberta Libraries Act\* to be governed by a library system board comprised of appointed trustees from each member municipality and school division. Thus, each member municipal council and school division board will appoint one trustee to sit as its representative on the YRL Board.

The following are recommendations for selecting a YRL Board trustee/alternate.

- Has a strong belief in, and commitment to, the importance of libraries.
- May be an elected official, library board member or citizen at large.
- Has skill or knowledge in one or more areas of governance with regards to finance, policy, advocacy, personnel or services.
- Appointment length is suggested to be a continuous term of not more than three years (or three sequential one-year appointments).
- Can attend four board meetings per year that are held on Mondays from 10:00 a.m. to 12:00 p.m. (or send an alternate).
- Is prepared to vote on the annual budget each year by reading and discussing the budget with their sending jurisdiction prior to the vote.
- Is prepared to elect the YRL Board Executive Committee or consider standing for election. Comprises 10 members with five guaranteed seats for trustees from communities with a population of 15,000 or more (as per provincial legislation) and five seats apportioned according to YRL policy.

If you have any questions or would like more information, please contact Director Karla Palichuk at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

\* The Alberta Libraries Act is available through the [Alberta Queen's Printer website](#).