



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JANUARY 25, 2022 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – January 11, 2022
 - (b) Special Meeting Minutes – January 17, 2022
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) There are no Delegations
6. Old Business
 - (a) Aquatics Centre – Security service
7. New Business
 - (a) Request For Proposals – All Wheel Skate Park
 - (b) Purchase of a New Motor Grader
 - (c) Policy 12-017(a) Workplace Violence Prevention Policy
 - (d) Policy 12-017(b) Workplace Harassment Prevention Policy
 - (e) Municipal Planning Committee – Member-at-Large Appointment
 - (f) Bank Statement – for month ending December 31, 2021
 - (g) 2021 Year-End Preliminary Financial Summary and Reserve Transfers

8. Reports

- (a) Council Reports

9. Minutes

- (a) There are no Minutes

10. Bylaw

- (a) There are no Bylaws

11. Correspondence Items

- (a) Letter dated January 7, 2022 from the Municipality of Crowsnest Pass
- (b) Letter dated January 7, 2022 from the Municipality of Crowsnest Pass
- (c) Letter dated January 13, 2022 from the Town of Tofield

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) There are no Closed Session Items

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 11, 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, Cheryl Callihoo, Director of Development & Legislative Services and Brant Ross, Director of Public Works

Others: Barry Kerton, Barrhead Leader

ABSENT Jennifer Mantay, Director of Corporate Services

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

AGENDA The agenda was reviewed.

007-22 Moved by Cr. Assaf that the agenda be accepted with the following additions:

- 8(a) Barrhead Cares Coalition
- 8(a) Community Futures Yellowhead East
- 8(a) Family & Community Support Services Society
- 14(b) Closed Session - Legal

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of December 14, 2021, were reviewed.

008-22 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of December 14, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

The Minutes of the Town Council Special Meeting of January 5, 2022, were reviewed.

009-22 Moved by Cr. Kluin that the Minutes of the Town Council Special Meeting of January 5, 2022 be accepted as presented.

CARRIED UNANIMOUSLY

**2022 EXPIATED CAPITAL
PURCHASE – RECYCLE BINS**

To provide additional information relating to a presentation to Council during the November 23, 2021, Council Meeting, was reviewed.

Ed LeBlanc, CAO presented the additional information and Brant Ross, Director of Public Works answered questions of Council.

010-22 Moved by Cr. Klumph that Council authorizes the purchase of 45 solid waste recycle bins at a budget of \$85,000.00 as presented.

CARRIED UNANIMOUSLY

EXITED Brant Ross, Director of Public Works exited the Council Chambers at 5:40 p.m.

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended November 30, 2021, was received.

011-22 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended November 30, 2021, as presented.

CARRIED UNANIMOUSLY

**APPOINTMENT – MEMBER
AT LARGE**

For Council to consider an appointment to the Barrhead Public Library, was reviewed.

012-22 Moved by Cr. Klumph that Council appoints Ms. Karen Christiansen as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 1, 2022 to December 31, 2024.

CARRIED UNANIMOUSLY

**APPOINTMENT – MEMBER
AT LARGE**

For Council to consider an appointment to the Barrhead Regional Fire Services Committee, was reviewed.

013-22 Moved by Cr. Sawatzky that Council appoints Mr. Les Goertz as a member-at-large to the Barrhead Regional Fire Services Committee for the 2021/2022 term.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of January 11, 2022, were reviewed:

- Agricultural Society
- Barrhead Cares Coalition
- Community Futures Yellowhead East
- Family & Community Support Services Society
- CAO's Report
- Council Action List to December 14, 2021

014-22 Moved by Cr. Sawatzky that the following Reports to Council as of January 11, 2022, be accepted as information:

- Agricultural Society
- Barrhead Cares Coalition
- Community Futures Yellowhead East
- Family & Community Support Services Society

CARRIED UNANIMOUSLY

015-22 Moved by Cr. Oswald that the CAO's Report be accepted as information.

CARRIED UNANIMOUSLY

016-22 Moved by Cr. Assaf that the Council Action List to December 14, 2021 be accepted as information.

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family and Community Support Services – November 16, 2021

017-22

Moved by Cr. Kluin that the Barrhead & District Family and Community Support Services Meeting Minutes of November 16, 2021, be accepted as information.

CARRIED UNANIMOUSLY

**BYLAW 02-2022
EMERGENCY MANAGEMENT
BYLAW**

To present Bylaw 02-2022, Emergency Management Bylaw for consideration and formal adoption.

018-22

Moved by Cr. Klumph that Council passes the first reading of Bylaw 02-2022, Emergency Management Bylaw, as presented.

CARRIED UNANIMOUSLY

019-22

Moved by Cr. Assaf that Council passes the second reading of Bylaw 02-2022, Emergency Management Bylaw, as presented.

CARRIED UNANIMOUSLY

020-22

Moved by Cr. Klumph that Bylaw 02-2022, Emergency Management Bylaw be presented for the third reading.

CARRIED UNANIMOUSLY

021-22

Moved by Cr. Kluin that Council passes the third reading of Bylaw 02-2022, Emergency Management Bylaw, as presented.

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEM**

The following correspondence item was reviewed:

Email dated December 24, 2021 from Marlene DeZaeyer, extending her appreciation to the Town of Barrhead.

022-22

Moved by Cr. Assaf that Council accepts the email dated December 24, 2021 from Marlene DeZaeyer, extending her appreciation to the Town of Barrhead, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Klumph thanked the Fire Services Department for the fire works on Family First Night. He also thanked the Parks and Recreation for the outdoor ice maintenance and the pool staff for the pool operations.

Cr. Oswald thanked Administration for including an explanation letter on the new water rates with the recent utility bills.

**CLOSED SESSION – FOIP ACT
SECTION 16 – LAND & SECTION 18 - LEGAL**

023-22 Moved by Cr. Assaf that Council go in closed session at 6:10 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

024-22 Moved by Cr. Sawatzky that Council come out of closed session at 6:37 p.m.

CARRIED UNANIMOUSLY

ADJOURN

025-22 Moved by Cr. Klumph that the Council Meeting be adjourned at 6:37 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD
TOWN COUNCIL HELD MONDAY, JANUARY 17, 2022, AT 12:00 p.m.
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, Shallon Touet, Director of Parks and Recreation, Jennifer Pederson, Communications Coordinator, Adrianna Pollard, Aquatics Supervisor

Others: Barry Kerton, Barrhead Leader

ABSENT

The required waiver notice for the Special Council Meeting was endorsed by all members of Council present.

CALL TO ORDER

Mayor McKenzie called the meeting to order at 12:01 p.m.

AGENDA

The agenda was reviewed.

026-22

Moved by Cr. Klumph that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**RESTRICTION EXEMPTION
PROGRAM – AQUATIC CENTRE**

The Inspection Report, as issued by Alberta Health Services for the Aquatic Centre, was received.

027-22

Moved by Mayor McKenzie that the Town implement the Restriction Exemption Program for the Aquatic Centre, effective February 1, 2022.

CARRIED UNANIMOUSLY

028-22

Moved by Mayor McKenzie that Council instructs Administration to explore the establishment of a security system for the Aquatic Centre in respect to the Restriction Exemption Program with a view of a potential cost recovery format. The requested information to be presented at the next Council Meeting.

CARRIED UNANIMOUSLY

ADJOURN

029-22

Moved by Cr. Assaf that the Council Meeting be adjourned at 12:27 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Proposed design and construction of an all-wheel skate park.

1.0 PURPOSE:

To review the submitted proposals of a design and construction of a permanent all-wheel skate park on Town owned property.

2.0 BACKGROUND AND DISCUSSION:

Recognizing the age and significant functional limitations of the community's existing skate/bike park facility, the Town, after several discussions, has determined that the development of an integrated, modern concrete skatepark, pump track, and bike skills area (all-wheel skate park) would be a welcome addition to the Town's parks network.

The 2021–2024 Strategic Plan identified building an all-wheel skate park as a key service required to “enhance the wellbeing and engagement of the community through increased community services and sustainable service delivery.”

During the June 22, 2021 Council Meeting, Council passed the following resolution:

Moved by Cr. Kluin that Council establishes the new All-Wheel Skate Park to be located on Lot 9A Block 1 Plan 0521175.

(Resolution No. 239-21)

The property in question lies within an undeveloped green space running north along Kowalski Way (50 Avenue) towards the junction of 53 Avenue with connectivity to the Blue Heron Walking Trail, and just a few blocks from the Composite High School and downtown core, the site offers high accessibility, excellent visibility and a pleasant neighborhood park setting.



A key component will be ensuring the new all-wheel skate park integrates tactfully with the surrounding natural landscape and addresses the aesthetic, visibility, drainage and CPTED (Crime Prevention Through Environmental Design).

During the July 13, 2021 Council Meeting, Council passed the following resolution:

Moved by Cr. Smith that Council approves the development application for the development of an All Wheel Park on Lot 9A Block 1, Plan 052 1175, as presented.

(Resolution No. 250-21)

This past summer, the Town worked in conjunction with the CARES Coalition and the local Library Board by issuing a survey to obtain initial thoughts from the community on the design and features of the Park.

To further consults with our community an Open House for this Spring is planned to showcase the various features and potential features of the Park.

On November 19, 2021 a Request For Proposals (RFP) was issued and placed on the Government of Alberta (GOA) procurement site seeking proponents to submit proposals for a new all-wheels skate park.

The following were the criteria and the weighing that were included in the terms of reference of the RFP:

Understanding of project requirements	30 points
Comparable projects and experience	40 points
Knowledge and expertise of proposed staff resources	20 points
Project costs and associated value for money	10 points
Safety prequalification	<u>Pass/Fail</u>
Total	100 points

Three proposals were received and reviewed. The results of the review and scoring are as follows:

New Line Skateparks	83.00 points
Canadian Ramp Company	57.53 points
Binnie and Associates Ltd.	53.33 points

Construction of the park is expected to take 14-16 weeks from mobilization.

As the design of the proposed all-wheel skate park still requires further public consultation, the next step is to select a vendor to work with. Once the final cost is calculated, the matter will be presented to Council for formal financial endorsement.

3.0 ALTERNATIVES:

- 3.1 Council authorizes Administration to enter into an agreement with New Line Skateparks to complete the final design and construction details for an all-wheel skate park to be located on Lot 9A Block 1 Plan 0521175.
- 3.2 Council tables the proposals for the design and construction of an all-wheel skate park and instructs Administration to provide further information for the next regular Council Meeting.
- 3.3 Council rejects all proposals relating to the design and construction of an all-wheel skate park and instructs Administration to re-issue the Request for Proposal by amending the scope of work.

4.0 FINANCIAL IMPLICATIONS:

The total estimated cost of the Park was budgeted at \$800,000.00 and was included in the 2021 approved Capital Budget. The source of funding was derived from existing unallocated Municipal Sustainability Grant (leaving a balance of \$1,184,500.00 to be allocated in 2022 or beyond).

The project will be carried-forward into the 2022 capital budget.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Public Works would have some limited involvement on the project.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Limited to the reporting and reconciling of the 2022 Municipal Sustainability Initiative Grant from the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

In addition to following the 2021–2024 Strategic Plan construction of an all-wheel skate park would demonstrate that Council is taking a pro-active position of ensuring ample recreation opportunities for Barrhead residents.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

Council authorizes Administration to enter into an agreement with New Line Skateparks to complete the final design and construction details for an all- wheel skate park to be located on Lot 9A Block 1 Plan 0521175.

(original signed by the CAO)
Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Purchase a new motor grader

1.0 Purpose:

For Council to authorize the purchase of a new motor grader.

2.0 Background and Discussion:

During the November 23, 2021 Council Meeting, Council passed the following resolution:

Moved by Cr. Smith that Council provides Administration with the authorization to proceed with the tender of a new motor grader from the noted 2022 expedited capital item as presented.

(Resolution: 411-211)

As noted in Administration's report of November 23, 2021 the current unit is 17 years old with over 6,000 hours. The current Volvo line is no longer manufactured resulting in limited parts being available. The replacement of the grader was always planned to be done in 2022 in accordance with the Town's multi-year Capital Budget.

Based on the submitted proposals, the source of funding will be derived from:

➤ Capital Reserve	151,000.00
➤ Municipal Sustainability Initiative Capital funding	200,000.00
➤ Trade-In	<u>40,000.00</u>
Total	391,000.00

On December 9, 2021, Administration issued at Request For Proposal for a new motor grader via the Alberta Purchasing Connection platform.

Administration received the following three tenders:

Vendor	Model	Tender Price	Trade-In	Net Price
Brandt Tractors Ltd.	670 GP	391,000.00	40,000.00	351,000.00
Finning Canada	140-13A	397,000.00	0.00	397,000.00
Finning Canada	140-15	411,900.00	0.00	411,900.00

Every tenders meets the Highway Motor Vehicle Safety Standards and current EPA emission standards.

The recommended unit equals or exceeds the features of the current unit.

3.0 Alternatives:

- 3.1 Council approves the purchase of a 2022 John Deere 670GP motor grader in the amount of \$391,000.00 from Brandt Tractor Ltd. with a trade-in of the 2005 Volvo motor grader unit in the amount of \$40,000.00 leaving a balance of \$351,000.00 (G.S.T. excluded).
- 3.2 Council tables the potential purchase of a motor grader and instructs Administration to provide further information for the next regular Council Meeting.

4.0 Financial Implications:

The source of funding has been secured.

5.0 Interdepartmental Implications:

None

6.0 Senior Government Implications:

Limited to the reporting and reconciling of the 2022 Municipal Sustainability Initiative Grant from the Province.

7.0 Political/Public Implications:

Not applicable

8.0 Attachments:

None

9.0 Recommendations

Council approves the purchase of a 2022 John Deere 670GP motor grader in the amount of \$391,000.00 from Brandt Tractor Ltd. with a trade-in of the 2005 Volvo motor grader unit in the amount of \$40,000.00 leaving a balance of \$351,000.00 (G.S.T. excluded).

(original signed by the CAO)

Edward LeBlanc
CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Policy 12-017(a) Workplace Violence Prevention Policy

1.0 PURPOSE:

To approve a new policy relating to workplace violence prevention.

2.0 BACKGROUND AND DISCUSSION:

The draft policy was discussed and vetted through the Town's Joint Health and Safety Committee during the December 17, 2021 meeting. It was the recommendation of the Committee that the draft policy be presented to Town Council for review, consideration and formal endorsement.

The intent is to replace the Town's current Policy 12-017 – Violence/Abuse/Harassment Policy as the proposed policy includes some revised language as per provincial legislative requirements.

3.0 ALTERNATIVES:

- 3.1 That Council approves Policy 12-017(a) Workplace Harassment Prevention Policy, as presented, replacing current Policy 12-017.
- 3.2 That Council tables Policy 12-017(a) Workplace Harassment Prevention Policy and instructs Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The overall Health and Safety Plan affects every municipal Department and staff members.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

A Health and Safety Plan is mandated by the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Policy 12-017(a) - Workplace Harassment Prevention Policy

9.0 RECOMMENDATION:

That Council approves Policy 12-017(a) Workplace Harassment Prevention Policy, as presented, replacing current Policy 12-017.

(original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-017(a)

POLICY TITLE: Workplace
Violence Prevention Policy

RESOLUTION NO.:

AUTHORITY: Chief Administrative Officer

ORIGINAL APPROVAL DATE:

POLICY STATEMENT:

The Town of Barrhead is committed to the prevention of workplace violence and is ultimately responsible for employee's health and safety. The Town will take whatever steps are reasonable to protect their employees from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy also applies to people other than employees such as visitors, clients, contractors and volunteers, etc.

The Town of Barrhead as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work related, is the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and includes domestic or sexual violence.

In support of this policy, the Town has put in place workplace violence prevention procedures. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns.

The Town will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting procedures. All employees are required to raise any concerns about workplace violence and to report any violent incidents or threats to their supervisor immediately.

The Town will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner, 15 days is an acceptable time frame.

The Town pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform employees of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No employees can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence.

This violence prevention policy does not discourage an employee from exercising their right under any other law.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Policy 12-017(b) - Workplace Harassment Prevention Policy

1.0 PURPOSE:

To approve a new policy relating to the prevention of workplace harassment.

2.0 BACKGROUND AND DISCUSSION:

The draft policy was discussed and vetted through the Town's Joint Health and Safety Committee during the December 17, 2021 meeting. It was the recommendation of the Committee that the draft policy be presented to Town Council for review, consideration and formal endorsement.

The intent is to replace the Town's current Policy 12-017 – Violence/Abuse/Harassment Policy as the proposed policy includes some revised language as per provincial legislative requirements.

3.0 ALTERNATIVES:

3.1 That Council approves Policy 12-017(b) Workplace Harassment Prevention Policy, as presented.

3.2 That Council tables Policy 12-017(b) Workplace Harassment Prevention Policy and instructs Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

The overall Health and Safety Plan affects every municipal Department and staff members.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

A Health and Safety Plan is mandated by the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Policy 12-017(b) - Workplace Harassment Prevention Policy

9.0 RECOMMENDATION:

That Council approves Policy 12-017(b) Workplace Harassment Prevention Policy, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-017(b)

POLICY TITLE: Workplace Harassment
Prevention Policy

RESOLUTION NO.:

AUTHORITY: Chief Administrative Officer

ORIGINAL APPROVAL DATE:

POLICY STATEMENT:

The Town of Barrhead is committed to providing a work environment in which all employees are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including visitors, clients, contractors and volunteers etc.

The Town of Barrhead is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to an employee, or adversely affects the employee's health and safety, and includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, the Town has put in place workplace harassment prevention procedures. It includes measures and procedures to protect employees from the hazard of harassment and a process for workers to report incidents or raise concerns.

The Town will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every employee must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to their supervisor

The Town will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful, and timely manner, 15 days is acceptable time frame.

The Town pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No employee can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

This harassment prevention policy does not discourage an employee from exercising their worker's right under any other law.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Municipal Planning Committee – Member-at-large appointment

1.0 PURPOSE:

For Council to consider an appointment to the Municipal Planning Committee.

2.0 BACKGROUND AND DISCUSSION:

The following is an excerpt from Bylaw 09-16:

The Municipal Planning Committee shall consist of the following voting membership.

a. Two (2) Members-at-large appointed by Council

Pia Greig, one of our current members-at-large is still interested in continuing to be a member of the MPC. Should the noted appointment be made, it would still leave one vacancy as the previous member, Mr. Dave Sawatzky is now one of the Town's elected officials. Administration has advertised for a member to replace Mr. Sawatzky.

3.0 Alternatives:

3.1 Council appoints Ms. Pia Greig to the Municipal Planning Committee, for a one-year term from January 1, 2022 to December 31, 2022.

3.2 Council accepts the letter from Ms. Pia Grieg dated January 12, 2022, as information and instructs Administration to advertise for two members-at-large for the Municipal Planning Commission.

4.0 Financial Implications:

Not applicable, as members to the MPC do not receive any compensation.

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 January 12, 2022 from Ms. Pia Greig.

9.0 Recommendations

Council appoints Ms. Pia Greig to the Municipal Planning Committee, for a one-year term from January 1, 2022 to December 31, 2022.

(original signed by the CAO)
Edward LeBlanc
CAO

January 12, 2022

To whom it may concern;

It would be my pleasure to continue serving on the Municipal Planning Committee for another term.

Regards;

Pia Greig

Pia Greig
Re/Max Results
(780)305-9582

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Bank Statement – for month ending December 31, 2021

1.0 PURPOSE:

To approve the Monthly Bank Statements for the month ended December 31, 2021.

2.0 BACKGROUND AND DISCUSSION:

Not applicable.

3.0 ALTERNATIVES:

3.1 That Council approves the Monthly Bank Statement for the month ending December 31, 2021, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending December 31, 2021 and to instruct Administration to provide further information for the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement for month ending December 21, 2021

9.0 RECOMMENDATION:

That Council approves the Monthly Bank Statement for the month ending December 31, 2021, as presented.

(original signed by the CAO)

Edward LeBlanc
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED DECEMBER 31, 2021**

PER TOWN OF BARRHEAD:	SERVUS	
	GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	9,416,137.46	0.00
Receipts	2,212,049.33	
Interest	5,837.53	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques	0.00	
SUBTOTAL	11,634,024.32	0.00
Disbursements	1,509,443.52	
Debentures/Interest	0.00	
School Requisition	342,004.99	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	352.10	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	9,782,223.71	0.00

PER BANK:		
Balance at end of month	10,346,597.10	0.00
Outstanding Deposits	958.78	
SUBTOTAL	10,347,555.88	0.00
Outstanding Cheques	565,332.17	
NET BALANCE AT END OF MONTH	9,782,223.71	0.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED DECEMBER 31, 2021

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

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: 2021 Year-End Preliminary Financial Summary and Reserve Transfers

1.0 **PURPOSE:**

To accept the 2021 Year End Preliminary Financial Statement, Operating Revenues & Expenses Summaries and to authorize the various Transfers to Reserves.

2.0 **BACKGROUND AND DISCUSSION:**

The following items have been provided for Council's review and consideration:

Item 1 - Financial Statements to December 31, 2021 are attached.

The attached report summarizes the 2021 financial statement details by **department** (roads, water, parks, etc.) as well as by **category** (taxes, sale of goods, salaries, maintenance, utilities, etc.).

The report lists the various sections as Operating Revenues and Expenses, Assets, Liabilities and Capital Revenues and Expenses. This report identifies the final year-to-date amounts at December 31, 2021 in comparison with the 2021 budgets, along with the variance showing the differences as over or under budget.

The Operating Function By Category report identifies that several of the expenditures by category are under budget i.e. salaries, benefits, insurance, equipment maintenance, material and supplies, etc.

Additional contributions were added to Operating and Capital Reserves for 2022 and future projects.

Please see the attached summaries (**Item 3 & Item 4**) for further explanation of the items that were under or over budget and the changes in contributions to reserves.

Net gain/loss on disposal tangible capital assets and amortization expense, to record the depreciation/amortization of the tangible capital assets are excluded on the preliminary financial summary reports.

Item 2 – Summary of Net Municipal Requirements, provides specific financial details for each department.

Column A (2021 Budget) is the net budget required, by department, for the full year of 2021 (Revenues less Expenses). Column B (Net Municipal Financial Requirements) indicates the Net Operating Surplus/Deficit at December 31, 2021, for each Department. Columns C and D are the Variance columns.

At year end, most Departments have stayed within their allocated budgets. It may be noted that some departments have gone over budget, however, in some instances it is due to higher contributions to reserves.

Item 3 - Summary of Operating Revenues and Expenses, identifies some of the more significant revenues & expenses that were under or over budget, which contributed to the overall 2021 surplus amount. Any variances of \$10,000 or greater are detailed on the report.

Within the operating budget, the Water, Sewer, Tradewaste and Landfill operations are self-supporting utilities. The difference between the operating revenues and expenses for these functions are considered as surplus funds within these areas. These funds are then transferred to capital reserves for future infrastructure and other capital projects.

Tradewaste and Landfill net operating costs were lower in 2021. As a result, more revenue was utilized to offset costs of recycling and we were able to contribute \$19,506.64 into the Recycle Capital Reserve for future equipment replacements.

Item 4 – 2021 Operating and Capital Reserves Transfers indicates the changes in the transfers for projects that were not finished in 2021 and may be transferred to 2022 for completion, as well as additional amounts that have been transferred to reserves for future use. When the 2022 Final Budget is prepared in March/April, Council is able to reallocate reserves for any projects to be undertaken.

Any government funding that is not utilized during the year is placed in a deferred revenue account instead of a reserve account. When the 2021 budget was prepared it indicated that the grants received would be utilized within the year. This summary will also show any remaining grant funds that were transferred to or remain as deferred revenues for future projects.

Item 5 – 2021 Operating and Capital Reserves and Deferred Revenue Statements indicates the status of these reserves after all the transfer entries were completed. Funds have been transferred into the various reserves for the 2021 projects as well as the future ones.

Summary:

Town operations were greatly affected by the COVID-19 pandemic. All departments worked very well adapting to the ever-changing operational requirements and limitations. They worked hard to reduce spending in all areas where possible, postponed various purchases and projects to 2022 & future, and continued to provide strong leadership and support to staff.

We are very pleased with each and every one of our staff that have worked together during these unprecedented times.

The overall remaining surplus amount of \$ 1,191.78 will be added to the accumulated surplus account at the end of the year, to total \$ 327,208.84.

Audit Staff from Wayne Ellerington Professional Corporation will be in our office to conduct their annual audit on February 14, 2022. Once the audit has been completed the Final Audited Financial Statements for 2021 will be formally presented to Council.

3.0 ALTERNATIVES:

3.1 Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2021, as presented; and further

Council to accept the following information, as presented:

- The preliminary Financial Statement for year ending December 31, 2021
- Summary of Operating Revenues and Expenditures Report for year ending December 31, 2021
- Operating and Capital Reserves Report for year ending December 31, 2021

3.2 Council instructs Administration to provide further information regarding the preliminary financial information for year ending December 31, 2021 and to report back at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Transfers to and from Operating and Capital Reserves, and Deferred Revenues will be incorporated into the 2021 Financial Statements as listed.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

1. 2021 Preliminary Financial Statement Summaries – by Department and by Category
2. 2021 Summary of Net Municipal Requirements
3. 2021 Summary of Operating Revenues & Expenses Report
4. 2021 Operating and Capital Reserves Transfers Report
5. 2021 Operating and Capital Reserves Report

9.0 RECOMMENDATIONS:

Council approves the various transfers to/from Operating and Capital Reserves for year ending December 31, 2021, as presented; and further

Council to accept the following information, as presented:

- The preliminary Financial Statement for year ending December 31, 2021
- Summary of Operating Revenues and Expenditures Report for year ending December 31, 2021
- Operating and Capital Reserves Report for year ending December 31, 2021

(Original signed by the CAO)

Edward LeBlanc
CAO

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION - BY DEPARTMENT

AT DECEMBER 31, 2021

	2021 Budget REVENUES	2021 Actual REVENUES	2021 Budget VARIANCE
<u>DEPARTMENT</u>			
Taxes	-6,580,380	-6,527,527.04	52,852.96
Other	-830,000	-827,220.17	2,779.83
Council	-1,800	-2,205.50	-405.50
Administration	-157,130	-169,342.19	-12,212.19
RCMP	-174,800	-56,470.98	118,329.02
Fire	-841,100	-850,057.96	-8,957.96
ERC	-25,210	-20,539.85	4,670.15
Town Fire/Town ERC	-2,000	500.00	2,500.00
Disaster Services	-50		50.00
Bylaw	-30,100	-21,124.00	8,976.00
Public Health	-34,730	-6,345.00	28,385.00
Common Services	-33,000	-31,130.34	1,869.66
Roads	-187,460	-121,460.00	66,000.00
Water	-2,698,490	-2,583,086.94	115,403.06
Sewer	-595,400	-578,830.23	16,569.77
Trade Waste	-268,130	-234,193.28	33,936.72
Landfill	-241,340	-308,076.92	-66,736.92
Recycle	-201,530	-216,119.86	-14,589.86
New Landfill	-4,500	-4,500.00	0.00
FCSS	-376,420	-385,466.44	-9,046.44
Cemetery	-12,600	-12,900.00	-300.00
Development	-14,300	-4,810.00	9,490.00
Communications	-17,500	-7,604.94	9,895.06
Subdivision	-81,000	-238,845.10	-157,845.10
Recreation Administration	-47,300	-45,214.87	2,085.13
Arena	-353,950	-332,132.04	21,817.96
Pool	-392,850	-463,774.03	-70,924.03
Parks	-100,060	-122,128.59	-22,068.59
Rotary Park	-18,000	-18,756.65	-756.65
Bowling Alley	-3,500	-3,202.91	297.09
Curling	-13,880	-13,923.30	-43.30
Walking Trail	-20,000	-10,000.00	10,000.00
Tourism	-15,500	-6,000.00	9,500.00
Twinning	-3,550	-139.67	3,410.33
Contingency/General	-46,690	-2,372.12	44,317.88
TOTAL REVENUES	-14,424,250	-14,225,000.92	199,249.08
			(Lower Revenues)

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION - BY DEPARTMENT

AT DECEMBER 31, 2021

	2021 Budget EXPENSES	2021 Actual EXPENSES	2021 Budget VARIANCE
<u>DEPARTMENT</u>			
Mayor & Council	225,450	181,943.10	43,506.90
Administration	970,450	988,489.40	-18,039.40
Computer	95,000	103,206.03	-8,206.03
RCMP	256,310	131,178.02	125,131.98
Fire	841,100	850,057.96	-8,957.96
ERC	50,420	41,079.70	9,340.30
Town Fire/Town ERC	362,710	290,155.22	72,554.78
Disaster Services	1,500		1,500.00
Bylaw	140,080	130,845.93	9,234.07
Safety	23,750	56,653.76	-32,903.76
Public Health	35,730	6,470.20	29,259.80
Common Services	549,250	474,360.34	74,889.66
Roads	1,256,430	1,343,025.18	-86,595.18
Airport	22,520	20,287.15	2,232.85
Storm Sewer	25,940	15,649.39	10,290.61
Water	1,859,230	1,829,526.08	29,703.92
BRWC	839,260	753,560.86	85,699.14
Sewer	595,400	578,830.23	16,569.77
Trade Waste	268,130	234,193.28	33,936.72
Landfill	241,340	308,076.92	-66,736.92
Recycle	201,530	216,119.86	-14,589.86
New Landfill	43,930	34,925.00	9,005.00
FCSS	437,420	446,466.44	-9,046.44
Cemetery	39,590	98,561.94	-58,971.94
Development	129,150	99,048.44	30,101.56
Communications	162,220	330,870.97	-168,650.97
Subdivision #1	1,000	238,845.10	-237,845.10
Recreation Administration	318,660	298,981.96	19,678.04
Arena	627,110	538,166.48	88,943.52
Pool	1,326,800	1,093,611.23	233,188.77
Parks	318,520	330,179.18	-11,659.18
Sportsground	70,750	75,944.38	-5,194.38
Rotary Park	15,000	12,724.14	2,275.86
Bowling Alley	18,500	51,140.06	-32,640.06
Curling	36,090	32,230.84	3,859.16
Walking Trail	60,440	59,958.86	481.14
Museum	500		500.00
Tourism/Culture	140,100	97,235.17	42,864.83

**TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION - BY DEPARTMENT**

AT DECEMBER 31, 2021

Twining	7,100	279.35	6,820.65
Library	110,610	110,609.34	0.66
Requisition	1,519,870	1,472,663.99	47,206.01
Contingency/General	166,660	247,657.66	-80,997.66
TOTAL EXPENSES	14,411,550	14,223,809.14	187,740.86

(Lower Expenses)

(Surplus)/Deficit

-12,700
Budgeted Surplus

-1,191.78
Surplus

-11,508.22
Variance

(excluding Amortization Expense and Net Gain/Loss on Asset Disposals)

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION BY CATEGORY
AT DECEMBER 31, 2021

	2021 Budget REVENUES	2021 Actual REVENUES	2021 Budget VARIANCE
<u>DESCRIPTION</u>			
Property Taxes	-6,580,380	-6,527,527.04	52,852.96
Sales of Goods & Services	-3,912,520	-4,084,450.68	-171,930.68
Penalties and Costs on Taxes	-30,000	-27,609.27	2,390.73
Licenses & Fees	-72,400	-61,024.00	11,376.00
Concessions and Franchises	-800,000	-799,610.90	389.10
Rentals	-260,030	-282,921.31	-22,891.31
Donations	-1,300	-436.05	863.95
Other	-233,790	-178,223.67	55,566.33
Federal Grants		-21,056.73	-21,056.73
Provincial Grants	-912,910	-813,893.46	99,016.54
Local Government Contributions	-1,346,030	-1,324,270.75	21,759.25
Transfers From Operating Reserve	-274,890	-101,604.94	173,285.06
Underlevies Current Year		-2,372.12	-2,372.12
TOTAL REVENUES	-14,424,250	-14,225,000.92	199,249.08

	2021 Budget EXPENSES	2021 Actual EXPENSES	2021 Budget VARIANCE
<u>DESCRIPTION</u>			
Salaries & Wages	3,636,840	3,397,551.65	-239,288.35
Employer Costs/Benefits	848,410	798,742.41	-49,667.59
Training & Development	68,950	42,011.18	-26,938.82
Mayor/Council Fees & Per Diems	172,940	160,624.64	-12,315.36
Mayor/Council Travel & Subsistence	42,500	10,472.90	-32,027.10
Election Fees	9,000	11,035.00	2,035.00
Fire Fighter & Guardian Fees	183,700	191,666.41	7,966.41
Fire Guardian Mileage	6,500	5,690.19	-809.81
Travel & Subsistence	35,840	10,804.15	-25,035.85
Memberships	17,150	11,793.39	-5,356.61
Freight & Postage	32,380	31,966.16	-413.84
Telephone & Internet	70,240	69,634.64	-605.36
Appreciation/Promotional Events	28,000	27,284.25	-715.75
Contracted/Professional Services	1,962,520	1,768,630.77	-193,889.23
Repairs & Maintenance General	455,800	417,365.59	-38,434.41
Building Maintenance	157,100	133,417.10	-23,682.90
Equipment & Vehicle Maintenance	370,000	302,217.37	-67,782.63
Leases, Licenses	150,990	158,022.93	7,032.93
Insurance	263,660	252,755.75	-10,904.25
Materials & Supplies, Chemicals	953,350	841,929.03	-111,420.97

TOWN OF BARRHEAD FINANCIAL STATEMENT
OPERATING FUNCTION BY CATEGORY
AT DECEMBER 31, 2021

	2021 Budget EXPENSES	2021 Actual EXPENSES	2021 Budget VARIANCE
<u>DESCRIPTION</u>			
Gas, Power, Water	1,005,620	974,655.80	-30,964.20
Landfill Close/Post Close	30,430	30,425.00	-5.00
Requisitions/Adjustments	1,519,870	1,472,663.99	-47,206.01
Contribution to Other Local Government	17,520	15,287.15	-2,232.85
Contribution to Boards & Agencies	947,010	863,324.19	-83,685.81
Contribution to Capital	1,116,190	1,817,203.32	701,013.32
Add to Operating Reserve	8,050	98,536.05	90,486.05
Transfers to Trust Account		9,825.26	9,825.26
Debenture, Bank Charges, Other	300,170	297,455.21	-2,714.79
Underlevy/(Overrequisition)	820	817.66	-2.34
TOTAL EXPENSES	14,411,550	14,223,809.14	-187,740.86
2021 Surplus	-12,700	-1,191.78 Surplus	-11,508.22

<p style="text-align: center;">TOWN OF BARRHEAD FINANCIAL STATEMENT ASSETS AND LIABILITIES BY DEPARTMENT AT DECEMBER 31, 2021</p>
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ASSETS

Total Cash Assets	9,783,523.71
Total A/R Assets	247,553.86
Total Administration Assets	690,146.57
Total RCMP Assets	441,651.30
Total Fire Assets	2,309,797.33
Total ERC Assets	39,966.10
Total Disaster Services Assets	4,562.50
Total Bylaw Assets	59,554.31
Total Common Services Assets	3,535,041.58
Total Roads Assets	18,150,739.74
Total Airport Assets	129,575.24
Total Storm Sewer Assets	1,688,736.12
Total Water Assets	7,149,882.56
Total Sewer Assets	7,360,349.69
Total Trade Waste Assets	643,390.88
Total Landfill Assets	668,674.86
Total Recycle Assets	100,032.34
Total Cemetery Assets	44,920.00
Total Communications Assets	7,224.69
Total Subdivision Assets	2,321,506.61
Total Recreation Administration Assets	233,975.51
Total Arena Assets	4,646,156.72
Total Pool Assets	12,836,243.56
Total Parks Assets	1,303,031.87
Total Sportsground Assets	234,110.77
Total Rotary Assets	53,550.90
Total Bowling Assets	185,456.61
Total Curling Rink Assets	670,202.49
Total Walking Trail Assets	247,000.08
Total Museum Assets	24,598.14
Total Gas Assets	30,120.00
Total Contingency Assets	2,372.12
Total A/R Trade Assets	640,849.45
Total Prepaid Insurance	6,005.86
Total Prepaid Expense	50,711.41
TOTAL ASSETS	76,541,215.48

<p align="center">TOWN OF BARRHEAD FINANCIAL STATEMENT ASSETS AND LIABILITIES BY DEPARTMENT AT DECEMBER 31, 2021</p>

LIABILITIES

Total Payroll Liabilities	-299,809.94
Total Clearing - Utility Credit	-484.46
Total Employees Account	-4,504.34
Total Prepaid Taxes	-34,791.28
Total Administration Liabilities	-95,851.01
Total Equity in Fixed Assets	-61,045,445.39
Accumulated Surplus	-327,208.84
Total RCMP Liabilities	-23,380.00
Total Fire Liabilities	-43,452.90
Total ERC Liabilities	-18,147.10
Total Bylaw Liabilities	-10,679.20
Total Safety Liabilities	-50,000.00
Total Public Health Liabilities	-27,730.21
Total Common Services Liabilities	-588,589.12
Total Roads Liabilities	-396,583.50
Total Airport Liabilities	-7,540.39
Total Storm Sewer Liabilities	-31,000.00
Total Water Liabilities	-3,248,359.23
Total Sewer Liabilities	-1,258,237.64
Total Trade Waste Liabilities	-453,618.70
Total Landfill Liabilities	-76,767.15
Total Recycle Liabilities	-66,403.50
Total Landfill - Closeure/Post Closure Liabilities	-334,675.00
Total Cemetery Liabilities	-123,834.13
Total Development Liabilities	-24,200.00
Total Communications Liabilities	-211,229.78
Total Subdivision Liabilities	-297,270.96
Total Family Care Centre Liabilities	-61,894.08
Total Recreation Admin. Liabilities	-18,881.47
Total Arena Liabilities	-999,041.55
Total Pool Liabilities	-4,676,770.60
Total Parks Liabilities	-109,683.55
Total Sportsground Liabilities	-295,787.54
Total Rotary Liabilities	-21,000.00
Total Bowling Alley Liabilities	-85,204.88
Total Curling Liabilities	-136,416.60
Total Walking Trail Liabilities	-62,780.77
Total Tourism Liabilities	-96,000.00
Total Contingency Liabilities	-696,557.54
Total A/P Liabilities	-181,403.13
TOTAL LIABILITIES	-76,541,215.48

**TOWN OF BARRHEAD FINANCIAL STATEMENT
ASSETS AND LIABILITIES BY CATEGORY**

AT DECEMBER 31, 2021

	December 2021
ASSETS	
Cash	9,783,523.71
Taxes Receivable	197,470.99
Receivables - Utilities, GST, Other	1,205,162.56
Inventory	48,394.57
Prepaid Expense	50,711.41
Accumulated Amortization	-56,031,582.64
Engineering Structures - Assets	77,972,857.56
Buildings - Assets	27,569,966.83
Machinery & Equipment - Assets	8,553,868.95
Land - Assets	1,496,108.70
Land Improvements - Assets	1,831,574.44
Vehicles - Assets	3,863,158.40
Underlevies	2,372.12
Prepaid Insurance	6,005.86
TOTAL ASSETS	76,541,215.48
LIABILITIES & EQUITY	
Accounts Payable & Holdbacks	-181,403.13
Pool - Long Term Loan Payable	-4,208,506.85
Employer Liabilities - Payroll	-304,314.28
Clearing Accounts	-484.46
Prepaid Taxes	-34,791.28
Operating Reserves	-848,327.49
Deferred Revenues & Liabilities	-2,872,546.08
Capital Reserves	-6,639,719.17
Equity in Fixed Assets	-61,045,445.39
Accumulated Surplus	-327,208.84
Deposits & Trusts	-47,954.18
Cemetery - Columbarium Trust	-27,714.13
Advertising - Sign Rental Future	-2,800.20
TOTAL LIABILITIES	-76,541,215.48

TOWN OF BARRHEAD FINANCIAL STATEMENT
CAPITAL FUNCTION BY DEPARTMENT
AT DECEMBER 31, 2021

	2021 Budget	2021 Actuals
<u>CAPITAL REVENUES</u>		
5-1201 Administration	-80,000	-74,432.59
5-2301 Fire	-581,650	-591,475.29
5-2303 ERC	-15,000	
5-3101 Common Services	-160,770	-173,336.42
5-3201 Roads	-767,300	-916,040.12
5-3301 Airport	-5,000	-5,000.00
5-3701 Storm Sewer	-15,000	-14,100.00
5-4101 Water	-2,519,170	-535,445.21
5-4201 Sewer	-668,660	-557,471.58
5-4301 Trade Waste	-447,000	-47,000.00
5-4302 Landfill	-18,000	
5-4303 Recycle	-6,370	-19,506.64
5-4304 New Landfill	-4,500	-4,500.00
5-5601 Cemetery		-70,000.00
5-6201 Communications	-7,500	-207,604.94
5-6601 Subdivision		-193,787.60
5-7201 Recreation		-12,000.00
5-7202 Arena	-320,100	-178,502.77
5-7203 Pool	-66,500	-71,295.00
5-7204 Parks	-73,500	-101,407.45
5-7205 Sportsground	-815,000	-16,307.72
5-7206 Rotary Park	-8,000	-6,007.03
5-7207 Bowling Alley	-100,000	-132,382.24
5-7209 Curling Rink		-1,000.00
5-7210 Walking Trail	-90,000	-20,259.37
5-7401 Tourism	-15,500	-15,000.00
5-9701 Contingency	-308,840	-250,821.87
5-9702 Offsite	-5,000	-4,350.00
TOTAL CAPITAL REVENUES	-7,098,360	-4,219,033.84
<u>CAPITAL EXPENDITURES</u>		
6-1201 Administration	80,000	74,432.59
6-2301 Fire	581,650	591,475.29
6-2303 ERC	15,000	
6-3101 Common Services	160,770	173,336.42

TOWN OF BARRHEAD FINANCIAL STATEMENT
CAPITAL FUNCTION BY DEPARTMENT
AT DECEMBER 31, 2021

	2021 Budget	2021 Actuals
6-3201 Roads	767,300	916,040.12
6-3301 Airport	5,000	5,000.00
6-3701 Storm Sewer	15,000	14,100.00
6-4101 Water	2,609,170	535,445.21
6-4201 Sewer	578,660	557,471.58
6-4301 Trade Waste	447,000	47,000.00
6-4302 Landfill	18,000	
6-4303 Recycle	6,370	19,506.64
6-4304 New Landfill	4,500	4,500.00
6-5601 Cemetery		70,000.00
6-6201 Communications	7,500	207,604.94
6-6601 Subdivision		193,787.60
6-7201 Recreation		12,000.00
6-7202 Arena	320,100	178,502.77
6-7203 Pool	66,500	71,295.00
6-7204 Parks	73,500	101,407.45
6-7205 Sportsground	815,000	16,307.72
6-7206 Rotary Park	8,000	6,007.03
6-7207 Bowling Alley	100,000	132,382.24
6-7209 Curling Rink		1,000.00
6-7210 Walking Trail	90,000	20,259.37
6-7401 Tourism	15,500	15,000.00
6-9701 Contingency	308,840	250,821.87
6-9702 Offsite	5,000	4,350.00
TOTAL CAPITAL EXPENDITURES	7,098,360	4,219,033.84

(excluding Net Gain/Loss on Asset Disposals)

TOWN OF BARRHEAD FINANCIAL STATEMENT
CAPITAL FUNCTION BY CATEGORY
DECEMBER 31, 2021

	2021 Budget	Dec 2021
<u>CAPITAL REVENUES</u>		
Return on Investment/Rev. from Own Source	-88,050	-87,039.87
Sale of Fixed Assets	-8,000	-34,501.00
Federal Grants	-1,332,510	-89,362.61
Provincial Grants	-2,008,130	-957,699.40
County/Other Municipal Contributions	-307,320	-275,861.89
From Capital Reserves	-2,107,160	-953,015.75
From Operating Function	-1,116,190	-1,817,203.32
From Other Capital Function	-126,000	
Developers Levy Payments	-5,000	-4,350.00
TOTAL CAPITAL REVENUE	-7,098,360	-4,219,033.84
<u>CAPITAL EXPENDITURES</u>		
Engineering Structures	1,059,800	1,028,661.48
Building Additions	179,600	95,458.69
Equipment Additions	2,695,870	585,745.14
Land Improvement Additions	858,000	8,031.60
Vehicle Additions	1,040,350	616,770.21
To Other Capital Functions	126,000	
Add to Capital Reserves	1,138,740	1,864,366.72
To Other Organizations		20,000.00
TOTAL CAPITAL EXPENDITURES	7,098,360	4,219,033.84

(Excluding Net Gain/Loss on Asset Disposals)

TOWN OF BARRHEAD
Summary of Net Municipal Requirements - Operating
At December 31, 2021

	2021 Budget	Net Municipal Financial Requirements	Variance	Variance %
<u>DEPARTMENT</u>				
Taxes	-6,580,380	-6,527,527.04	-52,852.96	99.20%
Other	-830,000	-827,220.17	-2,779.83	99.67%
Mayor	47,090	38,118.04	8,971.96	80.95%
Council	176,560	141,619.56	34,940.44	80.21%
Administration	813,320	819,147.21	-5,827.21	100.72%
Computer	95,000	103,206.03	-8,206.03	108.64%
RCMP	81,510	74,707.04	6,802.96	91.65%
ERC	25,210	20,539.85	4,670.15	81.48%
Town Fire/Town ERC	360,710	290,655.22	70,054.78	80.58%
Disaster Services	1,450		1,450.00	0.00%
Bylaw	109,980	109,721.93	258.07	99.77%
Safety	23,750	56,653.76	-32,903.76	238.54%
Public Health	1,000	125.20	874.80	12.52%
Common Services	516,250	443,230.00	73,020.00	85.86%
Roads	1,068,970	1,221,565.18	-152,595.18	114.27%
Airport	22,520	20,287.15	2,232.85	90.09%
Storm Sewer	25,940	15,649.39	10,290.61	60.33%
Water	-839,260	-753,560.86	-85,699.14	89.79%
BRWC	839,260	753,560.86	85,699.14	89.79%
New Landfill	39,430	30,425.00	9,005.00	77.16%
FCSS	61,000	61,000.00		100.00%
Cemetery	26,990	85,661.94	-58,671.94	317.38%
Development	114,850	94,238.44	20,611.56	82.05%
Communications	144,720	323,266.03	-178,546.03	223.37%
Subdivision	-80,000		-80,000.00	0.00%
Recreation Administration	271,360	253,767.09	17,592.91	93.52%
Arena	273,160	206,034.44	67,125.56	75.43%
Pool	933,950	629,837.20	304,112.80	67.44%
Parks	218,460	208,050.59	10,409.41	95.24%
Sportsground	70,750	75,944.38	-5,194.38	107.34%
Rotary Park	-3,000	-6,032.51	3,032.51	201.08%
Bowling Alley	15,000	47,937.15	-32,937.15	319.58%
Curling	22,210	18,307.54	3,902.46	82.43%
Walking Trail	40,440	49,958.86	-9,518.86	123.54%
Museum	500		500.00	0.00%
Tourism	124,600	91,235.17	33,364.83	73.22%
Twinning	3,550	139.68	3,410.32	3.93%
Library	110,610	110,609.34	0.66	100.00%
Requisition	1,519,870	1,472,663.99	47,206.01	96.89%
Contingency/General	119,970	245,285.54	-125,315.54	204.46%
Total Net Financial Requirement	-12,700	-1,191.78	-11,508.22	

	A	B	C
1	SUMMARY OF OPERATING REVENUES		
2	AT DECEMBER 31, 2021		
3			
4	<u>OPERATING REVENUES</u>	<u>REVENUES Under or (Over) Budgeted Amount</u>	
5			
6	Property Taxes	Includes Government Reduction of GIL Properties entry in 2021	52,852.96
7	Revenue From Own Source	Insurance Proceeds Re: Email Data Claim	(25,073.62)
8	Administration - From Operating Reserve	Funds not used - for HR Review in 2021	11,700.00
9	RCMP - Enhanced Police Pos. - Pembina Hills	School Resource program, no contribution in 2021	80,000.00
10	RCMP - Enhanced Police Pos - County Contrib.	School Resource program, no contribution in 2021	37,200.00
11	Fire - County - Fire Fighting Fees	Higher Fees in 2021, based on calls in County	(75,697.28)
12	Fire - Operational Contribution - County	Overall operating lower, lower County contribution required	31,661.87
13	Fire - Town - Fire Fighting Fees	Lower fees in 2021, based on calls in Town	36,940.00
14	Fire - Operational Contribution - Town	Overall operating lower, lower Town contribution required	31,661.86
15	Fire - Town - Ambulance Assists	More ambulance calls required assistance in Town	(13,550.00)
16	Public Health - Provincial Grants	Funds left in Deferred Revenue, not used in 2021	19,730.00
17	Roads - From Operating Reserve	Lower expenses, Funding from Reserve not required	66,000.00
18	Water - Sale of Service (Bills)	Lower water volumes used and billed	60,382.41
19	Water - Sale of Service (Bulk)	Higher revenues	(28,509.07)
20	Water - BRWC - Oper. Sale of Serv	Higher expenses to be paid by BRWC, higher revenue billed	(11,791.83)
21	Water - BRWC - Provincial Grant-ACP Grant	Grant received in 2020, remainder transferred to deferred revenue for use in 2022	97,490.98
22	Sewer - Sale of Service (Bills)	Lower revenues, based on percentage of water used	17,523.77
23	Trade Waste - Sale Service (Bills)	Lower expenses, less allocated to Trade Waste	34,186.72
24	Landfill - Sale of Service (Town Bills)	Higher expenses, more allocated to Landfill	(33,485.61)
25	Landfill - County Contrib. - Operating	Higher net landfill operating costs	(33,485.61)
26	Recycle - Other Recycle Product Revenue	Higher revenues received	(15,479.87)
27	Subdivision - Sale of Lots (Ind/Res)	Three Acres of Town property sold in 2021	(106,400.00)
28	Subdivision - Sale of Land Tax Recovery	Tax Recovery Property sold in 2021	(44,057.50)
29	Arena - Provincial Grants - MOST	Lower portion of MOST Grant Allocated	35,000.00
30	Pool - Paying Public, Drop-In	Higher revenues received	(15,719.91)
31	Pool - Provincial Grants - MOST	Higher portion of MOST Grant Allocated	(35,000.00)
32	Parks - Federal Grant (SCP/Green Jobs)	Green Jobs Grant Received	(18,656.73)
33	Walking Trail - From Operating Reserve	Funds left in reserve for future use	10,000.00
34	Tourism - From Operating Reserve	Funds left in reserve for future use	12,500.00
35	Contingency - From Operating Reserve	Budgeted to offset Govt Reduction of GIL property expenses, not required	46,690.00
36	More Revenue	Difference between over and underbudget in all other revenues	(25,364.46)
37		TOTAL REVENUES (OVER) OR UNDER BUDGET	199,249.08

	A	D	E
1	SUMMARY OF OPERATING EXPENSES		
2	AT DECEMBER 31, 2021		
3			
4	EXPENSES	EXPENSES Over or (Under) Budgeted Amount	
5			
6	Total Salaries overall in all departments	Overall salaries under budget	-239,288.35
7	Employer Portion of CPP, EI, WCB in all departments	Overall lower than budget	-3,164.94
8	Employee Portion of LAPP, AUMA Benefits in all departments	Overall lower than budget	-47,624.73
9	Mayor & Council Per Diems for Meetings, Conferences, etc.	Meetings, conferences, etc cancelled due to COVID	-12,315.36
10	Mayor & Council Travel, Sub	Meetings, conferences, etc cancelled due to COVID	-32,027.10
11	Administration - HR Policy Review	HR Policy Review not completed	-11,700.00
12	Administration - Contribution to Capital	Additional funds transferred for future use	10,000.00
13	Computer - Materials & Supplies	Higher Expenses Re: Email Data	12,882.80
14	RCMP - Contract Services	School Resource Officer position included in regular police funding	-122,805.00
15	Fire - Legal	Higher expenses re: legal file	53,049.10
16	Fire - Equip. Replace - Turn Out Gear, Etc.	Lower expenses	-12,348.68
17	Town Fire - Fire Fighting to Reg. Dept.	Fewer fire calls, lower expenses resulting in lower contribution	-65,051.86
18	Safety - Add to Operating Reserve	Added for Future Safety Officer	50,000.00
19	Public Health - Materials & Supplies	No expenses in 2021	-19,730.00
20	Common Services - Contribution to Capital	Additional funds added to Capital reserve	22,174.00
21	Roads - Gravel/Asphalt/Oil Etc.	Lower expenses, funds not taken from Reserve	-53,622.89
22	Roads - Contribution to Capital	Additional funds added to Streets and Sidewalk Capital reserve	155,000.00
23	Water - BRWC Contracted Serv.	Higher water volumes purchased from BRWC	25,767.31
24	Water - Repair/Maintenance Distribution	Lower expenses	-11,865.15
25	Water - Contribution to Capital	Lower funds contributed to capital re: net water operations	-47,210.94
26	Water (BRWC) - Prof. Contracted Serv (Infras Pln	Lower expenses, remaining ACP grant funds left in deferred revenue	-97,490.98
27	Water (BRWC) - Engineering/Legal	No expenses in 2021	-10,000.00
28	Sewer - Contribution to Capital	Lower funds contributed to capita re: net sewer operations	-54,985.95
29	Sewer - Add to Operating Reserve	Addition for higher repairs in 2022 re: Power Surge	20,000.00
30	Landfill - Hired Equip./Metal Removal	Higher expenses	17,691.05
31	Recycle - Contribution to Capital	Net funds contributed to capital reserve	13,136.64
32	Cemetery - Contribution to Capital	Funds added for future projects	70,000.00
33	Development - Legal/Consulting Fees	Traffic Impact Study, Area Structure Plan not completed	-15,327.50
34	Communications - Rebrand - Consult, Supplies	Rebranding materials not completed in 2021, forwarded to 2022	-20,000.00
35	Communications - Contribution to Capital	Includes \$200,000 to Capital for future Fibre Optics	200,104.94
36	Subdivision - Tax Sale Recovery Costs	Offset by revenues	34,232.24
37	Subdivision - Contribution to Capital	Revenues from Beaver Brook Lot sale and 3 Acre Town lot sale	193,787.60
38	Recreation Admin. - Contribution to Capital	Higher contribution for future projects	12,000.00

	A	D	E
1	SUMMARY OF OPERATING EXPENSES		
2	AT DECEMBER 31, 2021		
3			
4	EXPENSES	EXPENSES Over or (Under) Budgeted Amount	
39	Parks - Contribution to Capital	Additional funds added to Reserve for future use	30,000.00
40	Bowling Alley - Contribution to Capital	Additional funds added to Reserve for future use	35,000.00
41	Tourism - Add to Operating Reserve	Additional funds added for future use	20,000.00
42	Tourism - Grants to Organizations	Several events not held in 2021 due to COVID	-27,676.81
43	Requisition - Grant In Lieu Adjustment	Adjustment done directly to Provincial tax levy	-46,690.00
44	Contingency - Contribution to Capital	Additional surplus added to Reserve	81,000.00
45	Equipment Maintenance - All Departments	Overall over budget	13,049.62
46	Vehicle Maintenance - All Departments	Overall under budget	-80,832.25
47	Insurance Expense - All Departments	Overall under budget	-10,904.25
48	Gas and Power Utilities - All Departments	Overall under budget	-27,574.13
49	Lower Expenses	Difference between over and under budget in all other expenses	-186,379.29
50			
51		TOTAL EXPENSES OVER OR (UNDER) BUDGET	-187,740.86
52			
53		Net Difference Revenue & Expense Actual vs Budgets	11,508.22
54		Less 2021 Budgeted Surplus	-12,700.00
55			
56		2021 ACTUAL SURPLUS AT DECEMBER 31, 2021	-1,191.78
57			
58	(EXCLUDING AMORTIZATION EXPENSE AND NET GAIN/LOSS ON ASSET DISPOSALS)		

	A	D	E
1	OPERATING RESERVES TRANSFER YEAR END SUMMARY		
2	AT DECEMBER 31, 2021		
3			
4	TRANSFERS TO OPERATING RESERVES - ADDITIONAL OR (LOWER AMOUNT) TRANSFERRED		
5			
6	Administration, Add to Operating Reserve	Less bottle revenue added to reserve	-113.95
7	Safety, Add to Operating Reserve	Added for Health and Safety Program	50,000.00
8	Sewer, Add to Operating Reserve	Added for Higher Repairs in 2022 Re: Power Surge	20,000.00
9	Cemetery, Add to Operating Reserve	More plots sold, perpetual care added to reserve	200.00
10	Arena, Add to Operating Reserve	Donation revenue added to reserve	200.00
11	Pool, Add to Operating Reserve	Donation revenue added to reserve	200.00
12	Tourism, Add To Operating Reserve	Added for possible Town Folio expense in 2022	20,000.00
13	Total Budget Change - Additional Funds added to Operating Reserve		90,486.05
14			
15	TRANSFERS FROM OPERATING RESERVES - ADDITIONAL OR (LOWER AMOUNT) TRANSFERRED		
16			
17	Administration, Transfer from Operating Reserve	HR Policy review not completed in 2021, funds left in reserve	-11,700.00
18	Public Health, Transfer from Operating Reserve	No expenses in 2021, funds left in reserve	-8,000.00
19	Common Services, Transfer from Operating Reserve	Godbersen Room AED coded to Arena	-2,500.00
20	Roads, Transfer from Operating Reserve	Lower expenses in Gravel, Asphalt; funds left in reserve	-66,000.00
21	Cemetery, Transfer from Operating Reserve	Ground Penetrating Radar under budget, not as much reserve funds required	-500.00
22	Development, Transfer from Operating Reserve	Traffic Impact Study Not completed, funds left in reserve	-8,000.00
23	Communications, Transfer from Operating Reserve	Branding project materials not completed, funds left in reserve	-9,895.06
24	Arena, Transfer from Operating Reserve	AED Machine from Safety Reserve	2,500.00
25	Walking Trail, Transfer from Operating Reserve	Not as much funding required from reserve, left for future expenses	-10,000.00
26	Tourism, Transfer from Operating Reserve	Downtown enhancements not complete in 2021, funds left in reserve	-12,500.00
27	Contingency/General, Transfer from Operating Reserve	Budgeted to offset expenses, not required	-46,690.00
28			
29	Total Budget Change - Lower Funds drawn from Operating Reserve		-173,285.06
30			
31	TRANSFERS TO OPERATING - DEFERRED REVENUES		
32	AHS Public Health Grant	Grant received in 2021, transferred to deferred revenue for use in 2022	10,000.00
33	Yellowhead East Community Futures	Covid 19 Economic Recovery Grant funds received in 2021, portion transferred to Deferred Revenue for 2022	12,000.00
34		Funds Added to Deferred Revenue	22,000.00
35			
36	TRANSFERS FROM OPERATING - DEFERRED REVENUES		
37			
38	2020 Municipal Operating Support Transfer (MOST) Grant	MOST Grant received to offset COVID expenses - used in 2021	-259,000.00
39	BRWC ACP Grant	ACP Grant Received in 2020, portion used in 2021, the rest left in Deferred Revenue for 2022	-68,349.02
40		Funds Withdrawn from Deferred Revenue	-327,349.02

	A	D	E
1	CAPITAL RESERVES TRANSFER YEAR END SUMMARY		
2	AT DECEMBER 31, 2021		
3			
4	<u>TRANSFERS TO CAPITAL RESERVES - ADDITIONAL OR (LOWER AMOUNT) TRANSFERRED</u>		
5			
6	Administration, Add to Capital Reserve	Additional funds added for future projects	25,000.00
7	Fire, Add to Capital Reserve	Proceeds from Truck Sales added to Reserve	13,250.50
8	Common Services, Add to Capital Reserve	Additional funds added for Future Shop Concrete	23,097.00
9	Roads, Add to Capital Reserve	Additional funds added for future sidewalks and street programs	155,000.00
10	Water, Add to Capital Reserve	Balance of overall Water rev/exp to Water Capital Reserve	-60,160.94
11	Sewer, Add to Capital Reserve	Balance of overall Sewer rev/exp to Sewer Capital Reserve	-73,315.95
12	Recycle, Add to Capital Reserve	Higher surplus in Net Trade Waste and Landfill, additional funds added to Reserve	13,136.64
13	Cemetery, Add to Capital Reserve	Additional funds added for future columbarium purchase and fencing	70,000.00
14	Communications, Add to Capital Reserve	Funds added for future Fibre Optics	200,000.00
15	Subdivision, Add to Capital Reserve	Proceeds from Lot Sales added to Reserve	193,787.60
16	Recreation, Add to Capital Reserve	Additional funds added for future projects	12,000.00
17	Arena, Add to Capital Reserve	Lower Interest amount transferred	-1,500.00
18	Pool, Add to Capital Reserve	Pool Donations Added to Reserve	5,000.00
19	Parks, Add to Capital Reserve	Additional funds added for future projects	30,000.00
20	Sportsground, Add to Capital Reserve	Higher Interest amount transferred	2,000.00
21	Bowling Alley, Add to Capital Reserve	Additional funds added for future projects	35,000.00
22	Curling, Add to Capital Reserve	Higher Interest amount transferred	1,000.00
23	Tourism/Culture, Add to Capital Reserve	Additional funds added for future projects	15,000.00
24	Contingency/General, Add to Capital Reserve	Additional surplus added to General Capital for Future Projects.	67,981.87
25	Offsite, Add to Capital Reserve	Lower Offsite Levies collected in 2021	-650.00
26	Total Budget Change (Additional Funds added to Capital Reserve)		725,626.72
27			
28	<u>TRANSFERS FROM CAPITAL RESERVES - LOWER AMOUNT OR (ADDITIONAL FUNDS) TRANSFERRED</u>		
29			
30	Administration, Transfer From Capital Reserve	New Computer equipment ongoing. Less funds transferred in 2021.	15,567.41
31	Common Services, Transfer From Capital Reserve	Funded Truck from Reserve instead of General Capital	-38,295.42
32	Roads, Transfer From Capital Reserve	Projects over budget	-7,838.12
33	Storm Sewer, Transfer From Capital Reserve	48 Avenue Lane not done in 2021.	15,000.00
34	Water, Transfer From Capital Reserve	Majority of Water Reservoir project forwarded to 2022.	780,413.85
35	Sewer, Transfer From Capital Reserve	Projects under budget (55A Ave), Lagoon Facility Roof not completed in 2021	56,566.08

	A	D	E
4	TRANSFERS TO CAPITAL RESERVES - ADDITIONAL OR (LOWER AMOUNT) TRANSFERRED		
36	Trade Waste, Transfer From Capital Reserve	New Garbage Truck on order, not arriving until 2022	140,000.00
37	Arena, Transfer From Capital Reserve	Projects under budget (Fencing, Ice Kubes, Alarm System).	50,097.23
38	Pool, Transfer From Capital Reserve	Projects under budget.	205.00
39	Parks, Transfer From Capital Reserve	Projects under budget.	2,092.55
40	Sportsground, Transfer From Capital Reserve	Projects under budget.	1,977.28
41	Bowling Alley, Transfer From Capital Reserve	Building Repairs under budget.	22,617.76
42	Walking Trail, Transfer From Capital Reserve	Funded Solar Lights from Walking Trail Reserve instead of General Capital.	-10,259.37
43	Contingency/General, Transfer From Capital Reserve	Additional funds transferred to Other Departments to fund projects - not required.	126,000.00
44	Total Budget Change - (Lower funds drawn from Capital Reserve)		1,154,144.25
45			
46	TRANSFERS TO CAPITAL - DEFERRED REVENUES		
47	MSI Capital Grant	Grant For Garbage Truck, plus interest, transferred to Deferred Revenue for 2022	264,712.60
48	MSI Capital Grant	Grant for Skateboard Park Project, plus interest, added to Deferred Revenue for 2022	99,487.54
49	FGTF Grant	Grant for Arena Retrofit added to Deferred Revenue	779,357.00
50		Funds Added to Deferred Revenue	1,143,557.14
51			
52	TRANSFERS FROM CAPITAL - DEFERRED REVENUES		
53	MSI Capital Grant	Grant for Fire Truck used in 2021	-292,825.00
54		Funds Withdrawn From Deferred Revenue	-292,825.00

**TOWN OF BARRHEAD
2021 OPERATING RESERVES
2021 Year End**

<u>Function</u>	<u>Dec 31/20</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/21</u>
Administration - Operating	21,000.00	-		21,000.00
Administration - Fundraising Reserve	808.82		36.05	844.87
RCMP	40,380.00	(17,000)		23,380.00
Fire	10,000.00			10,000.00
Fire - Grizzly Trail Fire & Rescue Assoc	-			-
Safety - Operational Reserve			50,000.00	50,000.00
Public Health - Physician Rental/Other	8,000.00	-		8,000.00
Common Services	-			-
Common Services - Safety Reserve	20,568.39	(2,500.00)	4,000.00	22,068.39
Roads - Sidewalk Reserve	45,000.00	(45,000.00)		-
Roads - Gravel, Asphalt	66,000.00	-		66,000.00
Water	59,200.00			59,200.00
Sewer	34,200.00		20,000.00	54,200.00
Tradewaste	-			-
Recycle	5,000.00			5,000.00
Cemetery - Russo Greek Orthodox Donation	7,000.00			7,000.00
Cemetery - Plot Perpetual Care	24,020.00	(6,500.00)	1,600.00	19,120.00
Development	24,200.00			24,200.00
Economic Development	18,834.72	(7,604.94)		11,229.78
Recreation	2,800.00			2,800.00
Recreation - Triathlon	4,081.47			4,081.47
Arena - Lexan Sheets	25,000.00		2,500.00	27,500.00
Arena	30,400.00		200.00	30,600.00
Pool Donations/Fundraising	10,194.78		200.00	10,394.78
Pool - New Facility Operating Reserve	30,000.00			30,000.00
Pool - New Facility - 2041 Debenture Reserve	145,285.00			145,285.00
Parks	20,000.00	(10,000)		10,000.00
Parks - Communities In Bloom Historical Plaques	1,700.00			1,700.00
Tourism - Decorations, etc.	29,000.00	-	20,000.00	49,000.00
Sportsground	12,000.00			12,000.00
Rotary Park	4,000.00			4,000.00
Bowling Alley	5,000.00			5,000.00
Walking Trail	30,000.00	(10,000.00)		20,000.00
Contingency	117,723.20	(3,000.00)	-	114,723.20
TOTAL	851,396.38	(101,604.94)	98,536.05	848,327.49

<u>Deferred Revenue</u>	<u>Dec 31/20</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/21</u>
2020 MOST Grant	259,000.00	(259,000)		-
AHS - Public Health Community Grant	9,730.21		10,000	19,730.21
Yellowhead East Covid Support Grant	-		12,000	12,000.00
BRWC ACP Grant	165,839.75	(68,349)	-	97,490.73
Total Deferred Revenue	434,569.96	(327,349)	22,000	129,220.94
Total Reserves/Deferred Revenue	1,285,966.34	(428,954)	120,536	977,548.43

	<u>Dec 31/20</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/21</u>
Landfill Closing/Post-Closing Funds	<u>304,250.00</u>	<u>-</u>	<u>30,425</u>	<u>334,675.00</u>
	304,250.00	-	30,425	334,675.00

	<u>Dec 31/20</u>	<u>Deletions</u>	<u>Additions</u>	<u>Dec 31/21</u>
Columbarium Trust Account	<u>12,315.13</u>	<u>-</u>	<u>15,399</u>	<u>27,714.13</u>
	12,315.13	-	15,399	27,714.13

TOWN OF BARRHEAD CAPITAL RESERVES - 2021 YEAR END
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	<u>Dec.31/2020</u>	<u>Delete 2021</u>	<u>Add 2021</u>	<u>Interest</u>	<u>Dec.31/2021</u>
Administration Building	23,042.87		-	-	23,042.87
Administration Equipment	75,395.86	(49,432.59)	25,000.00	-	50,963.27
RCMP Cells/Building	-		-	-	-
Fire (Town)	20,202.40	-	13,250.50	-	33,452.90
ERC Building	18,147.10		-	-	18,147.10
Bylaw Enforcement	10,679.20		-	-	10,679.20
Shop Building	31,065.43	(25,000.00)	25,000.00	-	31,065.43
Equipment -General	63,283.96	(52,295.42)	25,000.00	540.00	36,528.54
Equipment - Grader (2022)	201,400.00		10,000.00	6,171.00	217,571.00
Equipment - Loader (2021)	139,799.78		5,000.00	2,172.00	146,971.78
Equipment - Backhoe (2030)	44,347.00		2,500.00	701.00	47,548.00
Equipment - Sweeper (2020)	33,018.00	-	2,500.00	533.00	36,051.00
Equipment - Snowblower (2027)	16,275.00		5,000.00	319.00	21,594.00
Equipment - Tandem/Trucks (2021)	23,759.98		5,000.00	431.00	29,190.98
Parking	42,502.65		-	-	42,502.65
Street Improvements	186,180.00	(127,838.12)	100,000.00	-	158,341.88
Streetlights	65,546.47	-	-	-	65,546.47
Sidewalks	9,192.50	-	55,000.00	-	64,192.50
Airport	2,540.39	-	5,000.00	-	7,540.39
Storm Sewer	31,000.00	-	-	-	31,000.00
Water, Equip, Vehicles	1,781,242.59	(262,006.15)	263,439.06	10,000.00	1,792,675.50
Sewer	1,100,767.51	(173,073.92)	268,344.05	8,000.00	1,204,037.64
Garbage Equipment	140,706.10	-	45,000.00	2,000.00	187,706.10
Landfill	71,867.15		4,500.00	-	76,367.15
Recycle	41,896.86		19,506.64	-	61,403.50
Cemetery	-		70,000.00		70,000.00
Communications - Fibre Optics			200,000.00		200,000.00
Subdivision - Beaver Brook (Sales)	93,658.10		87,387.60	-	181,045.70
Subdivision - Town Lot Sales	-		106,400.00	-	106,400.00
Family Care Centre (Daycare)	61,894.08		-	-	61,894.08
Recreation	-		12,000.00	-	12,000.00
Agrena - Building	127,478.93	(101,987.77)	50,000.00	1,000.00	76,491.16
Agrena - Zamboni, Equipment	83,679.27	(4,515.00)	-	1,000.00	80,164.27
Pool	238,878.97	(13,795.00)	55,000.00	2,500.00	282,583.97
Park - Sale of Land Reserve	860.00		-	-	860.00
Parks/Sportsground	111,553.72	(55,430.17)	40,000.00	1,000.00	97,123.55
Skateboard Park	171,800.00		10,000.00	2,000.00	183,800.00
Rotary Park	17,000.00		-	-	17,000.00
Bowling Alley	102,587.12	(67,382.24)	45,000.00	-	80,204.88
Curling Rink	135,416.60	-	-	1,000.00	136,416.60
Walking Trail	63,040.14	(20,259.37)	-	-	42,780.77
Tourism	20,000.00		15,000.00		35,000.00
General Capital	190,905.57		246,840.00	3,981.87	441,727.44
Offsite Levy	135,756.90	-	4,350.00	-	140,106.90
TOTALS	5,728,368.20	(953,015.75)	1,821,017.85	43,348.87	6,639,719.17
Deferred Revenues	<u>Dec.31/2020</u>	<u>Delete 2021</u>	<u>Add 2021</u>	<u>Interest</u>	<u>Dec.31/2021</u>
MSI Capital Grant (Def. Rev.) Fire Truck	292,825.00	(293,825.00)		1,000.00	-
FGTF Water Res (Def. Rev)	1,255,393.00	-	-	8,000.00	1,263,393.00
MSI Capital Grant (Def. Rev.) Garbage Truck	-	-	264,712.60	1,200.00	265,912.60
MSI Capital Grant (Def. Rev.) Skateboard Pk			99,487.54	500.00	99,987.54
FGTF Arena Retrofit (Def. Rev.)	-	-	779,357.00	-	779,357.00
	1,548,218.00	(293,825.00)	1,143,557.14	10,700.00	2,408,650.14
Total Reserve/Deferred Revenues	7,276,586.20	(1,246,840.75)	2,964,574.99	54,048.87	9,048,369.31

**COUNCIL REPORTS
AS OF JANUARY 25, 2022**

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

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: January 25, 2022

Re: Correspondence Item

Item (a) Letter dated January 7, 2022 from the Municipality of Crowsnest Pass, supporting the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for foreign physicians.

Recommendation:

That Council accepts the letter dated January 7, 2022 from the Municipality of Crowsnest Pass, supporting the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for foreign physicians, as information.

Item (b) Letter dated January 7, 2022 from the Municipality of Crowsnest Pass, requesting that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses for certification in Alberta.

Recommendation:

That Council accepts the letter dated January 7, 2022 from the Municipality of Crowsnest Pass, requesting that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses for certification in Alberta, as information.

Item (c) Letter dated January 13, 2022 from the Town of Tofield, requesting that the Provincial Government provide vaccines to rural pharmacies to vaccinate youth.

Recommendation:

That Council accepts the letter dated January 13, 2022 from the Town of Tofield, requesting that the Provincial Government provide vaccines to rural pharmacies to vaccinate youth, as information.

(Original signed by the CAO)

Edward LeBlanc
CAO



January 7, 2022

Via Email: registrar@cpsa.ab.ca

College of Physicians and Surgeons of Alberta
2700, 10020 100 Street NW
Edmonton, AB T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. McLeod:

Re: Letter of Support for City of Cold Lake and Streamlining Foreign Physician Assessments

The Municipality of Crowsnest Pass Council fully supports the request by the City of Cold Lake to have the College of Physicians and Surgeons of Alberta consider streamlining the assessment process for physicians from outside of Canada but wish to extend this consideration be given to facilitate integration for those doctors in all communities in Alberta currently facing physician shortages.

Our current health crisis has clearly demonstrated the need for additional doctors to support and enhance caregivers that are overworked and stretched to capacity when there are many immigrant physicians sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated doctors are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process by removing the significant barriers to becoming certified in our province.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is fluid and cursive, with the first name "Blair" being more prominent than the last name "Painter".

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association



January 7, 2022

Via Email: carna@nurses.ab.ca

College & Association of Registered Nurses of Alberta
11120 178 Street
Edmonton, AB T5S 1P2

Dear Council:

Re: Letter of Support for Fast Tracking Immigrant Nurses for Certification in Alberta

The Municipality of Crowsnest Pass Council respectfully requests that the College & Association of Registered Nurses of Alberta consider fast tracking immigrant nurses to qualify to work in Alberta in all communities currently facing nursing shortages.

Our current health crisis has clearly demonstrated the need for additional nurses to support and enhance our current caregivers that are overworked and stretched to capacity when there are many immigrant nurses sitting on the sidelines forced to work in underemployed positions to make ends meet.

We recognize that it is a great responsibility to ensure that foreign educated nurses are qualified to Canadian standards, but it appears that the current process is too cumbersome and that as a country we are losing out on this virtually untapped pool of skilled medical professionals.

We thank you for your kind consideration and hope that we can all work together to find a solution to this problem, or at the very least to make improvements to the current accreditation process.

Sincerely,

A handwritten signature in dark ink, reading "Blair Painter". The signature is fluid and cursive, with the first name "Blair" and last name "Painter" clearly distinguishable.

Mayor Blair Painter
Municipality of Crowsnest Pass
403-563-0700
blair.painter@crowsnestpass.com

cc: The Honorable Jason Copping, Minister of Health
Alberta Municipalities
Rural Municipalities Association



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

January 13, 2022

Honorable Jason Kenney
Premier of Alberta
Office of the Premier
307 Legislature Building
10800 – 97 Avenue
Edmonton, AB
T5K 2B6

Dear Premier,

Re: Rural Alberta – Adolescent Vaccine Provision

Premier Kenney, since the availability of vaccines has been provided to Albertans, the message from yourself, the Chief Medical Officer of Health, and the Health Minister has remained consistent. This message has been that all eligible individuals should receive the first available vaccine, and now, this availability has extended to our youth. During the first availability of vaccine, rural Alberta felt that they were being slighted, or ignored in not having vaccine provision to those who were unable to travel, or not wanting to leave the comforts of their own community, to truly do the right thing and become vaccinated. Many across rural Alberta, Tofield included reached out to advocate and make our voices heard in having this service provided in our communities through our very capable means, such as, our pharmacies and competent pharmacists.

Bluntly, your government is ignoring rural Alberta, and creating barriers and hindrances for vaccine provision. Members of our community wanting to have their children vaccinated are being forced to drive between 50 and 70 kilometers one way to have this service provided. On top of this true inconvenience, the weather elements and poor road conditions are adding a further issue to what is already a stressful time for these parents. The decision of many is to not contend with these barriers, which is resulting in a lower vaccination rate in our rural locations.

The path forward from our vantage point appears clear, provide vaccine to our rural pharmacies to vaccinate our youth. Globally, we know that the way back to a normal life requires vaccination. In not having this ability in rural Alberta, the pandemic and its challenges to our health care system, economy and Albertans mental health will continue.

Honorable Jason Kenney
Premier of Alberta
Page 2

Premier Kenney, please do not continue to ignore rural Alberta. We in the outlying centres have suffered deeply, and this stance only stands to hurt Alberta as a province on a longer-term basis. As a Council and a community, we implore your government to take a stance and advocate for change.

Sincerely,



Debora Dueck

Mayor

mayor@tofieldalberta.ca

C.C

The Honorable Jason Copping, Minister of Health
Dr. Deena Hinshaw, Chief Medical Officer of Health
Damien Kurek, MP
Jackie Lovely, MLA
Alberta Municipalities
Rural Municipalities of Alberta
Darren Erickson, Tofield Pharmacy
Tofield Mercury
Vegreville News Advertiser