



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, NOVEMBER 24, 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 – November 10, 2020
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd.
  - (b) Delegation at 6:00 p.m. – Ms. Jennifer Pederson, Town's Communications Coordinator
6. Old Business
  - (a) Request for a temporary closure of a portion of 51<sup>st</sup> Avenue
7. New Business
  - (a) Appointment to the Municipal Emergency Advisory Committee
  - (b) Bank Statement – for month ending October 31, 2020
  - (c) 2019 Capital Re-allocation
  - (d) Financial Statement Report to September 30, 2020
  - (e) Utility Accounts Write-Offs
  - (f) Accounts Receivable Write-Offs

8. Reports - The Council Reports

- (a) There are no Council Reports

9. Minutes

- (a) Barrhead & District Family & Community Support Services Society – October 15, 2020
- (b) Barrhead & District Family & Community Support Services Society – Special Meeting of the Board of Directors – October 22, 2020
- (c) Barrhead & District Social Housing Association – February 19, 2020

10. Bylaw

- (a) There are no Bylaws

11. Correspondence Items

- (a) There are no Correspondence Items

12. For the Good of Council

13. Tabled Items

14. Closed Session

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, NOVEMBER 10, 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.

331-20 Moved by Cr. Assaf that the agenda be accepted as with the following addition:

- 7(p) Access onto 59<sup>th</sup> Avenue – 44<sup>th</sup> Street

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES** The Minutes of the Town Council Regular Meeting of October 27, 2020, were reviewed.

332-20 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of October 27, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

The Minutes of the Town Council Organizational Meeting of October 27, 2020, were reviewed.

333-20 Moved by Cr. Kluin that the Minutes of the Town Council Organizational Meeting of October 27, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**DELEGATION** Mayor McKenzie and Council welcomed Ms. Shelly Dewsnap from the Barrhead & District Family and Community Support Services Society at 5:31 p.m.

Ms. Shelly Dewsnap presented the FCSS 2021 Budget and reviewed programs offered by FCSS.

Ms. Dewsnap also presented information regarding the office safety upgrades because of Covid-19.

**EXITED** Mayor McKenzie and Council thanked Ms. Shelly Dewsnap for her presentation and she exited the Chambers at 5:59 p.m.

334-20 Moved by Cr. Assaf that Council accepts the 2021 FCSS Budget presentation from Ms. Shelly Dewsnap of the Barrhead & District Family and Community Support Services Society, as information.

CARRIED UNANIMOUSLY

**DELEGATION** Mayor McKenzie and Council welcomed Ms. Elaine Dickie and Ms. Ruth Bohn from the Barrhead Public Library at 6:00 p.m.

Ms. Elaine Dickie and Ms. Ruth Bohn presented the 2021 Barrhead Public Library Budget to Council and answered questions.

**EXITED** Mayor McKenzie and Council thanked Ms. Elaine Dickie and Ms. Ruth Bohn for their presentation and they exited the Chambers at 6:23 p.m.

335-20                    Moved by Cr. Klumph that Council accepts the 2021 Barrhead Public Library Budget presentation from Ms. Elaine Dickie and Ms. Ruth Bohn of the Barrhead Public Library, as information.

CARRIED UNANIMOUSLY

336-20                    Moved by Cr. Klumph that Council accepts the 2021-2023 Barrhead Public Library Operational Plan presentation from Ms. Elaine Dickie and Ms. Ruth Bohn of the Barrhead Public Library, as information.

CARRIED UNANIMOUSLY

**MUNICIPAL STIMULUS PROGRAM**

The previously approved construction projects under the Municipal Stimulus Program, as administered by Alberta Municipal Affairs, was reviewed.

Ed LeBlanc, CAO reviewed and answered questions.

337-20                    Moved by Cr. Klumph that Council rescind Resolution Number 267-20, as it relates to the Town of Barrhead’s construction projects under the Municipal Stimulus Program, as administered by Alberta Municipal Affairs, as presented.

CARRIED UNANIMOUSLY

338-20                    Moved by Cr. Klumph that Council approves the following construction projects and revised cost, as the Town of Barrhead’s project under the Municipal Stimulus Program, as administered by Alberta Municipal Affairs:

Main Street Rehabilitation project	\$567,410.00
45 <sup>th</sup> Street (50 – 51 Avenue) Rehabilitation Asphalt surface project	<u>\$327,020.00</u>
Total	<b>\$894,430.00</b>
<u>Source of funding:</u>	
Municipal Stimulus Program	\$544,300.00
2020 previously unallocated Municipal Sustainability Initiative Program funding	<u>\$350,130.00</u>
Total source of funding	<b>\$894,430.00</b>

CARRIED UNANIMOUSLY

**RECESSED**

339-20                    Moved by Cr. Penny to recess the meeting at 6:30 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

340-20                    Moved by Cr. Klumph to reconvene the meeting at 6:55 p.m.

CARRIED UNANIMOUSLY

The Barrhead Regional Fire Services Committee's revised 2020 Capital Budget, was reviewed.

341-20

Moved by Cr. Klumph that Council approves the Barrhead Regional Fire Services' revised 2020 Capital Budget, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
2020 OPERATING BUDGET**

The Barrhead Regional Fire Services Committee's 2021 Operating Budget, was reviewed.

342-20

Moved by Cr. Assaf that Council approves the 2021 Barrhead Regional Fire Services' Operating Budget, as revised and recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
2022-2024 OPERATING PLAN**

The Barrhead Regional Fire Services Committee's proposed 2022-2023 Operating Plan, was reviewed.

343-20

Moved by Cr. Smith that Council approves the Barrhead Regional Fire Services' proposed 2022-2024 Fire Operating Plan, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
2021 CAPITAL BUDGET**

The Barrhead Regional Fire Services Committee's proposed 2021 Capital Budget, was reviewed.

344-20

Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services' proposed 2021 Capital Budget, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
2020 DISPOSAL OF ASSETS**

The Barrhead Regional Fire Services Committee's Disposal of Assets, was reviewed.

345-20

Moved by Cr. Smith that Council approves the recommendation from the Barrhead Regional Fire Services' to dispose the 2010 Chevrolet Command 2, the 1999 Ford Rapid Attack Truck and a generator motor in a local auction and should the items be sold that the funds received would be used to reduce the contributions from the Town and County for the 2020 Regional Fire Capital Budget, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
EMERGENCY RESPONSE CENTRE'S  
2021 OPERATING BUDGET**

The Barrhead Regional Fire Services Committee's Emergency Response Centre's proposed 2021 Operating Budget, was reviewed.

- 346-20 Moved by Cr. Klumph that Council approves the Barrhead Regional Fire Services' Emergency Response Centre's 2021 Operating Budget, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES COMMITTEE –  
EMERGENCY RESPONSE CENTRE'S  
2022-2024 OPERATING PLAN**

The Barrhead Regional Fire Services Committee's Emergency Response Centre's proposed 2022-2024 Operating Plan, was reviewed.

- 347-20 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services' Emergency Response Centre's proposed 2022-2024 Fire Operating Plan, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES' EMERGENCY RESPONSE CENTRE'S  
2021 CAPITAL BUDGET**

The Barrhead Regional Fire Services Committee's Emergency Response Centre's proposed 2021 Capital Budget, was reviewed.

- 348-20 Moved by Cr. Smith that Council approves the Barrhead Regional Fire Services' Emergency Response Centre's proposed 2021 Capital Budget, as revised and recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL FIRE  
SERVICES' EMERGENCY RESPONSE CENTRE'S  
10 YEAR CAPITAL PLAN**

The Barrhead Regional Fire Services Committee's Emergency Response Centre's 10 Year Capital Plan, was reviewed.

- 349-20 Moved by Cr. Assaf that Council approves the Barrhead Regional Fire Services' Emergency Response Centre's 10 Year Capital Plan, as recommended by the Barrhead Regional Fire Services Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT REGIONAL  
LANDFILL COMMITTEE -  
2021 TIPPAGE FEES**

The Barrhead & District Regional Landfill Committee's 2021 Tippage Fees, were reviewed.

- 350-20 Moved by Cr. Klumph that Council approves the Barrhead & District Regional Landfill Committee's recommendation to have the tippage fee rate remain unchanged for the 2021 fiscal year.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT REGIONAL  
LANDFILL COMMITTEE -  
2021 OPERATING BUDGET**

The Barrhead & District Regional Landfill Committee's 2021 Operating Budget was reviewed.

351-20 Moved by Cr. Penny that Council approves the Barrhead & District Regional Landfill 2021 Operating Budget, as recommended by the Barrhead & District Regional Landfill Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT REGIONAL  
LANDFILL COMMITTEE -  
2022-2024 OPERATING PLAN**

The Barrhead & District Regional Landfill Committee's proposed 2022-2024 Operating Plan, was reviewed.

352-20 Moved by Cr. Klumph that Council approves the Barrhead & District Regional Landfill Committee's proposed 2022-2024 Operating Plan, as recommended by the Barrhead & District Regional Landfill Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT REGIONAL  
LANDFILL COMMITTEE -  
2021 CAPITAL BUDGET**

The Barrhead & District Regional Landfill Committee's proposed 2021 Capital Budget, was reviewed.

353-20 Moved by Cr. Penny that Council approves the Barrhead & District Regional Landfill Committee's proposed 2021 Capital Budget, as recommended by the Barrhead & District Regional Landfill Committee, as presented.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT REGIONAL  
LANDFILL COMMITTEE'S 10 YEAR  
CAPITAL PLAN**

The Barrhead & District Regional Landfill Committee's 10 Year Capital Plan, was reviewed.

354-20 Moved by Cr. Klumph that Council approves the Barrhead & District Regional Landfill Committee's proposed 10 Year Capital Plan, as recommended by the Barrhead & District Regional Landfill Committee, as presented.

CARRIED UNANIMOUSLY

**TOWN SLOGAN**

The Town of Barrhead's brand slogan, "Grow Your Own Way", was reviewed.

Ed LeBlanc, CAO reviewed with Council.

355-20 Moved by Mayor McKenzie that Council instructs Administration to remove any use of a brand slogan when promoting the Town of Barrhead, as presented.

CARRIED UNANIMOUSLY

**ACCESS ONTO 59 AVENUE –  
44 STREET**

A possible access from 59<sup>th</sup> Avenue – 44<sup>th</sup> Street, was reviewed.

Council discussed and reviewed.

356-20 Moved by Cr. Kluin that Council instructs Administration to follow up with landowners regarding a possible access from 59<sup>th</sup> Avenue – 44<sup>th</sup> Street to 43<sup>rd</sup> Street and report back to Council.

CARRIED UNANIMOUSLY

## **REPORTS TO COUNCIL**

The following Reports to Council as of November 10, 2020, were reviewed:

- CAO's Report
- Council Action List

357-20 Moved by Cr. Oswald that the CAO's Report to Council as of November 10, 2020, be accepted as information.

CARRIED UNANIMOUSLY

358-20 Moved by Cr. Klumph that the Council Action List to Council as of November 10, 2020, be accepted as information.

CARRIED UNANIMOUSLY

## **MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Regional Landfill Committee – October 26, 2020
- Barrhead Regional Fire Services Committee – October 22, 2020

359-20 Moved by Cr. Penny that the Minutes of the Barrhead & District Regional Landfill Committee – October 26, 2020, be accepted as information.

CARRIED UNANIMOUSLY

360-20 Moved by Cr. Assaf that the Minutes of the Barrhead Regional Fire Services Committee – October 22, 2020, be accepted as information.

CARRIED UNANIMOUSLY

## **BYLAW 02-2020, INTERMUNICIPAL DEVELOPMENT PLAN BYLAW**

Bylaw 02-2020, the Intermunicipal Development Plan Bylaw, was reviewed.

361-20 Moved by Cr. Klumph that Council give Bylaw 02-2020, the Intermunicipal Development Plan Bylaw, second reading.

CARRIED UNANIMOUSLY

362-20 Moved by Cr. Kluin that Council give Bylaw 02-2020, the Intermunicipal Development Plan Bylaw, third reading.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE ITEMS**

The following correspondence items were reviewed:

Letter from Alberta Municipal Affairs regarding the Municipal Affairs' current levels of infrastructure and operating spending.



363-20                      Moved by Cr. Klumph that Council accepts the letter from Alberta Municipal Affairs advising that Alberta may not be able to sustain our current levels of infrastructure and operating spending and that they are planning for Budget 2021, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Klumph commented that it was nice to see the Barrhead Fire Services out on the streets on Halloween.

Cr. Kluin commended the Barrhead Police Services for being out on Halloween night.

Cr. Klumph commented that the Curling Rink is in great shape and that curling was excellent.

**CLOSED SESSION – LEGAL UPDATE  
FOIP ACT SECTION 16(1)(b)**

364-20                      Moved by Cr. Assaf that Council go in closed session at 7:29 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

365-20                      Moved by Cr. Klumph that Council come out of closed session at 8:09 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

366-20                      Moved by Cr. Assaf that the Council Meeting be adjourned at 8:09 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:** November 24, 2020

**Re:** 5:30 p.m. Delegation

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**1.0 PURPOSE:**

Delegation – Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd. at 5:30 p.m.

**2.0 BACKGROUND AND DISCUSSION:**

Ms. Rita Cardinal and Ms. Linda Livingstone will be meeting with Council to give an update at 5:30 p.m.

**3.0 ALTERNATIVES:**

3.1 That Council accepts the presentation from Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd., as information.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None

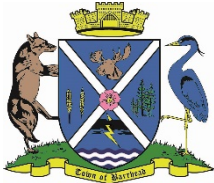
**9.0 RECOMMENDATION:**

That Council accepts the presentation from Ms. Rita Cardinal and Ms. Linda Livingstone from PJ Elite Services Ltd., as information.

(Original signed by the CAO)

Edward LeBlanc

CAO



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** Use of Logo

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## **1.0 PURPOSE:**

For Council to review and approve when the addition of a blue heron should be made to the Town of Barrhead logo.

## **2.0 BACKGROUND AND DISCUSSION:**

In 2019, the Town of Barrhead participated in a rebranding effort with final branding accepted by Town Council in early 2020.

Included in the rebranding exercise was the creation of a new logo, typeset, colours, and pattern elements with defined use for each alone and in combination.

At the November 10, 2020 Council meeting, Council decided to forego the use of the “Grow Your Own Way” slogan in conjunction with the brand, and leave the logo as “Town of Barrhead Alberta.”

There have been concerns about the logo's ability to stand out in situations where it is used without other brand elements (colours, font sets and patterns), especially when used in partnership activities (i.e., with other municipal and organization logos). A suggestion has been made to incorporate the blue heron from the pattern set into the logo when it is used in places where no other brand elements are incorporated. Examples include:

- Sponsorship ads/letters/documents when the Town is a partner in an event/activity with other organizations
- Town documents, advertisements, and other documents that do not have any branding elements outside of the logo.

### **3.0 ALTERNATIVES:**

- 3.1 Council approves the use of the blue heron with the logo as presented, when isolated from any other brand elements.
- 3.2 Council instructs Administration to rework samples presented with suggestions made by Council for presentation at a future Council meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

Costs associated with updated the logo have been absorbed into the 2021 budget.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None.

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

Not applicable.

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

Presenting ourselves as current, modern, and with a strong brand can only have positive implications on our image throughout the Province.

The blue heron is part of our Town identity, and therefore should be used to represent our Town when our branding elements cannot be used.

### **8.0 ATTACHMENTS:**

- 8.1 "Logo Use" Power Point Presentation

### **9.0 RECOMMENDATIONS:**

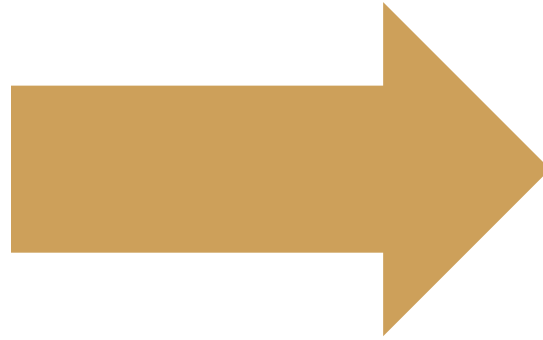
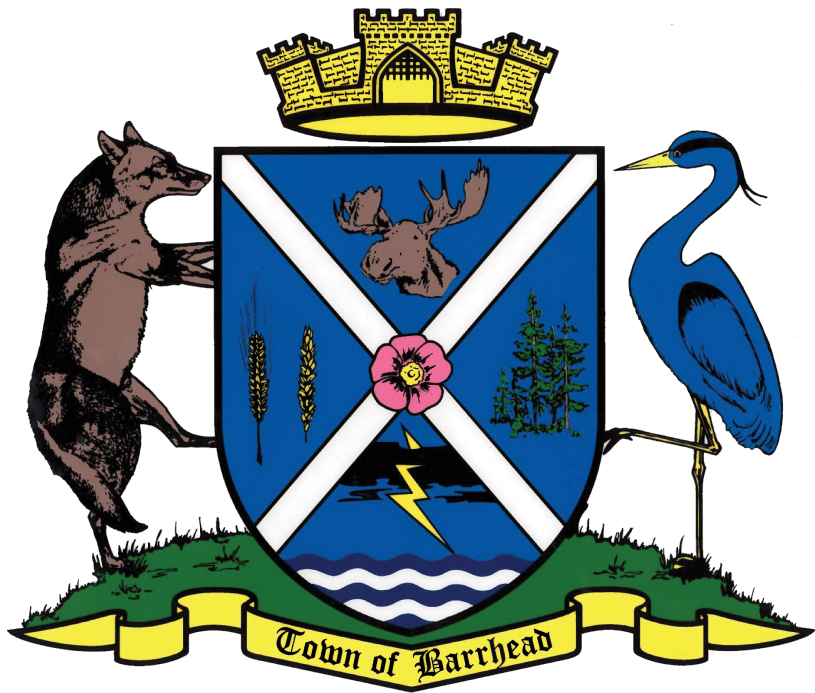
Council approves the use of the blue heron with the logo as presented, when isolated from any other brand elements.

(Original signed by CAO)  
Edward LeBlanc  
CAO



# LOGO USE STANDARDS

# REBRANDING



TOWN OF  
**BARRHEAD**  
ALBERTA

# ONE BRAND

## TWO APPLICATIONS



&





# APPLICATION



- On Town documents and materials where other branding elements are used (i.e., patterns, colours, typography)



- On Town documents and materials where NO other branding elements are used (i.e., patterns, colours, typography)
- On documents and materials where the Town is identified as a sponsor or a partner

TOWN OF  
**BARRHEAD**  
ALBERTA

**SEPTEMBER  
& OCTOBER 2020**

5014 - 50 Avenue, Box 4189  
Barrhead, AB T7N 1A2  
Tel: (780) 674-3301  
www.barrhead.ca

# SLOW DOWN IN SCHOOL ZONES

## STAYING SAFE WHEN RETURNING TO SCHOOL

School is back in session! Help keep our children safe by remembering to **slow down** in school zones. Posted signage requires all vehicles travel at **30 km/hr maximum in school zones**.

Some tips to help keep kids healthy when returning to school settings amid the COVID-19 pandemic:

- take temperatures and review school provided **health check list** before sending your child to school, keeping them home if they show signs of a fever or COVID-19 symptoms
- remind children not to share personal items and to store belongings separately
- follow the rules for masks in your school
- remind children to cough and sneeze into their elbow and to follow with washing their hands
- encourage children to remember to practice physical distancing during recess
- practice proper hand washing & sanitizing
- remind children to stay kind while they stay safe & **always follow school protocols**.

## BARCC WINS AWARD

The Barrhead & Area Regional Crime Coalition (BARCC) recently won the Alberta Urban Municipalities Association's **Sustainability in Collaboration Award** for our joint efforts implementing the BARCC Connect alerting system. We are honoured to work with partners, County of Barrhead, Woodlands County, Barrhead RCMP, and Barrhead Regional Rural Crime Watch Association, and our residents and businesses, in creating initiatives that help build and sustain a safe community.

## BARCC ALERTING

Receive the alerts you need via the device you choose! Receive real-time, accurate alerts from the Barrhead RCMP and Town of Barrhead. Alerts include:

- Crime near you and emergencies
- Fire Bans
- Road Construction and service interruptions
- Program updates
- News & Events, and much more

Registration is easy. Visit [www.barcc.ca](http://www.barcc.ca) or call **780-674-3301** to register, find online local crime mapping, and updates from the RCMP.

**COUNCIL MEETINGS** Sept. 8, 2020 Sept. 22, 2020 Oct. 13, 2020 Oct. 27, 2020  
Agendas and meeting minutes can always be found online at [www.barrhead.ca/council](http://www.barrhead.ca/council)



TOWN OF  
**BARRHEAD**  
ALBERTA

**NOVEMBER  
& DECEMBER 2020**

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Tel: (780) 674-3301  
www.barrhead.ca

# MASKING BYLAW EXPLAINED

There are exemptions to who must wear a face covering in public places. They include:

We can decorate the current logo for special seasons & events to create more interest and personality.



**ED LEBLANC**  
CHIEF ADMINISTRATIVE OFFICER

ELEBLANC@BARRHEAD.CA  
C 780 349 1811 T 780 674 3301  
5014 - 50 AVENUE BOX 4189  
BARRHEAD, AB T7N 1A2





## ENFORCEMENT SERVICES

September 15, 2020

Mr. John Doe  
Organization Name  
123 - 4567 Street Name  
Barrhead, AB T7N 1N2

Salutation,

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Sincerely,

Brandon Johnson  
Community Peace Officer  
Town of Barrhead



## OFFICE OF THE MAYOR

September 15, 2020

Mr. John Doe  
Organization Name  
123 - 4567 Street Name  
Barrhead, AB T7N 1N2

Salutation,

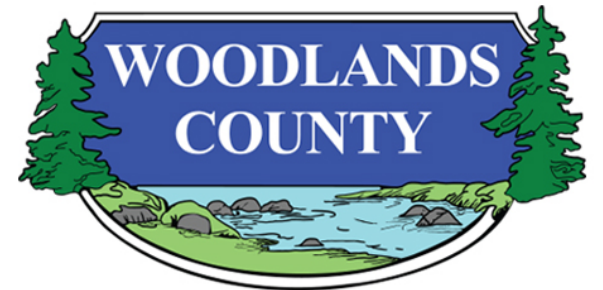
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Sincerely,

Dave McKenzie  
Mayor  
Town of Barrhead



# WHERE IT WON'T WORK

TOWN OF  
**BARRHEAD**  
ALBERTA

**NOVEMBER  
& DECEMBER 2020**

5014 - 50 Avenue, Box 4189

Barrhead, AB T7N 1A2

Tel: (780) 674-3301

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

## MASKING

## BYLAW EXPLAINED



There are exemptions to who must wear a face covering in public places. They include:

- Children under the age of 2,
- Persons unable to place, use, or remove face coverings without assistance,
- Persons with underlying medical conditions or





A

Item No. 5(b)(1)

# REQUEST FOR DECISION

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** YouTube/Facebook Viewership Report

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## 1.0 **PURPOSE:**

For Council to receive the YouTube/Facebook viewership report, as presented.

## 2.0 **BACKGROUND AND DISCUSSION:**

Earlier this year, as COVID progressed the Government of Alberta set restrictions for recreational activities and facilities. Unfortunately, the Town's Parks & Recreation was subject to those restrictions. As a substitute for children not being able to attend school along with unavailable recreation programming and facilities, Parks & Recreation leadership decided to create online videos to keep children entertained with locally created media. Videos included information about Town's facilities and art and craft activities where materials could be found in one's own home or sourced from local Barrhead vendors, further supporting our local businesses during tough circumstances prevented by pandemic restrictions.

As video production progressed, administration saw a benefit of the videos with insight coming from viewership statistics provided by Facebook and YouTube. Administration is extremely grateful and appreciative of the efforts and initiative of the Parks & Recreation team who have learned and adapted to video production.

Having seen the benefit and attention the videos have garnered, administration will be meeting shortly to discuss the structure of videos produced and to steer future video production and content to focus on three strategic pillars: Public Service Announcements (PSAs), Economic Development, and Barrhead Tourism. The goal is to ensure content is specific to Barrhead and creates excitement throughout our community and beyond, expressing why Barrhead is a great community to live or visit and do business.

### **3.0 ALTERNATIVES:**

- 3.1 Council receive the YouTube and Facebook Viewership Report, as presented.
- 3.2 Council instructs Administration to provide further information regarding the YouTube and Facebook Viewership Report and to bring back the information at the next Council Meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

The attached report outlines an average of two videos per week with an average staffing cost of approximately \$800.00 per week.

The 2021 draft operating budget includes video and camera production equipment upgrades at a budgetary cost \$7,500.00.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None.

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

Not applicable.

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

The videos provides another avenue in providing information to our residents and visitors.

### **8.0 ATTACHMENTS:**

- 8.1 YouTube/Facebook Viewership Report.

### **9.0 RECOMMENDATIONS:**

Council receive the YouTube and Facebook Viewership Report, as presented.

(Original signed by CAO)  
Edward LeBlanc  
CAO



Town of Barrhead  
Viewership May - October, 2020

	Video title	Video Description	Video publish time	Impressions	Views	Average view duration
1	Dog Park	Picking up after your dog	21-Oct-20	3178	2024	NA
2	Celebrating Amid COVID-19	Mayors Message	20-Aug-04	1400	741	0:07:00
3	While you're away...	Introductory video explaining what P&R is doing, introducing Aaron	06-May-20	483	732	0:02:11
4	Dairy Farm Tour	Tour of a local dairy farm	09-Sep-20	694	353	0:02:39
5	Glenreagh Gardens Sunflower U-Pick	Tour of a local u-pick sunflower farm	14-Aug-20	244	299	0:03:38
6	How to Book Your Swim Online	How-to video for online booking system	08-Jul-20	278	231	0:03:25
7	Pembina River Float	Showcasing Entwistle floating attraction	21-Aug-20	285	194	0:02:06
8	Bread Making with Freson Bros Barrhead	Showcasing bakery at Freson Bros	12-Jun-20	572	190	0:03:48
9	Cowboy Campfire "Tails"	Storytelling around a campfire	22-May-20	247	184	0:02:44
10	Picnic in the Park	How to put a picnic together for family at the park - safe socially distanced outdoor activity	13-May-20	520	176	0:03:01
11	De Herdt Community Feature Friday	Local business feature	15-May-20	141	173	0:03:53
12	Fire! featuring Barrhead Fire Services	Sharing info about our fire department	19-Jun-20	242	169	0:03:10
13	Barrhead Burger Burglar	Feature with the police in how to safely contribute to local crime "fighting" efforts - report suspicious activity	29-May-20	278	160	0:03:25
14	It's Splash Park Season!	Featuring our splash park	24-Jun-20	417	153	0:01:58
15	Rock Creature Craft	Crafting	09-May-20	230	143	0:02:56
16	BARS	Featuring local animal rescue society	07-Oct-20	88	132	0:02:05
17	Welcome Back!	Reopening of aquatics centre	07-Jul-20	164	130	0:02:20
18	Let Us Eat Lettuce	Feature of local indoor salad growing facility (Swiss Leaf)	31-Jul-20	516	98	0:05:26
19	Happy Canada Day!	Canada Day celebration ideas and crafts	01-Jul-20	161	95	0:02:33
20	Con-GRAD-ulations Class of 2020!	Congratulating Class of 2020	26-Jun-20	157	95	0:01:21
21	80's Workout	Dressed up in 80s gear, doing a quick online workout	27-May-20	917	94	0:01:44
22	Aaron Explores! Thunder Lake, Peanut Lake, & Wallace Centennial Park	Exploring natural parks and lakes in Barrhead region.	22-Jul-20	401	85	0:02:28
23	Lifeguard Training	Barrhead lifeguard on-duty training	02-Oct-20	412	82	0:02:24
24	Self Defense featuring Barrhead Judo Club	Local club feature	10-Jun-20	433	81	0:05:03
25	Quadding in County of Barrhead	Recreational activities in Barrhead region	04-Sep-20	234	76	0:01:54
26	Family Tree Craft	Kids craft	20-May-20	257	68	0:02:44

Town of Barrhead  
Viewership May - October, 2020

	Video title	Video Description	Video publish time	Impressions	Views	Average view duration
27	What's in the Box?	Fun game kids can do with family at home.	09-Oct-20	116	66	0:02:18
28	FORE! featuring Paddle River Golf & Country Club	Local recreation feature	05-Jun-20	170	61	0:03:06
29	Beach Days Bash	Experiencing Lac La Nonne	17-Jun-20	170	60	0:02:23
30	It's Easy Being Green!	Making a compost bin, learning about recycling facilities in Barrhead	03-Jun-20	200	59	0:03:20
31	Corn Snakes 101	How to care for a snake	21-Oct-20	744	58	0:02:57
32	Aaron's Road Trip	Exploring County of Barrhead - ie Klondyke Trail historical site, etc.	05-Aug-20	220	58	0:02:13
33	What's that Taste?	Fun game kids can do with family at home.	16-Oct-20	106	56	0:04:03
34	Library Lego	Featuring library lego event	16-Sep-20	140	52	0:01:56
35	Barrhead has Geocaching!	Recreation activity in Barrhead region	15-Jul-20	182	51	0:02:31
36	Sangudo & Rochfort Bridge	Information about points of interest in "Growth" region - not Barrhead, but close to.	11-Sep-20	158	49	0:02:01
37	Ice, Ice Aaron		12-Aug-20	184	48	0:03:57
38	Back to School	Talking about how going back to school might be a little bit different and how to calm anxiety/worries about it	02-Sep-20	128	44	0:02:14
39	How to Make "Zero" from Nightmare Before Christmas	Halloween craft	23-Oct-20	241	42	0:02:07
40	Honey, I Pollinated the Flowers	How bees pollinate flowers	24-Jul-20	145	40	0:02:04
41	Sunrise Kayak	Local recreation feature	23-Sep-20	122	40	0:01:34
42	Go With the Flow-All About Our Rivers	River education	17-Jul-20	173	39	0:01:16
43	Spooky Story Time	Halloween Story	14-Oct-20	110	36	0:02:44
44	Youth Yoga	Youth exercise	18-Sep-20	133	36	0:02:09
45	Rural Alberta Workout	Exercise	26-Aug-20	134	35	0:01:50
46	DJ Aaron	Creating songs with everyday items (KIDS)	19-Aug-20	166	32	0:01:57
47	Migration VS Hibernation	Differences between how animals winter	30-Sep-20	159	30	0:01:06
48	Backyard Obstacle Course	How to make a fun obstacle course in one's own backyard (KIDS) - COVID Friendly activity	07-Aug-20	233	29	0:02:25
49	Mason Bee Hotel	How to help mason bees hibernate for the winter - supporting our pollinators	25-Sep-20	121	29	0:02:04
50	Hunting for Carnivorous Plants	Local carnivorous plants that can be found in the Barrhead region	29-Jul-20	296	28	0:02:16
51	Aaron Gets Ready For School!	Back to school	02-Sep-20	163	25	0:01:26
52	Non-Tricky Tips for a Spooky Safe Halloween	Halloween safety tips	30-Oct-20	52	23	0:01:14

Town of Barrhead  
Viewership May - October, 2020

	Video title	Video Description	Video publish time	Impressions	Views	Average view duration
53	Pumpkin Battle	Making pumpkin battling robots	28-Oct-20	<u>57</u>	<u>14</u>	0:02:09
	Total			17,772	8,098	



Item No. 6(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** Request for a temporary closure of a portion of 51<sup>st</sup> Avenue

---

## **1.0 Purpose:**

To approve the temporary closure of 51<sup>st</sup> Avenue as requested by the Blue Heron Support Services Association.

## **2.0 Background and Discussion:**

During the June 9<sup>th</sup>, 2020 Council Meeting, Council passed the following resolution:

*Moved by Cr. Assaf that Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51 Avenue (between 49A Street and 51 Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26, 2020 and ending on August 29, 2020 for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals, as presented.*

*(Resolution No: 180-20)*

Subsequently, the Blue Heron Support Services Association provided the Town with a similar request for next year. The requested was presented to Council during their meeting of October 27<sup>th</sup> in which Council passed the following motion:

*Moved by Cr. Klumph that Council receives the correspondence from Blue Heron Support Services Association dated October 8, 2020, requesting that the Town of Barrhead consider closing the street and provide barricades for the 2021 Farmers'*

*Market, as information and directs Administration to prepare a report and to present it at a future Council Meeting.*

*(Resolution No. 315-20)*

in conjunction with the Mainstreet Merchants Association would like to co-ordinate their efforts to host a weekly outdoor Summer Market.

The pending market would be held from approximately 8:00 a.m. to 3:00 p.m. every Saturday starting on June 26<sup>th</sup> with the season completing on August 28<sup>th</sup>.

Similar to last year, the Town's involvement would be for Council to formally endorse the noted road closure along with providing vehicle barricades on a weekly basis.

In speaking with Alberta Health Services (A.H.S.) no approvals would be required from their office but the noted activity would have to maintain COVID-19 protocols of the day.

### **3.0 Alternatives:**

- 3.1 Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26<sup>th</sup> and ending on August 28<sup>th</sup> for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals and adhere to Provincial COVID-19 protocols.
- 3.2 Council deny the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26<sup>th</sup> and ending on August 28<sup>th</sup> for their outdoor Summer Market Program.
- 3.3 Council instructs Administration to provide further information to the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26<sup>th</sup> and ending on August 28<sup>th</sup> for their outdoor Summer Market Program and to bring back the information at the next Council Meeting.

#### **4.0 Financial Implications:**

Limited to the expense of having the Town staff dropping-off and retrieving the required barricades.

#### **5.0 Interdepartmental Implications:**

This request for barricades would be coordinated by the Town's Public Works Department.

#### **6.0 Senior Government Implications:**

As previously noted, the Association would be required to obtain any Provincial permits, as required.

#### **7.0 Political/Public Implications:**

Should Council approve the request, Administration will notify all first line responders as well as placing a notification on social media.

#### **8.0 Attachments:**

- 8.1 Letter from Blue Heron Support Services Association dated October 8, 2020.
- 8.2 A map of the Town of Barrhead outlining the portion of 51<sup>st</sup> Avenue that is requested to be closed.
- 8.3 Road Closure Policy # 32-010

#### **9.0 Recommendations**

Council approve the request from Blue Heron Support Services Association to temporary close a portion of 51<sup>st</sup> Avenue (between 49<sup>th</sup> A street and 51<sup>st</sup> Street) from approximately 8:00 a.m. to 3:00 p.m. every Saturday commencing on June 26<sup>th</sup> and ending on August 28<sup>th</sup> for their outdoor Summer Market Program, subject to the Association obtaining all applicable Provincial approvals and adhere to Provincial COVID-19 protocols.

(Original was signed by the C.A.O.)

Edward LeBlanc  
CAO



Believe and Achieve

# BLUE HERON

## Support Services Association

Box 4238  
Barrhead, Alberta  
T7N 1A2  
ph: (780) 674-4944  
contact@bhssa.com  
Website: www.bhssa.com

October 8, 2020

### Main Street Summer Market - 2020

First I would like to thank the town very much for agreeing to allow us to close off the street and providing the barricades this past summer on Saturdays to host the Main Street Summer Market.

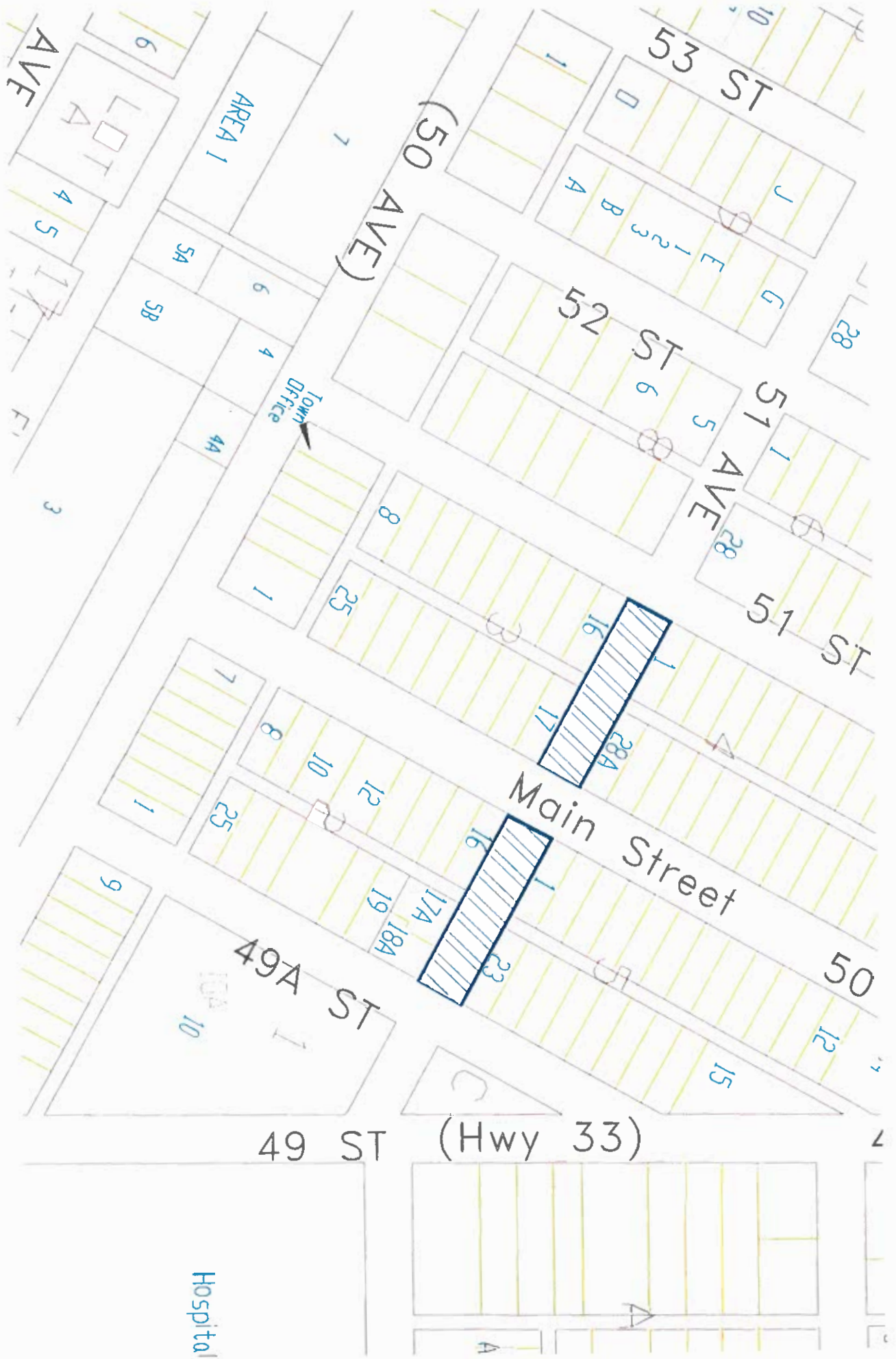
Although the summer market was slow to get started as the summer progressed it did pick up. We feel both the weather and the inability to start preparing earlier in the year due to COVID-19, were factors in the slow start. Although we started with no vendors the first few weeks, we did get a number of vendors closer to the end of the summer and this steadily increased.

We did have a lot of interest and positive feedback from both vendors and especially from community members and local businesses. We had many requests asking us to continue the market into the fall as well as many inquiries if we would do it again next year. We only heard of one negative comment which was about the street being closed that was posted to Facebook, but the positive comments far outweighed this in our opinion. We also had many positive comments from the downtown businesses and expressions of support for us to run the market again next year. We have also had the opportunity to review how the market went, the comments and feedback we received and evaluate these for potential improvements should we do this again.

We would very much appreciate it if the town would consider providing us with the opportunity to run the market again next year by once again approving for the street to be closed and providing the barricades. We feel we have been able to learn a lot and would be able to utilize these strategies next year to once again create this opportunity for local vendors and community members. Thank you again.

Sincerely,

Diane Magill  
Executive Director





**TOWN OF BARRHEAD**  
  
**PROCEDURE STATEMENT**  
**(Policy 32-010)**  
**Road Closures**

**Effective Date: 08/09/08**

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**PROCEDURES:**

The Municipal Manager will approve certain roads to be automatically closed for functions that occur on an annual basis in the Town of Barrhead.

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- .1 The following roads will be closed to accommodate for the Town of Barrhead's annual functions:
  - a) Last Saturday in May of each year - Antique Car Rally - 57 Avenue, from the east corner of the museum to the lane, which runs north towards the seed cleaning plant, and the service road in front of the museum  
Or  
All or part of 50 Street (Main Street) from 50 Avenue to 49 Street and side street 51<sup>st</sup> Avenue to 51<sup>st</sup> Street West between the Scotiabank and Barrhead Bakery to Clarahan Accounting.  
All or part of 50th Street (Main Street) from 49th Street to 50th Avenue
  - b) 1<sup>st</sup> or 2<sup>nd</sup> Saturday in June - Blue Heron Street Festival - 50 Street from 49 Street to 50 Avenue
  - c) 1<sup>st</sup> or 2<sup>nd</sup> Friday in June - Soap Box Derby - 47 Avenue, just south of the Co-op
  - d) Last Friday or Saturday in June - Graduation - 57 Avenue from 48 Street to 46 Street
  - e) July of each year - Santa's Toy Box Christmas in July - Service Road in front of Splash Park
  - f) 2<sup>nd</sup> Weekend in August - Blue Heron Fair - 57 Avenue from 48 Street to 46 Street; 50 Street from 49 Street to 50 Avenue

- g) 2<sup>nd</sup> or 3<sup>rd</sup> Friday in November - Christmas Light Up & Christmas Parade – 50 Street from 50 Avenue to 52 Avenue

Emergency Services and the Public Services Department will be notified in advance of the above road closures. Barricades will be put up and taken down, upon request, by Town Public Services Staff.

Any new requests for road closures will be presented to Council for approval and if successful, will thereafter be added to the policy as an annual Town of Barrhead road closure item.



Item No. 7(a)

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** Appointment to the Municipal Emergency Advisory Committee

---

## **1.0 Purpose:**

To appoint three members of Council to the Municipal Emergency Advisory Committee.

## **2.0 Background and Discussion:**

During the October 27, 2020 Organizational Meeting, the list of Committees did not include the appointments to the Municipal Emergency Advisory Committee.

During the December 10, 2019 Council Meeting, Council appointed Councillors Assaf, Oswald and Penny to the Committee.

The over-arching purpose of the Committee is to advise on the development of the Town's emergency plans and programs.

As outlined in By-law No. 12-2019, the duties of the Committee are as follows:

- (a) The Committee is responsible for recommending any amendments to the plan and program as required from time to time,
- (b) Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the Municipal Emergency Plan,
- (c) The Committee shall foster the development of relationships with business, industry, other local authorities, special interest groups,

citizens, and the Provincial Government enabling the Town of Barrhead's ability to respond to emergency situations,

- (d) The Committee is responsible for public education regarding emergency situations and responsible practices residents can take to prepare themselves for a state of local emergency,
- (e) The Committee shall meet and review the status of the Municipal Emergency Management Plan (MEMP) and related plans and programs.

### **3.0 Alternatives:**

3.1 Council appoints three Councillors to serve on the Municipal Emergency Advisory Committee.

### **4.0 Financial Implications:**

Not applicable

### **5.0 Interdepartmental Implications:**

Not applicable.

### **6.0 Senior Government Implications:**

Not applicable

### **7.0 Political/Public Implications:**

With the noted appointments, Council will ensure the approved Emergency Management Bylaw 12-2019 is adhered to.

### **8.0 Attachments:**

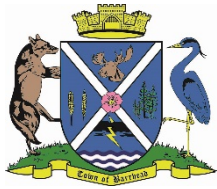
None

### **9.0 Recommendations**

Council appoints three Councillors to serve on the Municipal Emergency Advisory Committee.

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

Edward LeBlanc  
CAO



Item No. 7(b)

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

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

---

**1.0 Purpose:**

To approve the Monthly Bank Statement for the month ended October 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 October 31, 2020, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended October 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 October 31, 2020, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

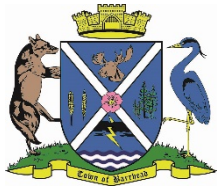
**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED OCTOBER 31, 2020**

<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	508,260.92	8,846,680.18	0.00
Receipts	68,148.42	669,409.77	
Interest	87.45	4,991.10	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	337.98	
<b>SUBTOTAL</b>	<b>576,496.79</b>	<b>9,521,419.03</b>	<b>0.00</b>
Disbursements	0.00	1,870,038.37	
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	240.09	
Postdated Cheques	0.00	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>576,496.79</b>	<b>7,651,140.57</b>	<b>0.00</b>
*****			
<b>PER BANK:</b>			
Balance at end of month	576,496.79	7,791,068.16	0.00
Outstanding Deposits	0.00	120,723.03	
<b>SUBTOTAL</b>	<b>576,496.79</b>	<b>7,911,791.19</b>	<b>0.00</b>
Outstanding Cheques	0.00	260,650.62	
<b>NET BALANCE AT END OF MONTH</b>	<b>576,496.79</b>	<b>7,651,140.57</b>	<b>0.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED OCTOBER 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>
	<hr/>			
<b>Total</b>	<b>\$</b> <hr/>			





Item No. 7(c)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** 2019 Capital Re-allocation

---

## **1.0 Purpose:**

To approve the re-location of two solar pathway lights that was incorporated within the approved 2019 capital budget.

## **2.0 Background and Discussion:**

During the September 10, 2019 Council Meeting, Council passed the following resolution:

*Moved by Cr. Klumph that Council approve the following five installation locations for Solar Pathway Lights:*

- 2 in the Off-Leash Dog Park
- 1 near the baseball storage unit and the old concession in the Sportsgrounds
- 2 on the walkway in Barr Manor

*(Resolution No: 293-19)*

The two pathway lights for the off-leash Dog Park and the one for the Sportsgrounds were installed late last year. However, based on feedback from the adjacent landowners near the pathway in Barr-Manor they felt the lights would shine onto their property. Administration looked at other options and explored the aspect of installing shorter light stands; however with the surrounding tall trees the solar lights would not function properly. Administration now feels the two solar lights would provide more value and be better served if located within the off-leash Dog Park.

The solar pathway lights for the Barr Manor subdivision would provide lighting for approximately 250 feet of pathway.

When Administration first made the provisions for two solar pathway lights at the off-leashed Dog Park, two additional bases were installed as it was determined that additional lights may be warranted in the future.

### **3.0 Alternatives:**

- 3.1 Council revise Resolution No. 293-19 by installing the two solar pathways lights originally allocated to the Barr Manor subdivision to the off-leash Dog Park.
- 3.2 Council instructs Administration to provide further information in regards to the re-location of the two solar pathways lights originally planned for Barr-Manor and bring back the information at the next Council Meeting.

### **4.0 Financial Implications:**

The two units in question were purchased last year from Town reserves.

### **5.0 Interdepartmental Implications:**

Not applicable, as the project would be limited to the Town's Parks and Recreation Department.

### **6.0 Senior Government Implications:**

Not applicable.

### **7.0 Political/Public Implications:**

The installation of solar pathways lights would provide some additional security as well as to enhance the beautification of the Town's open space.

### **8.0 Attachments:**

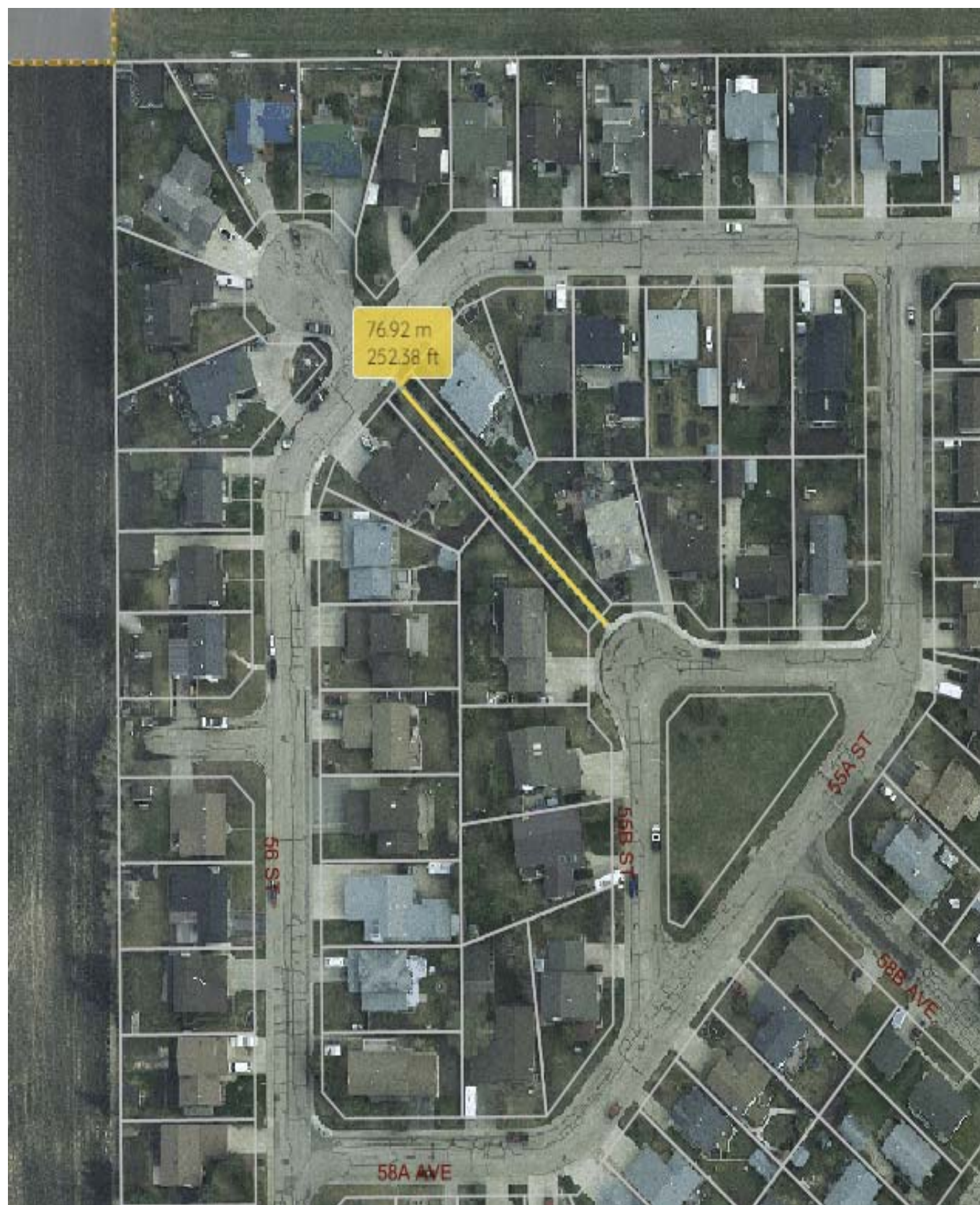
- 8.1 A map of the Barr Manor Subdivision that outlines the original location of the approved solar pathway lights.

### **9.0 Recommendations**

Council revise Resolution No. 293-19 by installing the two solar pathways lights originally allocated to the Barr Manor subdivision to the off-leash Dog Park.

(Original signed by CAO)

Edward LeBlanc, CAO





Item No. 7(d)

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** Financial Statement Report to September 30, 2020

---

## **1.0 Purpose:**

For Council to approve the Financial Statement Report to September 30, 2020, as presented.

## **2.0 Background and Discussion:**

It has been the practice of Administration to provide Council with interim financial information to provide some insight on the Town's financial activities for both the operational and capital budgets.

## **3.0 Alternatives:**

3.1 Council approves the Financial Statement Report to September 30, 2020, as presented.

3.1 Council instructs Administration to provide additional information to the Financial Statement Report to September 30, 2020 and report back at the next 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:**

Not applicable

**9.0    Recommendations**

Council approves the Financial Statement Report to September 30, 2020, as presented.

(Original signed by the CAO)  
Edward LeBlanc  
CAO



## TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO SEPTEMBER 30, 2020

Council approved the 2020 Operating and Capital Budgets on April 28, 2020. During the budget process Council reviewed all budget line items, set priorities and established the property tax rates for 2020. Total Operating budget was set at \$ 14.5 million and Capital budget at \$ \$7.8 million.

One significant factor taken into consideration was the potential impact of COVID-19. Council implemented a number of property tax and utility payment options to assist ratepayers and customers. Though the total 2020 property tax assessments were lower than the assessment totals for 2019, Council maintained the Municipal property tax rates for 2020 at the same level as in 2019.

For a number of months municipal facilities were closed to the public, and all recreational facilities were closed and no programs were running. When the budget was prepared this was taken into consideration, but the final impacts for the 2020 fiscal year won't be realized until closer to the end of the year.

The September 30, 2020, Financial Statements indicate that all departments are doing very well with the various budget items. At September 30<sup>th</sup> budgets would typically be at approx. 75% levels, however total property tax revenues are accounted for when levied, and entries for transfers to capital for projects and reserves are done at the end of the fiscal year.

A summary of the Operating and Capital Budgets at September 30, 2020 follows.

### A. **OPERATING FINANCIAL STATEMENT BY DEPARTMENT** (A-1, 2)

The Operating Financial Statement by Department provides summarized details by each particular department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

On average most of the revenues by department are at approx. 65% to 75% and expenses are in a similar range with a number of them being at 55% to 65%.

Taxes revenue of \$ 6.8 million is shown as 99.96%, as this is recorded when the taxes were levied, which was done on June 15<sup>th</sup>. The actual amount of taxes that still need to be paid at September 30<sup>th</sup>, is shown on the Assets (C-1) document. For 2020 Council extended the Taxes payment due date to September 30, 2020.

The revenues for the Arena and Pool are at 79% and 76%. The County of Barrhead contribution towards recreation has been received and is included in these percentages. For the recreation facilities operations and programs, revenues were estimated based on a potential opening date in the fall of 2020.

Though some of these facilities were opened earlier in the year, with the requirements for social distancing and limited occupancy due to COVID-19, the actual revenues will come in lower than the estimated budgets.



The expenses for the Arena and Pool are at 65% and 84%, as a number of extra sanitizing, cleaning, maintenance, and painting projects were undertaken when these facilities were closed to the public.

It is anticipated that the Arena and Pool net operating costs will be over budget at the end of the year.

Entries for the various departmental contributions to capital for projects and reserves are completed at the end of the year.

## **B. OPERATING FINANCIAL STATEMENT BY CATEGORY (B-1)**

The Operating Financial Statement by Category provides the same information as in (A-1,2) but is summarized by the various categories (taxes, sales of goods & services, grants, salaries, contracted services, equipment maintenance, insurance, utilities), with total operating revenues followed by total operating expenses.

Upon a review of this operating report at September 30, 2020 many of the revenues are close to 75%.

For the expense section a large number of expenses are close to the 75% mark. A number of items are paid for early in the year so they will be at a higher %, such as insurance and memberships.

As noted the Contribution to Capital of \$ 1.35 million listed near the bottom of the report is done at the end of the year so it will be close to 0% at this time.

Overall all Departments are doing very well with their budgets.

## **C. ASSETS & LIABILITIES (C-1)**

The Assets report lists the Cash & Investments of \$ 9.3 million as at September 30, 2020. A portion of these funds will be utilized during the year for operations and for the capital projects that have been undertaken in 2020.

The Taxes Receivable of \$ 797,507 lists the actual amount of taxes that were not paid at the end of September. This includes the amount of \$522,860 for properties that are on the Tax Installment Payment Plan and will be paid in full by December 31, 2020. The remaining \$ 274,647 is for properties that have outstanding taxes but are not on the payment plan.

The Receivables of \$ 475,000 is the amount owing for the Utility billings that were processed on September 30<sup>th</sup>, invoicing for Landfill fees, bulk water, licenses and GST to be recovered from the government.

The Liabilities section shows the various operating and capital reserves as well the deferred revenues which is for the government grants that have been received but not expended yet.

The Pool debenture of \$4.5 million is at December 31, 2019, with the 2020 payment amounts to be applied later in the year.

**D. CAPITAL FINANCIAL STATEMENT BY DEPARTMENT (D-1,2)**

The Capital Financial Statement by Department shows all the capital revenues and expenses by Department (Fire, Water, Sewer, Arena, Pool). The revenues are listed first, followed by the expenses.

Most Capital Revenues will come from reserves, grants or contributions from the operating budget. The entries for most these will be completed at the 2020 year-end, so it is not unusual for many of these revenues to be at 0% on this report.

The Capital Expenses show the expenses to September 30<sup>th</sup>. A number of the capital projects are in progress and will be completed in 2020 or forwarded to 2021 after tenders have been reviewed or capital grant funding for the project has been approved. (i.e. Industrial Park Water Reservoir Project).

**E. CAPITAL FINANCIAL STATEMENT BY CATEGORY (E-1)**

The Capital Financial Statement by Category lists the same information as in (D-1,2) but by category (Grants, From Capital Reserves, From the Operating Function, Engineering Structures Addition, Equipment Additions). Capital Revenues are listed, followed by Capital Expenses.

As noted previously most Capital Revenues will be recorded later in the year and the Capital Expenses are based on the payments that have been made to date as many projects are still in progress for this year.





**TOWN OF BARRHEAD**  
**Operating Financial Statment by DEPARTMENT**  
For the Nine Months Ending Wednesday, September 30, 2020

	Sep 2020	2020 Budget	Variance	Variance %
<b>Revenues</b>				
1-0101 Taxes	(6,809,462.97)	(6,812,411)	(2,948.03)	99.96%
1-0201 Other	(673,159.50)	(765,000)	(91,840.50)	87.99%
1-1102 Council	(863.50)	(1,500)	(636.50)	57.57%
1-1201 Administration	(50,659.09)	(83,450)	(32,790.91)	60.71%
1-2101 RCMP	(54,843.09)	(160,114)	(105,270.91)	34.25%
1-2301 Fire	(610,338.37)	(855,200)	(244,861.63)	71.37%
1-2303 ERC	(19,246.50)	(25,662)	(6,415.50)	75.00%
1-2305 Town Fire/Town ERC	(900.00)	(2,000)	(1,100.00)	45.00%
1-2401 Disaster Services		(50)	(50.00)	0.00%
1-2601 Bylaw	(18,908.88)	(30,700)	(11,791.12)	61.59%
1-2702 Public Health		(10,000)	(10,000.00)	0.00%
1-3101 Common Services	(18,048.77)	(36,500)	(18,451.23)	49.45%
1-3201 Roads	(74,355.00)	(74,355)	0.00	100.00%
1-4101 Water	(1,956,927.62)	(2,837,670)	(880,742.38)	68.96%
1-4201 Sewer	(432,292.26)	(606,900)	(174,607.74)	71.23%
1-4301 Trade Waste	(211,226.29)	(320,457)	(109,230.71)	65.91%
1-4302 Landfill	(175,969.14)	(253,490)	(77,520.86)	69.42%
1-4303 Recycle	(98,531.85)	(146,698)	(48,166.15)	67.17%
1-4304 New Landfill		(4,000)	(4,000.00)	0.00%
1-5101 FCSS	(293,568.00)	(391,423)	(97,855.00)	75.00%
1-5601 Cemetery	(3,580.48)	(5,600)	(2,019.52)	63.94%
1-6101 Development	(3,190.00)	(10,300)	(7,110.00)	30.97%
1-6201 Communications		(7,100)	(7,100.00)	0.00%
1-6601 Subdivision	(12,744.75)	(145,000)	(132,255.25)	8.79%
1-7201 Recreation Administration	(10,961.39)	(66,600)	(55,638.61)	16.46%
1-7202 Arena	(259,720.13)	(329,250)	(69,529.87)	78.88%
1-7203 Pool	(249,568.46)	(326,950)	(77,381.54)	76.33%
1-7204 Parks	(88,254.00)	(98,354)	(10,100.00)	89.73%
1-7206 Rotary Park	(14,357.17)	(20,000)	(5,642.83)	71.79%
1-7207 Bowling Alley	(2,964.79)	(3,000)	(35.21)	98.83%
1-7209 Curling	(18,483.95)	(12,879)	5,604.95	143.52%
1-7210 Walking Trail		(20,000)	(20,000.00)	0.00%
1-7402 Twinning		(4,535)	(4,535.00)	0.00%
1-9701 Contingency/General		(47,913)	(47,913.00)	0.00%
<b>Total Revenue</b>	<b>(12,163,125.95)</b>	<b>(14,515,061)</b>	<b>(2,351,935.05)</b>	<b>83.80%</b>
<b>EXPENSES</b>				
2-1101 Mayor	27,552.47	47,625	20,072.53	57.85%
2-1102 Council	96,486.30	177,370	80,883.70	54.40%
2-1201 Administration	664,844.64	957,690	292,845.36	69.42%
2-1202 Computer	72,273.17	93,500	21,226.83	77.30%
2-2101 RCMP	71,289.94	213,530	142,240.06	33.39%
2-2301 Fire	562,544.55	855,200	292,655.45	65.78%
2-2303 ERC	26,890.13	51,324	24,433.87	52.39%
2-2305 Town Fire/Town ERC	245,506.43	357,540	112,033.57	68.67%
2-2401 Disaster Services	1,366.83	2,500	1,133.17	54.67%
2-2601 Bylaw	92,715.24	134,070	41,354.76	69.15%
2-2701 Safety		2,000	2,000.00	0.00%
2-2702 Public Health	15,748.55	23,000	7,251.45	68.47%



TOWN OF BARRHEAD  
Operating Financial Statment by **DEPARTMENT**  
For the Nine Months Ending Wednesday, September 30, 2020

A2

	Sep 2020	2020 Budget	Variance	Variance %
2-3101 Common Services	277,540.38	532,102	254,561.62	52.16%
2-3201 Roads	893,637.58	1,358,099	464,461.42	65.80%
2-3301 Airport	15,994.50	41,326	25,331.50	38.70%
2-3701 Storm Sewer	15,153.26	24,018	8,864.74	63.09%
2-4101 Water	1,150,839.68	1,966,727	815,887.32	58.52%
2-4102 BRWC	435,763.92	870,943	435,179.08	50.03%
2-4201 Sewer	180,554.06	606,900	426,345.94	29.75%
2-4301 Trade Waste	130,023.98	320,457	190,433.02	40.57%
2-4302 Landfill	141,862.25	253,490	111,627.75	55.96%
2-4303 Recycle	167,259.52	200,694	33,434.48	83.34%
2-4304 New Landfill		34,425	34,425.00	0.00%
2-5101 FCSS	350,567.21	467,423	116,855.79	75.00%
2-5601 Cemetery	15,001.38	25,233	10,231.62	59.45%
2-6101 Development	76,259.35	128,412	52,152.65	59.39%
2-6201 Communications	82,656.95	163,614	80,957.05	50.52%
2-6601 Subdivision #1	12,737.25	15,000	2,262.75	84.92%
2-7201 Recreation Administration	229,764.05	293,811	64,046.95	78.20%
2-7202 Arena	380,414.20	581,658	201,243.80	65.40%
2-7203 Pool	894,476.65	1,063,392	168,915.35	84.12%
2-7204 Parks	204,241.56	421,759	217,517.44	48.43%
2-7205 Sportsground	46,991.38	125,973	78,981.62	37.30%
2-7206 Rotary Park	3,082.45	14,500	11,417.55	21.26%
2-7207 Bowling Alley	5,009.55	28,000	22,990.45	17.89%
2-7209 Curling	16,235.29	47,352	31,116.71	34.29%
2-7210 Walking Trail	13,700.82	68,583	54,882.18	19.98%
2-7213 Museum		500	500.00	0.00%
2-7401 Tourism/Culture	23,668.82	117,029	93,360.18	20.22%
2-7402 Twinning	542.50	9,070	8,527.50	5.98%
2-7403 Library	83,429.58	110,289	26,859.42	75.65%
2-8101 Requisition	924,349.11	1,588,590	664,240.89	58.19%
2-9701 Contingency/General	2,397.05	102,397	99,999.95	2.34%
<b>Total Expenses</b>	<b>8,651,372.53</b>	<b>14,497,115</b>	<b>5,845,742.47</b>	<b>59.68%</b>
<b>(Surplus)/Deficit</b>	<b>(3,511,753.42)</b>	<b>(17,946.00)</b>	<b>3,493,807.42</b>	



**TOWN OF BARRHEAD**  
**Operating Financial Statement by CATEGORY**  
**For the Nine Months Ending Wednesday, September 30, 2020**

	Sep 2020	2020 Budget	Variance	Variance %
<b>REVENUE</b>				
Taxes	(6,809,462.97)	(6,812,411)	(2,948.03)	99.96%
Sales of Goods & Services	(2,675,779.54)	(4,145,943)	(1,470,163.46)	64.54%
Penalties and Costs on Taxes	(16,878.55)	(25,000)	(8,121.45)	67.51%
Licenses & Fees	(58,633.88)	(74,300)	(15,666.12)	78.92%
Concessions and Franchises	(600,190.72)	(740,000)	(139,809.28)	81.11%
Return on Investments - Operati	(56,090.23)		56,090.23	
Rentals	(199,523.62)	(310,827)	(111,303.38)	64.19%
Donations		(2,400)	(2,400.00)	0.00%
Other	(110,669.29)	(236,515)	(125,845.71)	46.79%
Federal Grants	(10,800.00)	(2,400)	8,400.00	450.00%
Provincial Grants	(585,277.00)	(674,132)	(88,855.00)	86.82%
Local Government Contributions	(1,039,820.15)	(1,388,520)	(348,699.85)	74.89%
Transfers From Operating Reserve		(102,613)	(102,613.00)	0.00%
<b>TOTAL REVENUE</b>	<b>(12,163,125.95)</b>	<b>(14,515,061)</b>	<b>(2,351,935.05)</b>	<b>83.80%</b>
<b>EXPENSES</b>				
Salaries & Wages	2,514,166.53	3,458,653	944,486.47	72.69%
Employer Costs/Benefits	579,834.52	817,879	238,044.48	70.89%
Training & Development	21,675.01	82,400	60,724.99	26.30%
Mayor/Council Fees & Per Diems	114,116.00	171,160	57,044.00	66.67%
Mayor/Council Travel & Subsistence	4,053.35	42,500	38,446.65	9.54%
Fire Fighter & Guardian Fees	135,544.86	172,700	37,155.14	78.49%
Fire Guardian Mileage	3,171.71	7,500	4,328.29	42.29%
Travel & Subsistence	25,165.32	65,607	40,441.68	38.36%
Memberships	13,381.25	19,850	6,468.75	67.41%
Freight & Postage	20,524.74	32,095	11,570.26	63.95%
Telephone & Internet	51,811.94	68,610	16,798.06	75.52%
Appreciation/Promotional Events	13,234.41	29,400	16,165.59	45.02%
Contracted/Professional Services	1,182,191.28	2,008,590	826,398.72	58.86%
Repairs & Maintenance General	257,017.52	439,000	181,982.48	58.55%
Building Maintenance	102,353.92	152,500	50,146.08	67.12%
Equipment & Vehicle Maintenance	194,413.65	354,550	160,136.35	54.83%
Leases, Licenses	87,355.07	152,470	65,114.93	57.29%
Insurance	228,961.04	238,850	9,888.96	95.86%
Materials & Supplies, Chemicals	577,988.91	974,050	396,061.09	59.34%
Gas, Power, Water	604,137.09	933,950	329,812.91	64.69%
Landfill Close/Post Close		30,425	30,425.00	0.00%
Requisitions/Adjustments	924,349.11	1,588,590	664,240.89	58.19%
Contribution to Other Local Government	15,994.50	21,326	5,331.50	75.00%
Contribution to Boards & Agencies	683,553.22	976,502	292,948.78	70.00%
Contribution to Capital	166.80	1,351,042	1,350,875.20	0.01%
Add to Operating Reserve		4,050	4,050.00	0.00%
Debenture, Bank Charges, Other	293,813.73	300,469	6,655.27	97.79%
Underlevy/(Overrequisition)	2,397.05	2,397	(0.05)	100.00%
<b>Total Expenses</b>	<b>8,651,372.53</b>	<b>14,497,115</b>	<b>5,845,742.47</b>	<b>59.68%</b>
<b>(Surplus)/Deficit</b>	<b>(3,511,753.42)</b>	<b>(17,946)</b>	<b>3,493,807.42</b>	



TOWN OF BARRHEAD  
**ASSETS & LIABILITIES**

C1

For the Nine Months Ending Wednesday, September 30, 2020

	September 2020
<b>ASSETS</b>	
Cash & Investments	9,356,579.08
Taxes Receivable	797,507.37
Receivables - Utilities, GST, Other	475,975.70
Inventory	48,394.57
Engineering Structures - Assets	76,030,157.22
Accum. Amort. Engineering Structures	(42,615,386.65)
Buildings - Assets	26,967,560.69
Accum. Amort. Buildings	(4,800,308.01)
Machinery & Equipment - Assets	7,319,130.63
Accum. Amort. Machinery & Equipment	(2,709,003.36)
Land - Assets	1,496,108.70
Land Improvements - Assets	1,788,926.41
Accum. Amort. Land Improvements	(1,040,538.85)
Vehicles - Assets	3,172,613.42
Accum. Amort. Vehicles	(1,276,193.89)
<b>TOTAL ASSETS</b>	<b>75,011,523.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Employer Liabilities - Payroll	(196,883.48)
Deposits & Trusts	(54,265.05)
Operating Reserves	(736,651.06)
Deferred Revenues & Liabilities	(1,317,161.06)
Capital Reserves	(4,667,709.37)
Payables & Holdbacks	(953,318.31)
Pool - Long Term Loan Payable	(4,512,193.76)
Equity in Fixed Assets	(59,820,872.55)
Accumulated Surplus	(324,951.21)
<b>TOTAL LIABILITIES</b>	<b>(72,584,005.85)</b>



TOWN OF BARRHEAD  
Capital Financial Statement by **DEPARTMENT**  
For the Nine Months Ending Wednesday, September 30, 2020

D1

	Sep 2020	2020 Budget	Variance	Variance %
<b><u>CAPITAL REVENUES</u></b>				
5-1201 Administration		(90,000)	(90,000.00)	0.00%
5-2301 Fire	(322,600.00)	(793,951)	(471,351.00)	40.63%
5-2303 ERC	(595.24)		595.24	
5-3101 Common Services	(275,400.00)	(483,131)	(207,731.00)	57.00%
5-3201 Roads		(214,043)	(214,043.00)	0.00%
5-3301 Airport		(30,000)	(30,000.00)	0.00%
5-3701 Storm Sewer		(15,000)	(15,000.00)	0.00%
5-4101 Water		(2,663,663)	(2,663,663.00)	0.00%
5-4201 Sewer		(1,902,125)	(1,902,125.00)	0.00%
5-4301 Trade Waste		(75,281)	(75,281.00)	0.00%
5-4304 New Landfill		(4,000)	(4,000.00)	0.00%
5-7202 Arena		(101,000)	(101,000.00)	0.00%
5-7203 Pool	(5,000.00)	(69,515)	(64,515.00)	7.19%
5-7204 Parks		(96,500)	(96,500.00)	0.00%
5-7205 Sportsground		(178,500)	(178,500.00)	0.00%
5-7206 Rotary Park		(5,500)	(5,500.00)	0.00%
5-7207 Bowling Alley		(39,450)	(39,450.00)	0.00%
5-7209 Curling Rink	(111,136.00)	(596,190)	(485,054.00)	18.64%
5-7210 Walking Trail		(108,275)	(108,275.00)	0.00%
5-9701 Contingency		(338,500)	(338,500.00)	0.00%
5-9702 Offsite	(2,670.00)	(10,000)	(7,330.00)	26.70%
<b>TOTAL CAPITAL REVENUES</b>	<b>(717,401.24)</b>	<b>(7,814,624)</b>	<b>(7,097,222.76)</b>	<b>9.18%</b>
<b><u>CAPITAL EXPENDITURES</u></b>				
6-1201 Administration	43,432.89	90,000	46,567.11	48.26%
6-2301 Fire	90,022.66	793,951	703,928.34	11.34%
6-3101 Common Services	403,735.87	483,131	79,395.13	83.57%
6-3201 Roads	148,879.50	214,043	65,163.50	69.56%
6-3301 Airport		30,000	30,000.00	0.00%
6-3701 Storm Sewer		15,000	15,000.00	0.00%
6-4101 Water	176,541.56	2,663,663	2,487,121.44	6.63%
6-4201 Sewer	258,071.50	1,902,125	1,644,053.50	13.57%
6-4301 Trade Waste	24,981.00	75,281	50,300.00	33.18%
6-4304 New Landfill		4,000	4,000.00	0.00%
6-7202 Arena	72,041.68	101,000	28,958.32	71.33%
6-7203 Pool	45,864.47	69,515	23,650.53	65.98%
6-7204 Parks	12,827.77	96,500	83,672.23	13.29%



TOWN OF BARRHEAD  
Capital Financial Statement by **DEPARTMENT**  
For the Nine Months Ending Wednesday, September 30, 2020

	Sep 2020	2020 Budget	Variance	Variance %
6-7205 Sportsground	6,312.85	178,500	172,187.15	3.54%
6-7206 Rotary Park	5,247.65	5,500	252.35	95.41%
6-7207 Bowling Alley	1,862.87	39,450	37,587.13	4.72%
6-7209 Curling Rink	448,385.21	596,190	147,804.79	75.21%
6-7210 Walking Trail	63,430.00	108,275	44,845.00	58.58%
6-9701 Contingency		338,500	338,500.00	0.00%
6-9702 Offsite		10,000	10,000.00	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,801,637.48</b>	<b>7,814,624</b>	<b>6,012,986.52</b>	<b>23.05%</b>



TOWN OF BARRHEAD  
Capital Financial Statement by **CATEGORY**  
For the Nine Months Ending Wednesday, September 30, 2020

	Sep 2020	2020 Budget	Variance	Variance %
<b>CAPITAL REVENUES</b>				
Return on Investment/Rev. from Own Source	(5,595.24)	(149,691)	(144,095.76)	3.74%
Sale of Fixed Assets	(29,400.00)		29,400.00	
Federal Grants		(1,941,750)	(1,941,750.00)	0.00%
Provincial Grants	(679,736.00)	(1,745,478)	(1,065,742.00)	38.94%
County/Other Municipal Contributions		(396,975)	(396,975.00)	0.00%
From Capital Reserves		(2,007,188)	(2,007,188.00)	0.00%
From Operating Function		(1,351,042)	(1,351,042.00)	0.00%
From Other Capital Function		(212,500)	(212,500.00)	0.00%
Developers Levy Payments	(2,670.00)	(10,000)	(7,330.00)	26.70%
<b>TOTAL CAPITAL REVENUE</b>	<b>(717,401.24)</b>	<b>(7,814,624)</b>	<b>(7,097,222.76)</b>	9.18%
<b>CAPITAL EXPENDITURES</b>				
Engineering Structures	413,863.00	1,686,400	1,272,537.00	24.54%
Building Additions	489,532.55	681,640	192,107.45	71.82%
Equipment Additions	753,586.11	2,994,450	2,240,863.89	25.17%
Land Improvement Additions	12,827.77	154,500	141,672.23	8.30%
Vehicle Additions	131,828.05	846,451	714,622.95	15.57%
To Other Capital Functions		212,500	212,500.00	0.00%
Add to Capital Reserves		1,238,683	1,238,683.00	0.00%
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,801,637.48</b>	<b>7,814,624</b>	<b>6,012,986.52</b>	23.05%



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 18, 2020

**Re:** Utility Accounts Write-Offs

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## **1.0 PURPOSE:**

Outstanding Inactive Utility Accounts Write-Offs

## **2.0 BACKGROUND AND DISCUSSION:**

All outstanding Utility Accounts are sent off for collection. Our office continually monitors our records and should any customers that had prior arrears on their accounts move back to town, these customers must pay their outstanding amounts when they hookup an account.

It is recommended that the attached listed Utility Accounts be written-off. This listing includes 2019 \$ 519.14 (partial year) and 2020 (partial year) \$ 961.85.

The 2019 and 2020 Utility Revenues for Water, Sewer and Garbage from September 1, 2019 up to August 31, 2020, (1 yrs.) were approx. \$3,026,809.48 and the write-offs in the amount of \$1,480.99 are approx. 0.05% of this revenue, during the stated time period.

## **3.0 ALTERNATIVES:**

Not applicable.

## **4.0 FINANCIAL IMPLICATIONS:**

Not applicable.

## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable.

## **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.



**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable.

**8.0 ATTACHMENTS:**

Listed accounts to be written off.

**9.0 RECOMMENDATIONS:**

That Council authorizes Administration to write off outstanding utility accounts for 2019 and 2020, in the amount of \$1,480.99, as indicated on the listing provided.

(Original signed by CAO)

Edward LeBlanc

CAO

## Utility Write Offs 2020

Account	Out	Amount
12*****	14-07-20	\$ 406.05
21*****	19-05-20	\$ 352.60
21*****	30-11-19	\$ 42.98
31*****	04-11-19	\$ 10.77
32*****	14-10-19	\$ 132.12
41*****	10-12-19	\$ 108.21
51*****	15-06-19	\$ 39.34
71*****	14-08-20	\$ 125.26
72*****	12-08-19	\$ 115.74
73*****	26-09-19	\$ 69.98
96*****	28-05-20	\$ 77.94
		<u>\$ 1,480.99</u>



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** November 24, 2020

**Re:** Accounts Receivable Write-Offs

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**1.0 PURPOSE:**

Accounts Receivable Write-Offs

**2.0 BACKGROUND AND DISCUSSION:**

All outstanding Accounts Receivables are sent off for collection. Our office sent out monthly statements and placed numerous phone calls in effort to collect the outstanding amounts owed. We continually monitor our records and should any customers with prior arrears try to charge anything or set up an account, these customers must pay their outstanding amounts before doing so.

**3.0 ALTERNATIVES:**

Not applicable.

**4.0 FINANCIAL IMPLICATIONS:**

Not applicable.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not applicable.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable.

**8.0 ATTACHMENTS:**

Listed accounts to be written off.

**9.0 RECOMMENDATIONS:**

That Council authorize Administration to write off outstanding Accounts Receivable Accounts in the amount of \$125.00, as indicated on the listing provided.

(Original signed by CAO)  
Edward LeBlanc  
CAO

## ACCOUNTS RECEIVABLE WRITE OFF LIST

Invoice #IVC00000054	May 2019	Landfill Fees	\$25.00
Invoice #IVC00000062	May 2019	Landfill Fees	\$25.00
Invoice #IVC00000481	August 2019	Landfill Fees	\$25.00
Invoice #IVC00000623	September 2019	Landfill Fees	\$25.00
Invoice #IVC00000804	October 2019	Landfill Fees	\$25.00
		<b>TOTAL</b>	<b>\$125.00</b>

**Barrhead & District Family & Community  
Support Services Society  
Thursday, October 15, 2020  
Financial Meeting – 9:00 a.m.  
Regular Board Meeting – 9:30 a.m.  
VIA ZOOM**

**Present:**

Randy Hindy, Chairperson  
Shelly Dewsnap – Executive Director  
Carol Lee, Recording Secretary  
Jane Wakeford – Vice Chair  
John Szvec, Secretary/Treasurer  
Ron Kleinfeldt Vicki Kremp Sally Littke  
Marvin Schatz Mark Oberg Shelly Bye  
Leslie Penny

**Absent:** Marsha Smith, Sharen Veenstra and Dausen Kluin

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:42 a.m. by Chair, Randy Hindy

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

68-20 Moved by Ron Kleinfeldt to accept the Agenda . Motion seconded by Mark Oberg.

Carried

**3) Items for Approval****a) Minutes of the regular Board meeting of the Barrhead & District FCSS, September 17, 2020.**

69-20 Moved by Leslie Penny to accept the minutes of the Regular Board meeting of September 17, 2020, seconded by Jane Wakeford.

Carried

**b) Financial Statements**

70-20 Moved by Leslie Penny to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on September 30, 2020, as presented, seconded by Vicki Kremp.

Carried

**4) Staff Presentation: Cheri Jantz – Food Bank/Thrive Coordinator**

**Food Bank:** Since Covid-19, have a skeleton crew so we can limit number of volunteers in each room. Clients access the Food Bank by appointment only. Numbers were down at the beginning of Covid-19, it was felt that Government payouts were possibly helping people to buy food for themselves and did not need assistance from the Food Bank. Have had lots of generous donations and now are receiving fresh produce from gardens. Food Bank Team Meeting and luncheon scheduled for Thursday, October 22, and will discuss the intake process as we move into cooler weather – cell phone vs additional volunteer vs other ideas. February saw 102 individuals and 83 families, April had 80 individuals and September 134 individuals and 54 families. Shelly thanked Cheri for taking over this program when Covid-19 restrictions hit.

**Thrive:** This program has slowed down. Cheri has closed 19 files in the past 2 months. One challenge is that courts have been closed so clients unable to get help with abusive partners. Several clients have moved away to get away from abuser, others have chosen to stay and deal with things here. Cheri presents regularly to Outreach Students, looking to do a presentation via Zoom. Board thanked Cheri for a job well done.

**5) New Business****a) Personal Vehicle Liability Policy**

Will defer this item to Policy Committee for their recommendation

**b) Mask Use**

May eventually go to a required mask wearing policy for our halls, for now to use physical distancing combined with masks available to anyone who wishes. Halls can accommodate physical distancing requirements. Barriers are set up in office spaces and seating is at appropriate physical distancing. Programs advertise specific requests around mask use as per the necessary requirement of the type of program being offered.

**c) Program Cross – Training**

Defer to Personnel Committee to have them give a recommendation.

**d) 2021 Budget \* to be emailed Wednesday, October 14<sup>th</sup>**

71-20 Leslie Penny moved to adjust proposed 2021 budget to include a 1.5% increase in wages for all staff, motion seconded by Sally Littke.

Carried

Note: A 'Special Meeting' will be held on Thursday, October 22, 2020 @ 9:30 a.m. to review the adjusted budget via Zoom.

**6) Old Business**

**a) Life Insurance Gift-** Shelly will send a letter to potential donor saying we will accept Life Insurance Gift, however, at time of receiving, FCSS has the opportunity to refuse if donation is to a specific program that is no longer functioning or we cannot reciprocate requests.

**b) Kitchen Reno**

72-20 Moved by Leslie Penny and seconded by Mark Oberg to give an additional \$2,000.00 toward Kitchen Renovations.

Carried

**c) HR Downloads**

73-20 Moved by Leslie Penny and seconded by Sally Littke to purchase the HR Downloads at the cost of \$2,392.00.

Carried

**7. Item for Information****a) Directors Report****b) Staff Reports****c) FCSSAA Newsletter**

**d) Request for Invite –** Shelly will send a zoom Invite to a Board Meeting to the NE Zone Rep to attend as per his request

**e) Letter from Auditor****f) November meeting discuss when to host live meeting**

- 8) Board Development**  
a) Nothing at this time

**9) Next Meeting:**  
**November 19, 2020**

**10) Meeting Adjournment**  
Chair Randy Hindy adjourned the meeting at 11:59 a.m.

**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of October 15, 2020**

\_\_\_\_\_  
**Chairperson**

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



**Barrhead & District Family & Community  
Support Services Society  
SPECIAL MEETING OF THE BOARD OF DIRECTORS  
Thursday, October 22, 2020  
VIA ZOOM  
MINUTES**

**Present:**

Randy Hindy, Chairperson  
Shelly Dewsnap - Executive Director  
Jane Wakeford - Vice Chair  
John Szwec, Secretary/Treasurer  
Sally Littke  
Bill Lane    Mark Oberg  
Sharen Veenstra    Marsha Smith    Ron Kleinfeldt

NOTE: Leslie Penny was unable to connect, but sent a suggested approval.

**1) Call to Order**

The Special Meeting of the Board of Directors of the Barrhead & District Family & Community Support Services Society was called to order at 9:36 a.m. by Chair, Randy Hindy

**2) Agenda Item - 2021 Budget**

- a) A discussion was held, changes made to the budget to accommodate a 1.5% increase for staffing.
- b) A discussion on fewer incomes expected.

74-20 Marsha Smith moved to accept the amended budget. Motion seconded by Ron Kleinfeldt.

Carried

Chair Randy Hindy adjourned the meeting at 9:45 a.m.

Minutes

BDSHA Regular Board Meeting

February 19, 2020

**Barrhead & District Social Housing  
Association Minutes  
Regular Board Meeting – February 19, 2020**

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Members Present: Chairman Darrell Troock, Dale Kluin, Leslie Penny, Craig Wilson,  
Ken Killeen, Meertin Zeldenrust

Members Absent:

Staff Present: Dorothy Schorr, Dorothy Waters

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1.0 Darrell Troock called the meeting to order at 10:02 a.m.

2.0 Approval of Agenda

*Craig Wilson moved to accept the Agenda of the February 19, 2020 Regular Board Meeting.*

*Carried Unanimously*

3.0 Adoption of Minutes

3.1 Regular Board Meeting – January 15, 2020

*Leslie Penny moved to accept the Minutes of the January 15, 2020 Regular Board Meeting.*

*Carried Unanimously*

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached  
Hillcrest Lodge

- Kiezik Consulting has been selected as the consultant for the Hillcrest Electrical Improvements Project. They will complete a study to use for specifications and drawings to be inserted into bid documents for the electrical contractor tender documents.
- Bid documents have been released for the replacement of forty exhaust fans in the Hillcrest 2 storey building.

Klondike Place

- A small leak was found by the hot water tank. Repairs were completed by maintenance.

Jubilee Manor

- The boiler system has been holding up. There have been no issues since the bypass was installed.

Golden Crest Manor

- The site visit for the intercom replacement project has taken place.

4.2 Chief Administrative Officer Report by Dorothy Schorr - Attached  
Maintenance

- Recommendation for boiler in Jubilee Manor has been sent to the province. It should be awarded this week.

Initials: Chairperson

 CAO 

3.1b

Minutes

BDSHA Regular Board Meeting

February 19, 2020

Total Budget: \$300,000  
Engineering: awarded to Nowak Engineering (\$36,000)  
Boiler Installation: recommendation Sentanta Contracting Ltd.  
(\$190,500)

Projects that must be awarded before March 31, 2020:

Manor Projects:

Intercom replacement for Golden Crest Manor has been sent to more than 3 suppliers; recommendation will be sent to the province (\$9,000 budget).

Lodge Projects:

Electrical upgrade for Hillcrest Lodge has been posted on Alberta Purchasing Connection (\$120,500 budget).

Exhaust fan replacement for 2 storey Hillcrest Lodge has been sent out to 5 suppliers (\$24,000 budget).

Projects Still to be sent to Suppliers:

Hillcrest Lodge – 6 sinks in common areas (\$12,000 budget)

Klondike Place – 10 fire doors (\$15,000 budget).

*Dale Kluin moved that Tyler Batdorff, Facilities Manager and Dorothy Schorr, CAO can award lodge projects mentioned above.*

*Carried Unanimously*

**Vacancies**

- 7 Community Housing – Swan Hills (2 families have been interviewed and should move in shortly)
- 2 JDR Manor

**Final Financial Audit**

- The final financial audit should be completed February 20, 2020. All financial information has been sent to the auditor electronically; the final visit should be to complete testing.

**Lodge Standards**

- Hillcrest Lodge and Klondike Place passed the reviews.
- The next review will be completed on the Hillcrest Lodge new build (tentative date August 2020):
  - after building inspection has been passed
  - after keys are given to Barrhead and District Social Housing Association
  - before any clients can move into the new building.

**Administration**

- Information for LAP Grant has been submitted.

Initials: Chairperson

CAO

Minutes

BDSHA Regular Board Meeting

February 19, 2020

## \$150,000 Design Grant

- ASHC has not decided the status of the \$150,000 Design Grant which has expired, ASHC has not sent out the new contract to be signed.

*Dale Kluin moved to accept the Management Reports as presented.**Carried Unanimously*

## 4.3 Cheque Logs – January 2020 – Attached

*Ken Killeen moved to accept the cheque logs as presented.**Carried Unanimously*

## 5.0 Business Arising from Minutes

5.1 ASCHA – Convention and Trade Show - FYI

5.2 2020 Social Operating Budget - FYI

5.3 2020-2021 Private non-profit budgets - FYI

## 6.0 New Business

6.1 Northern Zone ASCHA – February 28, 2020 – Darrell Troock and Dale Kluin will attend.

6.2 ASCHA Conference – Ballot Voting

*Leslie Penny moved to give all three (3) votes to Darrell Troock.**Carried Unanimously*

6.3 2020 Requisition

*Craig Wilson moved that Barrhead and District Social Housing Association should requisition in the amount of \$261,391 (equivalent to the 2009-2019 Requisitions). This will assist in the maintenance of the Lodge Capital Infrastructure, and may provide a Capital Reserve.**Carried**Meertin Zeldenrust abstained in  
Accordance with Ministerial Order  
H:-11/2003*

6.4 Dishwasher – Hillcrest Lodge – new kitchen.

*Dale Kluin moved to upgrade the dishwasher in the Hillcrest Lodge – new kitchen from a tall dishwasher to a conveyor dishwasher for a cost of \$31,600.98. The upgrade should be funded from the capital fund.**Carried Unanimously*

## 7.0 Correspondence

7.1 Alberta Seniors and Housing – Annual Compliance Review – FYI

## 8.0 Date and Time of Regular Board Meeting

Tuesday, March 31, 2020 at 10:00 a.m.

Initials: Chairperson  CAO 

## Minutes

## BDSHA Regular Board Meeting

February 19, 2020


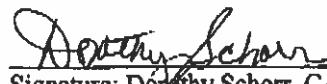
## 9.0 In Camera

*Craig Wilson moved to go in camera at 10:35 a.m.**Carried Unanimously*

## Out of Camera

*Ken Killeen moved to go out of camera at 10:52 a.m.**Carried Unanimously*

## 10.0 Adjournment

*Dale Kluin moved to adjourn the meeting at 10:52 a.m.**Carried Unanimously*  
Signature: Darrell Troock, ChairpersonNovember 2, 2020  
Date  
Signature: Dorothy Schorr, CAONovember 2, 2020  
DateInitials: Chairperson  CAO 