



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, OCTOBER 27, 2020 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD AGRENA'S**  
**CHARLES GODBERSON ROTARY ROOM**

*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 – October 13, 2020
4. Public Hearings
  - (a) Bylaw 02-2020, the Intermunicipal Development Plan – Public Hearing
5. Delegations
  - (a) There is no Delegations
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Bank Statement – month ending September 30, 2020

8. Reports - The Council Reports
  - (a) There are no Reports
9. Minutes
  - (a) Barrhead & District Family & Community Support Services Society – September 17, 2020
  - (b) Yellowhead Regional Library Board Meeting – June 22, 2020
10. Bylaw
  - (a) Bylaw 11-2020, Temporary Mandatory Mask and Face Coverings Bylaw
11. Correspondence Item
  - (a) Letter from Blue Heron Support Services Association dated October 8, 2020.
  - (b) Letter from Alberta Municipal Affairs, undated.
  - (c) Thank you card from Alberta Council on Aging.
  - (d) Letter from Ms. Sandra McBeth dated October 15, 2020.
12. For the Good of Council
13. Tabled Items
14. Closed Session
  - (a) Land – Pursuant to Sections 16(2) of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, OCTOBER 13, 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.

278-20 Moved by Cr. Klumph that the agenda be accepted with the following additions:

- 7(d) COVID-19 Discussion
- 8(c) Yellowhead Regional Library Report

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES** The Minutes of the Town Council Regular Meeting of September 22, 2020 were reviewed.

279-20 Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of September 22, 2020 be accepted as presented.

CARRIED UNANIMOUSLY

**MAIN STREET CHRISTMAS DECOR DELEGATION**

Mayor McKenzie and Council welcomed Ms. Chris Driessen, Mainstreet Merchants Association and Mr. Dave Sawatzky, Barrhead & District Chamber of Commerce to discuss Main Street Décor at 5:30 p.m.

Ms. Driessen and Mr. Sawatzky made a presentation to Council of the vision the Mainstreet Merchants Association and Barrhead & District Chamber of Commerce have for improving the downtown. Mainstreet Merchants Association and Barrhead & District Chamber of Commerce are proposing to add new decorations to the downtown to enhance the downtown that Barrhead has and are asking for funding from the Town of \$15,500.00.

Discussion took place.

280-20 Moved by Cr. Klumph that Council accept the delegation as information.

CARRIED UNANIMOUSLY

**EXITED** Mayor McKenzie and Council thanked Ms. Chris Driessen and Mr. Dave Sawatzky for their presentation and they exited the Chambers at 6:00 p.m.

281-20 Moved by Cr. Penny that Council set a budget of \$15,500.00 on upgrading the existing Christmas decorations within the Town’s mainstreet, provided Administration is satisfied with the purchase and the warranty of the items and the budget be funded from the Tourist/Decoration Reserve.

CARRIED UNANIMOUSLY

**SIDEWALK REPLACEMENT  
PROGRAM**

Information regarding the tendering for the Sidewalk Replacement Program, was reviewed.

282-20 Moved by Cr. Penny that Council accept the information of tendering for the Sidewalk Replacement Program, as information.

CARRIED UNANIMOUSLY

**BANK STATEMENT**

The Monthly Bank Statement for the month ended August 31, 2020, was reviewed.

283-20 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended August 31, 2020.

CARRIED UNANIMOUSLY

**MUNICIPAL OPERATING  
SUPPORT TRANSFER  
PROGRAM**

A Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Operating Support Transfer Program, was reviewed.

284-20 Moved by Cr. Klumph that Council enter into a Memorandum of Agreement with Alberta Municipal Affairs as it relates to the Municipal Operating Support Transfer Program, as presented.

CARRIED UNANIMOUSLY

**NEW HEALTH & SAFETY  
POLICY**

A revised Health & Safety Policy was reviewed.

285-20 Moved by Cr. Klumph that Council approve the revised Health & Safety Policy, as presented.

CARRIED UNANIMOUSLY

**COVID-19  
DISCUSSION**

Cr. Smith discussed with Council a possible face covering Bylaw based on possible COVID-19 cases we may see in the future.

Discussion took place.

286-20 Moved by Cr. Smith that Administration draft a Bylaw regarding the requirement of face coverings within the Town of Barrhead and bring back to Council for consideration.

CARRIED UNANIMOUSLY

**REPORTS TO  
COUNCIL**

The following Reports to Council as of October 13, 2020, were reviewed:

- CAO's Report
- Council Action List
- Yellowhead Regional Library Report

287-20 Moved by Cr. Klumph that the CAO's Report to Council be accepted as information.

CARRIED UNANIMOUSLY

288-20 Moved by Cr. Kluin that the Council Action List be accepted as information.

CARRIED UNANIMOUSLY

289-20 Moved by Cr. Kluin that the Yellowhead Regional Library Report to Council be accepted as information.

CARRIED UNANIMOUSLY

## RECESSED

290-20 Moved by Cr. Smith to recess the meeting at 6:40 p.m.

CARRIED UNANIMOUSLY

## RECONVENED

291-20 Moved by Cr. Kluin to reconvene the meeting at 7:05 p.m.

CARRIED UNANIMOUSLY

## MINUTES

The following Minutes were reviewed.

- Barrhead & District Family & Community Support Services Society
- Communities Futures Yellowhead East

292-20 Moved by Cr. Assaf that the following Minutes be accepted as information:

- Barrhead & District Family & Community Support Services Society
- Communities Futures Yellowhead East

CARRIED UNANIMOUSLY

## CORRESPONDENCE ITEMS

The following correspondence items were reviewed:

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

293-20 Moved by Cr. Assaf that Council denies the request from the Barrhead Old Vet's Hockey Club, requesting the ability to cancel scheduled rink time reservations without penalty and that Section H of Policy #72-02 would still be applicable to the Club.

CARRIED

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

OPPOSED: Cr. L. Penny

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

294-20 Moved by Cr. Klumph that Council authorize the request from the Barrhead & District Family & Community Support Services requesting the additional \$15,000.00 previous provided to the Society be re-allocated to the Community Thrive Program and the Community Youth Program.

CARRIED UNANIMOUSLY

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

295-20 Moved by Cr. Klumph that Council accept the letter from the Yellowhead Regional Library dated September 30, 2020, providing their draft 2021 budget along with projections for 2022 and 2023, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie commended Kathy Vickery, Director of Corporate Services and staff on budget balancing throughout the year.

Cr. Klumph commended the Public Works Department on the street repairs and Park and Recreation on the public walking trails throughout the Town.

Cr. Smith commended the Landfill staff on the Landfill's organization and cleanliness.

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

296-20 Moved by Cr. Assaf that Council go in closed session at 7:15 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

297-20 Moved by Cr. Penny that Council come out of closed session at 7:50 p.m.

CARRIED UNANIMOUSLY

298-20 Moved by Cr. Smith that Council instruct Administration to enter into an exclusive listing agreement with Cushman & Wakefield Edmonton for the Town owned urban reserve land located on Part of S.E. 29-59-03-W5.

CARRIED UNANIMOUSLY

299-20 Moved by Cr. Klumph that Council endorse the formal appraisal report, as prepared by Squair Appraisals & Consulting on the 5.07 acre parcel of urban reserve land located on Part of SE 29-59-03-W5, as presented.

CARRIED UNANIMOUSLY

300-20 Moved by Cr. Penny that Council endorse the formal appraisal report, as prepared by Squair Appraisals & Consulting on the 9.03 acre parcel of urban reserve land located on Part of SE 29-59-03-W5, as presented.

CARRIED UNANIMOUSLY

301-20 Moved by Cr. Assaf that Council enter into an agreement to sell approximately 3.04 acres of urban reserve land located on Part of SE 29-59-03-W, incorporating the amendment as discussed during the Closed Session portion of the October 13, 2020 Council Meeting.

CARRIED UNANIMOUSLY

**ADJOURN**

302-20                      Moved by Cr. Penny that the Council Meeting be adjourned at 7:51 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 27, 2020

**Re:** Intermunicipal Development Plan with the County of Barrhead – Public Hearing at 5:30 p.m.

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## **1.0 PURPOSE:**

Council to entertain written submissions and oral presentations from the general public as it relates to By-law No. 02-2020, adopting an Intermunicipal Development Plan with the County of Barrhead.

## **2.0 BACKGROUND AND DISCUSSION:**

In the initial provincial requirements, it was necessary for municipalities having a common boundary to adopt an Intermunicipal Development Plan (IDP). With recent changes, the Province is no longer requiring municipalities to enter into an IDP if mutually agreed by both municipalities.

Regardless of the recent change from the Province, both Administrations felt it was necessary to review and revise the Plan to ensure it meets the current provincial legislation and to simply modernize the document.

For the overall benefit of the community, the Town of Barrhead and the County of Barrhead entered into the original IDP in 1999.

The draft IDP has no significant policy changes from the original version.

## **3.0 ALTERNATIVES:**

3.1 Council direct Administration to bring draft By-law No. 02-2020 being a bylaw to adopt an Intermunicipal Development Plan with the County of Barrhead, to the November 10<sup>th</sup>, 2020 Council Meeting for second and third reading.

3.2 Council direct Administration to revise draft By-law No. 02-2020 being a bylaw to adopt an Intermunicipal Development Plan with the County of



Barrhead, as directed and to bring the By-law No. 02-2020 to the November 10<sup>th</sup>, 2020 Council Meeting for second and third reading.

**4.0 FINANCIAL IMPLICATIONS:**

Not applicable.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The main focus of the IDP is limited to the Town's Planning Services Department.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

As previously noted, the new IDP will ensure the Plan will meet the current legislation requirements.

**8.0 ATTACHMENTS:**

8.1 By-law No. 02-2020.

8.2 Draft Intermunicipal Development Plan.

**9.0 RECOMMENDATIONS:**

Council direct Administration to bring draft By-law No. 02-2020 being a bylaw to adopt an Intermunicipal Development Plan with the County of Barrhead, to the November 10<sup>th</sup>, 2020 Council Meeting for second and third reading.

(Original signed by the CAO)

Edward LeBlanc

CAO

**BYLAW NO. 02-2020**

**THE BARRHEAD INTERMUNICIPAL  
DEVELOPMENT PLAN BYLAW**

**A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF  
ALBERTA, TO BE KNOWN AS BARRHEAD INTERMUNICIPAL  
DEVELOPMENT PLAN BYLAW.**

**WHEREAS**, the *Municipal Government Act*, Chapter M-26, of the Revised Statutes of Alberta, 2000 and amendments thereto authorizes two or more Councils to enact an Intermunicipal Development Plan;

**WHEREAS**, the Town of Barrhead and the County of Barrhead No. 11 have determined that it is expedient to adopt an Intermunicipal Development Plan for the purpose of addressing land issues on land surrounding the Town of Barrhead where there is a common interest.

**NOW THEREFORE**, the Council of the Town of Barrhead, in the Province of Alberta, duly assembled, **HEREBY ENACTS AS FOLLOWS:**

1. That this Bylaw be cited as the “Barrhead Intermunicipal Development Plan Bylaw.”
2. That the text and accompanying maps become the Barrhead Intermunicipal Development Plan.
3. That Bylaw 10-99 and amendments thereto is repealed.
4. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this 3<sup>rd</sup> day of March, 2020.

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2020 and passed.

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc



# Intermunicipal Development Plan

2020

A cooperative strategy for the future growth of the Barrhead urban-rural fringe.



**County of Barrhead Bylaw 2-2020**  
**Town of Barrhead Bylaw 02-2020**

# Draft – Passed First Reading

## ***County of Barrhead No. 11 & Town of Barrhead Intermunicipal Development Plan***

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# ***LAND USE PLANNING IN THE BARRHEAD AREA***

## **INTRODUCTION**

A number of different provincial and municipal documents work together to provide a comprehensive and effective land use planning framework for the Barrhead Area. The following is a highlight of the different components and their role in land use planning in the municipalities.

## **PROVINCIAL PLANNING**

The provincial interest in local land use planning matters is addressed through the Municipal Government Act and the Subdivision and Development Regulation. These two documents provide the basis for subdivision and development, the appeal process, and other related matters.

The relationship between the County, Town, and outside agencies such as utility companies and provincial Ministries is also addressed through the provincial legislation.

Finally, the Minister of Municipal Affairs has prepared a land use policy which is intended to further emphasize the provincial interest and encourage municipalities to work together with other stakeholders.

## **MUNICIPAL PLANNING**

### **INTERMUNICIPAL PLANNING**

The County of Barrhead No. 11 and the Town of Barrhead have entered into an intermunicipal development plan to address land use issues on land surrounding the Town of Barrhead where there is a common interest. The policies contained in this document are particular to the intermunicipal plan area and are intended to complement policy in each municipality's respective municipal development plans.

### **MUNICIPAL DEVELOPMENT PLANS**

Both the County and Town of Barrhead have adopted long range municipal land use plans. The Municipal Development Plan outlines the land use planning framework for the future growth and development of each municipality. This framework is implemented through the Municipal Land Use Bylaw.

## **LAND USE BYLAWS**

The Land Use Bylaw is the tool used to implement the policies contained within the Intermunicipal and Municipal Development Plan. The Land Use Bylaw is a municipal regulation. Both the Town and County of Barrhead No. 11 have adopted a Land Use Bylaw to regulate growth and development within their corporate boundaries.

## **INTERMUNICIPAL COLLABORATION FRAMEWORK**

The County and Town have a long history of cooperation when it comes to social matters and service delivery. As examples, through the history of this Plan and its predecessors, the two municipalities have contributed towards the development of the Barrhead Regional Airport, community services, emergency services, utilities and cultural programming, to name a few.

The Intermunicipal Collaboration Framework between the Town and County of Barrhead was adopted by Bylaw on January 28, 2020 and February 4, 2020 respectively.

## **PART ONE: INTRODUCTION**

### **A. Preamble**

- 1) This Barrhead Intermunicipal Development Plan (IDP) has been prepared by Administration representatives from both the County of Barrhead No. 11 and the Town of Barrhead.
- 2) This IDP is a continuation of an IDP that was first adopted by the Town and County in 1989, then renewed in 1999.
- 3) The purpose of this IDP is to provide a land use planning framework for the subdivision and development of land as defined in the Plan Area where both municipalities have an interest.
- 4) In a spirit of cooperation between the Town and County, both Councils intend to facilitate future development in the Plan Area in a manner that will be efficient, attractive, and beneficial to the benefit of all residents in the area.

### **B. Guide To The IDP**

- A. This IDP is intended to be used as a document to provide a land use planning framework for the Plan Area surrounding the Town of Barrhead. This IDP will serve as the primary planning document for the Plan Area and will be further implemented through the County and Town Land Use Bylaw and other statutory plans that are adopted and affect land use in the Plan Area.
- B. Decision making on all subdivision and development applications within the Plan Area shall conform with the spirit and intent of the goals, objectives, and policies contained in this IDP.
- C. The intent of this IDP is to complement the existing County and Town of Barrhead Municipal Development Plans (MDP). The goals, objectives, and policies of this IDP should be considered as additional or supplementary to those which exist in the municipal plans. Where a conflict exists between this IDP and a MDP, the goals, objectives, and policies of this IDP shall take precedence.

### **C. Intermunicipal Planning Boundary (Plan Area)**

- 1) The IDP Plan Area applies to all lands identified by each respective municipality. Map No. 2 describes the Plan Area under this IDP.
- 2) For map interpretation purposes, the Plan Area includes the following lands:

***Township 59, Range 3, W5M***

<i>NE ¼, Section 8</i>	<i>E ½, Section 28</i>
<i>NW ¼, Section 9</i>	<i>NW ¼, Section 29</i>
<i>Sections 15 through 18</i>	<i>Section 30 and 31</i>
<i>Section 19</i>	<i>SW ¼ and N ½ Section 32</i>
<i>SW ¼, Section 20</i>	<i>SE ¼ and N ½, Section 33</i>
<i>E ½, Section 21</i>	<i>Section 34</i>
<i>Section 22 and 27</i>	

***Township 59, Range 4, W5M***

*W ½ Section 13, 24, 25 & 36*

- 3) The Plan Area is 15.25 sections in area or approximately 9.920 acres (4,014 ha).
- 4) The Town of Barrhead and the Paddle River are the two most significant features in or adjacent to the Plan Area. The Town of Barrhead is comprised of three sections and located in the center of the Plan Area. The Paddle River flows in a general eastward direction through the Plan Area. Though the River is mostly within the County of Barrhead No. 11, it also flows through the southwest corner of the Town.
- 5) The Paddle River drops approximately 10 metres in elevation through the Plan Area. A flood plain does exist for the River and has been described for the reach of the River that is within the corporate boundaries of the Town of Barrhead. The flood plain is generally regarded as having a 1 in 100 year flood elevation of 636 metres above sea level (ASL).
- 6) The topography of the Plan Area consists of gently sloping land. The total relief (highest to lowest elevation) in the Plan Area is 70 metres. The elevation range is from a high of 700 metres ASL in the northeast portion of the plan area to a low of 630 metres ASL in the eastern portion of plan area along the Plan Area.
- 7) The land south of the Paddle River generally slopes towards the north. In the northwestern portion of the Plan Area, the land generally slopes towards the two small streams which feed the Paddle River. In the northeastern portion of the Planning Area, the land generally slopes towards the south.



#### **D. Conformity With Legislation**

- 1) This IDP has been prepared pursuant to the provisions of the Municipal Government Act and is consistent with the Minister of Municipal Affairs Land Use Policies.

#### **E. Flexibility**

- 1) This IDP is not intended to be “fixed in stone” or inflexible. To remain an effective and current document, this IDP will be reviewed and amended as required. Minor adjustments or variances that may be required to land use classes, location or future roads and other services, quantities and figures will not require an amendment to this IDP.

#### **F. Policy Explanation**

- 1) The word “should” in policy statements means that the statement is an expression of desire by the municipality. It refers to what the municipality would like to achieve but does not make the action mandatory.
- 2) The word “shall” means that the action is mandatory.
- 3) Though the word “may” means that the action is discretionary; actions will be based upon the planning goals of this Plan and sound land use planning principles.

#### **G. Overall Plan Goals**

- 1) The following are the principal goals of this IDP.
  - i) To plan for the orderly, economic, and beneficial use of land in the Plan Area.
  - ii) To identify areas where the Town of Barrhead and the County of Barrhead No. 11 can cooperatively plan for future development in a manner that is consistent with proper land use planning principles.
  - iii) To establish land use planning standards which will allow for the safe and efficient movement of traffic through the Plan Area.
  - iv) To establish land use planning standards which will minimize adverse impacts on the natural environment.
  - v) To encourage development which will be sustainable and benefit area residents.
  - vi) To complement the goals, objectives, and policies of the County and Town of Barrhead MDPs.

## ***PART TWO: LAND USE POLICIES***

### **A. Preamble**

- 1) This IDP was developed to prevent uncoordinated development in the Plan Area around the Town of Barrhead and the possible negative implications of random development for the Town of Barrhead and the County of Barrhead No. 11. It has been developed as a tool to guide development in the Plan Area for the benefit of both the County and the Town. Areas of concern to both municipalities are:
  - i) the protection of the quality and quantity of the water supply used by both municipalities,
  - ii) the coordination of transportation systems between and through the County and the Town;
  - iii) the protection of the valuable farmland in the Plan Area;
  - iv) the need for coordinated planning for land uses in the Plan Area; and
  - v) the protection of the Barrhead Municipal (Johnson) Airport.

### **B. General Subdivision & Development Guideline**

- 1) Except where noted in this IDP, all subdivision and development proposals and issues shall be reviewed and decided in accordance with the direction provided in the Town's and County's MDP and LUBs.

### **C. Agriculture**

It is expected that the primary land use in the Plan Area will remain agricultural in nature for the long term. Historically, impacts on urban development from extensive agriculture have been minimal. It is also recognized that new intensive livestock operations which are administered by the Natural Resources Conservation Board are not permitted within the Plan Area. The intent of the following policies is to recognize and affirm the policies contained within the County MDP and to identify particular issues that relate specifically to the Town of Barrhead.

Agriculture in the Plan Area shall be in accordance with the provisions described in the County of Barrhead No. 11 Municipal Development Plan.

## **D. Residential Development**

It is recognized that the County of Barrhead No. 11 has adopted restrictions to the number of parcels that may be developed on agricultural lands. The following policies are intended to expand on those contained in the County MDP to address specific issues in the Plan Area.

- 1) County residential development in agricultural districts shall be in accordance with the applicable provisions contained within the County of Barrhead MDP.
- 2) Notwithstanding the policies contained in the County MDP, where both municipalities are in agreement, the re-subdivision of an existing country residential parcel to create one or more country residential parcels may be allowed subject to the following:
  - i) the proposed parcel will not adversely impact existing or proposed developments on surrounding lands;
  - ii) the proposed parcel can access the local road system and has adequate water and sewer services;
  - iii) a suitable building site is available which conforms to the provisions of the County LUB.

## **E. Industrial Development**

Though agriculture is the predominant land use in the Plan Area, opportunities exist for industrial development in certain areas. It is recognized that the Town of Barrhead encourages industrial development which would not be compatible in an urban environment to locate in the County. On this basis, the following policies have been developed to enhance the existing County of Barrhead No. 11 provisions regarding industrial development to address specific issues within the Plan Area.

- 1) In general, rural industrial development shall be encouraged to locate in an industrial park rather than on isolated parcels in the Plan Area.
- 2) Any industrial development which may conflict with urban development through noise, traffic, smell, airborne pollution and other factors shall be encouraged to locate east of Highway No. 33.
- 3) Impacts on the natural environment and urban development within the Town of Barrhead shall be considered when reviewing any industrial development within the Plan Area.

## **F. Commercial Development**

Commercial Development within the Plan Area is generally low impact and minor in nature. The following policies complement the policies which exist in the County of Barrhead No. 11 MDP.

- 1) Existing commercial developments in the Plan Area will be permitted to expand where impacts on surrounding lands is minimized.
- 2) New commercial developments in the Plan Area shall be encouraged to locate in cluster subdivisions such as a rural industrial/commercial park.

## **G. Transportation And Utilities**

The following policies complement those which are contained in the County MDP.

### **Transportation:**

- 1) Cooperation between the Town and the County of Barrhead No. 11 is essential to maintain current transportation links (i.e., the Barrhead [Johnson] Airport, area highways, and local road systems). When considering subdivision and development applications, the approving authorities shall consider the following:
  - i) future intermunicipal linkages for transportation and utility corridors,
  - ii) the need to maintain the operation and integrity of transportation facilities in the Plan Area,
  - iii) the need to ensure that new subdivision and development will not adversely impact the safe and efficient operation of transportation facilities and networks,
- 2) New subdivisions and building sites are to be developed in a manner that will not conflict with the future development of new transportation corridors.
- 3) Subdivision and Development along the Primary Highways within the Plan Area shall be reviewed by Alberta Transportation.

### **Utilities:**

- 1) Multi-parcel subdivisions should provide utility right of ways that will allow for future connection to municipal water supply and sewage systems.
- 2) The use of holding tanks for sewage disposal systems within the 1 in 100-year floodplain shall be encouraged.

- 3) Any subdivision or development proposal within the IDP area that requires Town sewer utility servicing shall be referred to the Town of Barrhead for comments. The Town shall confirm whether there is sufficient capacity to allow a sewer utility connection for the proposed use and that it be included in a utility service agreement between the Town and County of Barrhead.

## **H. Environment**

Two primary environmental considerations exist within the Plan Area. First, the Paddle River needs to be protected from development and activities which would impact the River. Secondly, development which would have an impact on the use and enjoyment of property in the Town of Barrhead through airborne pollution should not be located west of the Town. The following policies reflect this intent:

- 1) No subdivision or development shall be allowed which will result in contamination of the Paddle River.
- 2) No subdivision or development shall be allowed which will result in slope failure of the banks of the Paddle River.
- 3) All subdivision and development proposals which produce airborne pollution [dust, smoke, etc.] that would impact the Town of Barrhead shall be located east of Highway No. 33 to minimize the impact of prevailing winds.
- 4) Development within the 1 in 100-year floodplain shall be restricted to passive uses such as recreation areas and agriculture.

## **I. Recreation**

The Town and County cooperate in the provision of facilities for use by residents and visitors to the Town and County. In the intermunicipal planning area an example of this cooperation is the Barrhead Golf Course which is located in the Paddle River Valley. The following policies outline each municipalities intent regarding recreation development in the intermunicipal planning area.

- 1) No development shall be permitted in proximity to recreation facilities which will adversely impact the operation or integrity of existing recreational facilities.
- 2) Future development along or near the banks of the Paddle River should allow for the future development of recreational facilities such as trail systems and linear pathways.

## **PART THREE: ADMINISTRATION & IMPLEMENTATION**

The goals, objectives, and policies of this plan shall be implemented in accordance with the following guidelines:

### **A. Amendment To Local Plans**

- 1) Any proposed adoption or amendment to the County of Barrhead No. 11 or Town of Barrhead Municipal Development Plan, Land Use Bylaw, or any other Statutory Plan which may impact land within the Plan Area shall be considered by both municipalities.
- 2) Where required, this Intermunicipal Development Plan may be amended to reflect changes in local statutory plans and bylaws.

### **B. Referrals**

- 1) The following policies outline the intent of each municipality regarding the referral process for subdivision and development proposals within the Intermunicipal Plan Area. The following policies are based upon the understanding that referrals will not be required unless the subject of the proposal could have an impact on the neighbouring municipality.
  - Referrals – Development Permit Applications (County of Barrhead No. 11)
    - Development permit applications for permitted uses do not require a referral to the Town of Barrhead.
    - Development permit applications for discretionary land uses or buildings on a parcel shall be referred to the Town of Barrhead for their review and comment prior to rendering a decision.
  - Referrals –Subdivision Applications (County of Barrhead No. 11)
    - All subdivision applications shall be referred to the Town of Barrhead for their review and comment.
  - Referrals – Subdivision and Development Permit Applications (Town of Barrhead).

The Town of Barrhead shall refer to the County of Barrhead No. 11 for comment, all subdivision and development permit applications which:

- i) require access to County roads for access to the site,
  - ii) require access to County roads for industrial haul road purposes, and
  - iii) require upgrading of County infrastructure to service the proposed development.
- 2) All Statutory Plan and Bylaw preparation and amendments that impact the Plan Area of this IDP shall be referred to the other participating municipality for their review and consideration.

### **C. APPEAL PROCESS**

- 1) All subdivision, development, and stop order appeals in the Plan Area shall be directed to the County of Barrhead No. 11: Subdivision & Development Appeal Board or the Municipal Government Board as directed in the MGA. The Town of Barrhead will be afforded an opportunity to make a presentation at any appeal affecting land within the Plan Area.
- 2) The County of Barrhead No. 11 shall be informed of all appeals within the Town of Barrhead which could have an impact on lands within the Plan Area. The County will be provided the opportunity to make a presentation at such an appeal.



## ***PART FOUR: INTERPRETATION***

### **A. DEFINITIONS:**

- a.) **Town** means the Town of Barrhead,
- b.) **County** means the County of Barrhead No. 11,
- c.) **Committee** means the Town and County of Barrhead Intermunicipal Collaboration Framework Committee
- d.) **Intermunicipal Development Plan** means the Barrhead Intermunicipal Development Plan,
- e.) **Plan** means the above defined Intermunicipal Development Plan,
- f.) **Plan Area** means the area described in Part One: (C) of this Plan, and
- g.) **Date of Passage** means the date upon which both Councils have adopted through Bylaw this Intermunicipal Development Plan, or any amendments thereto.
- h.) **Intensive Agriculture** means the use of a parcel of land for uses such as greenhouses, market gardens, sod farms, nurseries, and tree farms.
- i.) **Extensive Agriculture** means a system of tillage which depends upon large areas of land for the raising of crops. Extensive agricultural uses include buildings and other structures incidental to farming as well as farm related uses. Extensive Agriculture may also include the raising of livestock either in conjunction or separate from a crop farming operation where the density of animals on the subject property is less than that of an intensive livestock development, as defined by Alberta Agriculture, Food and Rural Development in cooperation with the County of Barrhead No. 11.

### **B. Review And Amendment**

- 1) This Plan and the accompanying implementation agreement may be amended through the adoption of an amending bylaw by both municipalities in accordance with the provisions of the Municipal Government Act.
- 2) The IDP shall be reviewed once during a Council Term.



### C. Compliance With Other Jurisdictions

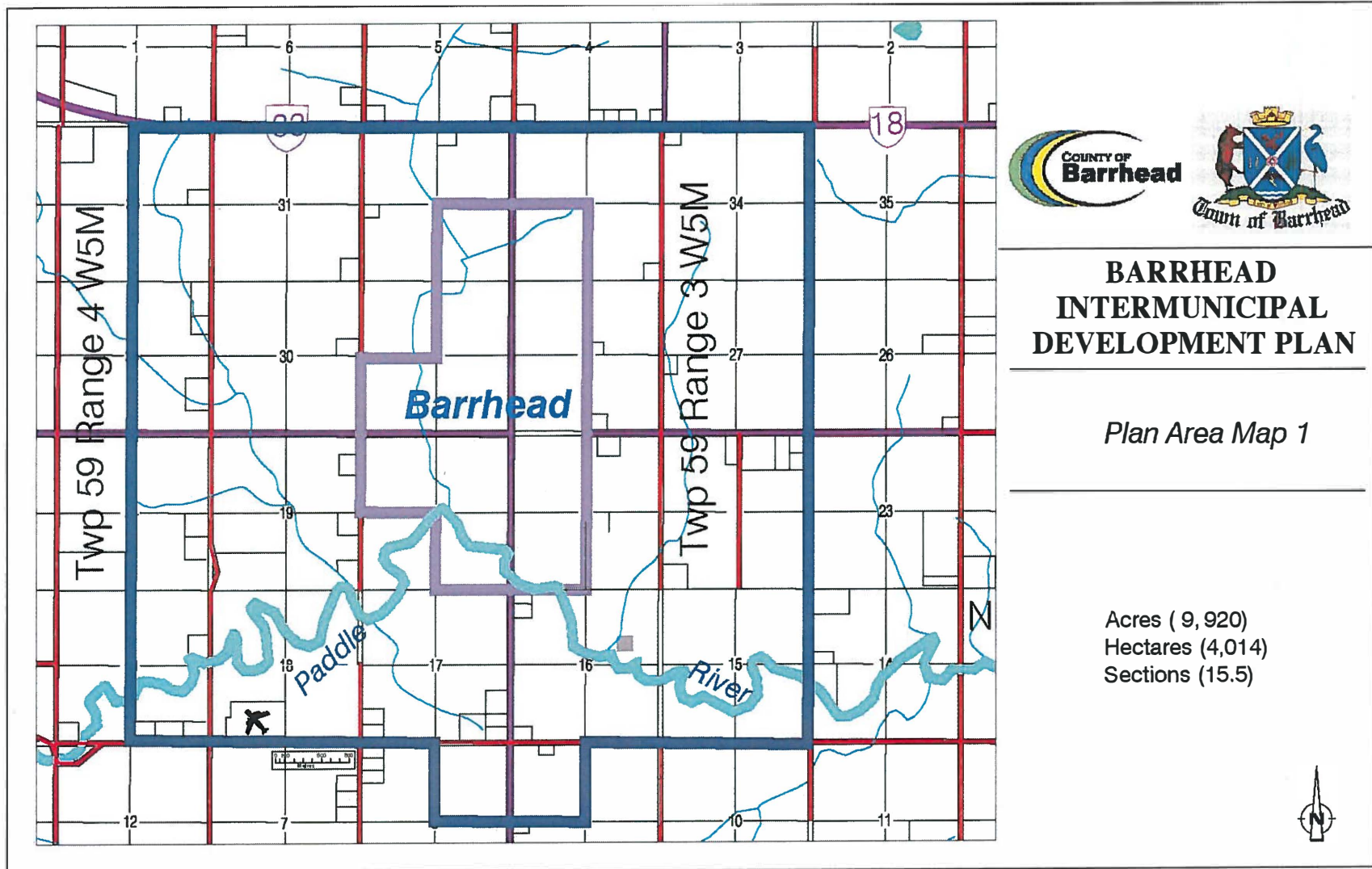
- 1) This IDP shall not be effective or reduce or mitigate any restrictions lawfully imposed by a government authority having jurisdiction to make such restrictions.

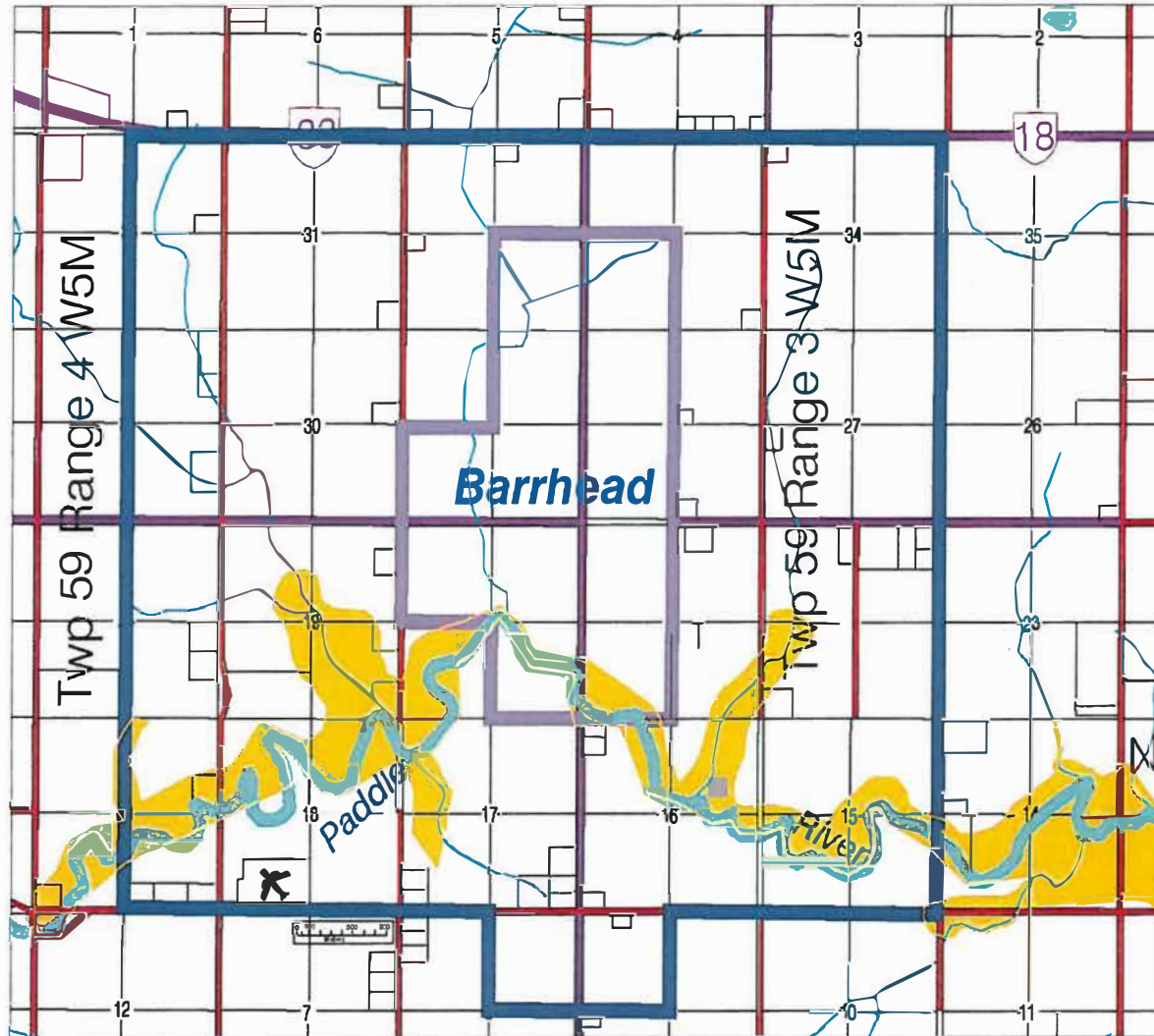
### D. Dispute Resolution

- 1) The County and Town commit to resolving any disputes in a non- adversarial, informal and cost-efficient manner.
- 2) Both municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) Any dispute arising out of the implementation of this Agreement will firstly be addressed by the administrations of both municipalities. Where a dispute cannot be resolved to the satisfaction of both municipalities after thirty (30) calendar days, the dispute will be referred to the CAOs of both municipalities.
- 4) Where a dispute cannot be resolved to the satisfaction of both CAOs after thirty (30) calendar days, and it is not jointly agreed by the CAOs to extend the time period, the dispute will be referred to the Committee.
- 5) Where a dispute cannot be resolved to the satisfaction of the Committee after thirty (30) calendar days, and it is not jointly agreed by the Committee to extend the time period, the dispute will be referred to the Councils of both municipalities.
- 6) Where a dispute cannot be resolved to the satisfaction of the Councils of both municipalities, the County and Town will seek the assistance of a mediator acceptable to both municipalities. The costs of mediation shall be shared equally between the municipalities.
- 7) If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both Parties and the arbitration process described in Part 17.2 of the Municipal Government Act shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.
- 8) The costs of arbitration shall be shared equally between the municipalities.
- 9) In situations where the approved IDP conflicts with the *Municipal Government Act* as it pertains to intermunicipal disputes, provisions in the *Municipal Government Act* shall prevail.

### E. Duration


- 1) Either municipality may withdraw and repeal the IDP after participating in the dispute resolution process (steps 1-6 above).





## BARRHEAD INTERMUNICIPAL DEVELOPMENT PLAN

### *Flood Plain Map 2*

 Flood Plain  
Elevation (636metres A.S.L.)

Flood Plain derived from  
Flood Plain Study,  
Alberta Environmental Protection





Item No. 7(a)

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 27, 2020

**Re:** Bank Statement – for month ending September 30, 2020

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**1.0 Purpose:**

To approve the Monthly Bank Statement for the month ended September 30, 2020.

**2.0 Background and Discussion:**

Not applicable.

**3.0 Alternatives:**

3.1 For Council approves the Monthly Bank Statement for the month ended September 30, 2020, as presented.

3.2 For Council tables the Monthly Bank Statement for the month ended September 30, 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 September 30, 2020, as presented.

(Original signed by the CAO)

Edward LeBlanc

CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED SEPTEMBER 30, 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	177,160.64	7,191,280.98	0.00
Receipts	331,068.23	2,743,118.47	
Interest	32.05	4,499.27	
Transfers from/to Term Deposits	0.00	0.00	0.00
Cancelled Cheques	0.00	0.00	
<b>SUBTOTAL</b>	<b>508,260.92</b>	<b>9,938,898.72</b>	<b>0.00</b>
Disbursements	0.00	699,000.13	
Debentures/Interest	0.00	145,284.50	
School Requisition	0.00	247,637.89	
Transfers from/to General	0.00	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	296.02	
Postdated Cheques	0.00	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>508,260.92</b>	<b>8,846,680.18</b>	<b>0.00</b>
*****			
<b>PER BANK:</b>			
Balance at end of month	508,260.92	8,569,871.27	0.00
Outstanding Deposits	0.00	328,602.13	
<b>SUBTOTAL</b>	<b>508,260.92</b>	<b>8,898,473.40</b>	<b>0.00</b>
Outstanding Cheques	0.00	51,793.22	
<b>NET BALANCE AT END OF MONTH</b>	<b>508,260.92</b>	<b>8,846,680.18</b>	<b>0.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED SEPTEMBER 30, 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>
	<div>-</div>			
<b>Total</b>	<div>\$ -</div>			

**Barrhead & District Family & Community  
Support Services Society  
Thursday, September 17, 2020  
Financial Reports & Regular Board Meeting –9:00 a.m.  
VIA Zoom**

**Present:**

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

**Absent:** Shelly Bye, Marsha Smith left the meeting early at 11:20 a.m.

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:34 a.m. by Chair, Randy Hindy

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

39-20 Moved by John Szwec to accept the Agenda with the deletion and addition of the following: Delete 5a viii Reserve, add to 'For Information' 7f FASD and under 'New Business' add 5a xi FCSS Food Fund, 5i Covid Leave and 5j Benefit Reimbursement. Motion seconded by Leslie Penny.

Carried

**3) Items for Approval**

**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, June 18, 2020.**

40-20 Moved by Marvin Schatz to accept the minutes of the Regular Board meeting of June 18, 2020, seconded by Sally Littke.

Carried

**b) Financial Statements**

41-20 Moved by Mark Oberg to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending on June 30, July 31 & August 31, 2020, as presented, seconded by Ron Kleinfeldt.

Carried

**4) Staff Presentation: Ros Rudd – Community Programs & Volunteer Coordinator**

Ros gave an overview of her programs and updated on new programs. Several programs cancelled in the spring due to Covid 19; Volunteer Appreciation, Compass Program, In School Mentor Program and Welcome Basket. The following fall/winter programs will be through appointment: Coats for Families, Christmas Programs – Santa's Toy Box, Adopt a Family and Christmas Hampers. Compass will start training and hopefully go ahead in the spring of 2021, the new program 'Snow Angels' will have volunteers removing snow for seniors, ill or disabled people. The people will register at FCSS with their name and address, these are given to 'snow angels', no personal contact necessary. The Board thanked Ros for all the work she has done.



**5) New Business****a) Business arising from Financial Meeting****i. Enhancement Funds**

42-20 Leslie Penny moved to return Enhancement Funds to both the Town and County Counsel, motion seconded by Jane Wakeford.

Carried

43-20 Dausen Kluin moved to have Executive Director send a 'letter of request' to both the Town and County Counsel to keep the Enhancement Funds and put toward the Thrive and FCSS Youth Programs on the Community Accounts, as our Casino Funding will not happen until late 2021 or later. Motion seconded by John Szwec.

Carried

**ii. Counselling Contract**

44-20 Leslie Penny moved to use remainder of Counseling Contract to subsidize clients utilizing outside counseling services, motion seconded by John Szwec.

Carried

**iii. FSL Program**

45-20 Marvin Schatz moved to create a 80/20 Youth Program, motion seconded by Sally Littke.

Carried

46-20 Leslie Penny moved to take the remaining funds designated for FSL Program and move to the 80/20 Youth Program, noting the FSL Program is now complete, motion seconded by John Szwec.

Carried

47-20 Ron Kleinfeldt moved to take the \$12,500 from Woodlands FCSS Contribution, into the 80/20 Youth Program, motion seconded by Sharen Veenstra.

Carried

**iv. 2019 Surplus**

48-20 Sally Littke moved to put 2019 Surplus Funds into the 80/20 Youth Program, motion seconded by Leslie Penny.

Carried

**v. Covid 19 Donation**

49-20 John Szwec moved that we create a Covid Donations Category on the Community side, motion seconded by Marsha Smith.

Carried

**vi. Undesignated Funds**

50-20 Marvin Schatz moved to put funds from CanadaHelps .Org and Benevity Funds, into the Community Programs side of our accounts. Motion seconded by Sharen Veenstra.

Carried

**vii. Undesignated Funds**

51-20 John Szwec moved to move \$10,000 from Undesignated Funds into FCSS Reserve Funds, motion seconded by Mark Oberg.

Carried

**viii. School Lunch Program**

52-20 John Szwec moved to put \$6,500 from Covid Response Community Account into SLP account, motion seconded by Mark Oberg.

Carried

**ix. Class Renaming**

53-20 Leslie Penny moved to change the title 'New Horizons for Seniors' to 'Seniors Thursday Programs', motion seconded by Sharen Veenstra.

Carried

54-20 Dausen Kluin moved to rename 'Rev It Up' to 'Tools for Schools', motion seconded by Vicki Kremp.

Carried

**x. FCSS Food Fund**

55-20 Sally Littke moved to use remaining FCSS Food Funds plus additional funding from the Community Covid Donations, up to maximum of \$2,500, to supply food cards to Pembina Hills Schools: Barrhead Composite High, Fort Assiniboine School, Neerlandia, Dunstable and Outreach Schools, motion seconded by Marvin Schatz.

Carried

**b) Donation Request**

Executive Director got a call to see if we would be interested in being the beneficiary of their Life Insurance Policy. After discussion, Shelly will get more information and report back to the Board.

**c) Charity Donation**

56-20 Leslie Penny moved that FCSS replace cloth chairs and old furniture with more appropriate and cleanable furniture, by giving permission for the Director to purchase from FCSS Funds and the Canadian Women's Foundation Grant, up to \$25,000, as per grant maximum. Motion seconded by Jane Wakeford.

Carried

**d) Kitchen Renovation for Covid 19 Response Program**

57-20 Moved by John Szewec and seconded by Leslie Penny to use Community Covid Donation Funds for renovations, up to \$4000 as/if necessary for Kitchen Renovations.

Carried

**e) Grant Amendment**

58-20 John Szewec moved and Sharen Veenstra seconded the motion to apply for extension of the Grant Deadline, and to ask for transfer of the remaining transportation funds, maintain the to maintain Covid Coordinator position, to an extended deadline.

Carried

**f) Food Bank**

59-20 John Szewec moved and Mark Oberg seconded the motion to give the Food Bank the third room at a reduced rental rate until October 2021 and to review at that time.

Carried

60-20 Leslie Penny moved and Dausen Kluin seconded the motion to allow the purchase of a cell phone for Food Bank Volunteers to use with the Food Bank covering all costs involved, including the purchase of the phone, monthly charges and any other expenses incurred.

Carried

**g) Pembina West Coop Donation Restructure**

The funds received will continue to be put in the Pembina West Coop will be put into the 'undesignated' funds.

**h) Woodlands County FCSS Partnership**

61-20 Leslie Penny moved to have the Director send a letter to the Town Counsel and copy to the County Counsel, requesting the Town send a letter to Woodlands County asking for their continued partnership for another 3 year agreement at \$12,500 each year. Motion was seconded by Dausen Kluin.

Carried

**i) Covid Leave**

62-20 Mark Oberg moved to authorize FCSS to continue to pay employees who are in due to Covid Isolation Requirements, up to 14 days for and twice per year until further review. Motion seconded by Jane Wakeford.

Carried

**j) Benefit Reimbursement**

63-20 Ron Kleinfeldt moved to take the first 'Reimbursement Funds' received for the Employees portion back to employees who have paid into benefits and then take the second 'Reimbursement Funds' and put into staff 'Social Funds', motion seconded by Leslie Penny.

Carried

**6) Old Business**

**a) Bylaw**

64-20 Moved by John Szewec and seconded by Marvin Schatz to rename section 4.6 of the Bylaws to read 'preparing and keeping minutes of the society'.

Carried

65-20 Moved by John Szewec and seconded by Sharen Veenstra to replace section 4.6.1 and 4.6.2 to read 4.6.1 to read as 'the minutes of all meetings of the society, including the Annual General Meeting, Regular Meetings of the Board, and any special meetings called by the Board, are to be taken by the Administrative Assistant or Board Designate attending the meeting. Minutes will be signed with final approval from the Board Chair and shall be kept at the registered office of the society.

Carried

**b)**

**7) Items for Information**

**a) Directors Report**

**b) Staff Reports**

**c) AGLC Letter**

**d) Financial Requests**

**e) Covid 19 Grant**

**f) FASD Update**

66-20 Leslie Penny moved to accept the Director's and Staff Reports for information. Motion was seconded by Jane Wakeford.

Carried

**8) Board Development**

**a) FCSSAA Conference - November 25 - 27, 2020**

A zoom meeting will be held November 27.

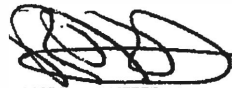
**9) Next Meeting:  
October 15, 2020**

**10) Meeting Adjournment**

67-20 Ron Kleinfeldt moved to adjourn the meeting at 11:49 a.m., Leslie Penny seconded the motion.

Carried

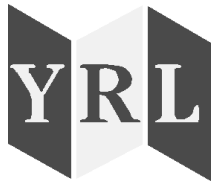
**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of September 17, 2020**



Chairperson



Recording Secretary



**Yellowhead Regional Library  
Board of Trustees Meeting  
Online via GoToWebinar  
June 22, 2020**

**Present**

Chair Hank Smit, Town of Hinton  
Vice Chair Stacey May, Town of Devon  
Bill Elliot, City of Wetaskiwin  
Carla Frybort, City of Leduc  
David Truckey, Town of Westlock  
Dwayne Mayr, Village of Warburg  
Ivor Foster, Town of Thorsby  
Jason Shewchuk, Village of Spring Lake  
Jeff Goebel, Town of Swan Hills  
Jenna McGrath, Municipality of Jasper  
Judy Bennett, Town of Stony Plain  
Judy Valiquette, Village of Alberta Beach  
Krista Gardner, Town of Calmar  
Krystal Baier, Town of Edson  
Len Spink, City of Beaumont  
Lynn Pritchard, Village of Breton  
Margaret Gagnon, Summer Village of Crystal Springs  
Marge Hanssen, Summer Village of Nakamun Park  
Marlene Walsh, Summer Village of Val Quentin  
Pat St. Hilaire, Town of Onoway  
Rick MacPhee, Summer Village of Seba Beach  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandy Morton, Town of Mayerthorpe  
Sherry Jeffreys, Northern Gateway School Division  
Tony Wadsworth, Town of Millet Alternate  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

**Staff**

Karla Palichuk, Director  
Wendy Sears Ilnicki, Deputy Director  
Jessica Knoch, Library Development Services  
Jocie Wilson, Collections and Resource Sharing  
Laina Kelly, Library Development Services  
Stephanie Thero, Technology Services  
Laurie Haak, Executive Assistant and Recorder

**Guests**

Miranda Maguire, Public Library Services Branch  
Robert McClure, YRL Public Libraries' Council

**Absent**

Ann Morrison, Summer Village of Sunset Point  
Brenda Shewaga, Summer Village of Yellowstone  
Dale Woitt, County of Wetaskiwin No. 10  
Dave Gursky, Wetaskiwin School Division  
Dave Kusch, Woodlands County  
Donna Wiltse, Brazeau County  
Jocelyn Wiggins, Village of Wabamun  
John McIvor, Summer Village of Kapasiwin  
Judy Lefebvre, Pembina Hills School Division\*  
Liz Turnbull, Summer Village of Silver Sands  
Lloyd Giebelhaus, Lac Ste. Anne County  
Nancy Dodds, Town of Drayton Valley  
Nat Dvernichuk, Village of Clyde  
Paul Chauvet, Town of Whitecourt  
Penny Lowe, Yellowhead County  
Sandi Benford, Summer Village of South View\*  
Tessa Hutchings, Leduc County  
Tracey Melnyk, Parkland County

\* Proxy vote submitted for decision item 3.

**Representative not Appointed**

Summer Village of Birch Cove  
Summer Village of Castle Island  
Summer Village of Grandview  
Summer Village of Lakeview  
Summer Village of Ma-Me-O Beach  
Summer Village of Norris Beach  
Summer Village of Poplar Bay  
Summer Village of Ross Haven  
Summer Village of Silver Beach  
Summer Village of Sunrise Beach  
Summer Village of West Cove

## **CALL TO ORDER**

H. Smit called the meeting to order at 10:15 a.m.

### **1. Approval of Agenda**

MOVED by L. Pritchard that the agenda be approved as presented. SECONDED by D. Mayr.	CARRIED	3950
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### **2. Approval of Minutes**

MOVED by D. Mayr that the minutes of the September 30, 2019 YRL Board meeting be approved as presented. SECONDED by L. Pritchard.	CARRIED	3951
MOVED by S. Morton that the minutes of the November 25, 2019 YRL Board meeting be approved as presented. SECONDED by K. Baier.	CARRIED	3952
MOVED by J. Shewchuk that the minutes of the March 16, 2020 YRL Board meeting be approved as presented. SECONDED by W. Rothe.	CARRIED	3953

## **DECISION ITEMS**

### **3. Auditor Appointment**

Moved by L. Pritchard that Grant Thornton LLP be appointed as the YRL auditor for 2020 to 2022 inclusive. SECONDED by M. Walsh. PROXY VOTES – Two proxy votes received in favour of the motion.	CARRIED	3954
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### **4. 2019-2021 Plan of Service Pandemic Workplan**

#### **a. Welcome to the Not-Knowing: Pandemic Response Presentation**

K. Palichuk presented an overview of the work completed by staff to support member library staff and patrons during the pandemic shutdown/reopening including: contacting each library manager every week, started issuing new cards and processing card renewals until the library was ready to resume services, sent daily email updates and began weekly video check-in meetings for library staff and trustees, increased eResource purchases and check-out limits, assisted with shifting board meetings and programs to online platforms, implemented chat feature on websites, provided risk assessment framework for curbside delivery, developed cybersecurity newsletter, cancelled one-day in-person fall conference and organized two-day virtual conference in partnership with Parkland Regional and Peace Library Systems and The Alberta Library.

*S. Jeffreys entered the meeting.*

### **5. Draft 2021 Budget Direction**

W. Sears Ilnicki stated that the revised budget structure and processes will continue for 2021 and that the leadership team was reviewing their functional budget areas for potential cost savings.

**6. Policy Manual, Finance Policy**

W. Sears Ilnicki provided an overview of the new finance policy; she explained that many policies were being created and would be presented to the Executive Committee for approval in the fall.

**7. YRL Board Executive Committee Minutes**

H. Smit noted that the February 24 and May 4 Executive Committee minutes were in the package.

**8. Infrastructure Grant**

W. Sears Ilnicki stated that when the majority of YRL staff were working remotely, new office space was created, the sorting room was enlarged, and the dock entrance was repaved. She explained that from the \$1.3 million grant received in 2017, there was less than \$10,000 remaining to expend. She noted that as per the grant agreement, a written report will need to be submitted to the province containing the project financial statements, an itemized list of the infrastructure work completed, and the resulting outcomes.

*J. McGrath entered the meeting; J. Bennett left and returned to the meeting.*

**9. Public Library Services Branch (PLSB) Update**

M. Maguire reported that half of the operating grant funds were disbursed recently and the other half will be provided in the fall as long as the grant application form has been submitted by October 1 deadline (extended from June). She reminded trustees that library boards are autonomous and therefore are the decision-makers on operations. She stated that government courier services will resume when all 16 node libraries are ready, and following that Relais, the new interlibrary loan service, will begin operating at the node level and 30 days later for patrons. M. Maguire noted that provincially in the last three months, there was a 200 percent increase in e-content usage, 250 percent increase in e-learning, and 19,000 new library cards were issued.

**10. Alberta Library Trustees' Association (ALTA) Update**

H. Smit announced that he is the new ALTA Area 2 (Yellowhead) representative, following Tanya Pollard's retirement. He stated that the ALTA Trustee Handbook was revised and is currently being reviewed by the PLSB prior to distribution. He added that ALTA will be hosting a 12-part trustee-focused webinar series with 10 questions about each topic (budgets, board meetings, the media, etc.), and are also looking at implementing a trustee chat feature on their website.

**11. YRL Public Libraries' Council (PLC) Update**

R. McClure reported that libraries are starting to reopen although many libraries across the province are facing potential funding cuts. He thanked Karla and the YRL staff for being so very supportive of member library managers and staff over the last three months, and for keeping everyone well informed through the daily updates, and weekly check-ins/coffee chat meetings.

**12. The Alberta Library (TAL) Update**

K. Palichuk stated that Margaret Law is the new acting CEO and that TAL is currently in a good fiscal position. She explained that TAL recently negotiated free access to the Calgary Herald

Archives through ProQuest and are now working on access to the Edmonton Journal Archives. She added that TAL has been engaging libraries across the province and created dedicated webpages for public library staff resources and library-related stories.

Moved by W. Rothe that 2019-2021 Plan of Service Pandemic Workplan, Welcome to the Not-Knowing: YRL Pandemic Response presentation, draft 2021 budget direction, Policy Manual-Finance Policy, YRL Board Executive Committee meeting minutes, and infrastructure grant, along with the Public Library Services Branch, Alberta Library Trustees' Association, YRL Public Libraries' Council and The Alberta Library updates be accepted as presented for information. SECONDED by L. Spink.	CARRIED	3955
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### **ADJOURNMENT**

MOVED by S. Jeffreys that the meeting adjourn at 11:36 a.m.	CARRIED	3956
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### **NEXT MEETING**

The next YRL Board meeting is Monday, October 5, 10:00 a.m. to 12:00 p.m. online via GoToWebinar.

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Hendrik Smit, Chair

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Karla Palichuk, Director

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Date

---

Date



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 27, 2020

**Re:** Bylaw No. 11-2020 – Temporary Mandatory Mask and Face Coverings Bylaw

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## **1.0 PURPOSE:**

For Council to pass all three readings to Bylaw No. 11-2020 – Temporary Mandatory Mask and Face Coverings Bylaw

## **2.0 BACKGROUND AND DISCUSSION:**

During the October 13<sup>th</sup>, 2020 Council Meeting, Council passed the following resolution:

*Moved by Cr. Smith that Administration draft a Bylaw regarding the requirement of face coverings within the Town of Barrhead and bring back to Council for consideration.*

*(Resolution No. 286-20)*

Several Alberta municipalities have prepared a masking bylaw for their own communities. The majority of these existing bylaws have specific effective dates and a specific date as to when the bylaw will be revoked. The time period involved for the implementation of a bylaw is typically a few months.

The bylaw that Administration is presenting requires the following three “triggers” before the provisions of the bylaw can be implemented.

- a) The Barrhead Region must be placed on a “Watch” status as determined by Alberta Government Guidelines, and
- b) After further consultation with the Town and the County of Barrhead, the Alberta Government places the Barrhead Region on an enhanced level, and
- c) A formal resolution of Council implementing the provisions of the bylaw



### **3.0 ALTERNATIVES:**

- 3.1 Council pass all three readings to Bylaw No. 11-2020 being a Temporary Mandatory Mask and Face Coverings Bylaw, as presented.
- 3.2 Council instructs Administration to revise the draft Bylaw No. 11-2020 being a Temporary Mandatory Mask and Face Coverings Bylaw, as directed.
- 3.3 Council instructs Administration to provide additional information to the draft Bylaw No. 11-2020 being a Temporary Mandatory Mask and Face Coverings Bylaw and report back at the next Council Meeting.
- 3.4 Council accepts the report relating to a Temporary Mandatory Mask and Face Coverings Bylaw, as information.

### **4.0 FINANCIAL IMPLICATIONS:**

Not applicable

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Enforcement Services will be directly involved with administering of the bylaw, should it be formally adopted by Town Council.

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

As noted in the draft Bylaw, the provisions of the bylaw may be enacted should the Province places the Barrhead Region under an “enhanced” status.

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

With the passage of Bylaw No.11-2020 it would provide the Community with a sense that Council is attempting to do their part in trying to control the spread of the COVID-19 pandemic.

### **8.0 ATTACHMENTS:**

- 8.1 By-law No. 11-2020.

### **9.0 RECOMMENDATIONS:**

Council pass all three readings to Bylaw No. 11-2020 being a Temporary Mandatory Mask and Face Coverings Bylaw, as presented.

(Original signed by the CAO)

Edward LeBlanc, CAO

## **BYLAW NO. 11-2020**

### **TEMPORARY MANDATORY MASK AND FACE COVERINGS BYLAW**

#### **A BYLAW OF THE TOWN OF BARRHEAD A MUNICIPAL CORPORATION IN THE PROVINCE OF ALBERTA**

**WHEREAS**, pursuant to Section 7 of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto (the “MGA”), a municipality has jurisdiction to pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality; respecting the safety, health, welfare and protection of people, property, activities and things in, on, or near a public place or a place that is open to the public, businesses, business activities and persons engaged in business;

**WHEREAS**, on March 11, 2020, the World Health Organization declared a global pandemic related to the spread of COVID 19;

**WHEREAS**, the Chief Medical Officer of Health for Alberta strongly recommends people wear face coverings as a way to reduce the risk of spreading COVID 19 in circumstances where 2 metre physical distancing is not possible

**WHEREAS**, Council considers it expedient and desirable for the safety and health of the residents of the Town and the visiting public to enact a temporary mandatory face coverings bylaw in Public Places and Public Facilities subject to the exceptions set out in this bylaw.

**NOW THEREFORE**, the Municipal Council of the Town of Barrhead, in the Province of Alberta, duly assembled in a regular meeting, hereby enacts as follows:

1. **TITLE:**

That this Bylaw shall be cited as the Temporary Mandatory Mask and Face Coverings Bylaw.

2. **DEFINITIONS:**

In this Bylaw:

- a) “Face Coverings” means a mask or other face covering as recommended by the Alberta Government that covers the mouth and nose and chin ensuring a barrier that limits the transmission of respiratory droplets.
- b) “CAO” means the Chief Administrative Officer of the Town of Barrhead.
- c) “Council” means Council of the Town of Barrhead.
- d) “COVID-19” means an infectious disease caused by a newly discovered coronavirus. Most people who fall sick with COVID-19 will experience mild to moderate symptoms and recover without special treatment. The virus that causes COVID-19 is mainly through droplets generated when an infected person coughs, sneezes or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. Individuals can get infected by breathing in the virus if you within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth.
- e) “Enhanced ” means risk levels require enhanced public health measure to control the spread of COVID -19 as recommended by the Alberta Government

- f) "Municipal ticket" means a ticket or similar document issued by the Town pursuant the *Municipal Government Act* that alleges a bylaw offence and provides a person with the opportunity to pay an amount to the Town in lieu of prosecution for the offence.
- g) "Peace Officer" means an enforcement officer appointed by the Town and includes a community peace officer, bylaw enforcement officer or member of the Royal Canadian Mounted Police.
- h) "Public Facility" means a recreational or cultural facility located in the Town of Barrhead including but not limited to; golf course, swimming pool, arena, rodeo grounds, seniors' centers, bowling alley, curling rink, museum, cemeteries, gazebos, parks, sports grounds.
- i) "Public Place" means any property whether public or private to which members of the public have access as of right or by expressed or implied invitation, whether on payment of any fee or not.
- j) "Region" is defined by municipal boundaries, communities smaller than 10,000 are included in the surrounding municipal districts or counties, for the purpose of this bylaw, the Town of Barrhead and County of Barrhead are defined as the Barrhead region.
- k) "Town" means the Town of Barrhead.
- l) "Watch" means at least 10 active cases and more than 50 active cases per 100,000 as outlined by the Alberta Government guidelines.

### **3. ENACTMENT**

- a) The provisions of this bylaw may be enacted if the Alberta Government places the Barrhead Region under an "Enhanced" status based on the existing COVID -19 case thresholds and upon further consultation with the Alberta Government
- b) All persons shall wear a face covering in an indoor, enclosed or substantially enclosed public place or public facility where a physical barrier is not in place or where physical distancing of 2 metres cannot be maintained.
- c) All persons shall wear a face covering outdoors in a public place or public facility where physical distancing of 2 metres cannot be maintained.
- d) A person who owns, occupies or is in control of an indoor, enclosed public place or where a physical barrier is not in place shall post signage prominently stating "Face Coverings Required" where physical distancing of 2 metres cannot be maintained" in a location that is visible to a person upon entering the public place.
- e) Council may by resolution implement the provisions of this bylaw at any time.
- f) Council may by resolution revoke the provision of this bylaw at any time.
- g) Any future guidelines or regulations regarding face coverings from the Province of Alberta may supersede this bylaw.

### **4. EXEMPTIONS**

- a) A person under the age of 2.
- b) Persons unable to place, use or remove face coverings without assistance
- c) Persons with underlying medical conditions or disabilities which inhibits their ability to wear a face covering.

- d) Persons engaged in water activities or physical exercise.
- e) Persons who are seated at a table or bar at a public place that offers food or beverage services.
- f) Persons who have removed their face coverings where doing so is necessary to provide or receive a service.
- g) Volunteer fire fighters while acting in the official capacity for the Town of Barrhead and are not in direct contact with the public
- h) Section 3 does not apply to the following as each entity will have their own Provincial guidelines, orders and protocols in place:
  - (i) Schools and other educational facilities
  - (ii) Hospitals and health care facilities
  - (iii) Child care facilities
  - (iv) Extended care facilities
  - (v) Seniors lodges

## **5. PENALTIES**

- a) A Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw.
- b) A person is guilty of an offence if:
  - (i) they contravene this bylaw
  - (ii) they obstruct or hinder any person in the exercise of the persons powers and duties under this bylaw
- c) The specific penalty for any contravention of this bylaw shall be a fine in the amount of ONE HUNDRED (\$100.00) DOLLARS for the first offence, TWO HUNDRED (\$200.00) DOLLARS for the second offence and THREE HUNDRED (\$300.00) DOLLARS for the third and subsequent offence.
- d) Nothing in this bylaw shall prevent the Peace Officer from providing information instead of issuing a municipal ticket.

## **6. ADMINISTRATION**

- a) Rules of Interpretation
  - i. Any headings in this Bylaw are for guidance purposes and convenience only.
  - ii. Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
  - iii. Nothing in this Bylaw relieves a person from complying with any provision of any provincial or federal legislation or regulation, other bylaw or any requirement of any lawful permit, order or license.
  - iv. Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed as meaning the plural or feminine respectively as the context may require.
  - v. This Bylaw shall come into force and effect upon passage of 3<sup>rd</sup> reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

TOWN OF BARRHEAD

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

TOWN OF BARRHEAD

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020  
and passed.

TOWN OF BARRHEAD

\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Edward LeBlanc



## REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** October 27, 2020

**Re:** Correspondence Items

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**Item # 1** Letter 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.

Recommendation:

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.

**Item # 2** Letter from Alberta Municipal Affairs, undated advising of the 2019 Municipal Indicators Results.

Recommendation:

That Council accept the information from Alberta Municipal Affairs advising of the 2019 Municipal Indicators Results, as information.

- Item # 3** Thank you card from Alberta Council on Aging for the Town of Barrhead's participation in the celebration of International Day of Older Persons on October 1, 2020.

Recommendation:

That Council accept the Thank you card from Alberta Council on Aging, in respect to the Town's participation in the celebration of International Day of Older Persons on October 1, 2020, as information.

- Item # 4** Letter from Ms. Sandra McBeth dated October 15, 2020 requesting that the Town of Barrhead consider the undertaking of the care and maintenance of the All Saints Ukrainian Orthodox Church Cemetery.

Recommendation:

That Council accept the letter from Ms. Sandra McBeth dated October 15, 2020 requesting that the Town of Barrhead consider the undertaking of the care and maintenance of the All Saints Ukrainian Orthodox Church Cemetery, as information and to forward the matter to Administration to be discussed further during the 2021 budget deliberation meetings.

(Original signed by the CAO)  
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



Subject: 2019 Municipal Indicators Results

Dear Chief Administrative Officer

Beginning in 2017, the ministry started reporting on a new performance measure, which identified the percentage of municipalities that were deemed to be “not at risk” based on financial and governance risk indicators. This performance measure was developed in consultation with stakeholders, and will be used as a benchmark for measuring the ministry’s efforts to ensure Albertans live in viable municipalities and communities with responsible, collaborative and accountable local governments.

Each of the thirteen indicators has a defined benchmark, and a municipality will be deemed “not at risk” as long as it does not trigger a critical indicator (Indicators 1 and 2) or three or more non-critical indicators (Indicators 3 to 13). Municipal Affairs will publish the 2019 Municipal Indicator Results report for municipalities that are deemed “at risk” on the open government portal in early 2021.

The ministry has compiled and verified the data collected from Alberta’s municipalities for the 2019 financial year and is pleased to inform you that your municipality did not trigger the required number of indicators to appear in this year’s Municipal Indicator Results report.

The municipal indicator results from 2016 to 2019 for all municipalities are now available on the online Municipal Indicator Dashboard on the Municipal Indicators webpage ([www.alberta.ca/municipal-indicators.aspx](http://www.alberta.ca/municipal-indicators.aspx)).

If you would like to discuss your results or the potential future release of these results on the Municipal Affairs website, please contact the Municipal Services Division at toll-free 310-0000, then 780-427-2225, or via email at [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca).

Yours truly,

Gary Sandberg  
Assistant Deputy Minister

# Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Audit Outcome</b> Audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
<b>Legislation-Backed Ministry Interventions</b> Interventions authorized by the Minister of Municipal Affairs in accordance with the Municipal Government Act, such as a viability review, or where directives have been issued pursuant to an inspection.	The municipality has not been the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at [alberta.ca/municipal-indicators.aspx](http://alberta.ca/municipal-indicators.aspx)

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Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Tax Base Ratio</b> Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.	The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.	The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties.	Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements.
<b>Tax Collection Rate</b> The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.	The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.	The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.	Review tax collection and recovery policies and processes.
<b>Population Change</b> The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.	The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population.	The population of the municipality is stable or growing.	Consider how services and infrastructure can be scaled down to accommodate reduced demands.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Current Ratio</b> The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).	The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.	The municipality is able to pay for its current financial obligations using cash or near-cash assets.	Consider increasing revenues or reducing costs to provide additional working capital.
<b>Accumulated Surplus</b> The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.	The municipality has a positive (above zero) surplus. An accumulated deficit is a violation of Section 244 of the Municipal Government Act. Municipalities in a deficit position are required to recover the shortfall in the next year.	The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.	Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.
<b>On-Time Financial Reporting</b> Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.	The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 1. Financial reporting is an important aspect of municipal accountability to its residents and businesses.	The municipality is preparing its audited financial reports on a timely basis.	Consider additional resources to complete year end accounting on a timely basis.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Debt to Revenue Percentage</b> The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.	The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has maintained reasonable levels of borrowing debt.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
<b>Debt Service to Revenue Percentage</b> The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.	The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.	The municipality has assumed a reasonable level of borrowing repayment obligations.	Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.
<b>Infrastructure Investment – Asset Sustainability Ratio</b> The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.	The municipality's average capital additions exceed the average amortization (depreciation).	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.



Indicator and Description	Expected Result	What It Means	Suggested Follow Up For Exceptions
<b>Infrastructure Age – Net Book Value of Tangible Capital Assets</b> The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).	The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.	The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.	Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.
<b>Interest in Municipal Office</b> The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.	The number of candidates exceeded the number of councillor positions.	The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.	Consider increased focus on community engagement.

## Alberta Council on Aging

working to improve the quality of life for older persons

### Provincial Office:

PO Box 62099

Edmonton, AB T5M 4B5

780.423.7781 1.888.423.9666

To all in the Town of Barrhead,

Thank you for celebrating  
International Day of Older  
Persons on Oct 1, 2020!

We hope that through  
education and advocacy  
that we can one day  
eliminate ageism + promote  
inclusion of older persons.  
But we can't do this without  
your help - it takes a village!  
So thank you for raising  
awareness today + every day!

From the Board + Support  
Staff at the Alberta Council  
on Aging

October 15, 2020

RECEIVED

OCT 16 2020

Dear Mayor and Town Council;

I am writing on behalf of myself and other families who have an interest in the care and upkeep of the graveyard at the All Saints Ukrainian Orthodox Church cemetery.

We have been hiring someone to take care of cutting the grass around the graveyard for the past five years and have split the cost out of our pocket.

We were hoping the town would take over this responsibility.

I am requesting funds to be allocated for lawn care for the graveyard for the months of May to October every year. The remaining acres of the property are taken care of by Koberstein farms.

I have enclosed a couple pictures of the area that I am referring to.

I can be reached at 780.xxx.xxxx if you wish to discuss this further or require additional details.

I look forward to your reply.

Sincerely,



Sandra McBeth



