



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, OCTOBER 9, 2018 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – September 25, 2018
4. Public Hearings
 - (a) Bylaw 08-2018, Land Use Amendment – Cannabis Bylaw
5. Delegations
 - (a) Delegation at 5:45 p.m. – Introduction of new Deputy Fire Chief, Ted Amos
 - (b) Delegation at 6:00 p.m. – Ms. Kelly Kalmbach and Mr. Dausen Kluin
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Policy 12-023, Joint Health & Safety Committee Terms of Reference Policy

8. Reports - The Council Reports

(a) Council Reports as of October 9, 2018

- Barrhead Agricultural Society

(b) CAO's Report and Department Head Report

9. Minutes

(a) Barrhead & District Social Housing Association – July 24, 2018

10. Bylaws

(b) There are no Bylaws

11. Correspondence

(a) Alberta Municipal Affairs – Minister's Awards for Excellence in Public Library Service

(b) Communities in Bloom

12. For the Good of Council

13. Tabled Items

14. In-Camera

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 25, 2018,
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: Martin Taylor, CAO, Kathy Vickery, Director of Corporate Services

Others: Barry Kerton, Barrhead Leader and Mark Cappis, 97.9 The Range

ABSENT Cheryl Callihoo, Director of Development & Legislative Services

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

AGENDA The agenda was reviewed.

307-18 Moved by Cr. Smith that the agenda be accepted with the following additions:

- 7(h) Dallas Hotel
- 8(a) Reports
 - Barrhead Attraction and Retention Committee
 - Chamber of Commerce
 - Community Futures Yellowhead East
- 14(c) In-Camera – Land
- 14(d) In-Camera – Legal
- 14(e) In-Camera – Legal
- 14(f) In-Camera – Land

CARRIED UNANIMOUSLY

CONDOLENCES Council acknowledged and stated their condolences on the passing of the former Mayor and Councillor Sid Gurevitch.

CONFIRMATION OF MINUTES
The Minutes of the Town Council Regular Meeting of September 11, 2018 were reviewed.

Cr. Klumph requested that the spelling of his last name be corrected.

308-18 Moved by Cr. Penny that the Minutes of the Town Council Regular Meeting of September 11, 2018 be amended to correct the spelling of Cr. Klumph and that the minutes be accepted as amended.
CARRIED UNANIMOUSLY

DELEGATION – INTRODUCTIONS TO COUNCIL
Martin Taylor, CAO introduced the two new Parks and Recreation Staff members; Jonathan Hynes, Parks and Recreation Foreman and Linda Prokott, Recreation Programs & Services Coordinator to Council.

EXITED Jonathan Hynes and Linda Prokott vacated the Chambers at 5:37 p.m.

COMMUNITY GARDEN – RELOCATION OPTION
Administration suggested the southwest corner of Beaver Brooks for the proposed relocation option of the Community Garden, was reviewed.
Martin Taylor, CAO provided an overview of the proposed site.

309-18 Moved by Cr. Assaf that Council approve for Administration to obtain all the costs of relocation before approval and to bring back Council.
CARRIED

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

OPPOSED: Cr. L. Penny

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended August 31, 2018, was reviewed.

- 310-18 Moved by Cr. Klumph that Council approve the Monthly Bank Statement for the month ended August 31, 2018, as information.
CARRIED UNANIMOUSLY

**COLLIERS PROJECT
LEADERS**

A proposal from Colliers Project Leaders to move forward on an Expression of Interest for the development of the 14-acre parcel of land the Town owns was reviewed.

Council discussed highway access, as Alberta Transportation would like to know the Town's future plans for the land.

The Expression of Interest will provide the Town with additional details for the development of the land.

- 311-18 Moved by Cr. Smith that Council approve the proposal from Colliers Project Leaders to move forward on an Expression of Interest for the Town's 14-acre parcel of land at a cost of \$17,450.00 plus GST.
CARRIED UNANIMOUSLY

**PROPERTY TAX SALE
DATE**

The property located at Lot 16, Block 11, Plan 8279ET, 5112-54 Street is now subject to the Tax Recovery Process. The Town is required to advertise that the property will be subject to a Property Tax Sale by Public Auction if the taxes remain unpaid. A professional appraisal was conducted by HarrisonBowker Valuation Group and the property was valued at \$ 65,000.00 for the land and improvements.

- 312-18 Moved by Cr. Penny that Council set the public auction for the Property Tax Sale of Plan 8279ET, Block 11, Lot 16 as Monday, November 26, 2018 at 2:00 p.m., held in the Town Council Chambers, with a reserve bid of \$65,000.00, with payment terms being cash, bank draft or certified cheque only, with payment of a non-refundable deposit of 10% of accepted bid due at the time of the sale, and the remaining balance paid in full within 30 days from the date of sale and that GST will apply to all applicable lands sold at the auction.
CARRIED UNANIMOUSLY

**POLICY 12-027, SPECIAL
EVENT POLICY**

Policy 12-027, Special Event Policy was presented for approval.

Administration will notify pervious event holders of Policy 12-027.

- 313-18 Moved by Cr. Oswald that Council approve Policy 12-027, the Special Event Policy, as presented.
CARRIED UNANIMOUSLY

**POLICY 12-028, FUNDING
DONATIONS AND/OR IN-KIND
REQUESTS POLICY**

Policy 12-028, Funding Donations and/or In-kind Requests Policy was presented for approval.

- 314-18 Moved by Cr. Penny that Council approve Policy 12-028, Funding Donations and/or In-kind Requests Policy, effective January 1, 2019, as presented.
CARRIED UNANIMOUSLY

**PROPOSED DEVELOPMENT –
PLAN 0521175, BLOCK 1, LOT 4A**

Proposed development of an office building addition on Plan 0521175, Block 1, Lot 4A, was reviewed.

315-18

Moved by Cr. Kluin that Council approve the proposed development of the office building addition on Plan 1521053, Block 19, Lot 5A, subject to the following conditions:

1. A set of plans be submitted to the Town of Barrhead.
2. Development Permit fee to be paid to the Town of Barrhead in the amount of \$150.00.
3. To comply with the Alberta Building Codes.

CARRIED UNANIMOUSLY

**POLICY 72-002, REFUND POLICY
FOR THE RECREATION
FACILITY RENTALS & RATES**

Policy 72-002, Refund Policy for the Recreation Facility Rentals and Rates Policy was presented for approval.

316-18

Moved by Cr. Smith that Council approve the recommendation for the addition of Section H, Refund Policy to the Recreation Facility Rentals & Rates Policy 72-002, and the revision to Section D.1.4.2 to change to 7 days notice of cancellation rather than 5 working days.

CARRIED UNANIMOUSLY

DALLAS HOTEL

Martin Taylor, CAO advised Council that the owners of the Dallas Hotel have been issued an Occupational Health/Order to Remedy and that the Town has issued a date to have the site cleaned up. He also advised that it is not the responsibility of the Town to have the site cleaned up.

**REPORTS TO
COUNCIL**

The following Reports to Council as of September 25, 2018, were reviewed:

- Barrhead Cares Coalition
- Barrhead Family & Community Support Services Society
- Barrhead Attraction and Retention Committee
- Chamber of Commerce
- Community Futures Yellowhead East
- Library Board
- Twinning Committee

317-18

Moved by Cr. Klumph that the following Reports to Council as of September 25, 2018, be accepted as information:

- Barrhead Cares Coalition
- Barrhead Family & Community Support Services Society
- Barrhead Attraction and Retention Committee
- Chamber of Commerce
- Community Futures Yellowhead East
- Library Board
- Twinning Committee

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services Society – June 21, 2018

318-18

Moved by Cr. Penny that the Minutes to Council be accepted as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Mayor McKenzie advised that he is a member of the Police Act Review Committee.

Cr. Kluin acknowledged that the Wildrose Rodeo Association Finals was a great event, with high attendance. Congratulations to the Barrhead Agricultural Society and all involved in the event.

Cr. Assaf stated that he is pleased that the online registration for Recreation Services has been implemented and thanked all involved in setting it up.

RECESSED

319-18 Moved by Cr. Smith to recess the meeting at 6:36 p.m.
CARRIED UNANIMOUSLY

RECONVENED

320-18 Moved by Cr. Smith to reconvene the meeting at 7:12 p.m.
CARRIED UNANIMOUSLY

**IN-CAMERA – LAND & LEGAL UPDATE
FOIP ACT SECTION 16**

321-18 Moved by Cr. Assaf that Council go in-camera at 7:12 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

322-18 Moved by Cr. Kluin that Council come out-of-camera at 8:16 p.m.
CARRIED UNANIMOUSLY

323-18 Moved by Cr. Penny that Council move forward on selling a portion of Lot 5R, Block 22, Plan 4850TR to the Landowners.
CARRIED UNANIMOUSLY

324-18 Moved by Mayor McKenzie that Council approve the request for funding of \$500.00 to the Barrhead Area & Region Crime Coalition.
CARRIED UNANIMOUSLY

325-18 Moved by Cr. Klumph that Council advise Administration to prepare the Request for Proposal for sludge removal at cells 1 and 2 at the wastewater lagoon.
CARRIED UNANIMOUSLY

ADJOURN

326-18 Moved by Cr. Assaf that the Council Meeting be adjourned at 8:17 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Martin Taylor



REQUEST FOR DECISION

Date: October 9, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Bylaw 08-2018, Land Use Amendment – Cannabis Bylaw

Summary

Public Hearing at 5:30 p.m. for Bylaw 08-2018, Land Use Amendment – Cannabis Bylaw

Overview

Attached for Council's review is the Land Use Amendment Bylaw 08-2018. This amendment will regulate the locations of Cannabis retail in Town subject to Provincial and Federal Regulations.

Ads were placed in the local paper and posted on the Town's website and Facebook page. Administration has not received any formal responses to the Amendment Bylaw.

Recommendations for Action

Recommendation #1

That Council give Bylaw 08-2018, the Land Use Amendment Bylaw, second and third readings.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

BYLAW 08-2018
LAND USE BYLAW AMENDMENT

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF
ALBERTA, TO AMEND BY-LAW 04-2015, THE LAND USE BYLAW

WHEREAS, Council of the Town of Barrhead has deemed it necessary to amend By-Law 04-2015, the Land-Use By-Law to accommodate cannabis related businesses.

NOW THEREFORE the Municipal Council of the Town of Barrhead in an open meeting hereby enacts as follows:

1. **That *Part II, Section 1: Terminology***, be amended with the following:

Additions/ Amendments:

“Cannabis” means cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds and any other substance defined as cannabis in the Cannabis Act (Canada) and its regulations, as amended from time to time and includes edible products that contain cannabis, a broad term used to describe the various products derived from the leaves, flowers and resins of the Cannabis sativa and Cannabis indica plant or hybrids of the two. These products exist in various forms and are used for different purposes (e.g. medical, and recreational use and industrial use)

“Cannabis Accessory”:

- (i) includes rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis; or
- (ii) cannabis accessory as defined in the Cannabis Act (Canada) and its regulations, as amended from time to time that is deemed under the Cannabis Act (Canada) to be represented in the consumption or production of cannabis.

“Cannabis Production Facility” means a development or part thereof that involves the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government. A Cannabis Production Facility shall not include Cannabis Retail as an accessory use.

“Cannabis Retail” means a retail store licensed by the Province where Cannabis and Cannabis Accessories are sold to individuals who attend the premises. This use does not include a Cannabis Production Facility and cannot be combined with any other use such as Convenience Services or Retail Services.

“Convenience Services” add the following to the definition: Convenience Services does not include the sale of Cannabis.

“Extensive Agriculture” add the following to the definition: Extensive Agriculture does not include the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government.

“Intensive Agriculture” add the following to the definition: Intensive Agriculture does not include the production, cultivation and growth of Cannabis and Cannabis products licensed by the Federal Government.

“Retail Services” add the following to the definition: Retail Services does not include the sale of Cannabis.

“Warehouse Sales” add the following to the definition: Warehouse Sales does not include the storage and distribution of Cannabis and Cannabis products licensed by the Federal Government.

2. Part VIII- Use Specific Regulations

New Section 29 – Cannabis

Any Cannabis Retail and Cannabis Production Facility and any related use is distinct and cannot be considered as part of an accessory to or operated in conjunction with any other use within this bylaw

1) Cannabis Retail

- a) A development authority shall not issue a development permit for Cannabis Retail:
 - i) unless all applicable licensing and approvals have been provided by the Province and Federal Government and
 - ii) if the proposed development does not comply with the Provincial regulations under the Alberta Liquor and Gaming Commission.
- b) Cannabis Retail shall not be located within 100m of a the boundary of a provincial heath care facility, a school, municipal and school reserve, a day care or the boundaries of a public park and/or playground frequented by children.

2) Cannabis Production Facility

- a) A Cannabis Production Facility shall not be operated in conjunction with any other uses.
- b) A Cannabis Production Facility shall include ventilation equipment designed and intended to remove any odors escaping from the building.
- c) A development authority may require a plan describing the method and location of collection and disposal of waste material from the Cannabis Production Facility.
- d) A Cannabis Production Facility shall not be located within 100m of a the boundary of a provincial heath care facility, a school, municipal and school reserve, a day care or the boundaries of a public park and/or playground frequented by children.

The separation distance between a Cannabis Retail Sales or a Cannabis Production Facility and another use shall be determined by measuring a straight-line from the closet point on the lot line of the Cannabis Retail Sales or Cannabis Production Facility and the closest point on the lot line on which an above use is located. The separation distance shall not be measured from a district boundary or wall of a building.

3. Part XI Land Use District Regulations

Cannabis Retail shall also be included as a discretionary use to the following districts:

C1- Commercial Central Business District

C2 – Highway Commercial

M1- Industrial

The Following shall be added to the C1 , C2 & M1 Supplemental Regulations :

No cannabis related development may be permitted unless all applicable licensing and approvals have been provided for by the Province and Federal Governments.

A development Permit shall be required as per Section 105 (2)(a) of the Gaming and Liquor Amendment Regulation.

All security measures required by the applicable licensing and approvals required from the Province and Federal Governments must be in place and any additional study or assessment or information necessary to address specific concerns at the discretion of the Development Authority or any other thing required by the municipality shall be provided at the time of development permit application.

Cannabis Retail Sales is required to comply with any Federal or Provincial Regulations.

The Following shall be added to the M1 Supplemental Regulations :

Cannabis Production Facility is required to comply with any Federal or Provincial Regulations.

ADMINISTRATION

- 4. It is the intention of Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention l that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 5. That this By-Law once passed and signed shall form part of By-Law 04-2015, the Land-Use By-Law.
- 6. That this By-Law shall take effect on the day of the final passing thereof.

Read a first time this 11 day of September, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Read a second time this _____ day of _____, 2018.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO

Read a third time this _____ day of _____, 2018 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

Martin Taylor, CAO



REQUEST FOR DECISIONS

Date: October 9, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Delegation

Summary

Delegation at 5:45 p.m. – Deputy Fire Chief Ted Amos

Overview

Fire Chief Gary Hove will be present to introduce Deputy Fire Chief Ted Amos to Council.

Recommendations

Recommendation #1

That Council accept the delegation as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



REQUEST FOR DECISIONS

Date: October 9, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Delegation

Summary

Delegation at 6:00 p.m. – Representatives

Overview

Ms. Kelly Kalmbach and Mr. Dausen Kluin will be meeting with Council to discuss the accessibility in Town.

Recommendations

Recommendation #1

That Council accept the delegation as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



REQUEST FOR DECISION

Date: October 9, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Policy 12-023, Joint Health & Safety Committee Terms of Reference Policy

Summary

Policy 12-023, Joint Health & Safety Committee Terms of Reference Policy

Overview

As per the Alberta Occupational Health and Safety Act 2017, the Town of Barrhead has updated Policy 12-023, the Joint Health & Safety Committee Terms of Reference Policy with the requirements of the Act and its regulations; it is presented for Council's approval.

Recommendations

Recommendation #1

That Council approve revised Policy 12-023, the Joint Health & Safety Committee Terms of Reference Policy to include the requirements of the Alberta Occupational Health and Safety Act 2017 and its regulations.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-023

RESOLUTION #160-15
RESOLUTION #

POLICY TITLE: Joint Health and Safety Committee Terms of Reference

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: April 28, 2015

REVISED DATE:

POLICY STATEMENT:

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

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

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

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-023)

JOINT HEALTH AND SAFETY COMMITTEE DIRECTIVE

Effective Date: 15/04/28

Revised Date:

PROCEDURES:

The Joint Health & Safety Committee (JHSC) is made up of managers and employees who will assist in the identification and resolution of health and safety issues in support of the Town of Barrhead Safety Program. The terms of reference has the procedure for the JHSC. The Alberta Occupational Health and Safety Act 2017, Chapter 0-2.1, Alberta OH&S Regulation and Code is reference material to the terms of reference.

Composition

The JHSC will be made up of the following persons:

Management	Employee
Co-Chair CAO or Designate able to take topics to council	Co-Chair Safety Coordinator or selected by the committee workers
Director of Public Works	Public Works worker selected by the department workers
Director of Recreation	Recreation Worker selected by the department workers
	Swimming Pool worker selected by the department workers
	Town Office worker selected by the department workers

Meetings

Joint Health and Safety Committee members will meet quarterly the third Thursday of March, June, September, and December.

Formal Workplace Inspections

Formal workplace inspections will occur prior to each meeting at Public Works Shop, Landfill, Recycle, Town Office, Arena, Swimming Pool, & Water Plant.

Annual formal workplace inspections will occur at Mehden Lift station, West Boundary Road Lift station, West End Lift station, Main Lift Station, Pressure Reducing Station East & West, Reservoir, River Pumphouse and Lagoon.

Tool Box Meetings

1. Meetings shall be held in the departments as follows:
 - a. Public Works – Monthly but shall be as a minimum 10/year
 - b. Recreation – Monthly but shall be as a minimum 10/year
 - c. Swimming Pool – Monthly In-service meetings
 - d. Town Office – Bi annual meetings
2. Before any new job commences, an orientation meeting shall be held by the supervisor, designate, or job leader explaining the job expectations and any safety hazards. No minutes or attendance needed.
 - a. Review or complete Field level hazard assessments for excavations, or any short duration Jobs (ie, Sidewalk or curb replacement, Sidewalk grinding, etc).
 - b. Review safe work practices or job procedures



Joint Health and Safety Committee

Terms of Reference



1. Name of the Committee:

The committee shall be named Town of Barrhead Joint Health and Safety Committee or JHSC for short.

2. Members

The committee will be made up of:

Employer Co-chair
Worker Co-chair
Worker Administration Office
Employer Public Works
Worker Public works
Employer Recreation
Worker Arena
Worker Swimming Pool

One person selected from above to be secretary to take notes of the meeting and prepare agenda. If no one is selected one can be appointed from administration staff.

Any worksite with 5 – 19 workers require a Health and Safety Representative when the work last for 90 days or more. Calculation of number of workers is determined by **Section 18 of the OH&S Act.**

If a worksite changes to more than 5 workers then a representative will be added to the members.

If a worksite changes to 20 or more workers for more than 90 days; or 20 or more workers from 2 or more employers on site a separate JHSC has to be formed.

At least one person trained in disability management, (is not require to be a member of JHSC)

3. Purpose of the committee

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

4. Duties of the Committee

- (a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- (b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- (c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
- (d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the regulations, and monitor their effectiveness.
- (e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation, and monitor their effectiveness.
- (f) Advise the employer on programs and policies required under the Regulation for the workplace, and monitor their effectiveness.
- (g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
- (h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- (i) Participate in inspections, investigations, and inquiries as provided by the Regulation.
 - a. Formal Workplace inspections are to be conducted at least once before the quarterly meeting at all permanent worksites. This is to include: Town Office, Town Shop, Arena, Swimming Pool, Water Treatment Plant, Recycle, & Landfill.
 - b. Formal inspections will be completed once per year on the following non manned worksites: lagoon, Main Lift Station, West End Lift Station, West Boundary Road Lift Station, Mehden Road Lift Station, Reservoir, Pressure Reducing stations
- (j) When necessary, request information from the employer about:

- (i) Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed.
 - (ii) Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge.
- (j) Carry out any other duties and functions prescribed by the Regulations.
 - a. Review Violence and harassment policy and procedures every 3 years.
 - b. Review hazard assessments annually
 - c. Review safe work practices and job procedures

5. Records

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

6. Meetings

- 1. The committee will meet quarterly on the third Thursday of March, June, September, & December.
- 2. Special meetings, if required, will be held at the call of the co-chairs.
- 3. A quorum of a joint work site health and safety committee is one-half of the members if:
 - (a) Both worker and employer members are present, and
 - (b) At least one-half of those present are worker members.
- 4. Any business of a joint work site health and safety committee that is transacted where a quorum is not present is not validly transacted, and any meeting of a committee that is held where a quorum is not present is not a valid meeting of the committee.
OH&S Act (26 (1) (2))
- 5. The committee will add procedures it considers necessary for the meetings.

7. Role of the co-chairs

The co-chairs shall:

- a) Control the meetings. They will alternate turns chairing the meeting.
- b) Ensure the maintenance of an unbiased viewpoint.
- c) Review previous meeting reports and material prior to the meetings.
- d) Notify members of meetings.
- e) Review meeting agendas.

- f) Review meeting reports.
- g) Forward a copy of meeting reports to the employer for distribution.
- h) Prepare recommendation(s) and forward to the employer for a response.
- i) Prepare all correspondence.
- j) Determine the process for alternating the co-chair.
- k) When called upon by the employer, identify employer representatives and worker representative to participate in incident investigations as per **section 40 OH&S Act**

8. Role of the members

The members shall:

- a) Be selected in accordance with **section 17 of the OH&S Act**
- b) Actively participate
- c) Come prepared and on time for meetings
- d) Maintain confidentiality

9. Guests

- a) Guests can be invited to committee meetings at the request of the co-chair(s).
- b) Guests attending committee meetings must be there for the purposes of:
 - i. Training
 - ii. Making a presentation
 - iii. Consultation

10. Agendas and meeting minutes

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

11. Terms of office

- a) Committee members will sit on the committee for at least one year. They may continue to hold office until their successor is selected or appointed.
- b) Committee selection should encourage overlap between new and experienced committee members.
- c) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
- d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
- e) All members should arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

12. Participation in inspections or investigations

Members of the JHSC are to ensure hazard assessments are completed with participation of affected workers, supervisors and managers in that area. Ensure hazard assessments are completed and reviewed as per policy.

Members of the Committee are to participate in formal workplace inspections with the help of other workers in the area. Ensure all workers get a chance to participate.

Members are to participate in incident investigations of serious injuries as outlined in [Section 40](#)

When an officer inspects a work site, the officer may request the joint work site health and safety committee co-chairs or their designate or a health and safety representative to be present at that inspection. [Section 25](#)

13. Recommendations to the employer

Recommendations to the employer must be:

- Directly related to health and safety
- Doable (reasonably capable of being done)

Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.

Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

14. Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the

committee will report this to Alberta Occupational Health & Safety for assistance in investigating and resolving the matter.

15. Education and training

All members appointed on or after June 1, 2018, will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course.

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

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rationale for selection

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

Safety Program

The Town of Barrhead will maintain a Health & Safety Management System as outlined in the **OH&S Act Section 37**

A coordinator will maintain the program **Need details regarding job description, duties, and time required to maintain program**

Auditors

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

- Health and safety Management Systems and
- Health & Safety Auditing.

These courses are 2 days each (4 days total) and they are required to complete a certification audit within 6 months. Certification is valid for 3 Years and require a one day refresher course.

Audits are required every year and every 3 years the auditors will travel to another municipality and conduct an audit and someone will come to audit ours.

Auditors will require 80 hrs maximum to complete either internal or external audits.

16. Amendments

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

**COUNCIL REPORTS
AS OF OCTOBER 9, 2018**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u> X </u>
Barrhead Cares Coalition	Cr. Kluin	<u> </u>
Barrhead & District Social Housing Association	Cr. Penny	<u> </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith (Alt. Cr. Kluin)	<u> </u>
Barrhead Attraction & Retention Committee	Cr. Penny	<u> </u>
Barrhead Regional Airport Committee	Mayor McKenzie	<u> </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith	<u> </u>
Capital Region Assessment Services Commission	Cr. Penny	<u> </u>
Chamber of Commerce	Cr. Kluin	<u> </u>
Community Futures Yellowhead East	Cr. Penny (Alt. Cr. Assaf)	<u> </u>
Economic Development Committee	Vacant	<u> </u>
Enhanced Policing School Resource Officer Committee	Cr. Oswald (Alt. Mayor McKenzie)	<u> </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Penny	<u> </u>
Library Board/Yellowhead Regional Library Board	Cr. Klumph	<u> </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Cr. Oswald)	<u> </u>
Regional Landfill Committee	Cr. Klumph and Cr. Penny	<u> </u>
Subdivision & Development Appeal Board	Cr. Penny	<u> </u>
Twinning Committee	Cr. Oswald	<u> </u>



Date: October 4, 2018

To: Mayor McKenzie and Council

From: Martin Taylor, CAO

Re: CAO update

- Council will be meeting with AHS regarding ambulance service in October.
- Attended the AUMA convention in Red Deer.
- Lagoon clean-up project RFP is prepared and advertised.
- Roof replacement for the detachment is underway.
- Provided information regarding lagoon upgrade to the BRWC.
- Meeting with community garden representatives.
- External safety audit completed this week.
- Had a kick off meeting with Colliers International regarding the expression of interest project.
- New Deputy Fire Chief Mr. Ted Amos started employment this week.

Respectfully submitted,

Martin Taylor, CLGM
CAO



BARRHEAD PUBLIC WORKS DEPARTMENT

Monthly Report

Date: October 4, 2018

Last Month's Accomplishments:

- Utility repairs - water & sewer
- Health check for water plant filters
- Fall sweeping ongoing
- Tree maintenance ongoing
- Haul in 400 tonne of salted winter sand
- Flushing sewer mains
- Finish up main sidewalk program

Progress on Projects/Programs:

- Street program paving scheduled for October 11th
- Half of RCMP roof work complete
- Working on 2019 budget
- Working with Engineers on lagoon and camera inspection projects
- Last of garbage carts being placed
- Start winterizing hydrants

Budget Performance:

-

Outstanding Issues for the Month:

-

Next Month's Objectives:

- Winterizing equipment and building
- Putting out commercial garbage bins
- Lane ditching and cleaning
- Lift station cleaning

Ongoing:

- Dealing with beavers in river
-

Submitted by: Brant Ross
Director of Public Works

CAO Martin Taylor

Minutes

BDSHA Regular Board Meeting

July 24, 2018

3.1a

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – July 24, 2018**

Members Present: Chairman Darrell Troock, Dale Kluin, Leslie Penny, Craig Wilson, Meertin Zeldenrust
Members Absent: Ken Killeen
Staff Present: Dorothy Clarke, Dorothy Waters

1.0 Darrell Troock called the meeting to order at 1:05 pm.

2.0 Approval of Agenda

*Craig Wilson moved to accept the Agenda of the July 24, 2018 Regular Board Meeting.
Carried Unanimously*

3.0 Adoption of Minutes

3.1 Regular Board Meeting – June 20, 2018

Leslie Penny moved to accept the Minutes of the June 20, 2018 Regular Board Meeting as presented.

Carried Unanimously

4.0 Reports

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

- Some asphalt capping occurred in the front and back parking lots of Hillcrest. Additional asphalt capping will be done on the back parking lot. Maintenance will begin repainting parking lot lines soon.

Klondike Place

- One hot water tank has now been replaced.
- All of the lights in the parkade have been upgraded to LED's. The parkade is now much brighter.

Golden Crest Manor

- Many reports from this building that it is too hot.

Pembina Court Manor

- The recommendation for the roof replacement project has been made.
- There was a major leak in the crawlspace at Pembina Court this month. The humidity caused the new flooring in the lobby to bubble very badly. Repairs were made by Maintenance to the leaking lines. A dehumidifier was purchased and installed in the crawlspace to keep it at the right humidity. Repairs have since been made to the flooring as well.

JDR Manor

- There was another leak in the crawlspace at JDR Manor. Repairs were made by maintenance. In the near future, new water supply lines should be installed at JDR Manor.

Initials: Chairperson

[Signature] CAO *[Signature]*

Minutes

BDSHA Regular Board Meeting

July 24, 2018

3.1b

J&G Fellowship

- Once all work is complete, maintenance will install FRP (Fibreglass Reinforced Plastic) on the lower 4 feet of all walls.
- Flooring will be required in the kitchen area to cover the "footprint" of the old cabinets. Maintenance will install this as well.

Other

- Annual fire inspections have occurred. No major deficiencies were found.

4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached Maintenance

- Maintenance is stuccoing the enclosed patio in Klondike Place.

Dietary

- There are 4 casual employees in the department.

Housekeeping/Laundry

- One part-time employee resigned, a replacement has been hired. A casual employee is required.

Administration

Vacancies

- 1 Community Housing – Barrhead
- 6 Community Housing – Swan Hills
(there are 2 applicants that are being interviewed for Community Housing)
- 2 handi-capped Golden Crest – renovations to be completed
- 1 Golden Crest – 1 bedroom self-contained

Handibus

- Tender package for the handibus has not been completed.

Auditor Appointment – Subsequent Years

- The invitation letters will be sent out to accounting firms shortly.

Alberta Seniors and Housing – Site Visit from Stakeholder Relations

- Schedule D – Capital Maintenance and Renewal Program was adjusted to indicate items where the condition went to Good – Fair or Poor. There is also a new category for Suite Renewal – 3 year plan.

Dale Kluin moved that amendment Schedule D – Capital Maintenance and Renewal should be included in the 2019-2021 Business Plan and should be submitted to Alberta Seniors and Housing.

Carried Unanimously

- Lodge Assistance Program Grant will continue during the construction phase; application must be made in the beginning of each year for rooms that have been vacated due to construction.

Initials: Chairperson

CAO 

3.1c

Minutes

BDSHA Regular Board Meeting

July 24, 2018

John & Gerald Fellowship House

- The clients might have to be away from the house for the month of September 2018; there would be no rental income during this period.

Craig Wilson moved to waive rent for John and Gerald Fellowship House clients for September 2018.

Carried Unanimously

Leslie Penny moved to accept the Management Reports as presented.

Carried Unanimously

4.3 Lodge Income Statement as of June 30, 2018.

4.4 Self-Contained Income Statement as of June 30, 2018.

4.5 GIC's as of July 20, 2018.

Dale Kluin moved to accept the Lodge Income Statement, Self-Contained Income Statement and GIC's reports as presented.

Carried Unanimously

4.6 Cheque Logs June 2018 - Attached

Leslie Penny moved to accept the cheque logs as presented.

Carried Unanimously

5.0 Business Arising From Minutes

5.1 Capital Maintenance and Renewal Project – ASHC Owned – Actual

5.2 Capital Non-Recurring John and Gerald Fellowship House - Actual

Leslie Penny moved that the actual expenditures for the Capital Maintenance and Renewal Project – ASHC Owned and Capital Non-Recurring John and Gerald Fellowship House be accepted for information only.

Carried Unanimously

6.0 New Business

6.1 Amphitheatre

Leslie Penny moved to spend up to \$140,000 out of the capital fund for engineering drawing cost and construction of an Amphitheatre.

Carried Unanimously

7.0 Correspondence

7.1 8760 Energy Update

Craig Wilson moved to accept correspondence as information.

Carried Unanimously

Initials: Chairperson

 CAO 

3.1d

Minutes

BDSHA Regular Board Meeting

July 24, 2018

8.0 Date and Time of Next Regular Meeting

Next Regular Meetings be held September 19, 2018 at 1:00 p.m.

9.0 In Camera

Leslie Penny moved to go in camera at 1:50 p.m.

Carried Unanimously

Out of Camera

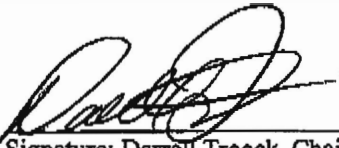
Craig Wilson moved to go out of camera at 2:04 p.m.

Carried Unanimously

10.0 Adjournment

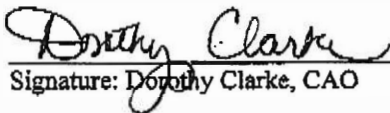
Leslie Penny moved to adjourn the meeting at 2:05 p.m.

Carried Unanimously



Signature: Darrell Troock, Chairperson

September 27, 2018
Date



Signature: Dorothy Clarke, CAO

September 27, 2018
Date

Initials: Chairperson DT CAO DC



REQUEST FOR DECISIONS

Date: October 9, 2018
To: Mayor McKenzie & Members of Council
From: Martin Taylor, CAO
Re: Information Items

Summary

Information Items for Council's review.

Overview

The following information items were presented:

- Alberta Municipal Affairs – Minister's Awards for Excellence in Public Library Service
- Communities in Bloom

Recommendations

Recommendation #1

That Council accept as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM
CAO



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

SEP 24 2018

AR94747

September 14, 2018

Ms. Ruth Bohn
Chairperson, Barrhead Library Board
c/o 5103 - 53 Avenue
Barrhead AB T7N 1N9

Dear Ms. Bohn,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2019. This award is adjudicated by a popular vote, open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service, to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 3, 2018, and the submission deadline is February 25, 2019. Nomination forms and additional details will be available at www.albertalibraries.ca. Winners will be notified by early April 2019 and announced at the Alberta Library Conference in Jasper from April 25-28, 2019.

If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at libraries@gov.ab.ca.

I would like to again recognize the 2018 award recipients: the City of Camrose Library Board for their Snacks in the Stacks program; Town of Carstairs Library Board for their Annual Parenting Fair; Town of Morinville Library Board for their Indigenous Canada Learning Circle (also the YOU Libraries Award Winner); and Parkland County Library Board for their WiFi Hotspots.

.../2

Thank you for your work in ensuring public libraries are recognized as an integral part of vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Shaye Anderson', written in a cursive style.

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Mr. Douglas Drozd, Reeve, County of Barrhead No. 11
His Worship David Mckenzie, Mayor, Town of Barrhead
Ms. Elaine Dickie, Library Manager, Barrhead Public Library

Cheryl Callihoo

From: Martin Taylor
Sent: Tuesday, October 02, 2018 1:08 PM
To: Gail Hove; Cheryl Callihoo
Cc: Dausen Kluin; Dave McKenzie; Don Smith; Leslie Penny; Rod Klumph; Shelley Oswald; Ty Assaf
Subject: FW:
Attachments: CIB 5 Blooms.JPG

From: Shallon Touet
Sent: Tuesday, October 2, 2018 12:24 PM
To: Martin Taylor; Kathy Vickery; Kat Hueggenberg
Cc: doyarzun@countybarrhead.ab.ca
Subject:

FYI,

The communities of Barrhead achieved our second 5 bloom award last week during the awards ceremony held in Strathcona County.

Thank you,
Shallon Touet
Director of Parks and Recreation
Town of Barrhead, Alberta
P 1-780-674-2532
F 1-780-674-2554

E stouet@barrhead.ca

Barrhead... A Quality Community...With A Quality Lifestyle
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