



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, SEPTEMBER 28, 2021 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 14, 2021
4. Public Hearings
5. Delegations
6. Old Business
  - (a) Parking on 57<sup>th</sup> Avenue (Rodeo Drive)
  - (b) November, 2021 AUMA Convention – Resolutions on Ambulance Services
7. New Business
  - (a) Memorandum of Understanding with the RCMP
  - (b) October 12, 2021 Council Meeting – Change of venue
  - (c) 2022-2024 Three-Year Operating Plan and the 2022-2030 Ten-Year Capital Plan
8. Reports
  - (a) Council Reports
9. Minutes
  - (a) F.C.S.S. Regular Board Meeting Minutes - June 17, 2021

10. Bylaw
  - (a) 08-2021 - Cemetery Bylaw
11. Correspondence Items
  - (a) Letter from the Town of Crossfield, dated September 8, 2021
  - (b) Letter from the Town of Sundre, dated September 10, 2021
  - (c) Letter from the Town of Sundre, dated September 10, 2021
12. For the Good of Council
13. Tabled Items
14. Closed Session
  - (a) Pursuant to Section 16 Land and Section 24(1) Legal of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 14, 2021,  
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, 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.

292-21

Moved by Cr. Smith that the agenda be accepted as presented with the following additions:

- Add – 7(f) Parking / Noise Bylaw discussion
- Add - 8(a) Community Futures Yellowhead East Report
- Add - 8(a) Barrhead & District Social Housing Committee Report
- Add - 8(a) Barrhead Regional Water Commission
- Add - 7(g) Meeting with RCMP Commanding Officer of K Division

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of August 10, 2021, were reviewed.

293-21

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of July 13, 2021 be accepted as presented with the following changes:

- Motion No. 286-21 – delete the word “Carried”

CARRIED UNANIMOUSLY

**DELEGATION-  
MR. DAVID CAMPBELL –  
UTILITY RATE REVIEW  
AND COST OF SERVICE STUDY**

For Council to accept a Utility rate review and cost of service study, as presented.

294-21

Moved by Cr. Klumph that Council receives the Utility Rate Review and Cost of Study prepared by K. David Campbell dated August, 2021 as information and as presented.

CARRIED UNANIMOUSLY

295-21

Moved by Cr. Klumph that Council instructs Administration to prepare a report in response to the Utility Rate Review and Cost of Service Study prepared by Mr. Campbell dated August, 2021 and report back to Council no later than the December 14<sup>th</sup>, 2021 Council meeting.

CARRIED UNANIMOUSLY

**RENEWAL OF AN  
AGRICULTURAL LEASE  
AGREEMENT**

For Council to renew a new five-year agricultural lease at the Barrhead Regional Airport property.

- 296-21 Moved by Cr. Penny that Council approves the renewal of the agricultural lease agreement for part of south half of 18-59-03-W5 (containing 45 acres +/-) with the current tenant for the term of January 1, 2022 to December 31, 2026 at an annual rental rate of \$3,075.00 plus GST.

CARRIED UNANIMOUSLY

**LEASED AGREEMENT  
RENEWAL – BARRHEAD  
GOLF & RECREATION  
AREA SOCIETY**

For Council to renew a new twenty-year lease agreement with the Barrhead Golf & Recreation Area Society.

- 297-21 Moved by Cr. Kluin that Council approves the renewal of the lease agreement with the Barrhead Golf & Recreation Area Society for the south half of 18-59-03-W5 for the term of October 1, 2021 to September 30, 2041 with an annual lease rate of \$1.00

CARRIED UNANIMOUSLY

**EMERGENCY EQUIPMENT  
REPAIRS AND EXPENSE-  
BARRHEAD REGIONAL  
LANDFILL**

For Council to accept a report relating to an unbudgeted equipment repairs and expense for the Regional Landfill.

- 298-21 Moved by Cr. Klumph that Council receives the report on the emergency repairs and expense to the Barrhead Regional Landfill as information and if required, fund the expenses from the existing Solid Waste Services capital Reserve.

CARRIED UNANIMOUSLY

**INSTALLATION OF  
A COUNTY PRE- TREATMENT  
COMPONENT AT THE  
TOWN'S LAGOON SITE**

For Council to consider a request from the County of Barrhead to install a pre-treatment component at the Town's lagoon site.

- 299-21 Moved by Cr. Assaf that Council provide their support, in principle, for the County of Barrhead to install a pre-treatment component at the Town's lagoon site provide the Town of Barrhead and the County of Barrhead enter into service agreement.

CARRIED UNANIMOUSLY

**BANK STATEMENT**

For Council to approve the Monthly Bank Statement for month ended July 31, 2021.

- 300-21 Moved by Cr. Oswald that Council approves the Monthly Bank Statement for the month ended July 31, 2021, as presented.

CARRIED UNANIMOUSLY

**PARKING / NOISE  
BYLAW**

For Council to discuss the Parking / Noise Bylaw.

Cr. Kluin advised that he has received concerns regarding people parking along Rodeo Drive at night and on weekends driving around and concerns regarding loud vehicles at night.

Ed LeBlanc advise that he has talked to RCMP regarding loud vehicles and they will continue to monitor the activities.

Ed LeBlanc will follow up on Parking along Rodeo Drive.

- 301-21                      Moved by Cr. Kluin that Council instruct Administration to follow up on Traffic Bylaw and bring back a report to Council along with possible alternative on parking area suggestions.

CARRIED UNANIMOUSLY

**MEETING WITH RCMP  
COMMANDING OFFICER  
OF K DIVISION**

For Council to discuss possible meeting with RCMP Commanding Officer of K Division.

Ed LeBlanc, CAO provided an email from the RCMP K Division providing Council with the opportunity to meet with the Commanding Officer of K Division.

Council reviewed and discussed.

- 302-21                      Moved by Mayor McKenzie that Council arrange to meet with the RCMP Commanding Officer of K Division.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of September 14, 2021, were reviewed:

- Agricultural Society
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Twinning Committee
- Community Futures Yellowhead East
- Barrhead & District Social Housing Association
- Barrhead Regional Water Commission

- 303-21                      Moved by Cr. Oswald that the following Reports to Council as of September 14, 2021, be accepted as information:

- Agricultural Society
- Barrhead Accessibility Coalition
- Barrhead Cares Coalition
- Twinning Committee
- Community Futures Yellowhead East
- Barrhead & District Social Housing Association
- Barrhead Regional Water Commission

CARRIED UNANIMOUSLY

**CAO REPORT**

For Council to approve the C.A.O Report, as information.

304-21 Moved by Cr. Oswald that Council approves the C.A.O report, as presented.

CARRIED UNANIMOUSLY

305-21 Moved by Cr. Smith that Council instructs Administration to provide background information to the proposed resolution prepared by the City of Red Deer for the upcoming AUMA Convention relating to compensation for volunteer fire departments responding to medical assist calls.

CARRIED UNANIMOUSLY

**COUNCIL  
ACTION LIST**

For Council to approve the Council Action List on Resolutions as of August 10, 2021, as presented.

306-21 Moved by Cr. Klumph the Council approves the Council Action list on Resolutions as of August 10, 2021, as information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Letter from the Barrhead Community Pumpkin Committee, dated August 19, 2021, requesting a donation of \$1,500.00 from the Town of Barrhead which will cover the insurance of the event.

307-21 Moved by Cr. Kluin that Council authorize the donation of \$1,500.00 towards the 2021 Barrhead Pumpkin Walk event and receives the correspondences from the Barrhead Pumpkin Committee, dated August 19, 2021, as information.

CARRIED UNANIMOUSLY

Letter from the Village of Elnora, dated June 21, 2021, regarding their opposition on the Province's initiative to replace the RCMP with an Alberta Provincial Police Service, as information.

308-21 Moved by Mayor McKenzie that Council accept the letter from the Village of Elnora, dated June 21, 2021, regarding their opposition on the Province's initiative to replace the RCMP with an Alberta Provincial Police Service, as information.

CARRIED UNANIMOUSLY

Letter from the Crossfield Town Council, dated September 8, 2021, regarding their opposition on the Royal Canadian Mounted Police (RCMP) Retroactive Pay and requesting assisted funding from the Alberta Government.

309-21 Moved by Cr. Penny that Council accepts the letter from the Crossfield Town Council, dated September 8, 2021, regarding their opposition on the Royal Canadian Mounted Police (RCMP) Retroactive Pay and requesting assisted funding from the Alberta Government, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie commended the Fire Department on participation at Make the Connection Event and also the participation in the annual charity ride with the Red Knights Motorcycle Club.

Cr. Klumph announces the Show and Shine Event on Saturday, September 18, 2021 at the Splash Park from 9:00 am – 3:00 pm.

Cr. Penny is working with a committee to bring a Sudan family to Barrhead.

**RECESSED**

310-21 Moved by Cr. Smith to recess the meeting at 6:36 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

311-21 Moved by Cr. Assaf to reconvene the meeting at 7:04 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION –  
FOIP ACT SECTIONS 16 & 24**

312-21 Moved by Cr. Klumph that Council go in closed session at 7:04 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

313-21 Moved by Cr. Klumph that Council come out of closed session at 8:44 p.m.

CARRIED UNANIMOUSLY

314-21 Moved by Cr. Klumph that Council deny the offer to purchase Walkway Lot 24W block 6 Plan 5038TR.

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

OPPOSED: Cr. T. Assaf

CARRIED

315-21 Moved by Cr. Penny that Council approve 4 applications for the Economic Recovery Grant Program for \$3000.00 each, as presented.

CARRIED UNANIMOUSLY

316-21 Moved by Cr. Kluin that Council extend the deadline for the Economic Recovery Grant Program to October 31, 2021.

CARRIED UNANIMOUSLY

**ADJOURN**

317-21 Moved by Cr. Klumph that the Council Meeting be adjourned at 8:46 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc

# REQUEST FOR DECISION

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** Parking on 57<sup>th</sup> Avenue (Rodeo Drive)

## 1.0 Purpose:

To obtain further direction from Council regarding an inquiry made in respect to vehicle parking along both sides of 57<sup>th</sup> Avenue (Rodeo Drive).

## 2.0 Background and Discussion:

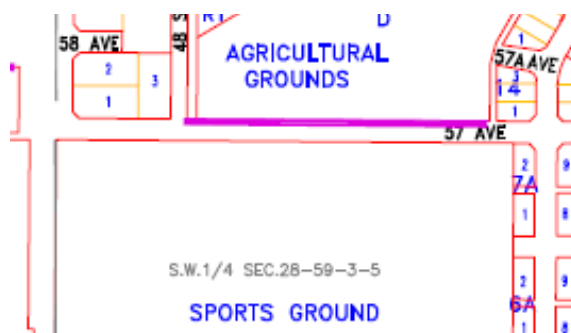
By way of an additional item on the September 14<sup>th</sup>, 2021 Council Agenda, Councillor Kluin advised that he has received some concerns regarding people parking along Rodeo Drive.

Council passed the following resolution:

*Moved by Cr. Kluin that Council instruct Administration to follow up on Traffic Bylaw and bring back a report to Council along with possible alternative on parking area suggestions.*

(Resolution No. 301-21)

In reviewing Bylaw 03-2021, Schedule "B" outlines vehicle parking is prohibited on the north side of 57<sup>th</sup> Avenue. Below is a small excerpt of Schedule "B":



— No Parking



In addition, Section 4.2(d) of Bylaw 03-2021 makes specific reference that parking on the north side of 57<sup>th</sup> Avenue is prohibited. Appropriate signage is in place.

The following are a few other items for consideration:

- a) The current road width of the completed portion of 57<sup>th</sup> avenue (refer to Picture No. 6) is 11.12 meters or 36.5 feet.
- b) The rehabilitation of 57<sup>th</sup> Avenue is included in the Town's 10 Capital Plan and is scheduled to be undertaken in 2024 with a preliminary budget of \$650,000.00. The original scope of the work was to rehabilitate the road to the same condition as the balance of 57<sup>th</sup> avenue - extend the curbs and sidewalks along with the installation of storm water lines. Please refer to Picture No. 6.
- c) Additional road width could be incorporated on the north side of 57<sup>th</sup> avenue to accommodate angle parking (refer to Picture No. 2) and still provide parallel parking on the south side of 57<sup>th</sup> avenue.
- d) A preliminary estimate of an additional \$70,000.00 was calculated to extend the road on the north side of 57<sup>th</sup> Avenue to accommodate angle parking.
- e) A distance of 4.88 meters or 16 feet is measured from the edge of the driving surface to 1 meter away from the fence line (refer to Picture No. 2).
- f) Currently there are limited parking areas, in the general area.
- g) The existing unpaved road has a maintenance expense of approximately \$20,000.00 every three years.



Picture No. 1 – 57<sup>th</sup> Avenue looking eastbound



Picture No. 2 – north side of 57<sup>th</sup> Avenue looking eastbound



Picture No. 3 – south side of 57<sup>th</sup> Avenue looking eastbound



Picture No. 4 - north side of 57<sup>th</sup> Avenue looking westbound



Picture No. 5 – south side of 57<sup>th</sup> Avenue looking westbound





Picture No. 6 – 57<sup>th</sup> Avenue looking westbound

### **3.0 Alternatives:**

- 3.1 Council receives Administration's report on vehicle parking on 57<sup>th</sup> Avenue (Rodeo Drive), as information.
- 3.2 Council receives Administration's report on vehicle parking on 57<sup>th</sup> Avenue (Rodeo Drive), as information and instructs Administration to present to 57<sup>th</sup> Avenue rehabilitation project during the 2022 budget deliberations.
- 3.3 Council instructs Administration to prepare an amending Bylaw to Bylaw 03-2021 allowing vehicle parking on both sides of 57<sup>th</sup> Avenue (Rodeo Drive).
- 3.4 Council tables Administration's report on vehicle parking on 57<sup>th</sup> Avenue (Rodeo Drive), as information, and instructs Administration to provide further information at the next Council Meeting.

### **4.0 Financial Implications:**

Depending on the direction provided by Council.

### **5.0 Interdepartmental Implications:**

None

## **6.0 Senior Government Implications:**

When the rehabilitation 57<sup>th</sup> avenue is undertaken there would be an opportunity to access some senior government grants to fund a portion of the project.

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

When the project is completed it would address a portion of the 10-year capital plan.

## **8.0 Attachments:**

8.1 Bylaw No. 03-2021

## **9.0 Recommendations:**

Council receives Administration's report on vehicle parking on 57<sup>th</sup> Avenue (Rodeo Drive), as information and instructs Administration to present to 57<sup>th</sup> Avenue rehabilitation project during the 2022 budget deliberations.

(original signed by the CAO)

Edward LeBlanc

CAO

# BYLAW NO. 03-2021

## THE TOWN OF BARRHEAD TRAFFIC BYLAW

A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO BE KNOWN AS  
THE TOWN OF BARRHEAD TRAFFIC BYLAW

**WHEREAS**, Pursuant to the Municipal Government Act, Council may pass a bylaw respecting the safety, health and welfare of people and protection property and;

**WHEREAS**, the Traffic Safety Act, provides that a municipality may pass a bylaw with respect to roadways under its direction, control and management that are not inconsistent with this Act;

**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:

### **BYLAW TITLE**

1.1 This Bylaw shall be referred to as "The Town of Barrhead Traffic Bylaw".

### **DEFINITIONS**

2.1 Where the words or terms utilized in this Bylaw are defined by the *Traffic Safety Act*, R.S.A. 2000, c.T-6, as amended, or the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, the words or terms utilized in this Bylaw will have the meanings ascribed to them by those Acts. In the event of a conflict between the definitions within those Acts, the meanings in the *Traffic Safety Act* shall be given priority. In addition, in this Bylaw, the following words or terms shall have the following meanings:

- a) "Act" shall mean the *Traffic Safety Act*, R.S.A 2000, c.T-6, as amended, or its successor legislation;
- b) "Alley" shall have the meaning ascribed to it by the Act;
- c) "CAO" shall mean the individual appointed by Council pursuant to the Chief Administrative Officer Bylaw or his/her designate;
- d) "Commercial Loading Zone" shall mean a portion of a Street set aside adjacent to a curb designated for the exclusive use of commercial vehicles for the loading or unloading of materials and includes an area designated as such;
- e) "Cycle" shall mean a bicycle, power bicycle, motorcycle, moped, powered skateboard;
- f) "Peace Officer" shall have the meaning ascribed to it by the Act;
- g) "Heavy Vehicle" shall mean a vehicle with or without a trailer attached having a maximum gross weight of 5500 kg or more and exceeding 7m in length, recreational vehicles excluded;
- h) "Highway" shall have the meaning ascribed to it by the Act;
- i) "Holiday" shall mean all General Holidays as provided for by the Employment Standards Code, R.S.A. 2000, c.E-9, and amendments thereto, plus the August Civic Holiday, Boxing Day and Easter Monday;
- j) "Lane" shall mean "Alley", as defined by the Act;
- k) "Municipal Tag" shall mean a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town of Barrhead;
- l) "Multiple Unit Developments" shall mean a development consisting of two or more self contained units on a parcel of land in excess of ten

thousand square feet, and without restricting the generality of the foregoing, shall include shopping centers, town house developments and/or apartment complexes;

- l) "The Town" shall mean the Town of Barrhead;
- n) "Parade or Procession" shall mean any group of more than 50 pedestrians, or more than 10 vehicles, other than a funeral or military procession, which together proceeds or travels upon a Highway, and is likely to or does obstruct or impede pedestrian or vehicular traffic;
- o) "Passenger Loading Zone" shall mean a portion of a Street adjacent to a curb designated for the exclusive use of vehicles for the loading or unloading of passengers;
- p) "Street" shall mean a Highway subject to the direction, control and management of the Town;
- q) "Traffic Control Device" shall have the meaning ascribed to it by the Act;
- r) "Truck Route" shall mean a Highway designated as a Truck Route in Schedule "D" of this Bylaw;
- s) "Violation Ticket" shall have the meaning ascribed to it by the *Provincial Offence Procedures Act*, R.S.A. 2000, c. P-34, as amended, or its successor legislation;
- t) "Work Forces" shall mean Town employees and/or contract workers employed or retained by the Town.

### **SPEED LIMITS**

- 3.1 No person shall drive a vehicle within the Town in excess of the following speeds:
  - a) Lanes or Alleys - 20 kilometers per hour;
  - b) Public Parking Lots - 20 kilometers per hour;
  - c) All other areas – Those speed limits provided for by s. 106, 107, and 108 of the Act, unless posted to the contrary by the Town, in which case the posted speed limit shall prevail.

### **PARKING**

- 4.1 No person shall park a vehicle within the Town:
  - a) Which is not parallel to the curb or side of the Street, with the exception of vehicles which are 7 meters (m) or less which may be angle parked in those areas designated in Schedule "A" of this Bylaw.
  - b) Which is not parallel to the curb or side of the Street if the vehicle exceeds 7m in overall length;
  - c) In such a manner as to block, obstruct, impede, or hinder traffic thereon, unless unavoidable due to mechanical failure of the vehicle, or emergency, in which case the operator of the vehicle shall take diligent measures to clear the vehicle from the Highway within the shortest period of time possible, or otherwise to the satisfaction of a Peace Officer;
  - d) Outside a marked or designated parking area, where such is provided;
  - e) At a place or in an area contrary to a Traffic Control Device;

- f) In such a manner that it will interfere, or may interfere, with the use of a doorway or exit intended as a fire or emergency exit;
- g) In an entranceway or exit to any police station, fire hall, ambulance station, hospital, or emergency services facility;
- h) In an area designated by Schedule "B" of this Bylaw for the purpose of handicapped parking, unless a valid handicapped permit is clearly displayed on or within the vehicle, and the vehicle is being utilized by or for the person to whom the permit is issued;
- i) In a prohibited parking area as designated in Schedule "B" to this Bylaw;
- j) Contrary to the restrictions applicable in a restricted parking area as designated in Schedule "B" to this Bylaw;
- k) In or on a Town owned parking lot contrary to any Traffic Control Device placed in, on, or about the said parking lot;
- l) In a residentially zoned area, unless the heavy vehicle is in the process of delivering goods or services in the normal course of business;
- m) Upon SW 28-59-3-W5M (the "sports grounds") as shown on Schedule "C" to this Bylaw;
- n) Upon any private land, or road, in such a manner that the vehicle impedes, or may impede, any emergency vehicle from accessing a Multiple Unit Development, unless the vehicle is an emergency vehicle;
- o) On or along 49<sup>th</sup> Street, between 51<sup>st</sup> Avenue and 53<sup>rd</sup> Avenue, between 7:00 a.m. and 6:00 p.m.;
- p) In any manner which contravenes the Act;

4.2 In addition to the above, no person shall park a vehicle contrary to the restrictions contained in Schedule "B" to this Bylaw. Without restricting the generality of the foregoing, no person shall park a vehicle:

- a) Between the hours of 8:30 a.m. to 9:00 a.m., or 3:30 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule "B" to this Bylaw;
- b) For more than 5 minutes between the hours of 8:30 a.m. to 9:00 a.m., or 3:35 p.m. to 3:45 p.m., from Monday to Friday, in those areas depicted as being so restricted in Schedule "B" to this Bylaw;
- c) For more than 2 hours in those areas depicted as being so restricted in Schedule "B" to this Bylaw;
- d) On the north side of 57<sup>th</sup> Avenue, adjacent to the Agricultural Grounds as depicted in Schedule "B" to this Bylaw;
- e) On or along the east side of 53<sup>rd</sup> Street between 58<sup>th</sup> Avenue and 59<sup>th</sup> Avenue, as depicted in Schedule "B" to this Bylaw, during the months from November 1, to April 30, of each year;
- f) On or along the east side of 55<sup>th</sup> Street from 53<sup>rd</sup> Avenue to the Alley south of 54<sup>th</sup> Avenue, as depicted in Schedule "B" to this Bylaw, during the months from November 1 to April 30, of each year.

4.3 No person shall park a vehicle in a "No-Parking" zone except those areas containing Canada Post mailbox(es) where the person is stopped or parked temporarily for the purpose of actively picking up or dropping off mail.



- 4.4 No person shall live in any motor vehicle that is parked on public property or is parked on private property that is accessible to the public.

### **TEMPORARY SIGNS**

- 5.1 Notwithstanding any other provision in this Bylaw, the CAO, or his designate, may cause a temporary "No Parking Sign" (moveable Traffic Control Devices), to be placed on or near a Highway, in which case:
- a) Any vehicle that is on the Highway where a temporary "No Parking" sign (moveable Traffic Control Devices) is placed shall be removed by the owner or the operator including but not limited to:
    - i) during snow removal,
    - ii) during street cleaning,
    - iii) during street repair
  - b) The owner of a vehicle which remains parked where a temporary no parking sign is posted shall be charged with unlawful parking and/or the vehicle may be removed at the owners expense.

### **TRAILER AND RECREATIONAL VEHICLE RESTRICTIONS**

- 6.1 No person shall park upon any Highway any trailer, whether designated for occupation by persons or for the carrying of goods, or for any other purpose, unless the trailer is attached to a vehicle by which it may be propelled or drawn, and when so attached, the trailer shall be deemed part of the vehicle and subject to the regulations contained herein pertaining to vehicles.
- 6.2 No person shall park a vehicle (inclusive of any attached trailer), upon any Highway if the overall length of the vehicle exceeds 10m, unless the vehicle is parked in an area specifically designated by Schedule "C" of this Bylaw for the parking of such vehicles. However:
- a) this restriction shall not prohibit vehicles being parked on a Highway for the purpose of actively loading or unloading goods to or from premises abutting such Highway, providing that if the loading or unloading is taking place during a period of restricted visibility, then the vehicle shall have all front and rear parking lights illuminated.
  - b) this restriction shall not prohibit the parking of motor homes, or recreational vehicles, or holiday trailers providing they are attached to a vehicle, during the months from May 1<sup>st</sup> to September 30<sup>th</sup> inclusive.
- 6.3 Notwithstanding Section 6.1 and 6.2 hereof, an owner or operator of a vehicle to which Section. 6.1 or 6.2 applies, shall not park or cause to be parked such a vehicle on any Highway for more than 72 consecutive hours pursuant to Section 76(2) of the Act.
- 6.4 No person shall park a vehicle on a Highway or right of way if, in the opinion of the CAO or a Peace Officer, it constitutes an obstruction, presents a safety concern or otherwise impedes the progress of other uses of the Highway or right of way.
- 6.5 No person shall occupy a recreation vehicle while it is parked on highway.
- 6.6 No person shall park a vehicle used to convey flammable, combustible, explosive, hazardous, or dangerous material upon a Highway within the Town, unless the vehicle is required to be parked for the purpose of making a delivery in the ordinary course of business, has a warning notice clearly displayed on the vehicle, and the vehicle is parked for no longer than required for actively conducting the delivery.

## **BUSES AND COMMERCIAL VEHICLES**

- 7.1 No person shall park or permit to be parked any commercial bus upon any Highway within a residentially zoned area of the Town, with the following exceptions:
- a) during such times and at such locations as have been designated by Council for the parking of buses;
  - b) in loading zones designated for passenger drop off or pickup, subject to such restrictions determined by the CAO;
  - c) when loading or unloading passengers for a period of time not exceeding fifteen(15) minutes, during which time the owner or operator shall not allow the bus to unnecessarily impede traffic.

## **EXEMPTION FROM PARKING PROVISIONS**

- 8.1 Notwithstanding anything else contained in this Bylaw, the provisions of this Bylaw restricting or prohibiting the stopping or parking of vehicles do not apply to the following vehicles while engaged in the course of their duties:
- a) Emergency Vehicles;
  - b) Vehicles owned or operated by the Town of Barrhead;
  - c) Towing Service vehicles;
  - d) Alberta Infrastructure vehicles;
  - e) Service vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cable television systems.
- 8.2 The CAO may provide written approval exempting a vehicle from any of the provisions of this Bylaw which restricts or prohibits the stopping or parking of vehicles subject to whatever conditions the CAO may deem appropriate. However, any such approval shall not be valid unless it is attached to the inside of the vehicle for which it is issued and is clearly visible from the outside of the vehicle.

## **LOADING ZONES**

- 9.1 No person shall park a vehicle in a designated passenger loading or unloading zone unless actively involved in the picking up or discharge of passengers:
- 9.2 No person shall park a vehicle in a zone designated as a Loading/Unloading Zone by Schedule "B" of this Bylaw, except for;
- a) persons actively engaged in loading or unloading activities to or from businesses located adjacent to 53<sup>rd</sup> Avenue east of the lights on 49<sup>th</sup> Street, provided that they do not park for longer than 15 minutes between 8:00 a.m. - 5:00 p.m. on Monday to Friday;
  - b) persons actively engaged in loading or unloading activities to businesses located at 5131 – 49<sup>th</sup> Street and east of the mall at 4923 – 50<sup>th</sup> Avenue, provided that they do not park for longer than 15 minutes between Monday to Saturday 9:00 a.m. - 5:00 p.m.
- 9.3 Notwithstanding Section 9.1 and Section 9.2 hereof, the zones referred to therein may be used for parking on a Sunday or Holiday, or any other time not restricted by a sign posted in the zone.

## **TRANSPORTATION AND TRUCK ROUTES**

- 10.1 Town Council hereby establishes as Truck Routes those Highways within the Town so designated in Schedule "D" to this Bylaw as Truck Routes.
- 10.2 No person shall operate or park any Heavy Vehicle on those Highways which are not designated as Truck Routes by Schedule "D" to this Bylaw.
- 10.3 Notwithstanding section 10.2 of this Bylaw, the following persons may operate a Heavy Vehicle on a Highway within the Town not designated as a Truck Route provided that they take the shortest most direct route to and from a Truck Route as possible:
  - a) Persons delivering or collecting goods or merchandise to or from bona fide customers;
  - b) Persons going to or from commercially zoned business premises of the owner of the vehicle concerned;
  - c) Persons going to or from premises for the service and repair of the Heavy Vehicle;
  - d) Persons pulling a disabled Heavy Vehicle from a Highway;
  - e) Persons operating Town owned or operated vehicles,
  - f) Contracted service vehicles for snow removal or other uses as deemed necessary by the Town.
  - g) Service vehicles used in conjunction with servicing of a public utility;
  - h) Emergency vehicles;
  - i) Canada Post Corporation Vehicles; or
  - j) Persons operating a recreation vehicle such as a vacation trailer, or other similar mobile accommodation unit.
- 10.4 No person shall engage or utilize engine retarder brakes in any part of the Town.
- 10.5 The CAO may, issue a Special Permit authorizing the movement or parking of a Heavy Vehicle on Highways in the Town that are not designated as a Truck Route in circumstances which the CAO deems to be in the public interest. Such a special permit may be issued subject to restrictions or conditions. However, any person operating a Heavy Vehicle in accordance with such a special permit shall produce that permit when required to do so by a Peace Officer.

## **RULES FOR PARADES AND PROCESSIONS**

- 11.1 No person shall hold, organize or take part in any Parade or Procession within the Town for which the Town has not issued a permit.
- 11.2 Any person who wishes to hold a Parade or Procession within the Town shall make application for a permit, in writing to the CAO at least seven working days prior to the proposed Parade or Procession. The application shall identify the following details:
  - a) the purpose or reason for the Parade or Procession;
  - b) the name and address of the applicant, and any organization or other party organizing the Parade or Procession;
  - c) the dates and hours during which the Parade or Procession will be held;

- d) the intended route of the Parade or Procession;
- e) the approximate number of vehicles and persons participating in the Parade or Procession;
- f) confirmation from the RCMP and the Fire Chief that they have no objection to the proposed Parade or Procession or its route, and
- g) such further or other information which the CAO deems appropriate.

11.3 Any person who holds, organizes, or takes part in a Parade or Procession within the Town contrary to this Bylaw commits an offence pursuant to this Bylaw.

#### **ALLEYS OR LANES**

- 12.1 No left turn shall be permitted out of the lane adjacent to the west boundary of the Barrhead Highschool between 3:30 p.m. – 4:00 p.m., Monday through Friday, as shown on Schedule “F” to this Bylaw.
- 12.2 No person shall park a vehicle in an Alley or Lane, unless a Traffic Control Device authorized by the Town directs otherwise. However, Alleys or Lanes may be used for:
- a) loading or unloading of goods from a commercial vehicle for a period of time not exceeding twenty minutes, or
  - b) the loading or unloading of goods and/or passengers from a vehicle other than a commercial vehicle for a period of time not exceeding five minutes, provided that the vehicle does not obstruct the Alley so as to prevent other vehicles or persons from passing.

#### **ONE-WAY DESIGNATION**

- 13.1 All that portion of 43<sup>rd</sup> Street between 53<sup>rd</sup> Avenue and 51<sup>st</sup> Avenue shall be designated as one-way going south, as posted by sign and shown on Schedule “F” of this Bylaw.
- 13.2 All that portion of 49A Street north of 51<sup>st</sup> Avenue shall be designated as one-way going south as posted by sign and shown on Schedule F of this Bylaw.
- 13.2 That portion of the lane south of 55<sup>th</sup> Avenue and north of 54<sup>th</sup> Avenue and west of the intersection of the alley is designated as a one-way going east, as posted by sign, and shown on Schedule “F” to this Bylaw.
- 13.3 East ½ of lane, west of 50<sup>th</sup> Street and between 51<sup>st</sup> Avenue and 50<sup>th</sup> Avenue is designated as a one-way lane at the intersection going east as posted by sign and shown on Schedule “F” to this Bylaw.

#### **SKATEBOARDS, ROLLER SKATES, ROLLER BLADES, MOBILITY AIDS, CYCLISTS HORSE DRAWN VEHICLES and SHOPPING CARTS**

- 14.1 No person shall ride a bicycle or tricycle on any sidewalk within Town unless all wheels on the bicycle or tricycle have a diameter of 50 cm or less.
- 14.2 No person shall roller skate, roller blade or ride a skate board in an unsafe manner on any sidewalk within the Town.
- 14.3 The driver in charge of any horse-drawn vehicle on a Highway shall remain upon or walk beside such vehicle while it is in motion.
- 14.4 The rider or any other person in charge of any horse shall cause any defecation to be removed immediately.



- 14.5 Mobility Aid operators must operate as pedestrians and where possible, use pedestrian sidewalks. Every mobility aid must be equipped with a flag higher than 5ft from the road surface. If operated at night they must be equipped with an operating headlamp facing forward and an operating red tail lamp and/or red reflector.

#### **USE OF STREET FOR BUILDING CONSTRUCTION**

- 15.1 Unless a letter of approval is issued by the CAO to the contrary, no person shall:
- a) place any building materials, construction tools, machinery, equipment or devices on any Highway within the Town;
  - b) park or station a trailer, shed, mobile home, a mobile crane or other mobile building construction machine, equipment or structure on any Highway within the Town;
  - c) load or unload material, machinery, or equipment of any kind, used in connection with any construction of any nature, on any Highway within the Town;
  - d) leave standing a portable waste container greater than 2 meters in width on any Highway within the Town.
- 15.2 No person shall park in front of or adjacent to any building which is in the course of construction, demolition, renovation or repair so as to impede or obstruct traffic.
- 15.3 In addition to any prosecution, fine, or penalty imposed by this Bylaw, any person who is in contravention of Section ~~13.1~~ 15.1 of this Bylaw shall, upon direction of a Peace Officer, forthwith cease the use of any Highway.
- 15.4 In the event that a person fails to remove any or all objects or things from a Highway within the Town after being directed to remove those objects or things by a Peace Officer, the Town may remove any such objects or things to storage, in which case a daily storage fee shall apply, at a rate to be determined from time to time by the CAO. However, if the objects or things removed are unclaimed within 30 days, the Town may either sell the objects or things at a public auction, or otherwise dispose of the objects or things as the CAO deems appropriate. In the event of a sale, any costs or expenses incurred by the Town shall first be paid to the Town.
- 15.5 No person shall:
- a) allow mud, dirt, or construction debris to be tracked by vehicles onto a Highway;
  - b) damage or destroy a sidewalk, curb, gutter, driveway crossing, driveway apron, or access; or
  - c) excavate or break up the surface of a Street without authorization in writing from the CAO.
- 15.6 Any damage or alteration to a Street that a person fails to rehabilitate to the satisfaction of the CAO, may result in the work being performed by the Town and all costs will be deemed a debt due to the Town by that person.

#### **GENERAL PROVISIONS**

- 16.1 No person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have not been provided.

- 16.2 No person at or near the location of a fire or emergency incident shall pass beyond a point designated by a Peace Officer or fire, emergency or disaster services personnel.
- 16.3 No person shall coast on a sled, toboggan, skis or any other form of conveyance other than a bicycle, upon a Highway within the Town.
- 16.4 No person shall operate on a Highway:
- a) a vehicle having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire of such vehicle; or
  - b) any vehicle having skids or tracks which are not triple grouser or flat-surface tracks.

#### **TRAFFIC CONTROL DEVICES**

- 17.1 No person shall direct or regulate traffic or place or utilize Traffic Control Devices or barricades on a Highway unless authorized to do so by the Town.
- 17.2 No person shall post or exhibit or cause to be posted or exhibited, any notice, placard, bill or printed matter or other type of notice whatsoever upon any Traffic Control Device or Street light, unless approved in writing by the CAO.

#### **AUTHORITY OF THE CAO**

- 18.1 Town Council hereby delegates to the CAO, or his designate(s), the following authority and powers:
- a) To place signage or other Traffic Control Devices within the Town to control vehicles and traffic in accordance with this Bylaw, including the Schedules hereto;
  - b) To designate any Highway as one which is temporarily closed to traffic, in whole or in part, and cause such Highway to be marked by appropriate Traffic Control Devices;
  - c) To designate any Highway as one in which parking privileges are temporarily suspended, and cause such area to be marked by appropriate Traffic Control Devices;
  - d) To designate school zones and playground zones to be marked by Traffic Control Devices including markings on the pavement;
  - e) To designate any boulevard upon which parking is permitted and cause Traffic Control Devices to be erected thereon;
  - f) To designate passenger or truck loading or unloading zones, taxi cab stands and cause the same to be marked by appropriate Traffic Control Devices;
  - g) To designate distances from any intersection within which no parking is permitted;
  - h) To designate those portions of a Highway upon which parking is prohibited between certain hours and cause Traffic Control Devices outlining such restrictions to be erected;
  - i) To designate Town Employee parking areas on Town owned property and cause same to be marked with a Traffic Control Device indicating restricted parking;
  - j) To designate crosswalks on any Highway;

- k) To designate any Highway intersection or other place on a Highway as a place at which no left hand turn or no right-hand turn or both shall be made, and shall cause the said place to be signed, barricaded or otherwise restricted;
- l) To designate any intersection or place on a Highway, as a place where U-turns are prohibited and cause same to be marked with a Traffic Control Device;
- m) To impose temporary vehicle weight restrictions on any Highway within the Town.
- n) To prescribe where Traffic Control Devices for controlling and regulating pedestrian, and/or vehicle traffic in public places may be located, in which case, Traffic Control Devices, Street address signs and all other related maintenance regulations shall be exercised under the Town's Sign Maintenance Policy and be constructed in accordance with the contents of the most recent edition of the Uniform Traffic Control Devices for Canada, unless, in the opinion of the CAO, special circumstances warrant otherwise.
- o) Maintain location records of all Traffic Control Devices, as shown in Schedule "E" which are to be available to the public during normal business hours.

18.2 Where any Highway or a part of any Highway has been designated by Schedule "F" to this Bylaw for one-way traffic, the CAO shall cause the same to be marked with appropriate Traffic Control Devices.

#### **POWERS OF PEACE OFFICER**

- 19.1 Any Peace Officer is hereby empowered and authorized to enforce the provisions of this Bylaw and may issue either a Municipal Tag, or a Violation Ticket, for the purposes of enforcing this Bylaw.
- 19.2 A Municipal Tag issued pursuant to this Bylaw shall be in such form as directed from time to time by the CAO, and shall state the provision of the Bylaw which is alleged to have been contravened, the amount payable as a voluntary payment, which amount will be in accordance with Schedule "G" to this Bylaw, and the amount of time within which a voluntary payment may be made to the Town.
- 19.3 If a person to whom a Municipal Tag was issued makes a voluntary payment is made to the Town within the time period provided for by a Municipal Tag, the person to whom the Municipal Tag was issued shall not be liable to prosecution in respect of the contravention of this Bylaw for which the Municipal Tag was issued.
- 19.4 Nothing in this Bylaw, including the issuance of a Municipal Tag, prevents a Peace Officer from issuing a Violation Ticket pursuant to either Part 2 or Part 3 of the Provincial Offences Procedure Act, R.S.A. 2000, c.P-34, as amended, either in lieu of a Municipal Tag, or at any time before or after a Municipal Tag has been issued.
- 19.5 Notwithstanding any provision of this Bylaw to the contrary, a Peace Officer is hereby authorized to:
  - a) operate a bicycle while on duty on any sidewalk, footpath, walkway, boulevard or other public place where the use of bicycles by the general public is prohibited or restricted;
  - b) place an erasable chalk mark on the tire of a parked or stopped vehicle without incurring any liability for so doing in order to determine the

time which a vehicle has been parked in a location where parking is restricted. No person shall remove an erasable chalk mark while the vehicle remains parked in the location where it was marked;

- c) seize and impound any bicycle used or operated in contravention of this Bylaw;
- d) impound and/or cause any vehicle to be removed and taken to and stored in a suitable place when the vehicle:
  - (i) is abandoned under the Traffic Safety Act;
  - ii) is left unattended on a Highway in a manner,
    - a) that obstructs the normal movement of traffic,
    - b) makes it likely to be stolen or tampered with, or
    - c) is parked in such a way that it is hazardous to life, limb or property, or interferes with the repair and/or maintenance of Highways.
  - (iii) is parked on a Highway in a manner that prevents access by firefighting equipment to a fire hydrant;
  - (iv) is not displaying a subsisting license plate or a permit;
  - (v) is parked on private property without the consent of the owner of the property or on a Highway in a manner that obstructs any private driveway;
  - (vi) is parked on a highway in a manner that prevents the Town from undertaking regular maintenance program.

#### **PENALTIES**

- 20.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable to a fine listed in Schedule "G" of this Bylaw.
- 20.2 In addition to any fine or other penalty imposed by this Bylaw prior to the release of the vehicle, the registered owner of a vehicle shall also be required to pay any towing or storage fees that may have been imposed or incurred.

#### **ADMINISTRATION**

- 21.1 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.
- 21.2 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 of Town Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- 21.3 Where the provisions of this Bylaw conflict with any other Bylaw enacted by The Town of Barrhead, the provisions of this Bylaw shall apply.
- 21.4 Bylaw 08-2016 is hereby repealed.
- 21.5 The attached Schedules "A", "B", "C", "D", "E", "F" and "G" form part of this Bylaw and the regulations noted and depicted therein are hereby established and adopted. However, it is acknowledged that Schedules A", "B", "C", "D", "E", and "F" to this Bylaw are graphical representations of the various areas

within the Town to which the restrictions, prohibitions and regulations of this Bylaw apply, as referenced herein. The graphical representations contained within the Schedules can be approximate only and any signs or other Traffic Control Devices will have priority where there is any conflict between such signs or Traffic Control Devices, and the Schedules to this Bylaw.



Read a first time this 9<sup>th</sup> day of March, A.D., 2021

TOWN OF BARRHEAD



Mayor, Dave McKenzie

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

Read a second time this 9<sup>th</sup> day of March, A.D., 2021.

TOWN OF BARRHEAD



Mayor, Dave McKenzie

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

Read a third time this 9<sup>th</sup> day of March, A.D., 2021  
and passed.

TOWN OF BARRHEAD



Mayor, Dave McKenzie

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

**Schedule "G"**  
**Bylaw Specified Penalties**

Any person who is in contravention of any part of the following sections of this Bylaw shall be subject to:

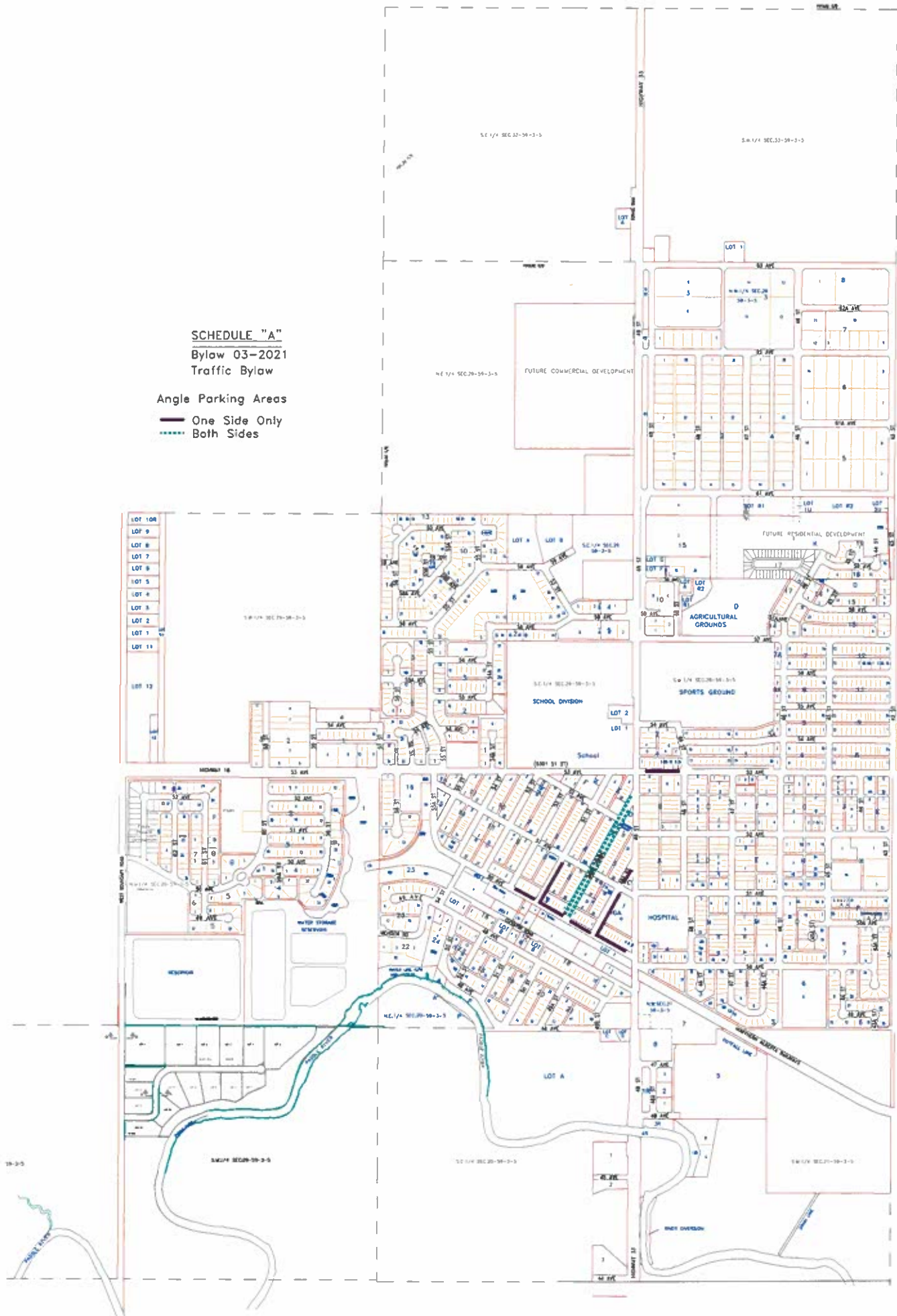
<b>OFFENCES</b>	<b>SECTION</b>	<b>PENALTY</b>
Speeding	3.1 (a) or (b) 3.1 (c)	\$100.00
Parking	4.1- 4.4	\$100.00
Parked in contravention of a temporary "no parking" sign	5.1	\$100.00
Parking Trailers and R.V.'s	6.1 – 6.5	\$100.00
pBuses & Commercial Vehicles	7.1	\$75.00
Loading Zones	9.1-9.3	\$75.00
Truck Routes	10.2-10.	\$250.00
Utilizing Engine Retarder Brakes	10.4	\$100.00
Parades or Processions	11.1-11.3	\$100.00
Lane & Alleys	12,1-12.2	\$100.00
Bikes, Roller Skates etc	14.1	\$50.00
Construction	15.1-15.5	\$250.00
General	16.1-16.4	\$100.00
Traffic Control Device	17.1-17.2	\$250.00

**SPEED LIMITS**

Notwithstanding the above, further penalties maybe assessed in respect of contravention of the Traffic Safety Act and Regulations thereto.










**SCHEDULE "A"**  
**Bylaw 03-2021**  
**Traffic Bylaw**

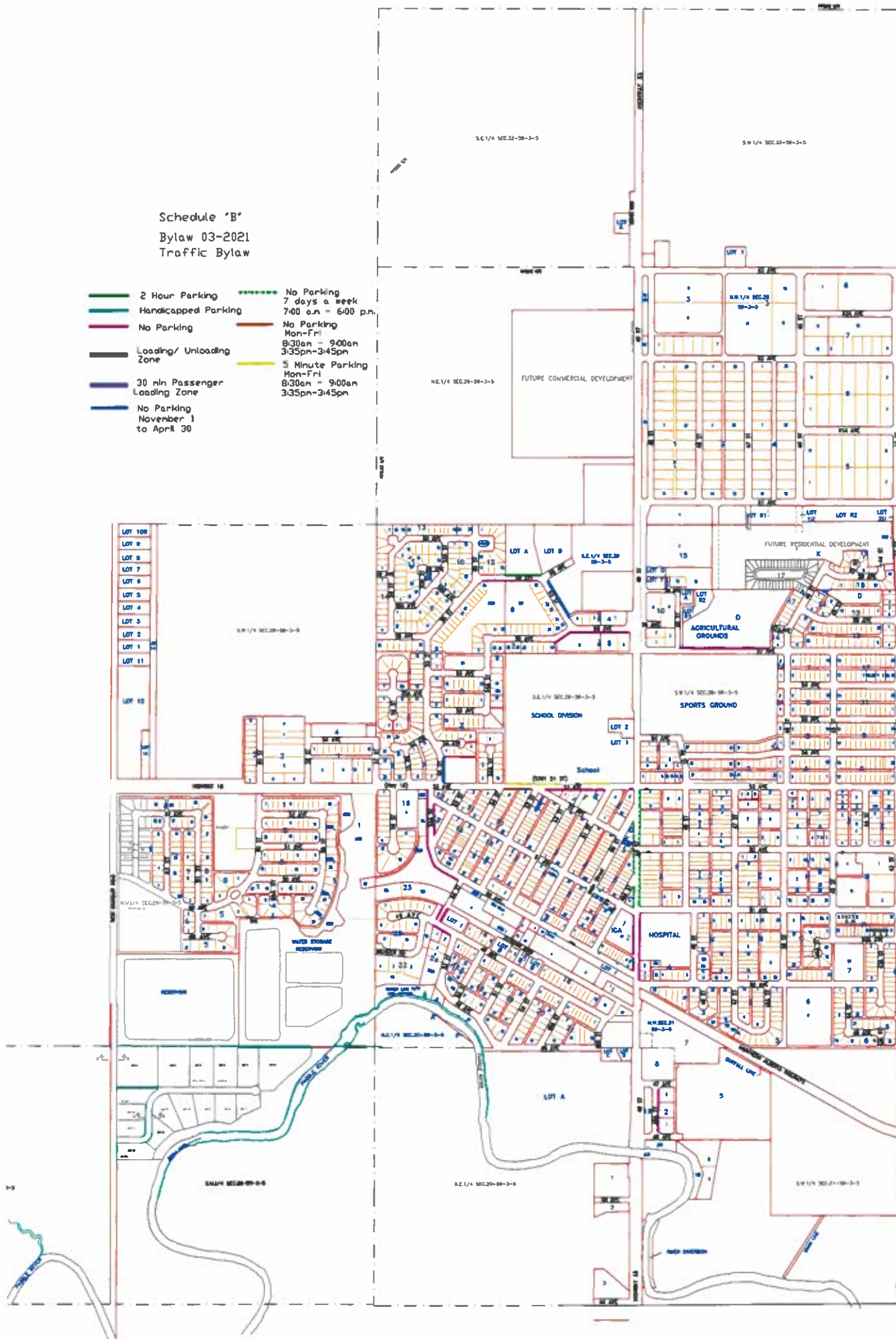
Angle Parking Areas  
 — One Side Only  
 ..... Both Sides



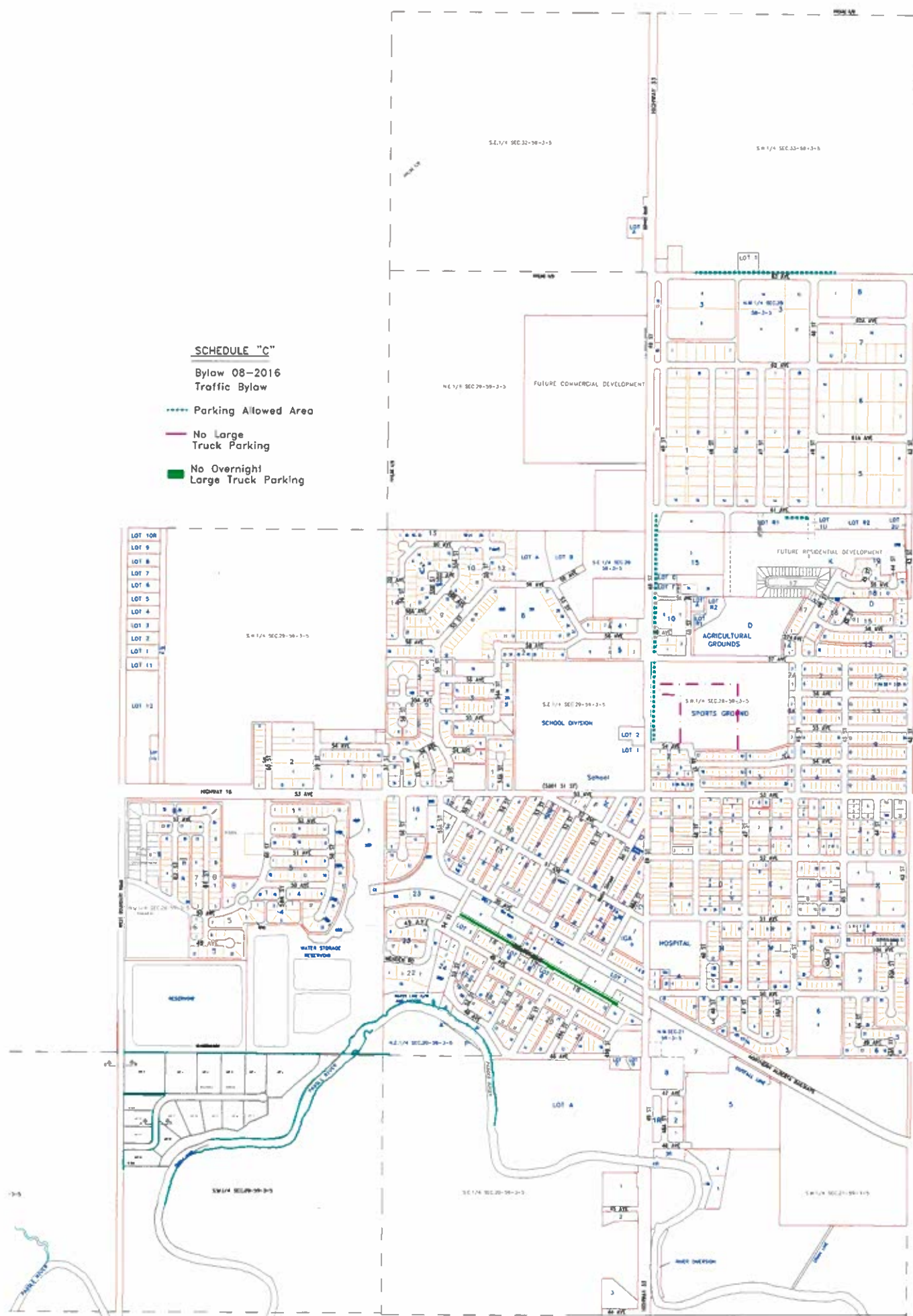


Schedule 'B'  
Bylaw 03-2021  
Traffic Bylaw

- |   |   |
|---|---|
|  2 Hour Parking                          |  No Parking<br>7 days a week<br>7:00 a.m. - 6:00 p.m.            |
|  Handicapped Parking                     |  No Parking<br>Mon-Fri<br>8:30am - 9:00am<br>3:35pm-3:45pm       |
|  No Parking                              |  5 Minute Parking<br>Mon-Fri<br>8:30am - 9:00am<br>3:35pm-3:45pm |
|  Loading/ Unloading<br>Zone              |   |
|  30 min Passenger<br>Loading Zone        |   |
|  No Parking<br>November 1<br>to April 30 |   |



- ..... Parking Allowed Area
- No Large Truck Parking
- No Overnight Large Truck Parking





Bylaw 08-2016  
Traffic Bylaw

 No Trucks

# SCHEDULE "E"

Bylaw 03-2021  
Traffic Bylaw

- Yield Signs
- Stop Signs
- Playground Zones
- School Zones

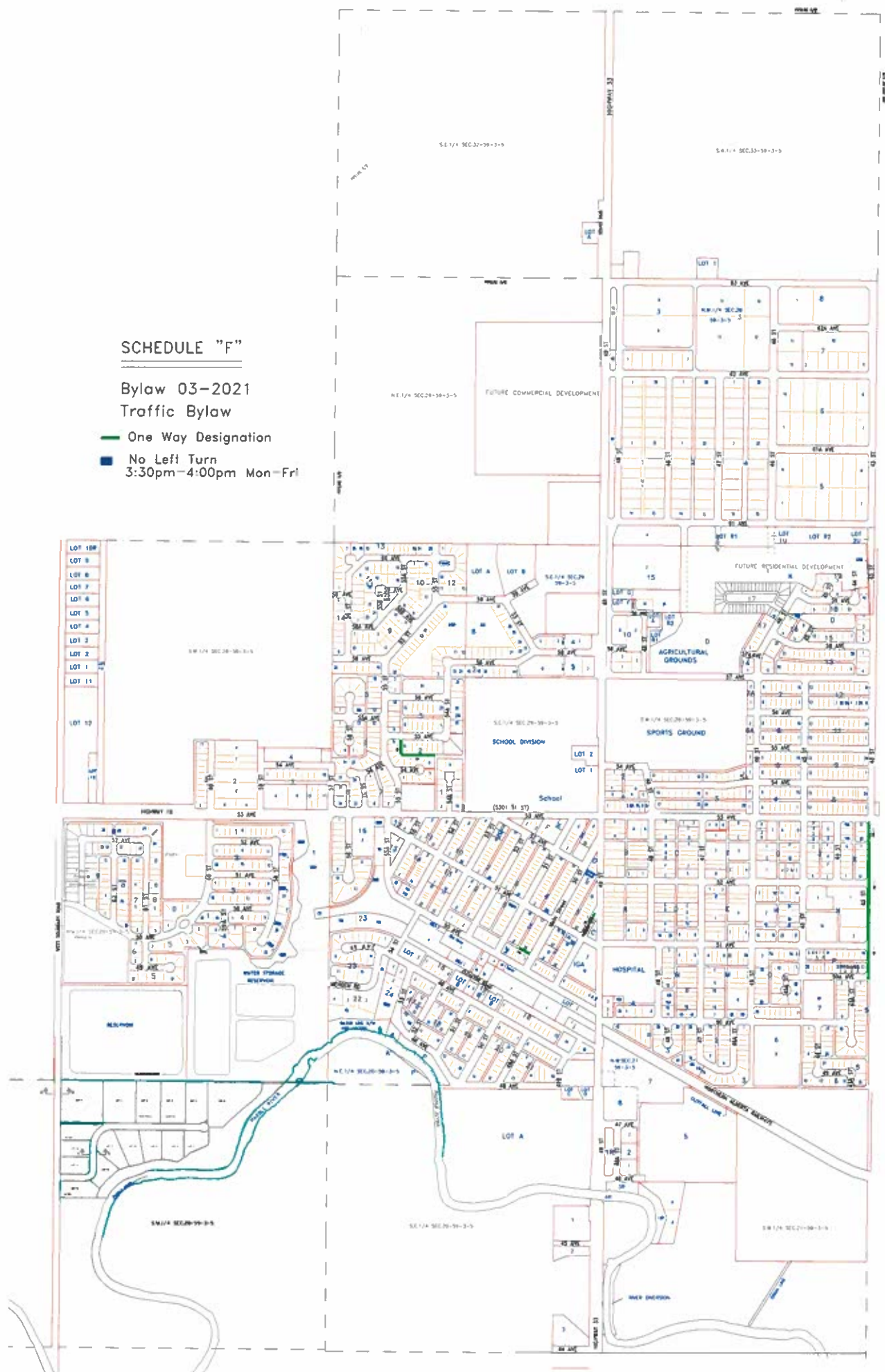




# SCHEDULE "F"

Bylaw 03-2021  
Traffic Bylaw

- One Way Designation
- No Left Turn  
3:30pm-4:00pm Mon-Fri





# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** November, 2021 AUMA Convention – Resolutions on Ambulance Services

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## **1.0 Purpose:**

To provide further information to Council on the upcoming AUMA Convention relating to resolutions on medical assist calls.

## **2.0 Background and Discussion:**

During the September 14<sup>th</sup> Council Meeting when the CAO Report was presented, discussion was focused on the medical assist calls responded by the volunteer Fire Department.

To conclude the discussion, Council passed the following resolution:

*Moved by Cr. Smith that Council instructs Administration to provide background information to the proposed resolution prepared by the City of Red Deer for the upcoming AUMA Convention relating to compensation for volunteer fire departments responding to medical assist calls.*

(Resolution No. 305-21)

In Speaking with the AUMA office, it was confirmed that the City of Red Deer will be presenting a resolution relating to an independent review of ambulance dispatch during the November 17<sup>th</sup> – 19<sup>th</sup> Convention.

Along with that resolution, AUMA has approved an emergent resolution sponsored by a group of municipalities which will also be presented during the Fall Convention.

## **3.0 Alternatives:**

3.1 Council receives Administration's report on the AUMA Resolution 2021.B.12 relating to an independent review of Alberta Health Services Emergency Ambulance Dispatch and Emergent Resolution 1 relating to the

responsibility of Ambulance Service Delivery that will be presented during the November 17<sup>th</sup> – 19<sup>th</sup> AUMA Convention, as information.

- 3.2 Council tables Administration's report on the AUMA Resolution 2021.B.12 relating to an independent review of Alberta Health Services Emergency Ambulance Dispatch and Emergent Resolution 1 relating to the responsibility of Ambulance Service Delivery that will be presented during the November 17<sup>th</sup> – 19<sup>th</sup> AUMA Convention, and instructs Administration to provide further information at the next Council Meeting.

**4.0 Financial Implications:**

None

**5.0 Interdepartmental Implications:**

None

**6.0 Senior Government Implications:**

None

**7.0 Political/Public Implications:**

During the AUMA Convention, it would provide Town Councillors with a formal platform to voice their concerns of the cost associated with responding to medical assist calls.

**8.0 Attachments:**

- 8.1 AUMA Resolution 2021.B.12: Alberta Health Services Emergency Ambulance Dispatch – Independent Review (sponsored by the City of Red Deer)
- 8.2 AUMA Resolution 2021.Emergent 1: Responsibility of Ambulance Service Delivery (Sponsored by the City of Airdrie, Town of Chestermere, Town of Okotoks, Town of Strathmore and the Town of Turner Valley)

**9.0 Recommendations:**

Council receives Administration's report on the AUMA Resolution 2021.B.12 relating to an independent review of Alberta Health Services Emergency Ambulance Dispatch and Emergent Resolution 1 relating to the responsibility of Ambulance Service Delivery that will be presented during the November 17<sup>th</sup> – 19<sup>th</sup> AUMA Convention, as information.

(original signed by the CAO)  
Edward LeBlanc  
CAO

## **AUMA Resolution 2021.B12: Alberta Health Services Emergency Ambulance Dispatch – Independent Review**

**Moved by: The City of Red Deer**

**Seconded by: Town of McGrath**

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**WHEREAS** on January 12, 2021, emergency ambulance dispatch was fully consolidated into the Alberta Health Services (AHS) provincial dispatch system. This removed it from the four integrated satellite centers, which were used to assist in providing this vital health service. Since the move to a total provincial dispatch system, there have been several cases of increased response times and technical errors, which put Albertans' lives at risk<sup>1</sup>;

**WHEREAS** the Alberta integrated satellite centres dispatch approach is proven to be an effective system in delivering prompt, efficient, and accurate emergency dispatch to the residents of Alberta;

**WHEREAS** past centralizations have degraded emergency response, but as this is the final consolidation, the real consequences have yet to be fully experienced by Albertans; and

**WHEREAS** many municipalities have experienced numerous errors and delays that affected emergency response times, these errors would not have occurred under the integrated satellite model. It is clear that AHS alone cannot meet the emergency dispatch demands for Alberta, thus putting lives at risk.

**IT IS THEREFORE RESOLVED THAT** the AUMA advocate to the Government of Alberta and the Minister of Health to undertake an independent third-party review of the AHS emergency ambulance dispatch system and to investigate the increase in response times and the technical outages that have occurred since January 12, 2021.

### **BACKGROUND:**

AHS Emergency Ambulance Dispatch is an issue that impacts all municipalities across the province. Red Deer, Lethbridge, Calgary and Regional Municipality of Wood Buffalo have been at the forefront in attempting to convince the Government of Alberta to reverse its decision to fully centralized ambulance emergency dispatch services.

The AUMA issued a statement on this matter back in August 2020. Key issues that were raised included that more information about the impact of consolidation on response times was required and that municipalities are totally frustrated regarding the lack of consultation on the

<sup>1</sup> <https://calgary.ctvnews.ca/i-was-completely-shocked-dispatch-nightmare-operator-hangs-up-as-parents-call-to-save-dying-southern-alberta-teen-1.5409960>

matter. This new resolution speaks directly to the performance issues that AHS is experiencing with the centralized service model, and that an independent review of performance measures is required.

AHS officials have stated that dispatch centralization will not result in a degradation of service. This commitment was also made in previous consolidations, but to date 39 Alberta communities have gone on record that their communities experienced a degradation of service, both in timing and coordination of emergency dispatch, and in the number of ambulances available in their communities. In the words of a fellow Alberta Mayor whose community dispatch was consolidated into the provincial system in 2014, "We should have fought with you harder in 2013". In other words, had they known what was going to happen, instead of believing the appeasing assurances that emergency ambulance service would not degrade for their community, they would have done more to stop it.

Past centralizations have degraded emergency response, but as this is the final consolidation, the real consequences, intended and unintended, have yet to be fully experienced by Albertans. May we learn from other provinces' life and death experiences, instead of being forced to learn through the consequences that are on the horizon for Albertans.

This is an important municipal issue. It speaks to the safety and wellbeing of our residents, and the fact that municipalities were providing this dispatch service at a much higher standard before it was centralized.

Further background on the benefits of an integrated dispatch approach:

- Integrated dispatch services allow fire, EMS, and for Lethbridge and Calgary (and in the future for Red Deer), police communications operators to be in the same room.
- When a dispatcher learns a critical piece of information, the other dispatcher is immediately made aware through verbal communication within the room.
- When fire and EMS communicate in the same room, they provide for a faster response.
- Integrated dispatch services allow emergency response units to leave the station earlier in critical situations where seconds matter, or as often occurs, in advance of an ambulance.
- Integrated approach in emergency services means that individuals are cross-trained in both firefighting and emergency medical services response, providing a seamless response to any emergency by any and every member. Integration between fire and ambulance is critical for patient outcomes.

- Municipal dispatch staff are cross-trained 911 call takers, and both fire and medical dispatchers.
- The cross-training provides the most efficient and effective services to patients in need. This is imperative for patient outcomes.
- Integrated service allows fire units to be dispatched simultaneously as ambulances.

**AUMA Comments:**

This resolution aligns with previous AUMA advocacy on emergency medical services and response times. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to AUMA's Board by AUMA's Safe and Healthy Communities Committee within the context of related priorities and positions.

# 2021 Resolutions

## Emergent Resolutions

### **Criteria**

The criteria of an emergent resolution, as set in the Resolutions Policy is that it must:

- a. Deal with an issue of concern to Alberta municipalities which has arisen after the resolution deadline, or just prior to the resolution deadline, such that Members could not submit it as a resolution in time;
- b. Have a critical aspect that needs to be addressed before the next Convention; and
- c. Comply with the guidelines for resolutions set out in this policy.

### **Seconding**

The policy also stipulates that, if the AUMA Board determines the resolution meets the criteria of an emergent resolution, the Board will second the resolution.

## **AUMA Resolution 2021.Emergent 1: Responsibility of Ambulance Service Delivery**

**Moved by:** City of Airdrie  
Town of Chestermere  
Town of Okotoks  
Town of Strathmore  
Town of Turner Valley

**Seconded by:** N/A

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**WHEREAS** the Province of Alberta took responsibility for the delivery of ambulance service as it was a provincial health responsibility;

**WHEREAS** at the time the ambulance service transitioned from a municipal responsibility to a provincial responsibility there was a commitment that there would be no degradation of service to citizens;

**WHEREAS** the entire provincial health system has been operating on overdrive because of the COVID-19 pandemic;

**WHEREAS** the number of code reds, where no ambulances are available in the Province is impacting the ability of Albertans, especially rural Albertans, to access emergency medical care;

**WHEREAS** municipalities continue to provide support to the provincial health care system with the operation of our fire departments;

**WHEREAS** the health and safety of citizens continues to be a priority for municipalities as we arrive on scene as first responders to medical calls approximately 40% of the time;

**WHEREAS** the length of time, fire is on scene until an ambulance arrives is trending upwards exponentially, in some areas up over 50% and some rural areas as much as a 200% increase in wait time for fire services over the last year or 2 years;

**WHEREAS** municipalities are acting as a stop gap in the provincial health system with no compensation, and it is impacting the ability of municipalities to meet their own operational requirements; and

**WHEREAS** everyday Albertans' access to health is being compromised due to a lack of emergency health care.

**THEREFORE, BE IT RESOLVED** that the Province of Alberta, immediately consult with municipalities, to develop a plan to make urgently needed improvements to the delivery and performance of the ambulance system where municipalities are recognized and compensated for the role they play in support of the provincial health care system.

**BACKGROUND:**

When the province transitioned ambulance service from a municipal responsibility to a provincial responsibility there was a commitment that there would be no degradation in the capacity of these services. Since that transition and especially over the last several months the impact on municipal fire services include:

- o Increasing need for fire services to be the first response and first to arrive on the scene;
- o Increasing need for co-response when EMS are more than 10 minutes out;
- o Municipal fire crews are tied up at incidents longer and are required to stay until they can pass the patient to someone with at least the same level of qualification or higher which means fire crews once on scene cannot leave until EMS arrives;
- o Increasing number of concurrent calls, which is affected by increased response times for lower level incidents (more than 10 minutes) and results in fire being dispatched; and
- o Increasing need for call outs to protect the municipality from other occurrences which increases staffing costs for over time and relies on the availability of off duty staff. There is no contractual requirement for staff to attend call outs outside of their scheduled hours.

The effects on municipal staff include:

- o Increasing stress on staff being exposed to more medical incidents;
- o Dealing with patients and families concerned about delayed EMS transportation;
- o Not being able to deliver the scope of practice of an Advanced Care Paramedic (ACP);
- o Reduction of availability for other incidents, impacts capability, staffing and safety.
- o Not being able to respond to other emergency situations.
- o Experiencing delayed response of care for family members when seconds in response can affect long-term health outcomes;
- o Potential increase in mental health issues; and
- o Burn out.

Every citizen experiencing a medical crisis across Alberta is impacted, as the time of EMS response increases the survival rate of patient's decreases. EMS are usually staffed with an



ACP with a higher scope of practice than Firefighters Primary Care Paramedic (PCP), this restricts the care provided which could prove critical.

Ambulance service levels have become an urgent, emergent issue. As an example, in Okotoks, within the space of four days, July 28 – 31, two incidents required the use of the STARS helicopter. On one of these occasions, Okotoks did not have a ground ambulance available. On another occasion, August 3, dispatch informed the Incident Commander that EMS was 45 minutes out, eventually arriving from Strathmore. This is an unacceptable level of service provided by AHS and has shifted the burden substantially to municipalities across Alberta with dire health outcomes for citizens.

**AUMA Comments:**

This resolution aligns with previous AUMA advocacy on emergency medical services and response times. If this resolution is passed, it would be forwarded to the Government of Alberta for response and further advocacy would be recommended to AUMA's Board by AUMA's Safe and Healthy Communities Committee within the context of related priorities and positions, and in coordination with any other related resolutions that are adopted.

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** Memorandum Of Understanding with the RCMP

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## **1.0 Purpose:**

For Council to endorse the Memorandum of Understanding in relation to the enhanced level of police service from the RCMP.

## **2.0 Background and Discussion:**

The Town of Barrhead had a Memorandum of Understanding (MOU) with the RCMP that commenced on July 1, 2018 and expired on June 30, 2021

The proposed MOU has the same parameters as the previous one as it outlines the duties and responsibilities of the police officer serving as a School Resource Officer. The details to those responsibilities as shown in section 3.0 of the attached MOU.

The financial cost of providing enhanced level of police service is now the responsibility of the Province.

The new MOU would expire on June 30, 2024.

## **3.0 Alternatives:**

3.1 Council endorses the Memorandum of Understanding with the RCMP as it relates to an enhanced level of police service for the School Liaison Program, as presented.

3.2 Council tables the Memorandum of Understanding with the RCMP as it relates to an enhanced level of police service for the School Liaison Program and instructs Administration to provide further information at the next Council Meeting.

**4.0 Financial Implications:**

Not applicable, as the cost to provide enhanced level of police service is now the financial responsibility of the Province.

**5.0 Interdepartmental Implications:**

None

**6.0 Senior Government Implications:**

Limited to the endorsement of the attached MOU.

**7.0 Political/Public Implications:**

The enhanced RCMP program provides a valuable service to our community.

**8.0 Attachments:**

8.1 – Memorandum of Understanding with the RCMP

**9.0 Recommendations:**

Council endorses the Memorandum of Understanding with the RCMP as it relates to an enhanced level of police service for the School Liaison Program, as presented.

(original signed by the CAO)

Edward LeBlanc  
CAO

# **Memorandum of Understanding**

**THIS ARRANGEMENT**

**BETWEEN**

**THE ROYAL CANADIAN MOUNTED POLICE**  
(Hereinafter referred to as the "RCMP")

**AND**

**TOWN OF BARRHEAD**  
as represented by the Mayor  
(Hereinafter referred to as the "Town")

Collectively referred to as the "Participants"

## **BACKGROUND:**

WHEREAS the Town wishes to provide an enhanced level of provincial policing service and the Province of Alberta, Minister of Justice and Solicitor General has previously entered into such an Agreement with the Town, dated the 27<sup>th</sup> day of April 2018, pursuant to Section 22(1) of the *Police Act* R.S.A. 2000, c.P-17;

WHEREAS the Alberta *Police Funding Regulation* came into force on April 1, 2020 to address police funding and resource matters. Subsequently, existing Option 1 Enhanced Policing Agreements for affected communities were terminated on that date and the costs of the enhanced policing positions were absorbed by the Government of Alberta.

WHEREAS the enhanced policing positions provided under those Agreements will continue to remain in place until the expiry of the *Police Funding Regulation* on March 31, 2025, and will provide services in the same way and purpose as they did prior to the enactment of the *Regulation*; and,

WHEREAS the Town shall enter into a Memorandum of Understanding with Alberta RCMP to determine the duties and responsibilities of the RCMP Member providing enhanced services to the Town.

**NOW THEREFORE THE PARTICIPANTS INTEND AS FOLLOWS:**

**1.0 DEFINITIONS:**

1.1 In this Memorandum of Understanding (MOU) the following terms, in singular or plural form according to the context, are defined as follows:

- i. "Arrangement" means Memorandum of Understanding;
- ii. "Detachment Commander" means Non-Commissioned Officer in Charge;
- iii. "Member" means police officer employed by the RCMP and assigned to the enhanced position;
- iv. "MOU" means Memorandum of Understanding;
- v. "OIC" means Officer in Charge;
- vi. "RCMP" means the Royal Canadian Mounted Police;
- vii. "RCMP Detachment" means the Barrhead RCMP Detachment;
- viii. "Regulation" means the *Alberta Police Funding Regulation*; and,
- ix. "EAD" means the Eastern Alberta District of the RCMP.

**2.0 PURPOSE AND SCOPE:**

- 2.1 This Arrangement will commence on July 1, 2021 and expire on June 30, 2024 and will provide the terms of reference for the RCMP Member, RCMP Detachment and the Town.
- 2.2 This MOU sets out the general duties and responsibilities of the one (1) RCMP Member providing services to the Town.
- 2.3 It is acknowledged and agreed that, notwithstanding anything contained herein, the MOU does not create any enforceable legal or equitable rights or any obligations, but merely serves to document the parameters and understanding in principle which have been reached and in respect to the duties and responsibilities of the RCMP Member providing services under this said Arrangement.

**3.0 DUTIES AND RESPONSIBILITIES OF THE RCMP MEMBER:**

- 3.1 The role of the RCMP Member under this MOU will be to provide an enhanced level of policing, focused on the prevention of crime, pursuant to the duties and responsibilities under the Provincial Police Service Agreement between the Government of Canada and the Government of the Province of Alberta. The RCMP Member will not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Province.

3.2 The primary function of the RCMP Member under this MOU will be to provide selective enforcement duties and responsibilities, including, but not limited to:

- Perform the duties and responsibilities of a school resource officer.
- Bring awareness to the community with respect to:
  - Domestic Violence
  - Vandalism
  - Crime Reduction/Prevention Strategies
  - Impaired Driving/Drug Use
  - Bullying

3.3 Additionally, the RCMP Member may participate and offer other public safety programs which may include:

- General duty policing services in accordance with the Provincial Police Service Agreement.
- Traffic Enforcement, under the Traffic Safety Act of Alberta.
- Enforcement of the Gaming and Liquor Act of Alberta.
- Enforcement of the Environmental Protection and Enhancement Act of Alberta (Illegal Dumping, etc.).
- Emergency Planning / Disaster Services relating to special events and policing those special events in the area.
- In support of the Detachment Commander, act as a liaison to the Police Advisory Committee or Community Advisory Group or Community Consultative Group, as may apply.
- Attend meetings with local council as required to report on programs and issues and the steps being taken on those programs and issues.

3.4 The role of the RCMP Member assigned to the Town will be to provide an enhanced level of policing. The RCMP Member will not provide assistance or service in regulatory control or licenses of by-laws (for example: by laws relating to animals and building inspections).

#### **4.0 OBLIGATIONS OF THE RCMP:**

4.1 The RCMP Member position will be maintained as a permanent posting in the Town; however, the RCMP will not be held liable for any vacancy should such occur.

4.2 The Detachment Commander will have sole responsibility for determining the appropriate operational and administrative use of the enhanced policing RCMP Member providing services to the Town.

- 4.3 The RCMP Member will assist other RCMP Detachment / unit locations during emergencies with the understanding that the RCMP will return services to the Town in an amount equal to the time utilized by other Detachment / unit locations.
- 4.4 The RCMP Member is an employee of the RCMP and as such, the RCMP has exclusive responsibility for investigating public / internal complaints involving the RCMP Member and for administering any discipline against the RCMP Member in accordance with the RCMP Act and applicable RCMP Policies / Directives.
- 4.5 The Detachment Commander will continue to provide the Town's Chief Administrator with the Mayor's Report and the Town of Barrhead Person Hour Tracking Report.

**5.0 OBLIGATIONS OF TOWN OF BARRHEAD:**

- 5.1 The Town intends to participate in ongoing communication with the Detachment Commander with regards to feedback and priorities concerning the enhanced policing position.

**6.0 JOINT OBLIGATIONS OF BOTH PARTICIPANTS:**

- 6.1 The Town may provide input on the staffing selection process to fill the enhanced RCMP Member position. The RCMP will have exclusive authority to determine the appropriate and successful candidate for the position.
- 6.2 The RCMP agrees to provide the RCMP Member providing services under this MOU with a suitable work station in the Barrhead RCMP Detachment. Should it be agreed upon that an alternative work site to the RCMP Detachment is required, the Town agrees to provide such alternate work site at no cost to the RCMP. Further the Town agrees to ensure that any such alternative work site selected meets all RCMP security standards and protocols and any cost associated with the Town meeting such security standards and protocol will not be transferred to the RCMP and financially assumed exclusively by the Town.
- 6.3 The RCMP will be responsible for providing basic equipment and training for the enhanced policing RCMP Member in order that he or she may perform those services directly related to enforcement of all Federal and Provincial Statutes and the Criminal Code of Canada. The Town will provide for any specialized training or equipment needs which may be required by the RCMP Member to perform services directly related to the Town by-laws pertinent to public safety, traffic law enforcement and protection of Town and public infrastructures.
- 6.4 As required by either the Town or the RCMP, any unresolved issues between the Town and the RCMP shall be referred to the representatives for resolution pursuant to Article 10.0.

**7.0 FINANCIAL ARRANGEMENTS:**

- 7.1 Pursuant to Article 5 of the *Police Funding Regulation*, the Minister exempts the Town from paying a cost for full-time enhanced policing position(s) funded under an agreement entered into under section 22 of the *Police Act*.
- 7.2 The Government of Alberta will absorb the cost of the enhanced policing position as of April 1, 2020, as per the *Regulation*.

**8.0 TERM:**

- 8.1 Notwithstanding the date on which this MOU is signed by each of the Participants, this MOU will come into effect on the 1<sup>st</sup> day of July 2021 and will expire on the 30<sup>th</sup> day of June 2024. This Arrangement may be renewed or extended upon such terms as may be mutually agreed to at that time.

**9.0 DEPARTMENTAL REPRESENTATIVES:**

- 9.1 The following officials are designated as the departmental representatives for purposes of this Arrangement and any notices required under this Arrangement will be delivered as follows:

<b>For the RCMP:</b>	<b>For the Town of Barrhead:</b>
Detachment Commander Barrhead Detachment 4729 61 <sup>st</sup> Avenue Barrhead, AB T7N 1A3 Telephone: 780-674-4848	Chief Administrative Officer Town of Barrhead P.O. Box 4189 Barrhead, AB T7N 1A2 Telephone: 780-674-5648

- 9.2 Changes to the designated departmental representative will be upon written notification thereof to the other Participant.

**10.0 DISPUTE RESOLUTION:**

- 10.1 In the event of a dispute arising from the interpretation or operation of this Arrangement, it will be referred to the Participants' representatives set out in Article 9.0, above, who will use their best efforts to resolve the matter amicably. If such negotiation fails, the Participants intend to refer the matter to the below noted senior parties for resolution:

<b>For the RCMP:</b>	<b>For the Town of Barrhead:</b>
District Commander Eastern Alberta District 4806 – 55 Street St Paul, AB T0A 3A1	Mayor Town of Barrhead P.O. Box 4189 Barrhead, AB T7N 1A2



- 10.2 The Participants understand that no dispute will be referred to any court, tribunal, arbiter, or any other binding forum or process.

**11.0 LIABILITY:**

- 11.1 Each Participant will be responsible for any damages caused by the conduct of its employees or agents in carrying out the terms of this Arrangement.

**12.0 MONITORING:**

- 12.1 The Participants will meet on an annual basis to review and assess the operation and effectiveness of this Arrangement or as requested to discuss matters of mutual interest.
- 12.2 The Detachment Commander or designate will meet with the Town Mayor and Council, or designate, at least once every quarter to discuss matters of mutual interest or concern.
- 12.3 The District Commander for EAD may meet with the Town Mayor and Council, or designate, on a yearly basis, or as requested to discuss matters of mutual interest concerning this MOU.

**13.0 TERMINATION:**

- 13.1 This Arrangement may be terminated by either Participant at any time, without cause, upon one calendar year's written notice (365 days) to the other.
- 13.2 Termination does not release a Participant from any obligations which accrued while the Arrangement was in force.

**14.0 AMENDMENT TO THE ARRANGEMENT:**

- 14.1 Amendment to this Arrangement may be negotiated by either Participant and may only be amended by the written consent of all the Participants.
- 14.2 This Arrangement shall not be varied by an oral agreement or representation or otherwise than by an instrument in writing of concurrent or subsequent date hereto duly executed by the Participants.

**15. GENERAL**

- 15.1 This MOU does not form a contractually binding Agreement and the Participants acknowledge their mutual intention to resolve all matters arising from this MOU in a fair and amicable way.

**Recommended by:**

\_\_\_\_\_  
Sgt. Bob Dodds  
Detachment Commander  
NCO i/c Barrhead RCMP Detachment

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

**Signed by the authorized officers of the Participants:**

**For Town of Barrhead:**

\_\_\_\_\_  
David McKenzie  
Mayor  
Town of Barrhead

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

**For the RCMP:**

\_\_\_\_\_  
C. M. (Curtis) Zablocki, M.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

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

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** 2022 – 2024 Three-Year Operating Plan and the 2022 – 2030 Ten-Year Capital Plan.

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## **1.0 Purpose:**

For Council to approve the 2022 – 2024 Three-Year Operating Plan and the 2022 – 2030 Ten-Year Capital Plan.

## **2.0 Background and Discussion:**

The Municipal Government Act stipulates that every municipality must prepare a financial plan for at least the next three fiscal years along with the preparation of a capital plan for at least the next five fiscal years.

The Town's current Strategic Plan also outlines the development and adoption of a three-year business plan.

The main function of the three-year plan is to provide a general overview of the various operational activities per municipal department and to ensure the Town is proactively planning for future operations.

The ten-year plan outlines the anticipated capital items for each fiscal year.

Similar to the Strategic Plan, both the proposed three-year business plan and the capital plan will be reviewed annually by Administration and Council.

Both plans provide the financial framework for multiple years that will assist Administration and Council in moving forward with budgetary requirements for the upcoming fiscal years.

## **3.0 Alternatives:**

- 3.1 Council approves the 2022 – 2024 Three-Year Operating Plan, as presented; and
- 3.1(a) Council approves the 2022 – 2030 Ten-Year Capital Plan, as presented.
- 3.2 Council tables the 2022 – 2024 Three-Year Operating Plan and the 2022 – 2031 Ten-Year Capital Plan and instructs Administration to provide further information at the next Council Meeting.

**4.0 Financial Implications:**

The formal endorsement of both Plans does not have any financial commitments or implications.

**5.0 Interdepartmental Implications:**

None

**6.0 Senior Government Implications:**

Limited to the sources of revenue anticipated from both levels of government in respect to operational grants and sources of revenue for capital projects.

**7.0 Political/Public Implications:**

Having both financial Plans in place will serve as a valuable planning tool and provides key stakeholders an opportunity to appreciate the long term vision of the Town of Barrhead.

**8.0 Attachments:**

- 8.1 2022 – 2024 Three-Year Operating Plan  
8.2 2021 Capital Budget and 2022 – 2030 Ten-Year Capital Plan

**9.0 Recommendations:**

Council approves the 2022 – 2024 Three-Year Operating Plan, as presented; and

Council approves the 2022 – 2030 Ten-Year Capital Plan, as presented.

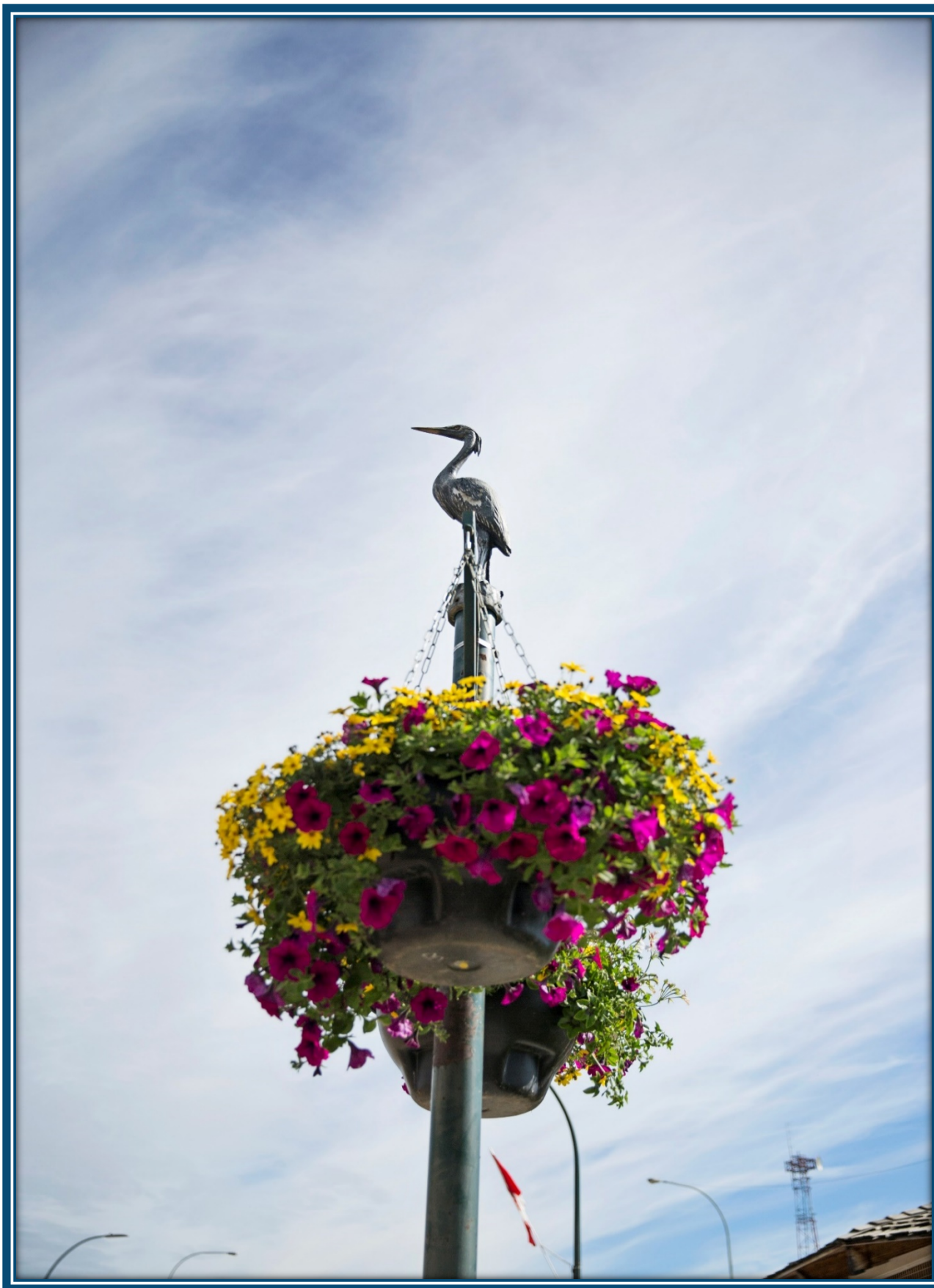
(original signed by the CAO)  
Edward LeBlanc  
CAO



# 2021 BUDGET & THREE YEAR 2022 –2024 OPERATING PLAN

## 10-YEAR CAPITAL PLAN

2021 BUDGET & 2022 - 2030 PLAN



# THREE-YEAR OPERATING PLAN

The purpose of the three-year operating plan is to provide an overview of the operating activities for the upcoming three years. This ensures that the Town is planning for future activities and services, along with being financially prepared for these future projects.

The three-year operating plan estimates future years' expenditures based on the 2021 budget year. Let's use insurance for example. We can expect a slight increase of insurance premiums every year. Therefore, we might estimate a 3% increase



to insurance premiums over the next three years. Another example is future grant funding. The Provincial government may have already announced what our funding will look like over the next three years. In this case, those funds will be incorporated into the appropriate annual budgets over the next three years.

Every year, Council reviews a line by line itemization of the budgets. Adding a three-year written operating plan to this ensures appropriate planning and budget balancing in future years, effectively promoting fiscal responsibility of the Town.

In the following pages, we have summarized the projected operating revenues and expenditures budgets for the next three years.



# TOWN COUNCIL

Town Council is a group of seven elected officials (Mayor and six Councillors) whose responsibilities are outlined in the Municipal Government Act. A municipal election is held every four years. The current Council was elected in 2017.



Back Row: Leslie Penny, Ty Assaf, Rod Klumph, Don Smith  
Front Row: Dausen Kluin, Mayor Dave McKenzie, Shelley Oswald

Town Council meets twice a month on the second and fourth Tuesdays. Their meetings begin at 5:30 p.m. and take place in the Town Council Chambers which is located in the Administration Building at 5014-50 Avenue in Barrhead.

The following Report outlines all the Budgeted Operating Revenues and Expenses for 2021 in summary form, along with the budgets for the 2022 to 2024 Operating Plan. This Plan will be reviewed by Council annually and amendments will be made as required.

Each Budget Details Report will list the Budgeted Revenues first, followed by the Budgeted Expenses, with a Total Net Operating Cost at the Bottom.

The following Reports do not include the Tangible Capital Asset Depreciation expenses. These are considered 'non-cash' expenses and are excluded for reporting of the cash operational costs in the various departments.

## Budget Details - Mayor and Council

	2021	2022	2023	2024
<b>Revenues</b>				
Reimbursements	1,800	1,800	1,800	1,800
<b>Total Revenues</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
<b>Expenses</b>				
Employer Costs, Insurance	9,350	9,450	9,550	9,650
Council Fees and Per diems	172,940	172,940	174,170	175,690
Training, Travel and Communications	43,160	43,160	43,680	43,680
<b>Total Expenses</b>	<b>225,450</b>	<b>225,550</b>	<b>227,400</b>	<b>229,020</b>
<b>Total Net Operating Cost</b>	<b>(223,650)</b>	<b>(223,750)</b>	<b>(225,600)</b>	<b>(227,220)</b>

Council revenues generally consist of Per Diem reimbursements paid to the Town for Council members to attend the specific organization's meeting. Expenses include Council Monthly Fees for all regular Council and committee meetings, Per Diems for any out of town meetings or events, Conference Expenses, Training and Development and other general travel expenses.



# PROPERTY TAXES AND REQUISITIONS

For budgeting purposes, the property taxes from 2022 to 2024 have been prepared using the same assessment values and tax rate information as when the 2021 property taxes were calculated. In addition, because Requisition amounts have not been determined for future years, those budgets have also remained at the same level for the future three years. These budgets will be adjusted during the appropriate year's budget deliberations.

## Budget Details - Property Taxes

	2021	2022	2023	2024
<b>Revenues</b>				
Property Taxes - Residential	4,303,190	4,303,190	4,303,190	4,303,190
Property Taxes - Non-Residential	2,042,910	2,042,910	2,042,910	2,042,910
Property Taxes - Machinery & Equipment	14,580	14,580	14,580	14,580
Property Taxes - Farmland	1,480	1,480	1,480	1,480
Property Taxes - Linear	127,600	127,600	127,600	127,600
Property Taxes - Federal Grant In Lieu	6,360	6,360	6,360	6,360
Property Taxes - Provincial Grant In Lieu	84,260	84,260	84,260	84,260
<b>Total Property Tax Revenues</b>	<b>6,580,380</b>	<b>6,580,380</b>	<b>6,580,380</b>	<b>6,580,380</b>

Total Property Tax Revenues includes ALL monies collected through property taxes. This includes the funds collected for the Aquatics Centre debenture in the amount of \$290,569, along with all Requisitions collected on behalf of other organizations.

Requisitions collected on behalf of the following organizations, in the amount \$1,519,870 in 2021, include:

Alberta School Foundation Fund (ASFF) – \$1,451,770

Barrhead & District Social Housing Association – \$20,890

Government of Alberta Designated Industrial Properties – \$520

Government of Alberta Grant In Lieu (Seniors Property Tax Adjustment Expense) – \$46,690

## Budget Details - Requisitions

	2021	2022	2023	2024
<b>Expenses</b>				
Requisitions	1,519,870	1,519,870	1,519,870	1,519,870
<b>Total Expenses</b>	<b>1,519,870</b>	<b>1,519,870</b>	<b>1,519,870</b>	<b>1,519,870</b>
 <b>Net Municipal Property Taxes</b>	 <b>5,060,510</b>	 <b>5,060,510</b>	 <b>5,060,510</b>	 <b>5,060,510</b>
<b>(Total Property Tax Revenue less Requisitions collected on behalf of Other organizations)</b>				

Requisitions paid, or expended as an adjustment, on behalf of the following organizations, in the amount \$1,519,870 in 2021, include:

Alberta School Foundation Fund (ASFF) – \$1,451,770  
 Barrhead & District Social Housing Association – \$20,890  
 Government of Alberta Designated Industrial Properties – \$520  
 Government of Alberta Grant In Lieu (Seniors Property Tax Adjustment Expense) – \$46,690

In order to determine Net Municipal Property Taxes, the Requisition amounts are deducted from the Property Tax Revenues. Net Municipal Taxes are used to fund operational costs as well as provide funding towards the current year's Capital Projects and Reserves for Future Capital Projects.

## FRANCHISE FEES

The total exempt property assessment for 2021 is approx. \$163,000,000 or 26% of the total assessment base. Exempt properties include schools, hospitals, seniors lodges, churches and Town and other municipally owned property. Though the Town still provides services and infrastructure to these entities, no property taxes are collected from them. The Town has franchise fee agreements in place with the power and natural gas suppliers which provides an alternate source of revenue.

Currently, consumers pay a municipal franchise fee of 12% of the “transmission and distribution costs” portion of Fortis power billings, along with 16% of these same costs on Apex Utilities natural gas billings. These funds are then provided directly to the Town as operational revenues, with a portion being transferred to capital for future projects.

### Budget Details - Franchise Fees

	2021	2022	2023	2024
<b>Revenues</b>				
Franchise Fees	800,000	805,000	810,000	815,000
<b>Total Revenues</b>	<b>800,000</b>	<b>805,000</b>	<b>810,000</b>	<b>815,000</b>
<b>Total Net Operating Cost</b>	<b>800,000</b>	<b>805,000</b>	<b>810,000</b>	<b>815,000</b>

## PENALTIES AND COSTS ON TAXES

Property tax penalties and costs include penalties that are applied to unpaid taxes, along with any other costs that may be directly applied to property taxes.

### Budget Details - Penalties and Costs on Taxes

	2021	2022	2023	2024
<b>Revenues</b>				
Penalties and Costs on Taxes	30,000	35,000	35,000	35,000
<b>Total Revenues</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Total Net Operating Cost</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>



# ADMINISTRATION AND COMPUTER

The Administration Department is responsible for ensuring that the Town operates within provincial legislation, local policies and bylaws. This department works out of the Town Administration Building, which also includes the Town Council Chambers and Committee Meeting Room. Administration is responsible for all municipal functions related to the assessments and property tax systems, the utility billing system for water, sewer and garbage services, business licensing, animal licensing, payables, receivables, record management of all financial budgets and reporting for the Town of Barrhead.

## Budget Details - Administration and Computer/IT

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	26,100	26,100	26,100	26,100
Rentals, Licenses, Permits, Reimbursements	57,330	46,250	47,250	48,850
Provincial Grants (MOST)	62,000	0	0	0
Revenues from Operating Reserves	11,700	0	0	0
<b>Total Revenues</b>	<b>157,130</b>	<b>72,350</b>	<b>73,350</b>	<b>74,950</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	717,600	721,690	725,110	728,540
Election Fees	9,000	0	0	0
Training, Travel and Communications	53,840	71,660	73,120	74,560
Professional and Contracted Services	149,700	140,600	143,200	145,400
Insurance	6,200	6,510	6,840	7,180
Building and Equipment Maintenance	40,500	38,000	39,000	40,000
Materials and Supplies (including Election)	51,610	44,310	44,510	45,910
Utilities	12,750	13,360	13,990	14,660
Computer Program (offset by revenue)	6,000	6,000	6,000	6,000
Bank Charges	2,100	2,100	2,100	2,100
Write-Offs	1,000	1,000	1,000	1,000
Additions to Operating Reserves	150	150	150	150
Contribution to Capital	15,000	15,000	15,000	15,000
<b>Total Expenses</b>	<b>1,065,450</b>	<b>1,060,380</b>	<b>1,070,020</b>	<b>1,080,500</b>
<b>Total Net Operating Cost</b>	<b>(908,320)</b>	<b>(988,030)</b>	<b>(996,670)</b>	<b>(1,005,550)</b>

### Notes to Budget Details – Administration and Computer

- Provincial MOST Grant collected in 2021 to offset COVID expenses, will not be received in future years.
- Revenues from Operating Reserves determined annually.
- Municipal Election in 2021, expenses only required every four years.
- Contributions to Capital for current and future Capital Project/Reserves.



# POLICING

The Royal Canadian Mounted Police (RCMP) enforce federal and provincial laws in the community. They operate out of the local RCMP Detachment. Their main focus is on crime prevention and investigation, maintaining peace and order, and making our residents feel safe and secure in the community. A portion of the RCMP policing costs are paid by the Town on an annual basis.

The Town of Barrhead owns the Detachment facility and is responsible for the maintenance, insurance, utilities, materials and supplies for the building. These costs are reimbursed by the RCMP through their leasing contract with the Town.

## Budget Details - RCMP

	2021	2022	2023	2024
<b>Revenues</b>				
Building Rent, Enhanced Policing Reimb.	115,000	35,000	35,000	35,000
Receivable from Local Government	42,800	0	0	0
Revenues from Operating Reserves	17,000	0	0	0
<b>Total Revenues</b>	<b>174,800</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Expenses</b>				
Policing Costs and Contracted Services	225,260	147,110	192,100	282,460
Insurance	4,800	5,040	5,290	5,550
Building and Equipment Maintenance	5,850	6,350	6,850	7,350
Materials and Supplies	1,400	1,450	1,500	1,550
Utilities	18,000	18,880	19,800	20,770
Grant to Victim Services	1,000	1,000	1,000	1,000
<b>Total Expenses</b>	<b>256,310</b>	<b>179,830</b>	<b>226,540</b>	<b>318,680</b>
<b>Total Net Operating Cost</b>	<b>(81,510)</b>	<b>(144,830)</b>	<b>(191,540)</b>	<b>(283,680)</b>

### Notes to Budget Details – Policing

- Revenues and Expenses include Enhanced Policing costs for the School Resource Officer in 2021. This is reallocated differently in future years.
- Town will now be contributing towards RCMP Policing costs on an annual basis.

# BARRHEAD REGIONAL FIRE SERVICES & EMERGENCY RESPONSE CENTRE

Barrhead Regional Fire Services and Emergency Response Centre are jointly operated by the Town of Barrhead and the County of Barrhead, with the Town being the Unit of Authority. Each municipality is responsible for paying for fire responses and ambulance assists within their jurisdiction. The department consists of three full time positions, a Fire Chief, a Deputy Fire Chief and an Administrative Assistant. There are also currently 37 Volunteer Fire Fighters on the roster.

## Budget Details - Barrhead Regional Fire Services

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	47,650	47,650	47,650	47,650
Rentals, Licenses, Permits	1,000	1,000	1,000	1,000
County of Barrhead - Operations, Response Fees, Guardians, Dispatch	447,240	454,980	471,820	468,740
<b>Total Revenues</b>	<b>495,890</b>	<b>503,630</b>	<b>520,470</b>	<b>517,390</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	314,570	318,130	321,710	325,400
Fire Fees and Guardians	183,700	186,900	188,600	190,300
Training, Travel and Communications	62,150	62,650	82,850	65,100
Professional and Contracted Services	80,920	82,160	82,160	82,160
Insurance	27,360	29,000	30,500	32,000
Building, Vehicle and Equipment Maintenance	51,300	52,600	54,100	54,100
Materials and Supplies	121,100	125,100	130,100	134,100
<b>Total Expenses</b>	<b>841,100</b>	<b>856,540</b>	<b>890,020</b>	<b>883,160</b>
<b>Town of Barrhead - Operations, Response Fees, Dispatch</b>	<b>(345,210)</b>	<b>(352,910)</b>	<b>(369,550)</b>	<b>(365,770)</b>

### Notes to Budget Details – Barrhead Regional Fire Services

- Net operational cost is split 50%/50% between the Town and County of Barrhead.
- The County also fully funds the County Fire Guardian pay and costs, along with hired equipment required at County fires.



The Emergency Response Centre houses operations, fire response vehicles and equipment, and the training resources for Barrhead Regional Fire Services department. The costs indicated below are for the operations and maintenance of the building.

### Budget Details - Emergency Response Centre

	2021	2022	2023	2024
<b>Revenues</b>				
County of Barrhead - Operations	25,210	25,860	26,760	27,460
<b>Total Revenues</b>	<b>25,210</b>	<b>25,860</b>	<b>26,760</b>	<b>27,460</b>
<b>Expenses</b>				
Professional and Contracted Services	9,620	9,620	9,820	9,820
Insurance	8,500	9,000	9,500	10,000
Building and Equipment Maintenance	12,500	12,500	13,000	13,000
Materials and Supplies	2,500	2,600	2,600	2,900
Utilities	17,300	18,000	18,600	19,200
<b>Total Expenses</b>	<b>50,420</b>	<b>51,720</b>	<b>53,520</b>	<b>54,920</b>
<b>Town of Barrhead - Operations</b>	<b>(25,210)</b>	<b>(25,860)</b>	<b>(26,760)</b>	<b>(27,460)</b>

#### Notes to Budget Details – Emergency Response Centre

- Net total operating cost is split 50%/50% between the Town and County of Barrhead.



The Town Fire/Town ERC budget is to identify the Town's direct costs for the provision of fire response services, operation of the Emergency Response Centre and funding requirements for current year and future years capital equipment and projects.

### Budget Details - Town Fire/Town ERC

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	2,000	2,000	2,000	2,000
<b>Total Revenues</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Expenses</b>				
Contribution to Regional Fire/ERC	355,210	352,910	369,550	365,770
Contribution to Capital	7,500	10,000	10,000	10,000
<b>Total Expenses</b>	<b>362,710</b>	<b>362,910</b>	<b>379,550</b>	<b>375,770</b>
<b>Total Net Operating Cost</b>	<b>(360,710)</b>	<b>(360,910)</b>	<b>(377,550)</b>	<b>(373,770)</b>

#### Notes to Budget Details – Town Fire/Town ERC

- Town portion only of the Revenues and Expenses of Barrhead Regional Fire Services and Emergency Response Centre.
- Contributions to Capital for current and future Capital Projects/Reserves.

# BYLAW ENFORCEMENT

The Bylaw Enforcement Department plays an integral role in maintaining a safe community. There is one Community Peace Officer on staff. The Officer responds to various complaints such as noise offences, community standards compliance, animal control issues unsightly property conditions, along with the enforcement of Traffic Safety and Municipal Bylaws. The Community Peace Officer operates out of the Town Administration Office. The Town of Barrhead participates in and complies with the Alberta Solicitor General's Peace Officer Program as an Authorized Employer.

## Budget Details - Bylaw Enforcement

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	200	200	200	200
Fines Revenue	29,900	30,600	31,100	31,600
<b>Total Revenues</b>	<b>30,100</b>	<b>30,800</b>	<b>31,300</b>	<b>31,800</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	105,380	105,920	105,920	105,920
Training, Travel and Communications	6,400	7,040	7,130	7,230
Professional and Contracted Services	14,300	9,800	10,000	10,000
Insurance	3,200	3,360	3,530	3,710
Vehicle and Equipment Maintenance	3,300	3,300	3,300	3,300
Materials and Supplies	7,500	5,700	5,700	5,700
<b>Total Expenses</b>	<b>140,080</b>	<b>135,120</b>	<b>135,580</b>	<b>135,860</b>
<b>Total Net Operating Costs</b>	<b>(109,980)</b>	<b>(104,320)</b>	<b>(104,280)</b>	<b>(104,060)</b>

### Notes to Budget Details – Bylaw Enforcement

- Fines Revenue includes both municipal and provincial government fines.

# DISASTER SERVICES, SAFETY & PUBLIC HEALTH

The Disaster Services Department ensures that in an emergency situation, appropriate protocols are followed to ensure that the community is safe. Departmental training takes place to ensure staff members have the required qualifications to deal with a disaster in the community.

The Town of Barrhead promotes a safe and healthy community and workplace. There is currently a Joint Health and Safety Committee that meets quarterly to discuss any safety issues that may arise. Council has signed a Joint Health and Safety Policy to show their support for the importance of health and safety in the workplace.

## Budget Details - Disaster Services, Safety & Public Health

	2021	2022	2023	2024
<b>Revenues</b>				
Miscellaneous Revenues	50	50	50	50
Provincial Grants	26,730	0	0	0
Revenues from Operating Reserves	8,000	0	0	0
<b>Total Revenues</b>	<b>34,780</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	17,950	18,120	18,270	18,460
Training, Travel and Communications	2,300	4,900	4,900	4,900
Professional and Contracted Services	9,500	2,500	2,500	2,700
Materials and Supplies	31,230	4,000	4,000	4,000
<b>Total Expenses</b>	<b>60,980</b>	<b>29,520</b>	<b>29,670</b>	<b>30,060</b>
<b>Total Net Operating Costs</b>	<b>(26,200)</b>	<b>(29,470)</b>	<b>(29,620)</b>	<b>(30,010)</b>

### Notes to Budget Details – Disaster Services, Safety & Public Health

- Public Health Grant in 2021, offset by Expenses. This grant will not be received in future years.



# PUBLIC WORKS

## (includes Common Services and Roads)

The Public Works Department is responsible for underground infrastructure for the water, storm sewer, sanitary sewer systems and street maintenance, including street sweeping, road repairs, and sidewalk rehabilitation. The department also maintains all vehicles, equipment, fire hydrant flushing and infrastructure facilities.

### Budget Details - Public Works (Includes Common Services & Roads)

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	20,500	20,500	20,500	20,500
WCB Rebates	10,000	10,000	10,000	10,000
Provincial Grants	76,460	76,460	76,460	76,460
Revenues from Operating Reserves	113,500	20,000	20,000	25,000
<b>Total Revenues</b>	<b>220,460</b>	<b>126,960</b>	<b>126,960</b>	<b>131,960</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	832,710	839,650	844,650	846,640
Training, Travel and Communications	12,800	14,540	14,890	15,210
Professional and Contracted Services	23,470	26,470	26,770	26,770
Insurance	26,000	27,300	28,670	30,100
Building, Vehicle and Equipment Maintenance	291,500	286,600	282,900	287,900
Materials and Supplies	312,700	318,850	324,580	331,400
Utilities (includes Streetlights)	239,500	251,440	263,970	277,120
Additions to Operating Reserves	4,000	5,000	5,000	5,000
Contribution to Capital	63,000	125,000	125,000	125,000
<b>Total Expenses</b>	<b>1,805,680</b>	<b>1,894,850</b>	<b>1,916,430</b>	<b>1,945,140</b>
<b>Total Net Operating Cost</b>	<b>(1,585,220)</b>	<b>(1,767,890)</b>	<b>(1,789,470)</b>	<b>(1,813,180)</b>

#### Notes to Budget Details – Public Works (Includes Common Services & Roads)

- Provincial MSI Operating Grant Revenue estimated for future three years.
- Revenues from Operating Reserves include offsetting expenses in the Materials and Supplies line for purchases such as Gravel, Asphalt and Sidewalk Maintenance. Funds may be added to this reserve annually if the operations are under-budget at year end.
- Additions to Operating Reserve include WCB Reimbursements.
- Contributions to Capital for current and future Capital Projects/Reserves.

# AIRPORT

The Barrhead Johnson Airport is owned by both the County of Barrhead and the Town of Barrhead, with the County being the Unit of Authority. The Airport total Revenues and Expenses Budget is listed in the County of Barrhead Financial Reports. The Town makes an annual contribution for 50% of the operational expenses and 50% of the capital purchases. The following tables itemizes the budget details for the Town's contribution only.

## Budget Details - Airport

	2021	2022	2023	2024
<b>Expenses</b>				
Airport				
Contribution to Airport - Town Portion	17,520	17,680	19,390	15,940
Contribution to Capital - Town Portion	5,000	0	5,000	0
<b>Total Expenses</b>	<b>22,520</b>	<b>17,680</b>	<b>24,390</b>	<b>15,940</b>
<b>Total Net Operating Cost</b>	<b>(22,520)</b>	<b>(17,680)</b>	<b>(24,390)</b>	<b>(15,940)</b>

### Notes to Budget Details – Airport

- Net cost is split 50%/50% between the Town and County of Barrhead.
- Contribution to capital is for current and future capital reserves and projects.

# STORM SEWER, WATER AND SANITARY SEWER

Storm Sewer infrastructure is an independent system that directs the flow of rainfall and surface water drainage directly into the catch basins along the road surface. Storm Sewer maintenance is performed by the Public Works Department to ensure that the storm sewer lines are running smoothly and clear of debris.

## Budget Details - Storm Sewer

	2021	2022	2023	2024
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	20,440	20,570	20,670	20,700
Repairs and Maintenance	5,000	5,500	6,000	6,500
Materials and Supplies	500	500	500	500
<b>Total Expenses</b>	<b>25,940</b>	<b>26,570</b>	<b>27,170</b>	<b>27,700</b>
<b>Total Net Operating Cost</b>	<b>(25,940)</b>	<b>(26,570)</b>	<b>(27,170)</b>	<b>(27,700)</b>



Water treatment, transmission and distribution operations are provided by the Town and contracted to the Barrhead Regional Water Commission. The Water System serves approximately 2,200 residential and non-residential properties within the Town. The Water Department compiles meter readings for the bi-monthly billings, issued to the utility customers, in accordance with Town Bylaws. These Bylaws govern the water distribution process within the Town, sets utility rates to cover operational costs and provides funding for capital infrastructure and equipment. The Water system is a self-supporting utility, which means revenues collected through utility billings will fund all operational expenses, including contributions towards current and future capital projects.

A Bulk Water system is located next to the Town Shop at 4406-62A Avenue. Companies can sign up for an account to access the system, or individuals can access the system using loonies and toonies.

### **Budget Details - Water (Includes Barrhead Regional Water Commission)**

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	2,440,420	2,509,720	2,578,200	2,630,200
Rentals, Licenses, Permits	92,230	92,230	92,230	92,230
Provincial Grants	165,840	0	0	0
<b>Total Revenues</b>	<b>2,698,490</b>	<b>2,601,950</b>	<b>2,670,430</b>	<b>2,722,430</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	355,980	356,710	360,120	360,950
Training, Travel and Communications	27,450	30,830	31,680	32,040
Professional and Contracted Services	1,451,260	1,320,020	1,377,420	1,377,420
Insurance	78,000	81,530	85,610	86,740
Building, Vehicle and Equipment Maintenance	102,500	99,500	100,500	100,500
Materials, Supplies, Chemicals	134,750	141,750	142,200	142,500
Utilities	235,900	244,300	255,770	257,310
Write-Offs	2,000	2,000	2,000	2,000
Contribution to Capital	310,650	325,310	315,130	362,970
<b>Total Expenses</b>	<b>2,698,490</b>	<b>2,601,950</b>	<b>2,670,430</b>	<b>2,722,430</b>
<b>Total Net Operating Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Notes to Budget Details – Water (Includes Barrhead Regional Water Commission)

- Barrhead Regional Water Commission reimburses the Town for all Water Plant operational expenses.
- Provincial Grant revenue is Alberta Community Partnership Grant for the Barrhead Regional Water Commission's Infrastructure Plan project.
- Contribution to Capital is for future water infrastructure in the Town of Barrhead.
- Water is considered a self-supporting utility; therefore, it nets to 0 every year.

The Sanitary Sewer infrastructure is an independent system for the transportation of sanitary sewer waste into the Town's wastewater treatment lagoon system.

The Sanitary Sewer system is a self-supporting utility, which means revenues collected through utility billings will fund all operational expenses, including contributions towards current and future capital projects.

### Budget Details - Sanitary Sewer

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	595,400	640,400	650,400	660,400
<b>Total Revenues</b>	<b>595,400</b>	<b>640,400</b>	<b>650,400</b>	<b>660,400</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	105,360	106,160	106,850	107,350
Training, Travel and Communications	8,250	8,480	8,710	8,950
Professional and Contracted Services	1,960	1,960	1,960	1,960
Insurance	5,600	5,880	6,170	6,480
Building and Equipment Maintenance	60,000	60,000	60,000	60,000
Materials, Supplies, Chemicals	6,300	6,400	6,500	6,600
Utilities	83,600	87,780	92,170	96,780
Write-Offs	1,000	1,000	1,000	1,000
Contribution to Capital	323,330	362,740	367,040	371,280
<b>Total Expenses</b>	<b>595,400</b>	<b>640,400</b>	<b>650,400</b>	<b>660,400</b>
<b>Total Net Operating Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Notes to Budget Details – Sanitary Sewer

- Contribution to Capital is for future sewer infrastructure in the Town of Barrhead.
- Sanitary Sewer is considered a self-supporting utility; therefore, it nets to 0 every year.

# TRADE WASTE

Garbage collection services are provided by the Town of Barrhead. In 2018 the garbage pickup system was streamlined with the purchase of a new Automated Garbage Pickup Truck. Residential front street pickup takes place once per week. Regular commercial pickup also takes place once per week. Larger commercial operations are able to make arrangements for multiple day pickups, based on their specific operational needs. The Town provides the residential and non-residential roll out waste carts, and bins for the larger commercial garbage pickup.

## Budget Details - Trade Waste

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	268,130	261,500	263,910	266,160
<b>Total Revenues</b>	<b>268,130</b>	<b>261,500</b>	<b>263,910</b>	<b>266,160</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	141,430	142,560	143,720	144,710
Training, Travel and Communications	3,100	3,130	3,160	3,190
Professional and Contracted Services	1,100	1,100	1,100	1,100
Insurance	4,200	4,410	4,630	4,860
Building, Vehicle and Equipment Maintenance	46,100	32,100	32,100	32,100
Materials and Supplies	27,200	28,200	29,200	30,200
Contribution to Capital	45,000	50,000	50,000	50,000
<b>Total Expenses</b>	<b>268,130</b>	<b>261,500</b>	<b>263,910</b>	<b>266,160</b>
<b>Total Net Operating Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Notes to Budget Details – Trade Waste

- Funding for Trade Waste is collected through the Town's Bi-Monthly Utility Invoice.
- Contribution to Capital is for current and future waste pickup equipment.
- Trade Waste is considered a self-supporting utility; therefore, it nets to 0 every year.





# LANDFILL

The Barrhead Regional Landfill is jointly operated by the Town of Barrhead and the County of Barrhead, with the Town being the Unit of Authority.

## Budget Details - Landfill

	2021	2022	2023	2024
<b>Revenues</b>				
Town of Barrhead Contribution	68,340	63,750	67,700	66,750
Tipping Fees and General Revenue	104,660	114,800	114,800	119,800
County of Barrhead Contribution	68,340	63,750	67,700	66,750
<b>Total Revenues</b>	<b>241,340</b>	<b>242,300</b>	<b>250,200</b>	<b>253,300</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	109,940	110,800	117,100	119,100
Training, Travel and Communications	7,700	7,800	7,900	8,000
Professional and Contracted Services	59,500	61,500	61,500	61,500
Insurance	5,500	5,800	6,100	6,400
Building, Vehicle and Equipment Maintenance	20,500	17,000	17,500	17,500
Materials and Supplies	34,800	35,800	36,300	36,800
Utilities	3,400	3,600	3,800	4,000
<b>Total Expenses</b>	<b>241,340</b>	<b>242,300</b>	<b>250,200</b>	<b>253,300</b>
<b>Total Net Operating Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Notes to Budget Details – Landfill

- Net operational cost is split 50%/50% between the Town and County of Barrhead.
- Town contribution for Landfill costs is collected through the Town's Bi-Monthly Utility Invoice

New Landfill budget is to record future landfill closure/post closure costs and to transfer land rental revenue to capital reserve for future capital projects.

## Budget Details - New Landfill

	2021	2022	2023	2024
<b>Revenues</b>				
Rentals	4,500	4,500	4,500	4,500
<b>Total Revenues</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Expenses</b>				
Landfill Closure/Post Close	30,430	30,430	30,430	30,430
Contribution to Capital	13,500	14,500	14,500	14,500
<b>Total Expenses</b>	<b>43,930</b>	<b>44,930</b>	<b>44,930</b>	<b>44,930</b>
<b>Total Net Operating Cost</b>	<b>(39,430)</b>	<b>(40,430)</b>	<b>(40,430)</b>	<b>(40,430)</b>

### Notes to Budget Details – New Landfill

- Town portion of the Land Rental Revenue.
- Closure/Post Close expense for future landfill closure. Funds placed into a specified reserve.
- Contribution to Capital – Town funds for current and future years' capital projects.

# RECYCLE

Recycle opportunities are available next to the Public Works Shop through several large, outdoor recycle bins. Recycle bins are also located at the Barrhead Regional Landfill to reduce waste volumes disposed of into the landfill. The Town processes recycled materials such as cardboard and newspaper with revenues received offsetting operational costs.

## Budget Details - Recycle

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	201,530	207,220	216,550	231,820
<b>Total Revenues</b>	<b>201,530</b>	<b>207,220</b>	<b>216,550</b>	<b>231,820</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	158,430	166,950	170,200	173,970
Training, Travel and Communications	1,080	1,400	1,500	2,500
Insurance	2,400	2,800	3,000	3,600
Building, Vehicle and Equipment Maintenance	16,600	11,900	15,850	21,650
Materials and Supplies	9,050	10,170	11,000	12,700
Utilities	7,600	9,000	10,000	12,400
Contribution to Capital	6,370	5,000	5,000	5,000
<b>Total Expenses</b>	<b>201,530</b>	<b>207,220</b>	<b>216,550</b>	<b>231,820</b>
<b>Total Net Operating Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Notes to Budget Details – Recycle

- Funding for Recycle operations is collected through the Town's Bi-Monthly Utility Invoice.
- Recycle is considered a self-supporting utility; therefore, it nets to 0 every year.
- Contribution to Capital – Town funds for current and future years' capital projects.



# FAMILY AND COMMUNITY SUPPORT SERVICES

Family and Community Support Services (FCSS) is an integral part of our community providing much needed assistance and support to several people and families. FCSS receives funding from the Town and County, as well as the Provincial Government.

## Budget Details - Family & Community Support Services

	2021	2022	2023	2024
<b>Revenues</b>				
County of Barrhead Contribution	61,000	61,000	61,000	61,000
Provincial Grants	315,420	315,420	315,420	315,420
<b>Total Revenues</b>	<b>376,420</b>	<b>376,420</b>	<b>376,420</b>	<b>376,420</b>
<b>Expenses</b>				
Contribution to FCSS	437,420	437,420	437,420	437,420
<b>Total Expenses</b>	<b>437,420</b>	<b>437,420</b>	<b>437,420</b>	<b>437,420</b>
<b>Town of Barrhead Contribution</b>	<b>(61,000)</b>	<b>(61,000)</b>	<b>(61,000)</b>	<b>(61,000)</b>

### Notes to Budget Details – Family and Community Support Services (FCSS)

- The Town and the County each contribute the same amount of funding on an annual basis. In 2021 it is \$61,000, which has also been estimated for the future three years.
- The Contribution to FCSS expense is for payment of the Town, County and Provincial Government funding directly to FCSS.

# PLANNING AND DEVELOPMENT

The Planning and Development Department provides a variety of services to businesses and residents and is responsible for ensuring compliance with a variety of provincial and municipal mandated procedures, bylaws and regulations.

The Planning and Development Department receives direction from, and provides administrative support to, the Municipal Planning Commission (MPC) and the Subdivision and Development Appeal Board (SDAB).

The Planning and Development Department maintains Bylaws and the GIS system, approves Business Licenses and Development Permits and works closely with the Municipal Planners. The Department reviews and makes recommendations on Area Structure Plans, Redevelopment Plans, the Land Use Bylaw and Municipal Development Plan. They complete all mapping for Town departments, along with overseeing the sales and land transfers of Beaver Brook lots.

## Budget Details - Planning, Development and Subdivision

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	82,800	82,800	82,800	82,800
Licenses and Permits	4,500	4,500	4,500	4,500
Revenues from Operating Reserves	8,000	0	0	0
<b>Total Revenues</b>	<b>95,300</b>	<b>87,300</b>	<b>87,300</b>	<b>87,300</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	67,690	68,330	69,020	69,670
Training, Travel and Communications	7,660	9,660	9,660	9,660
Professional and Contracted Services	52,000	41,000	41,500	42,000
Materials and Supplies	2,800	2,000	2,000	2,000
<b>Total Expenses</b>	<b>130,150</b>	<b>120,990</b>	<b>122,180</b>	<b>123,330</b>
<b>Total Net Operating Cost</b>	<b>(34,850)</b>	<b>(33,690)</b>	<b>(34,880)</b>	<b>(36,030)</b>

### Notes to Budget Details – Planning, Development and Subdivision

- Sale of Goods and Services Revenue for Beaver Brook lot sales.
- Professional and Contracted Services Expense include GIS program, Land Surveys, Appraisals and Consulting.

# COMMUNICATIONS

The Communications Department coordinates the maintenance of the Town's social media networks, including Facebook, Twitter and Instagram, with a combined audience of over 3,000 followers.

The Department is responsible for development and maintenance of the Town's website and implementation of Council's rebranding project. The Department coordinates the communication of special events, service disruptions and advertising within the community.

## Budget Details - Communications

	2021	2022	2023	2024
<b>Revenues</b>				
Revenues from Operating Reserves	17,500	0	0	0
<b>Total Revenues</b>	<b>17,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
Salaries, Benefits and Employer Costs	99,670	100,610	101,560	102,520
Training, Travel and Communications	13,100	13,200	13,300	13,400
Professional and Contracted Services	3,000	3,000	3,200	3,200
Materials and Supplies	38,950	18,950	18,950	18,950
Contribution to Capital	7,500	0	0	0
<b>Total Expenses</b>	<b>162,220</b>	<b>135,760</b>	<b>137,010</b>	<b>138,070</b>
<b>Total Net Operating Cost</b>	<b>(144,720)</b>	<b>(135,760)</b>	<b>(137,010)</b>	<b>(138,070)</b>

### Notes to Budget Details – Communications

- Materials and Supplies includes the Rebranding project in 2021.
- Contribution to Capital – Town funds for current and future years' capital projects.

# PARKS AND RECREATION

The Parks and Recreation Department promotes personal health, increased quality of life and assists in a sense of community pride and ownership. The Department operates the Arena and Aquatics Centre utilized by the various user groups for hockey, figure skating, and swim club. These facilities are used for public skate, swimming lessons and other programs which have been developed to encourage personal health and fitness and provide fun activities for people of all ages.

This Department maintains the Parks, Sportsgrounds, Walking Trail, Town owned Cemeteries and the green spaces within the Town.

The Recreation Department is also responsible for the Curling Rink and Bowling Alley facilities. By way of agreements, these facilities are operated by local sports associations.

Annual funding provided by the County of Barrhead assists with the operational costs of the Arena, Aquatics Centre, Curling Rink and the Youth Summer Program.

## Budget Details - Cemetery

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	5,600	5,600	5,600	5,600
Revenues from Operating Reserves	7,000	0	0	0
<b>Total Revenues</b>	<b>12,600</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	17,890	18,130	18,310	18,420
Insurance	300	320	340	360
Maintenance	20,000	10,000	22,500	10,000
Additions to Operating Reserves	1,400	1,400	1,400	1,400
<b>Total Expenses</b>	<b>39,590</b>	<b>29,850</b>	<b>42,550</b>	<b>30,180</b>
<b>Total Net Operating Cost</b>	<b>(26,990)</b>	<b>(24,250)</b>	<b>(36,950)</b>	<b>(24,580)</b>



## Budget Details - Recreation Administration

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	13,300	33,800	35,300	35,800
Rentals	4,000	7,000	7,000	7,000
County of Barrhead Contribution	25,000	25,000	25,000	25,000
Provincial Grants	5,000	0	0	0
<b>Total Revenues</b>	<b>47,300</b>	<b>65,800</b>	<b>67,300</b>	<b>67,800</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	242,210	244,760	247,290	249,330
Training, Travel and Communications	15,890	18,560	18,720	18,890
Professional and Contracted Services	16,000	16,000	16,000	16,000
Insurance	3,500	4,780	4,970	5,170
Equipment Maintenance	6,000	6,000	6,200	6,400
Materials, Supplies	34,560	58,060	59,060	60,060
Write-Offs	500	500	500	500
<b>Total Expenses</b>	<b>318,660</b>	<b>348,660</b>	<b>352,740</b>	<b>356,350</b>
<b>Total Net Operating Cost</b>	<b>(271,360)</b>	<b>(282,860)</b>	<b>(285,440)</b>	<b>(288,550)</b>

### Notes to Budget Details – Recreation Administration

- County of Barrhead contribution towards Summer Youth Program - \$25,000.

## Budget Details - Arena

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	250	500	500	500
Ice Rental, Concession, Upstairs Leased Area	128,700	214,900	220,900	226,400
County of Barrhead Contribution	155,000	155,000	155,000	155,000
Provincial Grants	70,000	0	0	0
<b>Total Revenues</b>	<b>353,950</b>	<b>370,400</b>	<b>376,400</b>	<b>381,900</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	289,790	292,970	295,440	297,480
Training, Travel and Communications	11,010	14,160	14,920	16,200
Professional and Contracted Services	360	360	360	360
Insurance	29,500	30,950	32,470	34,070
Building, Vehicle and Equipment Maintenance	75,000	76,100	80,100	82,600
Materials and Supplies	30,400	31,100	32,350	33,300
Utilities	138,550	145,450	152,690	160,300
Additions to Operating Reserves	2,500	2,500	2,500	2,500
Contribution to Capital	50,000	52,000	52,000	52,000
<b>Total Expenses</b>	<b>627,110</b>	<b>645,590</b>	<b>662,830</b>	<b>678,810</b>
<b>Total Net Operating Cost</b>	<b>(273,160)</b>	<b>(275,190)</b>	<b>(286,430)</b>	<b>(296,910)</b>

### Notes to Budget Details – Arena

- County of Barrhead contribution toward Arena Operations - \$155,000.
- Provincial MOST Grant collected in 2021 to offset revenue losses and additional expenses due to COVID.
- 2021 Ice Rental, Concession Revenue budget low due to COVID 19.
- Contribution to capital is for current and future capital reserves and projects.



## Budget Details - Aquatics Centre

	2021	2022	2023	2024
<b>Revenues</b>				
Sale of Goods and Services	122,350	333,600	361,600	375,100
Aquatics Centre Rental	500	5,000	5,000	5,000
County of Barrhead	155,000	155,000	155,000	155,000
Provincial Grants	115,000	0	0	0
<b>Total Revenues</b>	<b>392,850</b>	<b>493,600</b>	<b>521,600</b>	<b>535,100</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	609,300	612,450	619,570	622,510
Training, Travel and Communications	21,170	35,500	36,340	36,690
Professional and Contracted Services	7,360	7,360	7,360	7,360
Insurance	35,000	36,750	38,590	40,520
Building and Equipment Maintenance	32,000	37,000	37,000	37,000
Materials, Supplies, Chemicals	52,600	71,700	73,400	75,900
Utilities	225,800	239,000	247,750	257,760
Bank Charges	3,000	3,000	3,000	3,000
Contribution to Capital	50,000	52,000	52,000	52,000
<b>Total Expenses</b>	<b>1,036,230</b>	<b>1,094,760</b>	<b>1,115,010</b>	<b>1,132,740</b>
<b>Total Net Operating Costs</b>	<b>(643,380)</b>	<b>(601,160)</b>	<b>(593,410)</b>	<b>(597,640)</b>
Note: Debenture Payment	289,570	289,570	289,570	289,570
(Funded by separate property tax rate, not part of the Total Net Operational Costs)				

### Notes to Budget Details – Aquatics Centre

- County of Barrhead contribution toward Aquatic Centre Operations - \$155,000.
- Provincial MOST Grant collected in 2021 to offset revenue losses and additional expenses due to COVID
- 2021 Aquatics Centre Rental Revenue budget low due to COVID 19.
- Contribution to capital is for current and future capital reserves and projects.



## Budget Details - Parks

	2021	2022	2023	2024
<b>Revenues</b>				
Rentals, Reimbursements	9,600	9,600	9,600	9,600
County of Barrhead Contribution	4,000	4,000	4,000	4,000
Provincial Grants	76,460	76,460	76,460	76,460
Revenues from Operating Reserves	10,000	10,000	10,000	10,000
<b>Total Revenues</b>	<b>100,060</b>	<b>100,060</b>	<b>100,060</b>	<b>100,060</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	160,990	163,870	165,550	166,470
Training, Travel and Communications	3,930	3,930	4,430	4,430
Professional and Contracted Services	7,000	8,000	8,000	8,000
Insurance	7,600	7,980	8,380	8,800
Building, Vehicle and Equipment Maintenance	103,100	97,300	111,900	101,300
Materials and Supplies	17,700	18,000	18,400	18,900
Utilities	8,200	8,610	9,020	9,460
Contribution to Capital	10,000	35,000	35,000	35,000
<b>Total Expenses</b>	<b>318,520</b>	<b>342,690</b>	<b>360,680</b>	<b>352,360</b>
<b>Total Net Operating Cost</b>	<b>(218,460)</b>	<b>(242,630)</b>	<b>(260,620)</b>	<b>(252,300)</b>

### Notes to Budget Details – Parks

- County of Barrhead contribution toward Weed Control Program, Communities in Bloom
- Contribution to capital is for current and future capital reserves and projects.



## Budget Details - Sportsground

	2021	2022	2023	2024
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	35,250	35,740	36,140	36,390
Travel	150	150	150	150
Insurance	6,000	6,300	6,620	6,950
Building, Equipment Maintenance	12,650	5,150	5,150	14,650
Materials, Supplies	2,000	2,000	2,000	2,000
Utilities	4,700	4,890	5,070	5,270
Contribution to Capital	10,000	20,000	20,000	25,000
<b>Total Expenses</b>	<b>70,750</b>	<b>74,230</b>	<b>75,130</b>	<b>90,410</b>
 <b>Total Net Operating Cost</b>	 <b>(70,750)</b>	 <b>(74,230)</b>	 <b>(75,130)</b>	 <b>(90,410)</b>

### Notes to Budget Details - Sportsground

- Contribution to capital is for current and future capital reserves and projects.

## Budget Details - Rotary Park

	2021	2022	2023	2024
<b>Revenues</b>				
Campsite Rentals	18,000	18,000	18,500	18,500
<b>Total Revenues</b>	<b>18,000</b>	<b>18,000</b>	<b>18,500</b>	<b>18,500</b>
<b>Expenses</b>				
Professional and Contracted Services	1,000	1,000	1,000	1,000
Materials, Supplies	2,000	4,000	4,000	4,000
Utilities	4,000	4,200	4,410	4,630
Contribution to Capital	8,000	0	0	0
<b>Total Expenses</b>	<b>15,000</b>	<b>9,200</b>	<b>9,410</b>	<b>9,630</b>
<b>Total Net Operating Cost</b>	<b>3,000</b>	<b>8,800</b>	<b>9,090</b>	<b>8,870</b>

### Notes to Budget Details - Rotary Park

- Contribution to capital is for current and future capital reserves and projects.

## Budget Details - Bowling Alley

	2021	2022	2023	2024
<b>Revenues</b>				
Insurance Reimbursement	3,500	3,680	3,860	4,050
<b>Total Revenues</b>	<b>3,500</b>	<b>3,680</b>	<b>3,860</b>	<b>4,050</b>
<b>Expenses</b>				
Insurance	3,500	3,680	3,860	4,050
Building, Equipment Maintenance	5,000	5,000	5,000	5,000
Contribution to Capital	10,000	20,000	20,000	20,000
<b>Total Expenses</b>	<b>18,500</b>	<b>28,680</b>	<b>28,860</b>	<b>29,050</b>
<b>Total Net Operating Cost</b>	<b>(15,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>	<b>(25,000)</b>

### Notes to Budget Details - Bowling Alley

- Contribution to capital is for current and future capital reserves and projects.



## Budget Details - Curling Rink

	2021	2022	2023	2024
<b>Revenues</b>				
Rentals	200	200	200	200
County of Barrhead Contribution	13,680	13,680	13,680	13,680
<b>Total Revenues</b>	<b>13,880</b>	<b>13,880</b>	<b>13,880</b>	<b>13,880</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	3,770	3,770	3,810	3,840
Insurance	6,500	6,830	7,170	7,530
Building and Equipment Maintenance	17,000	17,000	17,000	17,000
Materials, Supplies	3,000	3,000	3,000	3,000
Utilities	5,820	6,030	6,260	6,480
Contribution to Capital	0	20,000	20,000	20,000
<b>Total Expenses</b>	<b>36,090</b>	<b>56,630</b>	<b>57,240</b>	<b>57,850</b>
<b>Total Net Operating Cost</b>	<b>(22,210)</b>	<b>(42,750)</b>	<b>(43,360)</b>	<b>(43,970)</b>

### Notes to Budget Details – Curling Rink

- County of Barrhead contribution toward Curling Rink Operations \$13,680.
- Contribution to capital is for current and future capital reserves and projects.

## Budget Details - Walking Trail

	2021	2022	2023	2024
<b>Revenues</b>				
Revenues from Operating Reserves	20,000	0	0	0
<b>Total Revenues</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	3,940	3,970	4,010	4,040
Maintenance	56,500	56,500	56,500	56,500
Contribution to Capital	0	8,300	8,300	8,300
<b>Total Expenses</b>	<b>60,440</b>	<b>68,770</b>	<b>68,810</b>	<b>68,840</b>
<b>Total Net Operating Cost</b>	<b>(40,440)</b>	<b>(68,770)</b>	<b>(68,810)</b>	<b>(68,840)</b>

### Notes to Budget Details – Walking Trail

- Contribution to capital is for current and future capital reserves and projects.

### Budget Details - Museum

	2021	2022	2023	2024
<b>Expenses</b>				
Utilities	500	520	530	550
<b>Total Expenses</b>	<b>500</b>	<b>520</b>	<b>530</b>	<b>550</b>
 <b>Total Net Operating Cost</b>	 <b>(500)</b>	 <b>(520)</b>	 <b>(530)</b>	 <b>(550)</b>

### Budget Details - Tourism

	2021	2022	2023	2024
<b>Revenues</b>				
Revenues from Operating Reserves	15,500	0	0	0
<b>Total Revenues</b>	<b>15,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
Salaries, Benefits, Employer Costs	35,810	36,260	36,540	36,780
Promotional Materials and Events, Training	29,270	31,830	28,030	29,030
Materials, Supplies	16,750	19,000	19,000	19,000
Grants to Organizations	42,770	42,770	42,770	42,770
Contribution to Capital	15,500	15,000	15,000	15,000
<b>Total Expenses</b>	<b>140,100</b>	<b>144,860</b>	<b>141,340</b>	<b>142,580</b>
 <b>Total Net Operating Cost</b>	 <b>(124,600)</b>	 <b>(144,860)</b>	 <b>(141,340)</b>	 <b>(142,580)</b>

#### Notes to Budget Details – Tourism

- Revenue from Operating Reserves for the Downtown business area Decoration Enhancement Program. This Program to be expanded over 5-year period for the Downtown and Industrial Park business areas.
- Contribution to capital is for current and future capital reserves and projects.

# TWINNING

Barrhead is currently twinned with Tokoro, Kitami City Japan, Drouin Australia and Chapala Jalisco Mexico. Operational costs of Twinning are split equally between the Town of Barrhead and the County of Barrhead, with the Town being the Unit of Authority.

The Barrhead and District Twinning Committee arranges homestays, plans events and welcomes delegations from Tokoro, Kitami City, Japan with the continued friendship between our countries. A commemorative park has been developed at the south entrance to the Town of Barrhead.

## Budget Details - Twinning

	2021	2022	2023	2024
<b>Revenues</b>				
County of Barrhead Contribution	3,550	5,040	4,290	4,290
<b>Total Revenues</b>	<b>3,550</b>	<b>5,040</b>	<b>4,290</b>	<b>4,290</b>
<b>Expenses</b>				
Training, Travel and Communications	1,600	2,580	1,580	1,580
Materials and Supplies	4,000	6,000	5,500	5,500
Mileage/Rentals	1,500	1,500	1,500	1,500
<b>Total Expenses</b>	<b>7,100</b>	<b>10,080</b>	<b>8,580</b>	<b>8,580</b>
<b>Town of Barrhead Contribution</b>	<b>(3,550)</b>	<b>(5,040)</b>	<b>(4,290)</b>	<b>(4,290)</b>

### Notes to Budget Details – Twinning

- Net cost is split 50%/50% between the Town and County of Barrhead.

# LIBRARY

The Town of Barrhead contributes funding to the Barrhead Public Library and the Yellowhead Regional Library annually, on a per capita basis.

## Budget Details - Library

	2021	2022	2023	2024
<b>Expenses</b>				
Contribution to Library	110,610	112,410	114,660	116,960
<b>Total Expenses</b>	<b>110,610</b>	<b>112,410</b>	<b>114,660</b>	<b>116,960</b>
<b>Total Net Operating Cost</b>	<b>(110,610)</b>	<b>(112,410)</b>	<b>(114,660)</b>	<b>(116,960)</b>

### Notes to Budget Details – Library

- In 2021, the Town contribution to the Barrhead Public Library is \$18.44 per capita, plus utility assistance of approx. \$5,750, for a total of \$90,190. Slight increases have been estimated for the future three years.
- Contribution to Yellowhead Regional Library is \$4.46 per capita, for a total of \$20,420. Slight increases have been estimated for the future three years.

# OTHER

Contingency and Underlevies are budgets in a 'General' category.

## Budget Details - Contingency & Underlevies

	2021	2022	2023	2024
<b>Revenues</b>				
Revenues from Operating Reserves	46,690	46,690	70,040	93,380
<b>Total Revenues</b>	<b>46,690</b>	<b>46,690</b>	<b>70,040</b>	<b>93,380</b>
<b>Expenses</b>				
Underlevies - Expenses	820	0	0	0
Contribution to Capital	165,840		50,000	
<b>Total Expenses</b>	<b>166,660</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>Total Net Operating Cost</b>	<b>(119,970)</b>	<b>46,690</b>	<b>20,040</b>	<b>93,380</b>

### Notes to Budget Details – Other

- In 2021, the Revenues from Operating Reserves are to offset the reduction of the Grant In Lieu portion of the property taxes paid by the Provincial Government.
- Underlevies are calculated on the requisition portion of unpaid property taxes in the previous taxation year and are collected in the current taxation year.
- Contribution to capital is for current and future capital reserves and projects.

# TEN-YEAR CAPITAL PLAN

The Ten-year Capital Plan provides an overview of the long-range plans of the various proposed capital projects to be undertaken by the Town. The Town is responsible for significant infrastructure related to the water, sanitary sewer and storm sewer transmission and distribution systems throughout the Town.

The Town maintains the main sewer lift station, two smaller lift stations, the wastewater treatment lagoons, water pressure reducing stations and the water reservoir storage system in the industrial park.



Within the Town we have a number of recreation facilities such as the arena, aquatic centre, splash park, playgrounds, parks and sportsgrounds, to name a few.

Between the facilities, equipment and infrastructure the Town takes care of many of these projects require a significant capital investment as most are very expensive to maintain, upgrade or eventually replace.

The ten-year capital plan is reviewed every year by Council to determine the projects to be undertaken, and the funding required in order to complete them, whether from capital reserve funds, provincial, federal or other grant sources, municipal taxes or partnerships with other entities. Projects shift from year to year based on the need or situation.

In the following pages, the budgets for the proposed capital projects for the next ten years have been identified.

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

### 12 Administration

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1201 Administration										
1201-Admin - 0001 - Council, Committee, Admin. - Computer Equip.	70,000	40,000	30,000	30,000	70,000	40,000	30,000	30,000	80,000	40,000
1201-Admin - 0002 - Camera/Alarm System Upgrades	10,000	0	0	0	0	0	0	0	0	0
1201-Admin - 0004 - Telephone System Upgrades	0	0	0	12,000	0	0	0	0	0	0
Total: 1201 Administration	80,000	40,000	30,000	42,000	70,000	40,000	30,000	30,000	80,000	40,000
<b>Total: 12 Administration</b>	<b>80,000</b>	<b>40,000</b>	<b>30,000</b>	<b>42,000</b>	<b>70,000</b>	<b>40,000</b>	<b>30,000</b>	<b>30,000</b>	<b>80,000</b>	<b>40,000</b>

### 23 Fire & ERC

2301 Fire										
2301-Fire - 0001 - 2014 Dodge - Command 1 Truck (2023)	0	0	100,000	0	0	0	0	0	0	0
2301-Fire - 0002 - 2010 GMC - Command 2 Truck (2030)	0	0	0	0	0	0	0	0	0	125,000
2301-Fire - 0003 - 2006 Freightliner - Engine 33 (2025)	0	0	0	0	800,000	0	0	0	0	0
2301-Fire - 0004 - 1999 Freightliner Fire Engine - Eng. 33 (2021 Completion)	581,650	0	0	0	0	0	0	0	0	800,000
2301-Fire - 0008 - 1999 1 Ton - RAT 1 (2030)	0	0	0	0	0	0	0	0	0	250,000
2301-Fire - 0009 - 2012 Polaris Side By Side - Wildland 1 (2024)	0	0	0	40,000	0	0	0	0	0	0
2301-Fire - 0010 - 2007 Pierce Platform - Tower 6 (2027)	0	0	0	0	0	0	1,750,000	0	0	0
2301-Fire - 0011 - AFRACS Radios (3)	0	0	20,000	0	0	0	0	0	0	0
2303-ERC - 0002 - ERC - Training Facility	15,000	0	0	0	0	0	0	0	0	0
2303-ERC - 0003 - ERC - Flooring Classroom Hallway, 3 Offices, Changerooms, Foyer	0	22,000	0	0	0	0	0	0	0	0
Total: 2301 Fire	596,650	22,000	120,000	40,000	800,000	0	1,750,000	0	0	1,175,000
<b>Total: 23 Fire &amp; ERC</b>	<b>596,650</b>	<b>22,000</b>	<b>120,000</b>	<b>40,000</b>	<b>800,000</b>	<b>0</b>	<b>1,750,000</b>	<b>0</b>	<b>0</b>	<b>1,175,000</b>



# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

### 26 Bylaw

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
2601 Bylaw										
2601-Bylaw - 0002 - New Vehicle (2027)	0	0	0	0	0	0	65,000	0	0	0
Total: 2601 Bylaw	0	0	0	0	0	0	65,000	0	0	0
<b>Total: 26 Bylaw</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 31 Public Works

3101 Common Services										
3101-Common - 0001 - Asphalt Recycler (2024)	0	0	0	135,000	0	0	0	0	0	0
3101-Common - 0002 - Concrete -Town Yard	25,000	25,000	0	0	0	0	0	0	0	0
3101-Common - 0003 - Snowblower Unit (2027)	0	0	0	0	0	0	150,000	0	0	0
3101-Common - 0004 - Cold Storage - Bldg. Addition	0	0	20,000	0	0	0	0	0	0	0
3101-Common - 0006 - Backhoe (2030)	0	0	0	0	0	0	0	0	0	160,000
3101-Common - 0007 - Loader (2024)	0	0	0	250,000	0	0	0	0	0	0
3101-Common - 0008 - Grader (2022)	0	455,000	0	0	0	0	0	0	0	0
3101-Common - 0009 - Sweeper (2035)	0	0	0	0	0	0	0	0	0	350,000
3101-Common - 0010 - Tandem Gravel Truck (2023)	0	0	160,000	0	0	0	0	0	0	0
3101-Common - 0011 - 1/2 Ton Truck (1)	46,000	49,000	0	50,000	50,000	50,000	0	52,000	52,000	0
3101-Common - 0013 - Overhead Crane (2029)	0	0	0	0	0	0	0	0	100,000	0
3101-Common - 0014 - Concrete Crushing/Stock Piles (2025)	0	0	0	0	100,000	0	0	0	0	0
3101-Common - 0016 - Skid Steer (2027)	0	0	0	0	0	0	54,000	0	0	0
3101-Common - 0019 - Snow Bucket	14,000	0	0	0	0	0	0	0	0	0
3101-Common - 0020 - Welder/Trailer (2031)	0	0	0	0	0	0	0	0	0	17,000
3101-Common - 0021 - Bomag Packer (2032)	0	0	0	0	0	0	0	0	0	35,000

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3101-Common - 0023 - Tractor (2028)	0	0	0	0	0	0	0	78,000	0	0
3101-Common - 0024 - Generator (2035)	0	0	0	0	0	0	0	0	0	68,000
3101-Common - 0025 - Wood Chipper (2034)	0	0	0	0	0	0	0	0	0	35,000
3101-Common - 0026 - Air Compressor (2029)	0	0	0	0	0	0	0	0	19,000	0
3101-Common - 0027 - Articulated Manlift (2029)	0	0	0	0	0	0	0	0	102,000	0
3101-Common - 0028 - Forklift (2030)	0	0	0	0	0	0	0	0	0	42,000
3101-Common - 0029 - Office Equipment/Furniture	8,000	0	0	0	0	0	0	0	0	0
3101-Common - 9996 - Add to Reserve	55,000	55,000	55,000	55,000	55,000	60,000	60,000	60,000	60,000	65,000
3101-Common - 9997 - Add Int. to Reserve	12,770	17,100	17,200	17,500	17,800	18,000	18,300	18,500	18,700	18,900
3201-Roads - 0001 - Parking (Downtown)	0	0	0	42,000	0	0	0	0	0	0
3201-Roads - 0002 - Sidewalk (New)	0	55,000	80,000	60,000	90,000	60,000	90,000	60,000	90,000	65,000
3201-Roads - 0003 - Streetlights - 8 LED (57 Ave 2024)	0	0	0	25,000	0	28,000	0	0	0	0
3201-Roads - 0004 - 61 Avenue - 43 - 47 Street (2030)	0	0	0	0	0	0	0	0	0	800,000
3201-Roads - 0005 - Mehden Road Asphalt, Base Work (pt local improvement) - 2022	0	300,000	0	0	0	0	0	0	0	0
3201-Roads - 0006 - 55A Avenue Sewer Rehab (Road work) (From 2020)	10,000	0	0	0	0	0	0	0	0	0
3201-Roads - 0007 - Town Commerical Land Development (Debenture)	0	0	2,500,000	0	0	0	0	0	0	0
3201-Roads - 0008 - 57 Avenue, 48 Street - 46 Street (2024)	0	0	0	650,000	0	0	0	0	0	0
3201-Roads - 0014 - 49A Street (2024)	0	0	0	648,000	0	0	0	0	0	0
3201-Roads - 0015 - 51 Ave, 47 Street to Hwy 33) (2027)	0	0	0	0	0	0	648,000	0	0	0
3201-Roads - 0016 - 61 Avenue Overlay (2021)	110,000	0	0	0	0	0	0	0	0	0
3201-Roads - 0020 - 47 Street, 51 - 53 Avenue (2027)	0	0	0	0	0	0	864,000	0	0	0
3201-Roads - 0021 - 48 Street, 51-52 Avenue (2027)	0	0	0	0	0	0	864,000	0	0	0

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3201-Roads - 0022 - 48 Street, 52-53 Avenue (2030)	0	0	0	0	0	0	0	0	0	432,000
3201-Roads - 0023 - 43 Street, 53-61 Avenue (2033)	0	0	0	0	0	0	0	0	0	1,500,000
3201-Roads - 0024 - Main Street (50 Street) Rehab	400,300	0	0	0	0	0	0	0	0	0
3201-Roads - 0025 - 45 Street Rehab	247,000	0	0	0	0	0	0	0	0	0
3201-Roads - 0026 - 59 Avenue/43 Street Access (2026)	0	0	0	0	0	55,000	0	0	0	0
3201-Roads - 0027 - Beaver Brook 50 Ave/West Boundary Access (2027)	0	0	0	0	0	0	45,000	0	0	0
3201-Roads - 9998 - Add to Reserves	0	60,000	60,000	60,000	70,000	70,000	70,000	70,000	70,000	80,000
3701-Storm - 0001 - 57 Avenue, 48 Street to 46 Street (2024)	0	0	0	185,000	0	0	0	0	0	0
3701-Storm - 0002 - 61 Avenue - 43 Street (2030)	0	0	0	0	0	0	0	0	0	200,000
3701-Storm - 0004 - 48 Ave Lane (49A & 49B St) (From 2020)	15,000	0	0	0	0	0	0	0	0	0
3701-Storm - 0006 - 49A Street (2024)	0	0	0	189,000	0	0	0	0	0	0
3701-Storm - 0007 - 51 Avenue (2024)	0	0	0	189,000	0	0	0	0	0	0
3701-Storm - 0008 - 47 Street (2027)	0	0	0	0	0	0	252,000	0	0	0
3701-Storm - 0009 - 53 Street (2033)	0	0	0	0	0	0	0	0	0	126,000
3701-Storm - 0010 - 48 Street (2024)	0	0	0	252,000	0	0	0	0	0	0
3701-Storm - 0011 - 48 Street (52-53 Ave) 2030	0	0	0	0	0	0	0	0	0	126,000
3701-Storm - 0012 - 43 Street (43-61 Ave) 2033	0	0	0	0	0	0	0	0	0	150,000
Total: 3101 Common Services	943,070	1,016,100	2,892,200	2,807,500	382,800	341,000	3,115,300	338,500	511,700	4,269,900
<b>Total: 31 Public Works</b>	<b>943,070</b>	<b>1,016,100</b>	<b>2,892,200</b>	<b>2,807,500</b>	<b>382,800</b>	<b>341,000</b>	<b>3,115,300</b>	<b>338,500</b>	<b>511,700</b>	<b>4,269,900</b>

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

### 3301 Airport

3301-Airport - 9998 - Add to Reserves

Total: 3301 Airport

### Total: 3301 Airport

### 41 Water, Sewer, Storm, Garbage

4101 Water

4101-Water - 0002 - Bulk Water System (From 2020)

4101-Water - 0003 - 48A Street Water to Property Owners (part local improvement)

4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering

4101-Water - 0005 - Radio Read Devices (From 2020)

4101-Water - 0006 - 61 Avenue - 43 Street (2030)

4101-Water - 0008 - 49A Street (2024)

4101-Water - 0009 - 51 Avenue (2024)

4101-Water - 0010 - 47 Street (2027)

4101-Water - 0011 - 53 Street (2033)

4101-Water - 0012 - 57 Avenue, 46-48 Street (2024)

4101-Water - 0013 - 48 Street (51-52 Ave) 2024

4101-Water - 0014 - 48 Street (52-53 Ave) 2030

4101-Water - 9998 - Add to Reserves

4101-Water - 9999 - Add Int. to Reserves

### Total: 4101 Water

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
3301-Airport - 9998 - Add to Reserves	5,000	0	5,000	0	5,000	0	6,000	0	6,000	0
Total: 3301 Airport	5,000	0	5,000	0	5,000	0	6,000	0	6,000	0
<b>Total: 3301 Airport</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>
4101 Water										
4101-Water - 0002 - Bulk Water System (From 2020)	85,000	0	0	0	0	0	0	0	0	0
4101-Water - 0003 - 48A Street Water to Property Owners (part local improvement)	0	0	0	150,000	0	0	0	0	0	0
4101-Water - 0004 - Reservoir Ind. Pk. Eng, pump sys. - Engineering	2,070,570	0	0	0	0	0	0	0	0	0
4101-Water - 0005 - Radio Read Devices (From 2020)	30,000	0	0	0	0	0	0	0	0	0
4101-Water - 0006 - 61 Avenue - 43 Street (2030)	0	0	0	0	0	0	0	0	0	150,000
4101-Water - 0008 - 49A Street (2024)	0	0	0	270,000	0	0	0	0	0	0
4101-Water - 0009 - 51 Avenue (2024)	0	0	0	270,000	0	0	0	0	0	0
4101-Water - 0010 - 47 Street (2027)	0	0	0	0	0	0	360,000	0	0	0
4101-Water - 0011 - 53 Street (2033)	0	0	0	0	0	0	0	0	0	180,000
4101-Water - 0012 - 57 Avenue, 46-48 Street (2024)	0	0	0	135,000	0	0	0	0	0	0
4101-Water - 0013 - 48 Street (51-52 Ave) 2024	0	0	0	360,000	0	0	0	0	0	0
4101-Water - 0014 - 48 Street (52-53 Ave) 2030	0	0	0	0	0	0	0	0	0	180,000
4101-Water - 9998 - Add to Reserves	310,650	325,310	315,130	362,970	385,000	409,600	425,100	431,290	448,300	459,670
4101-Water - 9999 - Add Int. to Reserves	22,950	24,000	25,900	27,000	28,100	29,300	31,150	32,300	34,000	35,500
<b>Total: 4101 Water</b>	<b>2,519,170</b>	<b>349,310</b>	<b>341,030</b>	<b>1,574,970</b>	<b>413,100</b>	<b>438,900</b>	<b>816,250</b>	<b>463,590</b>	<b>482,300</b>	<b>1,005,170</b>

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

### 4201 Sewer

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
4201-Sewer - 0002 - Fencing Lagoon Area (over 6 yrs to 2023)	0	30,000	30,000	0	0	0	0	0	0	0
4201-Sewer - 0003 - Lagoon - Berm Rehab.	0	0	10,000	0	0	0	0	0	0	0
4201-Sewer - 0004 - RV Dumping Station	0	100,000	0	0	0	0	0	0	0	0
4201-Sewer - 0005 - 61 Avenue - 43 Street (2030)	0	0	0	0	0	0	0	0	0	100,000
4201-Sewer - 0006 - 55A Avenue - 55 Street to 56 Street (From 2020)	20,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0008 - Sanitary Sewer Asset Review (From 2020)	50,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0009 - Sewer Vacuum Truck (Replace Unit 53 Sewer Trk)	0	0	575,000	0	0	0	0	0	0	0
4201-Sewer - 0010 - WasteWater Plant (Lagoon) Upgrades (From 2020)	79,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0011 - Desludge Cell # 1 (2025) - Every 7 Years	0	0	0	0	150,000	0	0	0	0	0
4201-Sewer - 0012 - Desludge Cell #3	0	550,000	0	0	0	0	0	0	0	0
4201-Sewer - 0014 - Lagoon Facility Roof (From 2020)	45,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0015 - 49A Street (2024)	0	0	0	243,000	0	0	0	0	0	0
4201-Sewer - 0016 - 51 Avenue (2024)	0	0	0	243,000	0	0	0	0	0	0
4201-Sewer - 0017 - 47 Street (2027)	0	0	0	0	0	0	324,000	0	0	0
4201-Sewer - 0018 - 53 Street (2033)	0	0	0	0	0	0	0	0	0	162,000
4201-Sewer - 0019 - 57 Avenue (46-48 Street) 2024	0	0	0	150,000	0	0	0	0	0	0
4201-Sewer - 0020 - 48 Street (51-52 Ave) 2024	0	0	0	324,000	0	0	0	0	0	0
4201-Sewer - 0021 - 48 Street (52-53 Ave) 2030	0	0	0	0	0	0	0	0	0	162,000
4201-Sewer - 0022 - 43 Street (53-61 Ave) 2033	0	0	0	0	0	0	0	0	0	100,000
4201-Sewer - 0023 - Lift Station Motor	90,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0024 - Main Lift Station Pump Rebuild	0	30,000	0	0	0	0	0	0	0	0

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
4201-Sewer - 0025 - Wastewater Plant (Lagoon) Future Engineering	35,000	0	0	0	0	0	0	0	0	0
4201-Sewer - 0026 - Main Lift Station Grinder (2025)	0	0	0	0	200,000	0	0	0	0	0
4201-Sewer - 9998 - Add to Reserve	336,730	362,740	367,040	371,280	390,120	404,390	426,100	440,630	458,010	468,540
4201-Sewer - 9999 - Add Int. to Reserves	12,930	13,430	13,900	14,010	14,990	15,610	16,180	17,070	17,870	18,320
<b>Total: 4201 Sewer</b>	<b>668,660</b>	<b>1,086,170</b>	<b>995,940</b>	<b>1,345,290</b>	<b>755,110</b>	<b>420,000</b>	<b>766,280</b>	<b>457,700</b>	<b>475,880</b>	<b>1,010,860</b>

## 4301 Trade Waste

4301-Tradewaste - 0001 - Replace Truck Chassis/Heil Compac (2030) Automated	400,000	0	0	0	0	0	0	0	0	450,000
4301-Tradewaste - 0002 - Commercial Bins, Recycle Bins	0	0	35,000	0	0	0	15,000	0	0	0
4301-Tradewaste - 0003 - Truck Chassis/Heil Compac (2026) - With Curotto Can	0	0	0	0	0	425,000	0	0	0	0
4301-Tradewaste - 9998 - Add to Reserves	45,000	50,000	50,000	50,000	50,000	0	60,000	60,000	60,000	60,000
4301-Tradewaste - 9999 - Add Int. to Reserves	2,000	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300	5,300
<b>Total: 4301 Trade Waste</b>	<b>447,000</b>	<b>55,300</b>	<b>90,300</b>	<b>55,300</b>	<b>55,300</b>	<b>430,300</b>	<b>80,300</b>	<b>65,300</b>	<b>65,300</b>	<b>515,300</b>

## 4302 Landfill

4302-Landfill - 0001 - Site Survey/Reporting (2026)	0	0	0	0	0	30,000	0	0	0	0
4302-Landfill - 0003 - Compactor 816F2 (2031)	0	0	0	0	0	0	0	0	0	425,000
4302-Landfill - 0004 - 2005 963 Track Loader (2023)	0	0	450,000	0	0	0	0	0	0	0
4302-Landfill - 0005 - Equipment Storage/Recycle Building (2035)	0	0	0	0	0	0	0	0	0	500,000
4302-Landfill - 0006 - Recycle Oil Shed (2035)	0	0	0	0	0	0	0	0	0	20,000
4302-Landfill - 0007 - Recycle Paint Shed (2035)	0	0	0	0	0	0	0	0	0	5,000
4302-Landfill - 0008 - Chemical Shed (2035)	0	0	0	0	0	0	0	0	0	40,000
4302-Landfill - 0009 - Operator Building (2035)	0	0	0	0	0	0	0	0	0	80,000



# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
4302-Landfill - 0010 - Cameras/Security System	18,000	0	0	0	0	0	0	0	0	0
4302-Landfill - 0012 - Hooklift Unit (2022)	0	85,000	0	0	0	0	0	0	0	0
4302-Landfill - 9998 - Add to Reserves	4,500	14,500	14,500	14,500	19,500	19,500	19,500	19,500	24,500	24,500
<b>Total: 4302 Landfill</b>	<b>22,500</b>	<b>99,500</b>	<b>464,500</b>	<b>14,500</b>	<b>19,500</b>	<b>49,500</b>	<b>19,500</b>	<b>19,500</b>	<b>24,500</b>	<b>1,094,500</b>

## 4303 Recycle

4303-Recycle - 0001 - Compactor (2025)	0	0	0	0	90,000	0	0	0	0	0
4303-Recycle - 0002 - Shredder (2035)	0	0	0	0	0	0	0	0	0	15,000
4303-Recycle - 0003 - Baler (2035)	0	0	0	0	0	0	0	0	0	25,000
4303-Recycle - 9998 - Add to Reserve	6,370	5,000	5,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000
<b>Total: 4303 Recycle</b>	<b>6,370</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>96,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>46,000</b>

## Total: 41 Water, Sewer, Storm, Garbage

	<b>3,663,700</b>	<b>1,595,280</b>	<b>1,896,770</b>	<b>2,995,060</b>	<b>1,339,010</b>	<b>1,344,700</b>	<b>1,688,330</b>	<b>1,012,090</b>	<b>1,053,980</b>	<b>3,671,830</b>
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## 62 Communications

6201 Communications										
6201-Commun - 0001 - Videography Equipment	7,500	0	0	0	0	0	0	0	0	0
Total: 6201 Communications	7,500	0	0	0	0	0	0	0	0	0
<b>Total: 62 Communications</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

### 72 Rec and Culture

#### 7201 Recreation Administration

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
7201-Recreation - 0003 - Inflatable Movie Screen	0	3,600	0	0	0	0	0	0	0	0
7202-Arena - 0001 - Zamboni (2022)	0	0	150,000	0	0	0	0	0	0	0
7202-Arena - 0002 - Fencing Behind Arena With Gates	35,000	0	0	0	0	0	0	0	0	0
7202-Arena - 0003 - Ice Kube Units - Compressor/Evap	25,000	0	0	0	0	0	0	0	0	0
7202-Arena - 0004 - Dehumidifier	0	0	0	0	0	150,000	0	0	0	0
7202-Arena - 0005 - Alarm System	40,000	0	0	0	0	0	0	0	0	0
7202-Arena - 0006 - Low E-ceiling Insulation (2024)	0	0	0	61,000	0	0	0	0	0	0
7202-Arena - 0007 - Concrete Behind Arena	0	125,000	0	0	0	0	0	0	0	0
7202-Arena - 0009 - Rubber Floor Dress/Hallway (2029)	0	0	0	0	0	0	0	0	120,000	0
7202-Arena - 0011 - Rink Boards - Zamboni Area (2023, 2029)	0	0	15,000	0	0	0	0	0	200,000	0
7202-Arena - 0012 - Godberson Rotary Room Flooring/Sports Floor (2023)	0	0	20,000	0	0	0	0	0	0	0
7202-Arena - 0015 - Ice Edger (2027)	0	0	0	0	0	0	10,000	0	0	0
7202-Arena - 0016 - Ice Plant Retrofit	150,000	0	1,850,000	0	0	0	0	0	0	0
7202-Arena - 0018 - Concession Equipment (Coolers)	0	0	25,000	0	0	0	0	0	0	0
7202-Arena - 0019 - Player Bench Flooring (2029)	0	0	0	0	0	0	0	0	80,000	0
7202-Arena - 0022 - Godberson Room - Concrete At Entrance	8,000	0	0	0	0	0	0	0	0	0
7202-Arena - 0023 - Flooring - Leased Area	8,600	0	0	0	0	0	0	0	0	0
7202-Arena - 9998 - Add to Reserves	50,000	52,000	52,000	52,000	52,000	52,000	52,000	55,000	55,000	55,000
7202-Arena Building - 9997 - Add Int. to Reserves	2,500	5,000	5,000	5,000	5,000	5,300	5,300	5,300	5,300	5,300
7202-Arena Zamboni - 9999 - Add Int. To Reserves	1,000	1,000	1,000	1,000	1,000	1,100	1,100	1,100	1,100	1,100
7203-Pool - 0002 - Aquatic Stairs (2023)	0	0	7,000	0	0	0	0	0	0	0

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
7203-Pool - 0007 - Defender Filters	0	8,000	0	0	0	0	8,000	0	0	0
7203-Pool - 0009 - Dive Blocks (2024)	0	0	0	12,000	0	0	0	0	0	0
7203-Pool - 0010 - Drain Covers (every 10 years)	0	0	0	0	0	0	15,400	0	0	0
7203-Pool - 0011 - Water Softener	4,000	0	0	0	0	0	0	0	0	0
7203-Pool - 0012 - Sound System	0	0	35,000	0	0	0	0	0	0	0
7203-Pool - 0013 - Building Maintenance	10,000	0	0	0	0	0	0	0	0	0
7203-Pool - 9998 - Add to Reserve	50,000	52,000	52,000	52,000	52,000	52,000	52,000	55,000	55,000	55,000
7203-Pool - 9999 - Add Interest to Reserve	2,500	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	7,000
7204-Parks - 0001 - 1 Ton Tilt Deck Truck (Used)	0	0	0	45,000	0	0	0	0	0	0
7204-Parks - 0002 - 1 New 1/2 Ton	0	0	50,000	0	0	0	53,000	0	0	0
7204-Parks - 0003 - Playground Equipment - Lion's Park (2025)	0	0	0	0	120,000	0	0	0	0	0
7204-Parks - 0005 - Concrete Bases - Picnic Tables/Benches	6,000	0	0	4,000	0	0	0	0	0	0
7204-Parks - 0006 - John Deere 997 Zero Turn (4 Mowers, Rotate Replacements)	26,500	0	27,000	0	27,500	0	28,000	0	28,500	0
7204-Parks - 0009 - 2013 Gator Trade In (Bobcat Style) (2024)	0	0	0	50,000	0	0	0	0	0	0
7204-Parks - 0011 - Beaver Brook - Pit Toilet	0	23,000	0	0	0	0	0	0	0	0
7204-Parks - 0012 - Trailer - Open Deck (From 2020 But Change to Dump Trailer)	12,700	0	0	0	0	0	0	0	0	0
7204-Parks - 0013 - Skid Steere (2029)	0	0	0	0	0	0	0	0	54,000	0
7204-Parks - 0014 - Community Garden - fencing, soil, toilet, etc. (From 2020)	0	20,000	0	0	0	0	0	0	0	0
7204-Parks - 0015 - Lions Park Walking Trail (2023)	0	0	125,000	0	0	0	0	0	0	0
7204-Parks - 0016 - Garbage Cans With Lids (Downtown)	0	0	0	0	0	20,000	0	0	0	0
7204-Parks - 0017 - Garbage Cans - Lids Only	3,300	0	0	0	0	0	0	0	0	0
7204-Parks - 0020 - Downtown Gazebo Roof (Tin)	6,000	0	0	0	0	0	0	0	0	0

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
7204-Parks - 0021 - Denthor Park - Walking Trail (2024)	0	0	0	100,000	0	0	0	0	0	0
7204-Parks - 0022 - Triangle Park Leisure	0	30,000	0	0	0	0	0	0	0	0
7204-Parks - 0023 - Repurpose Truck/Platform	0	35,000	0	0	0	0	0	0	0	0
7204-Parks - 0024 - Playground Equipment Upgrades	8,000	0	0	0	0	0	0	0	0	0
7204-Parks - 9998 - Add to Reserve	10,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000	0
7204-Parks - 9999 - Add Int. to Reserve	1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0
7205-Sportsground - 0002 - Skateboard Park - New	800,000	0	0	0	0	0	0	0	0	0
7205-Sportsground - 0004 - Toilet Building Upgrades	5,000	0	0	20,000	0	0	0	0	0	0
7205-Sportsground - 0007 - Ball Field Float	0	0	4,000	0	0	0	0	0	0	0
7205-Sportsground - 0010 - Pickleball Court (2025)	0	0	0	0	350,000	0	0	0	0	0
7205-Sportsground - 9998 - Add to Reserve	10,000	15,000	15,000	20,000	20,000	30,000	30,000	30,000	30,000	30,000
7206-Rotary Park - 0001 - Picnic Tables - Metal	8,000	0	0	0	0	0	0	0	0	0
7207-Bowling Alley - 0001 - Building Additions - HVAC System Rooftop Unit	0	0	0	150,000	0	0	0	0	0	0
7207-Bowling Alley - 0002 - Building Additions, Facility Upgrades	90,000	95,500	616,600	0	0	0	0	0	0	0
7207-Bowling Alley - 9998 - Add to Reserve	10,000	20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	30,000
7209-Curling Rink - 0004 - Unit Heaters, Lighting, Drainage Lines (Med Priority)	0	50,000	0	0	0	0	0	0	0	0
7209-Curling Rink - 0006 - Kitchen Flooring, Insulate Hot & Cold Water (Lower Priority)	0	0	0	0	0	50,000	0	0	0	0
7209-Curling Rink - 0007 - Fire Alarm System (2025)	0	0	0	0	150,000	0	0	0	0	0
7209-Curling Rink - 9998 - Add to Reserve	0	20,000	20,000	20,000	20,000	25,000	25,000	25,000	25,000	30,000
7210-Walking Trail - 0001 - Solar Pathway Lights/Boardwalk	30,000	0	0	0	0	0	0	0	0	0
7210-Walking Trail - 0002 - Boardwalk Observation Decks (2)	50,000	0	0	0	0	0	0	0	0	0
7210-Walking Trail - 0004 - Bridge Repairs	10,000	0	0	0	0	0	0	0	0	0
7210-Walking Trail - 9998 - Add to Reserve	0	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,300	8,400

# 10 YEAR CAPITAL PLAN - 2021 Budget and 2022 to 2030 Plan

## Capital Expenses

7401-Tourism - 0001 - Downtown/Industrial Enhancements (5 Year Plan)

Total: 7401 Tourism

## Total: 72 Rec and Culture

## 9701 Other

9701-General - 9990 - Transfer to Other Function

9701-General - 9998 - Add to Reserves

9701-General - 9999 - Add Int. to Reserves

9702-Offsite - 9998 - Add to Reserves

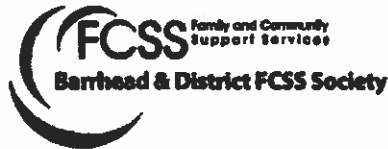
## Total: 9701 Other

## Total Capital Expenses

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
7401-Tourism - 0001 - Downtown/Industrial Enhancements (5 Year Plan)	15,500	15,000	15,000	15,000	15,000	0	0	0	0	0
Total: 7401 Tourism	15,500	15,000	15,000	15,000	15,000	0	0	0	0	0
<b>Total: 72 Rec and Culture</b>	<b>1,488,600</b>	<b>619,400</b>	<b>3,153,900</b>	<b>676,300</b>	<b>881,800</b>	<b>460,700</b>	<b>355,100</b>	<b>246,700</b>	<b>729,200</b>	<b>221,800</b>
<b>9701 Other</b>										
9701-General - 9990 - Transfer to Other Function	126,000	0	0	0	0	0	0	0	0	0
9701-General - 9998 - Add to Reserves	165,840	0	50,000	0	60,000	0	80,000	0	90,000	0
9701-General - 9999 - Add Int. to Reserves	17,000	17,000	17,000	17,000	17,000	18,000	18,000	18,000	18,000	18,000
9702-Offsite - 9998 - Add to Reserves	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Total: 9701 Other</b>	<b>313,840</b>	<b>27,000</b>	<b>77,000</b>	<b>27,000</b>	<b>87,000</b>	<b>28,000</b>	<b>108,000</b>	<b>28,000</b>	<b>118,000</b>	<b>28,000</b>
<b>Total Capital Expenses</b>	<b>7,098,360</b>	<b>3,319,780</b>	<b>8,174,870</b>	<b>6,587,860</b>	<b>3,565,610</b>	<b>2,214,400</b>	<b>7,117,730</b>	<b>1,655,290</b>	<b>2,498,880</b>	<b>9,406,530</b>

**COUNCIL REPORTS  
AS OF SEPTEMBER 28, 2021**

		Meeting (since last council)
Agricultural Society	Cr. Klumph (Alt. Cr. Oswald)	<u>  X  </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u>  X  </u>
Barrhead Cares Coalition	Cr. Kluin	<u>  X  </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<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	Committee of the Whole	<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>
Inter-municipal Development Committee		<u>      </u>
Library Board	Cr. Klumph (Alt. Cr. Oswald)	<u>      </u>
Municipal Planning Commission	Cr. Assaf, Cr. Klumph and Cr. Smith (Alt. Mayor McKenzie)	<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>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Penny)	<u>      </u>

**APPROVED***Sept 16, 2021*

**Barrhead & District Family and Community  
Support Services Society  
Thursday, JUNE 17, 2021  
Regular Board Meeting  
MINUTES**

**Present:**

Jane Wakeford – Chair  
Dan Garvey – Vice Chair  
Mark Oberg – Secretary/Treasurer  
Karen Gariepy – Executive Director  
Carol Lee – Recording Secretary  
Nancy Kenyon – Bookkeeper (financial committee meeting only)  
Sally Littke Judy Bradley  
Sharen Veenstra Leslie Penny  
Bill Lane Ron Kleinfeldt

**Absent:** Marsha Smith, Vicki Kremp, Dausen Kluin

**1) Call to Order**

The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:32am., by Chair, Jane Wakeford.

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

43-21 Moved by Bill Lane to accept the agenda, with the addition of 5a ADT Securities, motion seconded by Judy Bradley.

Carried

**3) Staff Presentation – Sandy McCarthy – School Hot Lunch Program Coordinator**

- One week left serving school lunches at BES. Friday, June 25, we are serving cheeseburgers to ALL students at BES as this is the last day of the school year before summer.
- The program has more expenses since Covid, by providing individual packages, mustard, ketchup to name a few items, for each student.
- Meal numbers were down to 90+ students at the beginning of school year, the past 5 months has seen an increase in meals to 150+
- A school grant pays for the fruit that is available for all students
- On average, 12 hot breakfasts are made for students and have cold cereal available as well. Around 20 students are fed breakfast
- Any extra meals are taken to the office for students in need of a meal
- Teachers are thankful for this program
- I would like to thank Pembina West Coop for giving our program a 10% discount if shopping in person, and a discounted rate on any case lots ordered. A thank you card will be sent to both Pembina West Coop and Freson Bros for their continued support of this program

The Board thanked Sandy and Zeldia for a job well done.

**4) Items for Approval**

- a) Minutes for the regular Board meeting of the Barrhead & District FCSS, May 20, 2021



44-21 Moved by Ron Kleinfeldt to accept the minutes of the regular Board meeting, May 20, 2021. Motion seconded by Mark Oberg.

Carried

**b) Financial Statements**

45-21 Mark Oberg moved to transfer \$5,000 from Community Accounts #20, Undesignated Funds, into General Account #7306, Subsidized Counselling.

Carried

46-21 Moved by Mark Oberg and seconded by Dan Garvey to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, May 31, 2021, as presented.

Carried

**5) New Business**

**a. ADT Securities**

The Policy and Personnel Committees will meet jointly, to discuss and make a recommendation to the Board at the September Regular Board Meeting, regarding ADT Securities.

**6) Old Business**

**a. Officer/Board WCB**

47-21 Leslie Penny moved that FCSS not pay for WCB coverage for Officers and Board Members of the Barrhead & District FCSS Society. The motion was seconded by Bill Lane.

Carried

**7) Items for Information**

- a. Director's Report**
- b. Staff Reports**
- c. The Effects of Quarantine**
- d. Social Policy Trends**

48-21 Moved by Dan Garvey and seconded by Sally Littke to accept Items for Information.

Carried

**Board Development**

- e. Nothing at this time**

**8) In Camera Session**

49-21 Mark Oberg moved to go 'in camera' at 10:25, motion was seconded by Bill Lane.

Carried

50-21 Leslie Penny moved to come out of 'in camera' at 10:36, motion seconded by Judy Bradley.

Carried

51-21 Leslie Penny moved that FCSS take \$9060.67 from Undesignated Community Funds to compensate staff who did not qualify for the Critical Worker Benefit provided by the province, seconded by Dan Garvey.

Carried

**9) Next Meeting: Thursday, September 16, 2021**

**10) Adjournment**

52-21 Leslie Penny moved to adjourn at 10:41 a.m., seconded by Bill Lane.

Carried

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of June 17, 2021**

 Chairperson

 Recording Secretary

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** Bylaw 08-2021, Cemetery Bylaw

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## **1.0 PURPOSE:**

To present Bylaw 08-2021, Cemetery Bylaw for Council's approval and formal adoption.

## **2.0 BACKGROUND AND DISCUSSION:**

Bylaw 13-99, Cemetery Bylaw has been in effect for close to twenty-two years. Our Director of Corporate Services and our Director of Parks and Recreation along with his staff undertook an in-depth review of the bylaw.

During this review the Cemeteries Act, Revised Statutes of Alberta 2000, Chapter C-3 was referenced to determine necessary legislative changes that should be incorporated. The revised bylaw includes additional definitions, and a number of sections were added to provide further clarity on the respective responsibilities of the owners of the individual cemetery plots, columbarium units and niches, within the Town's cemeteries. The Town's maintenance and perpetual care responsibilities were also revised to be more clearly stated.

One of the more significant changes was to allow the burial of up to three (3) urns in a grave plot from one (1) or two (2) as identified in various sections of the existing Bylaw 13-99.

Also, it should be noted that the Plot fees have not been amended in the new bylaw at this time, as it was important to bring it up to date with the existing bylaw being approved in 1999. The Plot fees will be reviewed during upcoming budget discussions in the spring.

Draft Bylaw 08-2021, was also provided to Rose Garden Chapel, Barrhead for their review and comment, with a number of those suggestions being included in the

bylaw presented to Council. It is important to note that we appreciated their time and assistance in this regard.

The significant additions and changes from the current Bylaw have been highlighted in green shown on the attached draft Bylaw 08-2021.

### **3.0 ALTERNATIVES:**

- 3.1 That Council give all three readings to Bylaw 08-2021, Cemetery Bylaw, at this Council meeting.
- 3.2 That Council tables the first reading of Bylaw 08-2021, Cemetery Bylaw and instructs Administration to provide further information at the next Council meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

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

Not Applicable

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

With the passage of Bylaw 08-2021, it updates the various components to the general operations of the Town's Cemetery Services.

### **8.0 ATTACHMENTS:**

- 8.1 Bylaw 08-2021, Cemetery Bylaw
- 8.2 Bylaw 08-2021, Schedule A – Rates
- 8.3 Bylaw 08-2021, Schedule B – Cemetery Plot Sale Contract
- 8.4 Bylaw 13-99, Cemetery Bylaw & Schedules

### **9.0 RECOMMENDATION:**

That Council give all three readings to Bylaw 08-2021, Cemetery Bylaw at this Council meeting.

(original signed by the CAO)  
Edward LeBlanc  
CAO

**BYLAW 08-2021  
CEMETERY BYLAW**

**A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO DEVELOP A BYLAW FOR THE MAINTENANCE AND CONTROL OF THE BARRHEAD MUNICIPAL CEMETERY**

**WHEREAS**, the Town of Barrhead is the registered owner of a certain parcel of land in part of NE-22-59-3-W5M;

**WHEREAS**, it is deemed expedient to adopt regulations for the maintenance and control of the Town of Barrhead Municipal Cemetery;

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

**A. TITLES AND DEFINITIONS**

1. This Bylaw may be cited as the “Town of Barrhead Cemetery Bylaw”.
2. In this Bylaw, unless the context otherwise requires, the word, term or expression:
  - a) **“ACT”** shall mean the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3 and amendments thereto.
  - b) **“ADMINISTRATOR”** shall mean the CAO of the “Town of Barrhead” or a person authorized to act as an agent for the Town of Barrhead.
  - c) **“ASH INTERMENT”** means the act of burying cremated remains. The act includes the digging of the Grave, placement of the ashes and backfilling of the Grave. Also means the act of placing cremated remains in the Columbarium.
  - d) **“BLOCK”** means a group of Plots (Graves) without a walkway or roadway between them.
  - e) **“CAO”** shall mean the person appointed as the Chief Administrative Officer of the Town of Barrhead.
  - f) **“CEMETERY”** shall mean the Barrhead Municipal Cemetery located in part of NE-22-59-3-W5M, which includes the Barrhead Community Cemetery, Eastlawn Cemetery, and Russo Greek Orthodox Cemetery.
  - g) **“CEMETERY CARETAKER”** means an employee or department of the Town of Barrhead charged with the care and control of the Cemetery.
  - h) **“COLUMBARIUM”** means a structure designed for storing the ashes of human remains that have been cremated. The Town has an agreement with the owner of the Columbarium regarding ownership of the structure and eventual transfer of ownership to the Town.
  - i) **“CONCRETE FOUNDATION”** means a piece of rectangular concrete which is placed to support a Monument.
  - j) **“COUNCIL”** shall mean the Council of the Town of Barrhead duly assembled.
  - k) **“CREMAINS”** means ashes of cremated human bodies.
  - l) **“CREMATION URN”** means a container or vessel to hold the cremated remains or ashes of human bodies. Cremation Urns are owned by the purchaser and the Town is not responsible or liable for the care, replacement or insurance coverage of the said Urn.
  - m) **“FEES”** shall mean a schedule of Fees as established by Council and amended from time to time.
  - n) **“GRAVE”** means a Plot designed for the burial of human remains or ashes.
  - o) **“GRAVE LINER”** means a concrete, metal, fiberglass or wooden rough box placed in a Grave to house a casket.

- p) **“IMMEDIATE FAMILY MEMBER”** shall mean the spouse, mother, father, daughter, son, brother or sister, of the owner of a Plot.
- q) **“INDIGENT”** shall mean a person without means, support, or known relatives requiring burial at the Cemetery.
- r) **“INFANT/CHILD CEMETERY”** means the area located in the northeast corner of the Eastlawn Cemetery.
- s) **“INTERMENT”** means the act of burying human remains.
- t) **“INURNMENT”** means the act of burying an urn containing human Cremains.
- u) **“MONUMENT”** means a structure in the Cemetery erected or constructed on any Grave or Plot, for memorial purposes; a headstone, tombstone, upright or vertical Monument, pillow Monument, a flat Monument, that is made of granite, marble, bronze, or other material acceptable to the Town. All of these are supported by a Concrete Foundation which is somewhat lower but level with the surrounding ground contour of that particular Grave. Monuments are owned by the purchaser and the Town is not responsible or liable for the care, replacement or insurance coverage of the said Monument.
- v) **“NICHE”** means a single compartment within a Columbarium specifically designed to hold a statue or a cremation urn. The Town has an agreement with the owner of the Columbarium regarding the Perpetual Care Funds collected and forwarded to the Town upon sales of the Niche(s). Statues or cremains urns are owned by the purchaser and the Town is not responsible for the care, replacement or insurance coverage of the said statue or cremation urn.
- w) **“OPEN and CLOSE”** means the digging of the Grave, the placement of the Grave Liner or vault, backfilling of the Grave, site clean-up and placement of funeral decorations and reestablishment of grass as soon as practicable afterwards. This applies to the digging of a cremation Grave by manual or mechanical means. This also applies to the opening and closing of a Niche in the Columbarium.
- x) **“PERPETUAL CARE”** shall mean the preservation, improvement and maintenance of Cemetery Plots and Town owned Columbarium structures. This does not include any care, replacement or insurance coverage for any Monument, Niche plaque, statues, Cremains urns or other temporary or permanent structures located in the Cemetery and not owned by the Town.
- y) **“PERPETUAL CARE FUND”** shall mean funds received from the owner for the purpose of providing general maintenance of the Cemetery Plots and Columbarium.
- z) **“PLOT”** means a clearly delineated parcel of land, numbered and marked on the Cemetery plan and duly registered in the Cemetery files, located at the Town Office.
- aa) **“PURCHASER”** shall mean the person who purchases or owns a plot at the Cemetery or their executor. This shall also include the Executor of the Estate of the Purchaser when enacted.
- bb) **“RESERVE PLOT”** means a Plot or number of Plots which are to be reserved for the burial of one or more deceased persons.
- cc) **“RUNNERS”** means the Concrete Foundation installed by the Town to support Monuments. These foundations are continuous in fashion.
- dd) **“TOWN”** shall mean the Town of Barrhead, a Corporate Body of the Province of Alberta.

## **B. DUTIES OF ADMINISTRATOR**

- a) The Administrator shall keep and maintain plans of the Cemetery and all records in connection therewith.
- b) In addition to the lands described in this bylaw, the Town may, from time to time, designate certain other lands, whether adjoining or abutting the said lands, for cemetery purposes and these lands shall be regulated and controlled in accordance with this Bylaw.
- c) The Town Office, or the Designated Funeral Home as authorized by the Town, shall conduct the Sales of Plots in the Cemetery.

- d) Issue to the Purchaser a Cemetery Plot sales contract, Schedule “B” and collect any and all Fees as specified in Schedule “A” of this Bylaw.
- e) Enforce all obligations of the Town pursuant to the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3 and any amendments thereto.
- f) Lists of recent Interments, ownership of reserved plot(s), etc. shall not be given to any commercial establishment, employee or agents thereof.

**C. REGULATIONS**

**1. SALE OF PLOTS**

- a) Council is authorized to adopt by resolution, the Fees and charges for the sale of a Plot in the Cemetery, as deemed necessary. Said Fees and charges are to apply in all cases and are to include perpetual upkeep of the Plot(s), whether occupied or otherwise, but not to include the placing, removal or maintenance of Monuments or Grave markers. Fees and charges shall be those listed in Schedule “A” attached hereto, as amended from time to time.
- b) Any Perpetual Care Fees collected shall be placed in the “Perpetual Care Fund” held by the Town. This fund shall be used solely for the upkeep of the Cemetery.
- c) The Cemetery Plot Sale Contract, for any Plot sold, shall be signed by the Administrator, or the Designated Funeral Home as authorized by the Town, and delivered to the Purchaser(s).
- d) Full Size Plots: 5 feet x 10 feet
 

Child Size Plots:	3 feet x 10 feet	Interment - 1 casket or Urn
Infant Size Plots:	3 feet x 5 feet	Interment - 1 casket or Urn

 (located in the designated area in Eastlawn Cemetery, if this type of plot is chosen by the Purchaser)
- e) Cemetery plans showing the area for burial purposes, including a record of all Interments and Reserved Plots will be kept at the Town Office.

**2. RESERVED PLOT(S)**

- a) At the time that a Plot(s) is/(are) reserved, payment of all applicable Fees and charges will apply.
- b) Those persons owning Plot(s) in the Cemetery who do not wish to utilize them, may resell the Plot, at their own discretion, on the open market, however, the Town must be notified in writing and given the first right of refusal. No transfer shall be valid unless it is duly registered with the Town.
- c) Any Plot to be purchased back by the Town, will be at the CAO or designates discretion, and will be at the original purchase price. A copy of the purchase receipt must be provided to the Town.

**3. COLUMBARIUM NICHE SALES**

- a) The Columbarium Niche Sales Contract, shall be signed by the Funeral Home, as the owner of the Columbarium while Niche sales are being conducted, and delivered to the Purchaser(s). A copy of the Columbarium Niche Sales Contract is also provided to the Town.
- b) The Perpetual Care Fees collected, on behalf of the Town, on the sale of the Niche will be forwarded to the Town.
- c) Any Perpetual Care Fees collected shall be placed in the “Perpetual Care Fund” held by the Town. This fund shall be used solely for the upkeep of the Columbarium.

**4. INTERMENTS AND INURNMENTS**

- a) No human remains shall be buried within the limits of the Town of Barrhead except within a registered or designated cemetery.

- b) Burial permits are required for all Interments of human remains and Inurnment of Cremains. The Town must be notified of all Interments and Inurnments.
- c) Applications must be made at least two working days prior to the time established for burial. This notification may be waived when the body to be interred died from a contagious disease or if special circumstances so require.
- d) Every Purchaser obtaining a Plot or Plots in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith.
- e) Any person signing an order for Interment will be held responsible for all charges in connection with such Interment. Such persons shall, in addition, be held responsible for compliance with the regulation governing erection of Monuments applicable to that part of the Cemetery in which the Interment is made.
- f) Funeral Directors must provide the necessary lowering devices and Grave Liners (if necessary) and make their own arrangements for the placing of mats, wreaths, flowers, and other ornamental objects on or around the Grave.
- g) Only concrete, metal, fiberglass or wooden Grave Liners shall be permitted and shall be identified when ordering an Interment. Grave Liners are not supplied by the Town.
- h) If sold as a single Plot, the Plot is restricted to the burial remains of one (1) body in a casket, or one (1) body in a casket and not more than three (3) urns of cremated remains, or three (3) urns in the same Plot.
- i) If sold as a double depth Plot, the Plot will accommodate two (2) bodies in separate caskets, at the same time or at different times in such a manner that one (1) casket is placed immediately above the other and purchased specifically for this purpose on the opening for the first casket. The first casket must be buried at no less than 9 feet and encased in a concrete Grave Liner. The double depth Plot may also include the interment of not more than three (3) urns of cremated remains.
- j) The burial of destitute or Indigent Persons and unclaimed bodies may be placed in such a section or sections of the Cemetery as may be designated by the Town.
- k) Interment will not be permitted in sections where written records are insufficiently accurate to confirm either ownership or occupancy.
- l) The Opening and Closing of the Plot shall be the responsibility of the Purchaser and will be performed by an operator approved by the Town.

## 5. DISINTERMENTS

- a) Pursuant to Section 11 of the Cemeteries Act, Revised Statutes of Alberta 2000 Chapter C-3, disinterment, of a body shall not take place until a disinterment permit has been issued in accordance with section 42 of the Vital Statistics Act.
- b) Every Purchaser obtaining a Plot or Plots in the Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith including disinterment or removal of a body, or re-interment, when requested.
- c) In case of disinterment, and/or re-interment in another Plot in the Cemetery, the excavations shall be performed by an operator approved by the Town.
- d) In case of disinterment of a Grave in the Town Cemetery for re-interment in another cemetery not administered by the Town, the excavation for the disinterment shall be performed by an operator approved by the Town.

## 6. MONUMENTS

- a) Only one (1) Monument will be allowed on each burial Plot on a Concrete Foundation located at the head of the Plot. Requests for additional Monument(s) to be located on the same burial plot may be granted, but will be subject to receiving prior approval from the Town. Any additional Monuments to be placed on the Plot must be located in a manner to not interfere with the Perpetual Care of the Plot.
- b) Minimum dimensions of any Monument shall be 16" x 10" x 3".



- c) Full length Grave covers shall not be allowed.
- d) Should any Monument or other structure placed or erected on the Plot be in a state of disrepair the Town may, after providing notice in writing to the owner or his/her executor, at his/her last known address, have the structure removed from the Cemetery, if the owner or his/her executor does not have the structure repaired in accordance with the said notice.
- e) The Town will not be responsible for any damage which may be caused in any way whatsoever to any permanent or temporary Monument, improvement or memorial designs placed in the Cemetery.

## 7. MAINTENANCE OF PLOTS(S) AND CEMETERY

- a) Wreaths, flowers and other removable mementos placed upon the Plots and any stand, holder, or receptible for these items must be regularly maintained by the owner of the Plot or by any family members.
- b) In order to ensure neatness, and preserve the beauty of the Cemetery, the Town will be responsible of the overall maintenance of the Cemetery and may remove any items deemed unsightly or in need of maintenance.
- c) Every person found in violation of any of the following regulations, under Section 76 of the Cemeteries Act, by the Cemetery Caretaker, shall be expelled from the Cemetery grounds and may be subject to prosecution under Section 77 of the Cemeteries Act:
  - i. Willfully destroys, mutilates, defaces, injures, or removes any Monument, tombstone or marker, or any structure, railing, or fence within the Cemetery, or burial Plot, or
  - ii. Willfully destroys, breaks or injures any tree, shrub or plant in the said Cemetery, or
  - iii. Willfully plays any game or sport, or
  - iv. Willfully discharges or carries a firearm except firearms at a military funeral, or
  - v. Willfully or unlawfully disturbs persons assembled for the purpose of burying a body in the said Cemetery, or
  - vi. Willfully commits a nuisance, or
  - vii. Behaves in an indecent or unseemly manner in the said Cemetery.
  - viii. Contravenes a provision of the Act

and is guilty of an offence and liable to a fine of not less than \$500 and not more than \$100,000 or an amount equal to 3 times the amount obtained by the person as a result of the offence, whichever is greater, or to imprisonment for not more than 2 years or to both a fine and imprisonment.

- d) The Cemetery Caretaker shall have the sole control of all matters within the Cemetery that are concerned with maintaining the Cemetery in a neat and pleasing condition, and to that end is hereby authorized to regulate and control the Cemetery. The owner of a Plot and the public shall observe all rules and regulations passed from time to time by the Town.
- e) No person shall turn loose, ride or allow to go at large, any animal or pet in the said Cemetery.
- f) The Town will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to, any Monument, marker or part thereof, or any other article placed on a Plot, or to a Plot itself.
- g) All work being conducted in the immediate vicinity of a Plot shall cease while a service or Interment is being conducted and all trucks, equipment and workers shall withdraw from view from the location of the service.

- h) No person shall be permitted to drive any vehicle upon the roadway within the Cemetery at a speed exceeding 15 km/h. The owner of any vehicle shall be responsible for any damage done by the vehicle within the boundaries of the Cemetery.
- i) No person shall park a vehicle on grassed areas of the Cemetery, other than the designated parking areas.
- j) No person shall ride a snowmobile, all-terrain vehicle, motorcycle or horse in the Cemetery unless they are a part of a funeral procession.
- k) No person shall ride a bicycle over the Plots, nor lean it against any Monument, nor leave it on any Plot.
- l) The Town, its agents or employees shall not be responsible for any injury resulting to any Person who enters the Cemetery.
- m) The Cemetery Caretaker is authorized to remove, or have removed, any weeds, grass, funeral designs or floral pieces, which may become wilted or faded, or any other article or thing which, is unsightly, dangerous, detrimental, diseased or obstructs the ability to maintain the Cemetery.
- n) Flowers, potted plants and funeral designs will be permitted on the Plot from the day of the burial for a period of fourteen (14) calendar days. The noted items are permitted on the Plot if they remain in good condition, but following this time period, will be removed if found to be in poor condition or in disrepair.
- o) All flowers, potted plants and funeral designs must be placed on the Concrete Foundation or Runner areas of Plots.
- p) Installation of any temporary structures, benches or the like must receive prior approval from the Town. The Town, at its sole discretion, will review and determine the structures suitability, material composition and placement in the Cemetery. Should the structure be found to be in poor condition or in disrepair the Town will attempt to contact the owner, family member or executor if known, to replace, repair or remedy the situation. In the instance that the structure remains in poor condition or in disrepair the Town will remove it.
- q) The Cemetery Caretaker is authorized to remove, any trees situated on or about the Cemetery that by means of their roots or branches, become detrimental to adjacent Plots, walks or driveways, prejudicial to the general appearance of the grounds, or dangerous to the public.
- r) No person shall erect upon a Plot any fence, railing, wall, border, hedge, or the like.
- s) No items are to be placed on the top surface of the Columbarium structure.
- t) The Town may construct, erect or place in the Cemetery such structures, developments, and improvements as deemed necessary for the operation of the Cemetery.

## 7. MISCELLANEOUS

- a) No person shall disturb the quiet and good order of the Cemetery by noise or any other improper conduct.
- b) All persons are prohibited from walking on Plots, or picking flowers or shrubs within the Cemetery.
- c) No animals shall be buried within the Cemetery.
- d) The Administrator in consultation with the Cemetery Caretaker may reserve from use any portion of the Cemetery which in their opinion is undesirable for use because of locations or contour.

## D. GENERAL PROVISIONS

- a) It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of Council that if any provisions of this Bylaw be declared invalid, all other provisions thereof shall remain valid and enforceable.
- b) Bylaw 13-99, Cemetery Bylaw is rescinded.
- c) This Bylaw shall come into force and take effect upon third and final reading.

Read a first time this \_\_\_\_day of \_\_\_\_\_, A.D., 2021.

**TOWN OF BARRHEAD**

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

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

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

**TOWN OF BARRHEAD**

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

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

Read a third time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2021 and passed.

**TOWN OF BARRHEAD**

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

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

**SCHEDULE "A"**

**CEMETERY BYLAW 08-2021  
FEE SCHEDULE**

**Cemetery (Main Sections):**

	<b><u>Plot</u></b>	<b><u>Perpetual Care</u></b>	<b><u>Total</u></b>
Single Plot	\$300.00	\$100.00	\$400.00 + GST
Double Depth Plot	\$300.00	\$100.00	\$400.00 + GST

**Infant/Child Cemetery Section (Eastlawn):**

	<b><u>Plot</u></b>	<b><u>Perpetual Care</u></b>	<b><u>Total</u></b>
1/4 Plot	\$75.00	\$25.00	\$100.00 + GST
1/2 Plot	\$150.00	\$50.00	\$200.00 + GST

## SCHEDULE "B"

# CEMETERY PLOT SALE CONTRACT

No. \_\_\_\_\_

This agreement made in triplicate the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

The Town of Barrhead  
Box 4189  
Barrhead, AB T7N 1A2  
(hereinafter called the “Town”)

**AND**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(hereinafter called the “Purchaser”)

WHEREAS the Town is the registered owner of certain lands being in the Province of Alberta, and known as:

Barrhead Community Cemetery, Eastlawn Cemetery, Russo-Greek Orthodox Cemetery, all part of NE 22-59-3-W5M (hereinafter called the "Cemetery")

AND WHEREAS the Purchaser wishes to obtain a plot in the Cemetery:      Single Plot: \_\_\_\_\_      Double Depth Plot: \_\_\_\_\_

Burial For: \_\_\_\_\_ Reserved For: \_\_\_\_\_

Garden \_\_\_\_\_ Row \_\_\_\_\_ Plot \_\_\_\_\_

NOW THEREFORE, in consideration of the various covenants herein, the parties agree as follows:

1. The Town hereby agrees to provide to the Purchaser the plot for the fee of \$ \_\_\_\_\_ plus GST, which is the final price and will include perpetual care in the amount of \$ \_\_\_\_\_.
2.
  - a) The Purchaser agrees to place a permanent grave marker on the plot within ONE year of the date of the first burial in the plot and will provide a marker of no less size than 16”X10”X3”. All permanent markers are restricted to the existing concrete runner.
  - b) The Town will provide the concrete foundation known as a runner at the head end of the plot to accommodate the placement of the permanent marker. Grave covers are NOT permitted in the Cemetery.
3. The plot, if sold as a SINGLE PLOT, is restricted to the burial of the remains of:
  - a) ONE body in a casket, which will be encased in no less than a **wooden** grave liner
  - b) ONE body in a casket which will be encased in no less than a **wooden** grave liner, and not more than **THREE urns** of cremated remains in the same plot at a future date
  - c) A maximum of **THREE** urns.The Town must be notified of any future inurnment.
4. The plot, if sold as a DOUBLE DEPTH PLOT, is restricted to the burial of the remains of two bodies in caskets, the first of which must be buried no less than 9 feet and encased in a concrete grave liner, **and not more than THREE urns**. The Town must be notified of any **subsequent** burials.
5. Scattering of cremated remains is not allowed on the plot, however may be permitted in designated scattering areas within the Cemetery.
6. The opening and closing of the plot will be the responsibility of the Purchaser and will be performed by an operator approved by the Town.
7. Cancellation Rights (For Pre-Purchased Plot Only)
  - a) You may cancel this contract at any time for any reason. You may cancel without charge or penalty at any time during the period from the day you enter into the contract until 30 days after you receive a copy of the contract. After 30 days, you may still have to pay for interment space and for any Cemetery services that have already been supplied, performed or delivered, as the case may be.
  - b) In the event the 30 day cancellation period has expired and the Purchaser does not wish to utilize the plot, the purchaser may resell the plot at their own discretion on the open market, however the Town must be notified in writing and given first right of refusal. Any plot bought back by the Town will be at the original purchase price.
  - c) If you cancel this contract, the seller has 15 days to refund any money you are owed. To cancel, you must give notice of cancellation to the owner of the Cemetery or Columbarium, at the address shown in the contract. You should give the notice of cancellation by method that will allow you to prove that you gave notice, such as registered mail, fax, courier or by personal delivery.

IN WITNESS WHEREOF the parties have affixed their hands and seal of the date first written above.

Purchaser

Town of Barrhead Representative – Signature

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Witness

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Town of Barrhead Representative – Printed Name

Section 16 and 32(c) of the Freedom of Information and Protection of Privacy Act

White Copy – Customer

Yellow Copy – Town of Barrhead

Pink Copy – Funeral Agency

## **BY-LAW 13-99**

### **CEMETERY BYLAW**

#### **A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA, TO DEVELOP A BYLAW FOR THE MAINTENANCE AND CONTROL OF THE BARRHEAD CEMETERY**

WHEREAS the Town of Barrhead is the registered owner of a certain parcel of land in part of NE-22-59-3-5.

WHEREAS, it is deemed expedient to adopt regulations for the maintenance and control of the Town of Barrhead Municipal Cemetery.

NOW THEREFORE, the Council of the Town of Barrhead in the Province of Alberta, duly assembled, hereby enacts as follows:

#### **A. TITLES AND DEFINITIONS:**

1. This Bylaw shall be referred to the “Town of Barrhead Cemetery Bylaw.”
2. In this Bylaw, unless the context otherwise requires, the word, term or expression:
  - a. “Act” shall mean the Cemeteries Act Revised Statutes of Alberta, Chapter C-2 and amendments thereto.
  - b. “Administrator” shall mean the Municipal Administrator of the Town of Barrhead, or a person authorized to act as agent for the Town of Barrhead.
  - c. “Cemetery” shall mean the Barrhead Municipal Cemetery located in part of NE-22-59-3-W5M, which are the Barrhead Community Cemetery, East Lawn, and Russo Greek Orthodox Cemeteries.
  - d. “Council” shall mean the Council of the Town of Barrhead duly assembled.
  - e. “Columbarium” shall mean a structure for the storing of ashes.
  - f. “Fees” shall mean a schedule of fees as established by Council and amended from time to time.
  - g. “Immediate Family Member” shall mean the spouse, mother, father, daughter or son of the owner of a plot.
  - h. “Infant/Child Cemetery” is located in the northeast corner of the Eastlawn Cemetery.
  - i. “Purchaser” shall mean the person who purchases and owns a plot at the cemetery or their executor.
  - j. “Perpetual Care” shall mean the preservation, improvement and maintenance of cemetery plots and columbarium.
  - k. “Perpetual Care Fund” shall mean funds received from the owner for the purpose of providing general maintenance of the cemetery plots and columbarium.

l. "Plot" shall mean a clearly delineated parcel of land, numbered and marked on the Cemetery Plan and duly registered in the Cemetery Files.

m. "Town" shall mean Town of Barrhead, a Corporate Body of the Province of Alberta.

## **B. DUTIES OF ADMINISTRATOR:**

- a) The Administrator shall keep and maintain plans of the Cemetery and all records in connection therewith.
- b) Conduct all sales of plots in the Cemetery.
- c) Issue to the Purchaser a Cemetery Plot Sale Contract, Schedule "B," and collect any and all fees as specified in Schedule "A" of this Bylaw.
- d) Enforce all obligations of the Town pursuant to the Cemeteries Act, being Chapter C-2 of the Revised Statutes of Alberta, 1980 and any amendments thereto.

## **C. REGULATIONS:**

### **1. SALE OF PLOTS**

- a) Council is hereby empowered and authorized to adopt by resolution the fees and charges for the sale of a plot in the Cemetery as deemed necessary. Said fees and charges are to apply in all cases and are to include perpetual upkeep of the plot(s), whether occupied or otherwise, but not to include the maintenance, placing or removal of tombstones or grave markers. Fees and charges shall be those listed in Appendix "A" attached hereto, as amended from time to time by resolution.
- b) Any charges for perpetual care shall be placed in a "Perpetual Care Fund." This fund shall be used solely for the upkeep of the Cemetery.
- c) The Cemetery Plot Sale Contract for any plot sold shall be signed by the Administrator and delivered to the Purchaser(s).

### **2. RESERVED PLOT(S)**

- a) At the time that a plot(s) is reserved, payment of all applicable fees and charges will apply.
- b) Those persons owning plot(s) in the cemetery who do not wish to utilize them, may resell the plot at their own discretion on the open market, however the Town must be notified in writing and given first right of refusal.
- c) Any plot bought back by the Town will be at the original purchase price.
- d) Lists of recent interments, etc. shall not be given to any commercial establishment, employee or agents thereof.

### **3. INTERMENTS**

- a) No human remains shall be buried within the limits of the Town of Barrhead except within the Cemetery defined in the Bylaw or future amendments thereto.



- b) Applications must be made at least two working days prior to the time established for burial. This notification may be waived when the body to be interred died from a contagious disease or if special circumstances so require.
- c) Every Purchaser obtaining a plot or plots in a cemetery shall be held responsible for the cost thereof and for all charges in connection therewith including disinterment or removal of a body when requested. Any person signing an order for interment will be held responsible for all charges in connection with such interment. Such persons shall, in addition, be held responsible for compliance with the regulations governing erection of monuments applicable to that part of the cemetery in which the interment is made.
- d) Undertakers must provide the necessary lowering devices and rough boxes (if necessary) and make their own arrangements for the placing of mats, wreaths, flowers, and other ornamental objects on or around the grave.
- e) If sold as a single plot, the plot is restricted to the burial remains of one body in a casket, or one body in a casket and not more than one urn of cremated remains, or two urns in the same plot.
- f) If sold as a double depth plot, the plot will accommodate two bodies in separate caskets at the same time or at different times in such a manner that one casket is placed immediately above the other and purchased specifically for this purpose on the opening for the first casket. The first casket must be buried at no less than 9 feet and encased in a concrete grave liner.
- g) If anyone wishes to inter a body in a plot not owned by him, he shall obtain written permission from the owner of the plot in which such interment is to be made, or from the legal representative of the owner of such plot and notify the Town of such interment.

#### 4. DISINTERMENTS

- a) Pursuant to Section 12 of the Cemeteries Act R.S.A., disinterment, except for re-burial in the same grave at greater depth, will not be allowed unless permission is first obtained for that purpose at the office of the Director of Vital Statistics, and if given, such permission shall be in writing. Written permission must also be obtained by the Administrator
- b) In case of disinterment for re-interment in another plot in the cemetery, the excavations shall be performed by an operator approved by the Town.
- c) In case of disinterment of a grave in the Town Cemetery for re-interment in another cemetery, the excavation shall be performed by an operator approved by the Town.

#### 5. MONUMENTS

- a) Only one monument will be allowed on each burial plot.
- b) No monuments, tablets, cross, plaque, base cap or structure shall be placed on the plot other than on a concrete foundation located at the head of the plot.
- c) Minimum height of any monument shall be 16" X 10" X 3".
- d) Full length grave covers shall not be allowed.

- e) The opening and closing of the plot shall be the responsibility of the Purchaser and will be performed by an operator approved by the Town.
- f) Should any tombstone, monument or other structure placed or erected on the plot be in a state of disrepair the Town may, after providing notice in writing to the owner or his/her executor, at his/her last known address, have the said structure removed from the cemetery, if the said owner or his/her executor does not have the same repaired in accordance with the said notice.
- g) The Town will not be responsible for any damage which may be caused in any way whatsoever to any improvement or memorial designs placed in the cemetery.

#### 6. MAINTENANCE OF PLOT(S) AND CEMETERY

- a) Wreaths, flowers and other removable mementos placed upon the plots and any stand, holder, or receptacle for these items must be regularly maintained by the owner of the plot or any family members.
- b) In order to ensure neatness, and to preserve the beauty of the cemetery, the Town will be responsible for the overall maintenance of the cemetery and may remove any items deemed unsightly or in need of maintenance.
- c) Any person who:
  - a) willfully destroys, mutilates, defaces, injures, or removes any monument, tombstone or marker, or any structure, railing, or fence within the cemetery, or burial plot, or
  - b) willfully destroys, breaks or injures any tree, shrub or plant in the said cemetery, or
  - c) willfully plays any game or sport, or
  - d) willfully discharges or carries a firearm except firearms at a military funeral, or
  - e) willfully or unlawfully disturbs persons assembled for the purpose of burying a body in the said cemetery, or
  - f) willfully commits a nuisance, or
  - g) behaves in an indecent or unseemly manner in the said cemetery,
  - h) contravenes a provisions of the Act,is guilty of an offence and is liable to a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Hundred Thousand Dollars (\$100,000.00), or imprisonment for not more than two years or both a fine and imprisonment.
- d) No person shall turn loose, ride or allow to go at large any animal in the said cemetery.

- e) No person shall be permitted to drive a vehicle upon the roadway within the cemetery at a speed greater than fifteen kilometers per hour. The Administrator shall have the authority to prohibit the entrance of vehicles into the cemetery when roads are unfit for travel. The owner of any moving vehicle shall be responsible for any damage done by such vehicles within the boundaries of the cemetery.
- f) The Town shall have the right to prohibit the entry of any person or persons who do not have related business at the cemetery.

#### 7. MISCELLANEOUS

- a) No person shall disturb the quiet and good order of a cemetery by noise or any other improper conduct.
- b) All persons are prohibited from walking on plots, or picking flowers or shrubs within the cemetery.
- c) Workmen shall cease work when a burial is taking place in the cemetery.
- d) No recreational vehicles (i.e. bikes, motorbikes, all terrain vehicles, snowmobiles) will be allowed to enter the cemetery.
- e) No animals shall be buried within the cemetery.
- f) Council may reserve from use any portion of the cemetery which in their opinion is undesirable for use because of locations or contour.

#### D. INTERPRETATIONS AND AMENDMENTS:

- a) Any matters not dealt with in the Bylaw nor in Appendices attached hereto and made part of the Bylaw, shall be dealt with by the Administrator in the manner that he deems most appropriate, having consideration for the appearance of the cemetery, and the scope and intent of this Bylaw.
- b) Council is hereby authorized to amend Appendices by resolution, as may be required from time to time. Any amendments to the Appendices shall be provided to all interested persons.
- c) This Bylaw shall come into force and have effect on the date of it being read a third time and passed.

Read a first time this 27<sup>th</sup> day of September, 1999.

Read a second time this 25<sup>th</sup> day of October, 1999.

Read a third time this 25<sup>th</sup> day of October, 1999 and passed.

TOWN OF BARRHEAD

---

Mayor, Sid Gurevitch

---

Municipal Secretary, Cheryl Callihoo

SCHEDULE "A"

**FEE SCHEDULE**

**Main Cemetery:**

	<u>Plot</u>	Perpetual <u>Care</u>	<u>Total</u>
Single Plot	\$300.00	100.00	\$400.00
Double Depth Plot	\$300.00	100.00	\$400.00

**Infant/Child Cemetery Section (East Lawn):**

	<u>Plot</u>	Perpetual <u>Care</u>	<u>Total</u>
¼ Plot	\$75.00	25.00	\$100.00
½ Plot	\$150.00	50.00	\$200.00

## SCHEDULE "B"

# CEMETERY PLOT SALE CONTRACT

No. \_\_\_\_\_

This agreement made in triplicate the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

The Town of Barrhead

Box 4189

Barrhead, Alberta T7N 1A2

(hereinafter called the "Town")

**AND**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(hereinafter called the "Purchaser")

WHEREAS the Town is the registered owner of certain lands being in the Province of Alberta, and known as:

Barrhead Community Cemetery, Eastlawn Cemetery, Russo-Greek Orthodox Cemetery, all part of NE 22-59-3-W5M (hereinafter called the "Cemetery")

AND WHEREAS the Purchaser wishes to obtain a plot in the Cemetery:      Single Plot: \_\_\_\_\_      Double Depth Plot: \_\_\_\_\_

Burial For: \_\_\_\_\_ Reserved For: \_\_\_\_\_

Garden \_\_\_\_\_ Row \_\_\_\_\_ Plot \_\_\_\_\_

NOW THEREFORE, in consideration of the various covenants herein, the parties agree as follows:

1. The Town hereby agrees to provide to the Purchaser the plot for the fee of \$ \_\_\_\_\_ plus GST, which is the final price and will include perpetual care in the amount of \$ \_\_\_\_\_.
2.
  - a) The Purchaser agrees to place a permanent grave marker on the plot within ONE year of the date of the first burial in the plot and will provide a marker of no less size than 16”X10”X3”. All permanent markers are restricted to the existing concrete runner.
  - b) The Town will provide the concrete foundation known as a runner at the head end of the plot to accommodate the placement of the permanent marker. Grave covers are NOT permitted in the Cemetery.
3. The plot, if sold as a SINGLE PLOT, is restricted to the burial of the remains of:
  - a) ONE body in a casket, which will be encased in no less than a wood grave liner
  - b) ONE body in a casket which will be encased in no less than a wood grave liner, and not more than ONE urn of cremated remains in the same plot at a future date
  - c) A maximum of TWO urns.The Town must be notified of any future inurnment.
4. The plot, if sold as a DOUBLE DEPTH PLOT, is restricted to the burial of the remains of two bodies in caskets, the first of which must be buried no less than 9 feet and encased in a concrete grave liner. The Town must be notified of any second burials.
5. Scattering of cremated remains is not allowed on the plot, however may be permitted in designated scattering areas within the Cemetery.
6. The opening and closing of the plot will be the responsibility of the Purchaser and will be performed by an operator approved by the Town.
7. Cancellation Rights (For Pre-Purchased Plot Only)
  - a) You may cancel this contract at any time for any reason. You may cancel without charge or penalty at any time during the period from the day you enter into the contract until 30 days after you receive a copy of the contract. After 30 days, you may still have to pay for interment space and for any Cemetery services that have already been supplied, performed or delivered, as the case may be.
  - b) In the event the 30 day cancellation period has expired and the Purchaser does not wish to utilize the plot, the purchaser may resell the plot at their own discretion on the open market, however the Town must be notified in writing and given first right of refusal. Any plot bought back by the Town will be at the original purchase price.
  - c) If you cancel this contract, the seller has 15 days to refund any money you are owed. To cancel, you must give notice of cancellation to the owner of the Cemetery or Columbarium, at the address shown in the contract. You should give the notice of cancellation by method that will allow you to prove that you gave notice, such as registered mail, fax, courier or by personal delivery.

IN WITNESS WHEREOF the parties have affixed their hands and seal of the date first written above.

Purchaser

Town of Barrhead Representative – Signature

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Witness

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Town of Barrhead Representative – Printed Name

Section 16 and 32(c) of the Freedom of Information and Protection of Privacy Act

White Copy – Customer

Yellow Copy – Town of Barrhead

Pink Copy – Funeral Agency

## REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** September 28, 2021

**Re:** Correspondence Item

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**Item (a)** Letter from the Town of Crossfield, dated September 8, 2021, their opposition on Bill C-21 to make changes to the Criminal Code and the Firearms Act.

Recommendation:

That Council accepts the letter from the Town of Crossfield, dated September 8, 2021, regarding their opposition on Bill C-21 to make changes to the Criminal Code and the Firearms Act, as information.

**Item (b)** Letter from the Town of Sundre, dated September 10, 2021, requesting the Alberta Government ensure that Alberta municipalities will not be charged with assisting in funding the RCMP's retroactive payment.

Recommendation:

That Council accepts the letter from the Town of Sundre, dated September 10, 2021, requesting the Alberta Government ensure that Alberta municipalities will not be charged with assisting in funding the RCMP's retroactive payment, as information.

**Item # 3** Letter from the Town of Sundre, dated September 10, 2021, regarding the importance of continuing to keep the Council Code of Conduct Bylaw as a legislated requirement.

Recommendation:

That Council accepts the letter from the Town of Sundre, dated September 10, 2021, regarding the importance of continuing to keep the Council Code of Conduct Bylaw as a legislated requirement, as information.

(Original signed by the CAO)

Edward LeBlanc  
CAO





September 8, 2021

The Right Honourable Justin Trudeau, MP  
Prime Minister of Canada Langevin Block  
Ottawa, Ontario  
K1A 0A2

Dear Prime Minister:

**RE: Bill C-21 – Changes to the Criminal Code and the Firearms Act**

On behalf of the Town of Crossfield, we are writing to express our concerns with respect to Bill C-21 to make changes to the Criminal Code and Firearms Act. With respect to the provision to allow municipalities to create handgun bylaws, which would place conditions of federal firearms licenses relating to handgun use, storage or transportation within municipalities that have passed such bylaws, Council has passed the following motion at the September 7, 2021 Council meeting in opposition to the Federal Bill C-21:


*222-2021 MOVED by Deputy Mayor Harris that the Town of Crossfield send a letter opposing Bill C-21 – changes to the Criminal Code and the Firearms Act. CARRIED*

With the Province of Alberta sending Bill 211 to Royal Assent on April 29<sup>th</sup>, our Provincial government is ensuring that Municipalities are not saddled with trying to find the resources to impose or enforce gun control by creating inconsistent bylaws between jurisdictions. As most Municipalities across our province are rural in nature and would be faced with the same problems in attempting to enforce legislation of this nature, we are anticipating that the sentiment will be the same across most jurisdictions and hope that those municipalities in opposition will make their position known to the Federal Government as well.

We are also concerned that Bill C-21 is only targeting citizen that have licenses, not criminals that have already obtained firearms illegally and would never comply with a municipal bylaw. This will create a very confusing system that could result in an otherwise law-abiding citizen, now being sentenced to two years imprisonment or permanent license revocation for unknowingly being in contravention of a bylaw in a community with different bylaws.

We that you for your attention in this matter and request that the federal government reconsider these changes to the Criminal Code and Firearms Act.

Sincerely,

  
Jo Tennant  
Mayor

cc: All Alberta Municipalities  
MP Blake Richards  
Erin O'Toole, Leader of the Official Opposition

September 10, 2021

Premier Jason Kenney  
307 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

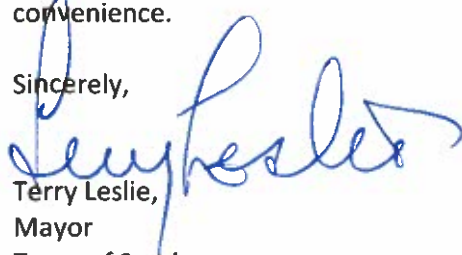
**RE: ROYAL CANADIAN MOUNTED POLICE (RCMP) RETROACTIVE PAY**

At our last council meeting on September 7, 2021, Council discussed the correspondence received earlier this summer from the Town of Claresholm requesting 'that the Alberta Government ensures that Alberta municipalities are not charged with assisting in funding the RCMP's retroactive pay when the agreement is complete. It should be up to the provincial and federal governments to deal with any shortfalls, and not to overload municipalities with further monetary strain.'

The Town of Sundre would like to echo this sentiment. The Town of Sundre is a municipality with a total population of under 3,000 citizens, the tax increase implication that would result from being required to pay retroactively to the RCMP would, especially after the economic effects of the pandemic, be too great a burden to place upon our taxpayers.

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,



Terry Leslie,  
Mayor  
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA for Rimbey-Rocky Mountain House-Sundre  
Alberta Urban Municipalities Association (AUMA)  
AUMA Member Municipalities

September 10, 2021

Honourable Ric McIver  
Minister of Municipal Affairs  
320 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

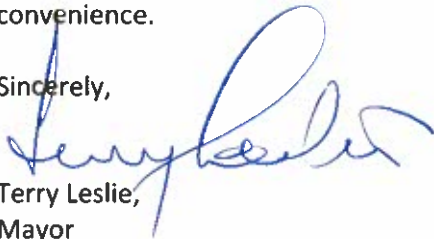
**RE: CODE OF CONDUCT**

At our last regular meeting of Council held on September 7, 2021, Council discussed correspondence received from the Town of Claresholm regarding the importance of continuing to keep the Council Code of Conduct Bylaw requirement as a legislated requirement.

The Town of Sundre would like to stand in solidarity with the Town of Claresholm and along with them, 'respectfully request that your ministry make sure that consultation with municipalities in Alberta is completed prior to any major changes being made to remove the requirement of the Councillor Codes of Conduct. We agree that having a requirement for municipalities to have a Code of Conduct Bylaw in place provides a framework for Council member's behaviour and provides each Council direction and guidance for dealing with any contentious issues that may arise. It is imperative that the option of imposing sanctions on Council members continues as necessary to support this process. The Town of Sundre requests that the Council Code of Conduct Bylaw requirement remains mandatory.'

If you have any questions or concerns regarding this issue, please contact the undersigned at your convenience.

Sincerely,



Terry Leslie,  
Mayor  
Town of Sundre

TL/aj

c.c. Mr. Jason Nixon, MLA Rimbey-Rocky Mountain House-Sundre  
Alberta Urban Municipalities Association (AUMA)  
AUMA Member Municipalities