



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 10, 2019 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) Special Meeting Minutes – July 5, 2019
 - (b) Regular Meeting Minutes – July 9, 2019
 - (c) Regular Meeting Minutes – August 13, 2019
 - (d) Special Meeting Minutes – August 22, 2019
4. Public Hearings
 - (a) There is no Public Hearing
5. Delegations
 - (a) There is no Delegation
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Alberta Development Officers Week Proclamation
 - (b) Revised Parade Route Policy 32-012
 - (c) Off-Leash Dog Park
 - (d) Installation of Solar Pathway Lights
 - (e) Terms of Reference – Joint Intermunicipal Collaboration Framework Committee

8. Reports - The Council Reports

(a) Council Reports as of September 10, 2019

- Barrhead Agriculture Society
- Barrhead Cares Coalition
- Barrhead Regional Water Commission

(b) CAO's Report

9. Minutes

(a) Barrhead & District Social Housing Association – July 23, 2019

10. Bylaws

(a) There are no Bylaws

11. Correspondence

(a) Correspondence Items

12. For the Good of Council

13. Tabled Items

14. In-Camera

15. Adjourn

**MINUTES
SPECIAL MEETING OF THE TOWN OF BARRHEAD
HELD FRIDAY, JULY 5, 2019 AT 2:00 P.M. IN THE
COUNCIL CHAMBERS**

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, L. Penny and D. Smith

Officials: Ed LeBlanc, CAO, Cheryl Callihoo, Director of Development & Legislative Services, Kat Hueggenberg, Communication Coordinator and William Slomp, Communication Assistant

Others: Kevin Berger, Barrhead Leader

ABSENT Crs: R. Klumph and S. Oswald

CALL TO ORDER Mayor McKenzie called the meeting to order at 2:11 p.m.

AGENDA The agenda was reviewed.

223-19 Moved by Cr. Penny that the agenda be accepted as presented.
CARRIED UNANIMOUSLY

**IN-CAMERA – LAND FOIP
ACT SECTIONS 24 & 25**

224-19 Moved by Cr. Smith that Council go in-camera at 2:11 p.m.
CARRIED UNANIMOUSLY

EXITED Kat Hueggenberg, Communication Coordinator and William Slomp, Communication Assistant exited the Chambers at 2:11 p.m.

OUT-OF-CAMERA

225-19 Moved by Cr. Penny that Council come out-of-camera at 2:33 p.m.
CARRIED UNANIMOUSLY

ENTERED Kat Hueggenberg, Communication Coordinator and Kevin Berger, Barrhead Leader entered the Chambers at 2:33 p.m.

**WESTERN PROVINCES
HOCKEY ASSOCIATION**

At the request of Administration to have Council rescind motions 180-19, 181-19 and 182-19 from the June 11, 2019 Council Meeting.

Ed LeBlanc, CAO, reviewed with Council.

226-19 Moved by Cr. Assaf that Council rescind motion 180-19:
“Moved by Cr. Assaf to grant the request from Western Provinces Hockey Association to provide them with exclusive use of one dressing room at the Agrena for the 2019 – 2020 hockey season.”
CARRIED UNANIMOUSLY

227-19 Moved by Cr. Kluin that Council rescind motion 181-19:
“Moved by Cr. Klumph to authorize a charge of \$80.00 per hour to Western Provinces Hockey Association for arena ice time between the available hours of 9:00 a.m. to 3:00 p.m. from Monday to Friday.”
CARRIED UNANIMOUSLY

228-19 Moved by Cr. Penny that Council rescind motion 182-19:
“Moved by Cr. Klumph to instruct Administration to negotiate an advertisement revenue schedule with the Western Provinces Hockey Association for the 2019-2020 hockey season, and report back to Council.”
CARRIED UNANIMOUSLY

ADJOURN

229-19

Moved by Mayor McKenzie that the Council Meeting be adjourned at 2:40 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JULY 9, 2019,
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 and Cheryl Callihoo, Director of Development & Legislative Services

Others: Kevin Berger, Barrhead Leader

ABSENT Kathy Vickery, Director of Corporate Services

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

AGENDA The agenda was reviewed.

230-19 Moved by Cr. Oswald that the agenda be accepted with the following additions:

- 6(a) Traffic Lights
- 7(b) BARCC (Barrhead & Area Regional Crime Coalition)
- 14(a) In-Camera – Land Update FOIP Act Section 24
- 14(b) In-Camera – Legal Update FOIP Act Section 16

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of June 25, 2019, were reviewed.

231-19 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of June 25, 2019 be accepted with the following change:

- Amend Cr. Penny's comment in the 2019 Alberta Coordinated Action for Recycling Enterprises Conference, "...that she is considering attending the Conference".

CARRIED UNANIMOUSLY

TRAFFIC LIGHTS

Mayor McKenzie advised Council that he has been approached by the Chamber of Commerce and Mainstreet Merchants to donate the old traffic lights for a fundraising event.

Council also discussed the visibility of the new 4-Way Stop signs with a suggestion of remarking the parking stalls closest to the stop signs, further back for visibility.

232-19 Moved by Cr. Assaf that Council donate the old traffic lights to the Chamber of Commerce and Mainstreet Merchants for a fundraising event.

CARRIED UNANIMOUSLY

BARCC

Mayor McKenzie advised Council that at the past Barrhead & Area Regional Crime Coalition (BARCC) meeting, they discussed hosting a Crime Prevention Trade Fair. The Barrhead & Area Regional Crime Coalition would like to put together a working Committee to help organize the Trade Show and requested Council's authority to allow Administration to be a part of the Trade Show working Committee.

233-19 Moved by Cr. Klumph that Council approve the request of the Barrhead & Area Regional Crime Coalition to allow Administration to be a part of the Crime Prevention Trade Show working Committee.

CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of July 9, 2019, were reviewed:

- Agricultural Society
- Barrhead & District Twinning Committee
- CAO's Report

234-19

Moved by Cr. Oswald that the following Reports to Council as of July 9, 2019, be accepted as information:

- Agricultural Society
- Barrhead & District Twinning Committee

CARRIED UNANIMOUSLY

235-19

Moved by Cr. Kluin that the CAO's Report be accepted as information.

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead Agricultural Society – June 25, 2019
- Barrhead & District Social Housing Association – May 28, 2019
- Barrhead & District Twinning Committee – July 3, 2019

236-19

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

- Barrhead Agricultural Society – June 25, 2019
- Barrhead & District Social Housing Association – May 28, 2019
- Barrhead & District Twinning Committee – July 3, 2019

CARRIED UNANIMOUSLY

**BYLAW 08-2019, THE
BUSINESS LICENSE AMENDMENT
BYLAW**

Draft Bylaw 08-2019, the Business License Amendment Bylaw, was presented.

237-19

Moved by Cr. Penny that Council give Bylaw 08-2019, the Business License Amendment Bylaw first reading with a Fee Schedule amendment to \$1.00 per month.

CARRIED

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

OPPOSED: Cr. R. Klumph

Council deferred second and third readings until later in the meeting.

DELEGATION

Mayor McKenzie and Council welcomed Mr. Ron White, from the Western States Hockey League Commission at 6:00 p.m.

Mr. Ron White presented Council with a PowerPoint presentation on the Western States Hockey League and provided an overview and history of the League. Mr. White discussed the proposed hockey team for the Town and answered questions of Council.

EXITED

Mayor McKenzie and Council thanked Mr. Ron White for his presentation and he exited the Chambers at 7:08 p.m.

238-19

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

CARRIED UNANIMOUSLY

RECESSED

239-19 Moved by Cr. Penny to recess the meeting at 7:08 p.m.
CARRIED UNANIMOUSLY

RECONVENED

240-19 Moved by Cr. Penny to reconvene the meeting at 7:41 p.m.
CARRIED UNANIMOUSLY

**WESTERN STATES
HOCKEY LEAGUE**

The Western States Hockey League (WSHL) has expressed interest in establishing a Junior “A” Club in Barrhead and has requested that the Town provide them with exclusive use of one dressing room at the Agrena for the 2019-2020 hockey season, was received.

241-19 Moved by Cr. Assaf that Council grant the request from Western States Hockey League to provide them with exclusive use of one dressing room at the Agrena for the 2019 – 2020 hockey season.
CARRIED UNANIMOUSLY

242-19 Moved by Cr. Klumph that Council amend Section A of Policy 72-002 – Recreation Facility Rentals & Rates Policy by adding a rate of \$80.00 per hour for adult hockey practice prior to 6:00 p.m. Monday – Friday.
CARRIED UNANIMOUSLY

243-19 Moved by Cr. Penny that Council approve that any additional advertisement revenue in the arena, on the arena boards or ice surface generated by the Western States Hockey League be distributed 70% to the WSHL and 30% to the Town of Barrhead.
CARRIED UNANIMOUSLY

**BYLAW 08-2019, THE
BUSINESS LICENSE AMENDMENT
BYLAW, CONTINUED...**

244-19 Moved by Cr. Kluin that Council give Bylaw 08-2019, the Business License Amendment Bylaw second reading with a Fee Schedule amendment to \$1.00 per month.
CARRIED UNANIMOUSLY

245-19 Moved by Cr. Assaf that Bylaw 08-2019, the Business License Amendment Bylaw be presented for third reading.
CARRIED UNANIMOUSLY

246-19 Moved by Cr. Penny that Council give Bylaw 08-2019, the Business License Amendment Bylaw third reading with a Fee Schedule amendment to \$1.00 per month.
CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed.

247-19 Moved by Cr. Smith that Council accept the Certificate from the Barrhead Composite High School thanking the Town of Barrhead for support and sponsorship for their Off-Campus Education Program as information.
CARRIED UNANIMOUSLY

248-19 Moved by Cr. Oswald that Council accept the letter from the Barrhead and District Historical Society dated July 4, 2019 thanking the Town of Barrhead for the annual funding of the museum as information.
CARRIED UNANIMOUSLY

- 249-19 Moved by Cr. Oswald that Council accept the letter from the Kitami City Office dated June 19, 2019 thanking the Town of Barrhead for the Twinning Conference invitation to be held on September 20-21, 2019 as information.
CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Kluin thanked the organizers of the pancake breakfast during Canada Day.

Cr. Penny commended the Recreation staff for moving the outdoor theatre indoors.

Cr. Klumph advised Council that the Barrhead athletes who attended the 55 Plus Games in Medicine Hat, Alberta came back with a lot of medals.

**IN-CAMERA – LAND AND LEGAL UPDATE
FOIP ACT SECTIONS 16 AND 24**

- 250-19 Moved by Cr. Assaf that Council go in-camera at 7:58 p.m. All of Council including Ed LeBlanc, CAO and Cheryl Callihoo, Director of Development & Legislative Services.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

- 251-19 Moved by Cr. Kluin that Council come out-of-camera at 8:50 p.m.
CARRIED UNANIMOUSLY

ADJOURN

- 252-19 Moved by Cr. Klumph that the Council Meeting be adjourned at 8:50 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, AUGUST 13, 2019,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT

Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, S. Oswald and L. Penny

Officials: Ed LeBlanc, CAO, Kathy Vickery, Director of Corporate Services and Cheryl Callihoo, Director of Development & Legislative Services

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

ABSENT

Cr. D. Smith

**CALL TO
ORDER**

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

AGENDA

The agenda was reviewed.

253-19

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

- 7(f) Barrhead Community Pumpkin Walk
- 7(g) Accessibility Coalition
- 8(a) Barrhead Attraction & Retention Committee (BARC) Report
- 14(b) Legal – Pursuant to Section 16 of the FOIP Act
- 14(c) Legal – Pursuant to Section 16 of the FOIP Act

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Town Council Regular Meeting of July 9, 2019, were reviewed.

254-19

Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of July 9, 2019 be tabled to the next Town Council Regular Meeting.

CARRIED UNANIMOUSLY

**SALE OF SURPLUS
VEHICLE**

Administration requires authorization to offer a surplus Solid Waste vehicle for sale through a public auction, was reviewed.

255-19

Moved by Cr. Klumph that Council authorizes Administration to sell the 2005 International Garbage truck cab and chassis through public auction, at their discretion.

CARRIED UNANIMOUSLY

**APPOINTMENT TO THE INTERMUNICIPAL
COLLABORATION FRAMEWORK
PROJECT**

The establishment of a Committee for the development of an Intermunicipal Collaboration Framework (ICF) and a revised Intermunicipal Development Plan (IDP) with the County of Barrhead, was received.

256-19

Moved by Cr. Penny that Council appoints Mayor McKenzie and Cr. Smith plus Cr. Assaf as the alternate Councillor to serve as the Intermunicipal Collaboration Framework Committee to prepare a draft Intermunicipal Collaboration Framework and a potential revised Intermunicipal Development Plan with the County of Barrhead for Council's consideration.

CARRIED UNANIMOUSLY

**PROVINCIAL SOLAR PROGRAM
FUNDING AGREEMENT**

That the Town enter into a funding agreement with the Alberta Urban Municipalities Association and the Barrhead & District Senior Citizens Society as it relates to the Barrhead Seniors' Drop-In Centre Solar Power installation project, was received.

Ed LeBlanc, CAO discussed with Council.

- 257-19 Moved by Cr. Assaf that Council authorizes the endorsement of the Alberta Municipal Solar Program Implementation Funding agreement, as it relates to the Barrhead & District Senior Citizens Society grant application, as presented.
CARRIED UNANIMOUSLY

**APPOINTMENT TO THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD**

That Council approve members at large for the Subdivision and Development Appeal Board, was received.

- 258-19 Moved by Cr. Oswald that Council approves Mr. Gerry St. Pierre as a member at large for the Town of Barrhead's Subdivision and Development Appeal Board for a three-year term to end December 31, 2022 and Mr. Dale Krasnow as an alternate member at large for a three-year term to end December 31, 2022.
CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended May 31, 2019, was received.

- 259-19 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended May 31, 2019, as presented.
CARRIED UNANIMOUSLY

**BARRHEAD COMMUNITY
PUMPKIN WALK**

The Barrhead Community Pumpkin Walk Committee has requested to host this year's event at the sportsgrounds, was received.

- 260-19 Moved by Cr. Oswald that Council commit \$1,500.00 towards the 2019 Barrhead Pumpkin Walk event.
CARRIED UNANIMOUSLY

**ACCESSIBILITY
COALITION**

Cr. Kluin discussed that an Accessibility Coalition meeting will be taking place in Westlock on Friday, August 16, 2019 and advised that he would attend the meeting and receive more information.

Cr. Assaf suggested that the information be forwarded to the Chamber of Commerce to see if any of their members are interested in attending.

- 261-19 Moved by Mayor McKenzie that Council accept the Westlock Accessibility Coalition meeting as information.
CARRIED UNANIMOUSLY

**REPORTS TO
COUNCIL**

The following Reports to Council as of August 13, 2019, were reviewed:

- Agricultural Society
- Barrhead Attraction & Retention Committee (BARC)
- Barrhead Cares Coalition
- Barrhead & District Social Housing
- Barrhead & District Twinning Committee
- CAO's Report

- 262-19 Moved by Cr. Assaf that the following Reports to Council as of August 13, 2019, be accepted as information:
- Agricultural Society
 - Barrhead Attraction & Retention Committee (BARC)
 - Barrhead Cares Coalition
 - Barrhead & District Social Housing
 - Barrhead & District Twinning Committee
- CARRIED UNANIMOUSLY

263-19 Moved by Cr. Oswald that the CAO's Report be accepted as information.
CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Social Housing Association – June 25, 2019

264-19 Moved by Cr. Penny that the following Minutes to Council be accepted as information.
• Barrhead & District Social Housing Association – June 25, 2019
CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEMS**

The following correspondence items were reviewed:

Letter from CN dated June 28, 2019 advising 2019 marks their 100th anniversary and advising that Rail Safety Week will be held from September 23-29, 2019.

265-19 Moved by Cr. Penny that Council accept the Correspondence from CN dated June 28, 2019 regarding Rail Safety Week, as information.
CARRIED UNANIMOUSLY

Letter from the Minister of Culture and Multi Culturalism and Status of Women dated July 11, 2019 seeking nominations for the Stars of Alberta Volunteer Awards.

266-19 Moved by Cr. Kluin that Administration forward the letter from the Minister of Culture and Multiculturalism dated July 11, 2019 to the Chair of the Barrhead Volunteer Appreciation Committee.
CARRIED UNANIMOUSLY

Letter from the Alberta Council on Aging dated July 17, 2019 declaring October 1, 2019 as International Day of Older Persons.

267-19 Moved by Cr. Klumph that Council proclaim October 1, 2019 as the International Day of Older Persons.
CARRIED UNANIMOUSLY

Letter from Athabasca Watershed Council dated July 19, 2019 providing their Annual Report – 2018-2019 (a copy is available from Administration).

268-19 Moved by Cr. Penny that Council accept the Athabasca Watershed Council's 2018-2019 Annual Report, as information.
CARRIED UNANIMOUSLY

Letter from Alberta Municipal Affairs inquiring if the Town of Barrhead Council would like to meet with the Minister during the September 25-27, 2019 AUMA Fall Convention.

269-19 Moved by Cr. Assaf that Council advise Alberta Municipal Affairs that the Town would like to meet with the Minister of Municipal Affairs during the September 25-27, 2019 AUMA Fall Convention to discuss Library Funding, Education and Public Transportation between centers.
CARRIED UNANIMOUSLY

270-19 Moved by Mayor McKenzie that Administration explore a possible Regional Transportation model with other municipalities in the region.
CARRIED UNANIMOUSLY

Letter from Fort Assiniboine & District Agricultural Society dated July 11, 2019 advising of their Annual Hamlet Hoedown and Rodeo on August 16-17, 2019 and inquiring if the Town of Barrhead would like to participate in the Parade.

- 271-19 Moved by Mayor McKenzie that Council accept the letter from Fort Assiniboine & District Agricultural Society as information and advise them that Cr. Kluin will participate in the Fort Assiniboine & District Agricultural Society's Annual Hamlet Hoedown and Rodeo Parade on August 16, 2019.

CARRIED UNANIMOUSLY

Letter from Barrhead & District Twinning Committee dated July 24, 2019 inviting Town Council to the September 20-21, 2019 annual Alberta/Japan Twinned Municipalities Association Conference.

- 272-19 Moved by Cr. Penny that Council accept the correspondence from the Barrhead & District Twinning Committee dated July 24, 2019, as information and any member of Council able to attend advise the Twinning Committee Chair of their attendance at the September 20 – 21, 2019 Conference by Friday, September 6, 2019.

CARRIED UNANIMOUSLY

Letter from Barrhead & District Family and Community Support Services Society dated July 26, 2019 informing of the annual FASD Awareness Mock-Tail Challenge to be held on Main Street on September 19, 2019.

- 273-19 Moved by Cr. Penny that the Town advise the Barrhead & District Family and Community Support Services Society that they will set up a table during the July 26, 2019, FASD Awareness Mock-Tail Challenge.

CARRIED UNANIMOUSLY

Letter from Barrhead & District Family and Community Support Services Society dated July 26, 2019 requesting that the Town of Barrhead proclaim Monday, September 9, 2019 as Fetal Alcohol Spectrum Disorder (FASD) Awareness Day.

- 274-19 Moved by Mayor McKenzie that Council proclaims September 9, 2019 as Fetal Alcohol Spectrum Disorder (FASD) Awareness Day and add the proclamation to the existing Policy 12-013.

CARRIED UNANIMOUSLY

Letter from Cerebral Palsy Association in Alberta dated July 31, 2019 requesting the Town of Barrhead to proclaim October 6, 2019 as World Cerebral Palsy Day.

- 275-19 Moved by Cr. Kluin that Council proclaims October 6, 2019 as World Cerebral Palsy Day.

CARRIED UNANIMOUSLY

Letter from Prostate Cancer Canada dated August 6, 2019 requesting municipalities to recognize September 2019 as Prostate Cancer Awareness Month.

- 276-19 Moved by Cr. Assaf that Council proclaim September 2019 as Prostate Cancer Awareness Month.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Oswald thanked the Agricultural Society for the Wildrose Rodeo and Fair. She also thanked the Parks and Recreation Department for providing bleachers and Porta-potties on mainstreet during the parade. She thanked the Barrhead & District Social Housing for the coffee and cookies at the Gazebo during the parade.

Cr. Penny commended the County of Barrhead on their recent Agricultural tour. She also commended the Parks and Recreation Department on the park maintenance.

Cr. Kluin commended the Public Works Department on lane work recently done. Also stated that the Wildrose Rodeo and Fair was a great event.

Cr. Klumph has talked to people and they like the 4-Way Stop on mainstreet.

Mayor McKenzie attended the Pee Wee Ball Tournament and it was a successful event organized by Minor Ball.

Cr. Assaf commended Ms. Susan McLaren for her support of the Town's Off Leash Dog Park.

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

277-19 Moved by Cr. Assaf that Council go in-camera at 6:30 p.m.
CARRIED UNANIMOUSLY

OUT-OF-CAMERA

278-19 Moved by Cr. Assaf that Council come out-of-camera at 6:43 p.m.
CARRIED UNANIMOUSLY

279-19 Moved by Cr. Assaf that Council deny the request to wave the penalties on tax roll number 13745.
CARRIED UNANIMOUSLY

280-19 Moved by Cr. Klumph that Council deny the request to wave the penalties on tax roll number 21565.
CARRIED UNANIMOUSLY

ADJOURN

281-19 Moved by Cr. Assaf that the Council Meeting be adjourned at 6:44 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc

**MINUTES
SPECIAL MEETING OF THE TOWN OF BARRHEAD
HELD THURSDAY, AUGUST 22, 2019 AT 12:00 P.M. IN THE
COUNCIL CHAMBERS**

PRESENT Mayor McKenzie, Crs: T. Assaf, D. Kluin, S. Oswald, L. Penny and D. Smith

Officials: Ed LeBlanc, CAO

Others: Barry Kerton, Barrhead Leader

ABSENT Cr. R. Klumph

CALL TO ORDER Mayor McKenzie called the meeting to order at 12:00 p.m.

AGENDA The agenda was reviewed.

282-19 Moved by Cr. Penny that the agenda be accepted as presented.
CARRIED UNANIMOUSLY

**PURCHASE OF TWO
SEA CANS**

For Administration to purchase two, 20-foot previously owned sea cans to use as storage for surplus emergency equipment and supplies.

Ed LeBlanc, CAO, reviewed with Council.

283-19 Moved by Cr. Penny that Council authorize the purchase of two previously owned 20-foot sea cans at a maximum cost of \$5,475.00 (includes delivery charges and excludes 5% GST), with the funds deriving from the existing Common Services Safety Reserve.
CARRIED UNANIMOUSLY

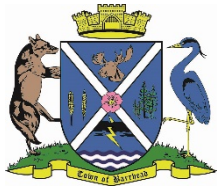
ADJOURN

284-19 Moved by Cr. Oswald that the Council Meeting be adjourned at 12:20 p.m.
CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Edward LeBlanc



Item No. 7(a)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 10, 2019

Re: Development Officers Week Proclamation

1.0 Purpose:

To review the request to proclaim September 23-27, 2019 as Alberta Development Officers Week.

2.0 Background and Discussion:

September 23-27, 2019 is the Alberta Development Officers Association Annual Conference. The Association has requested that the Town of Barrhead (we suspect all other municipalities that are a member of the Association) their consideration to proclaim September 23-27, 2019, as Alberta Development Officers Week.

3.0 Alternatives:

- 3.1 That Council receives the request to proclaim September 23-27, 2019 as Alberta Development Officers Week, as information.
- 3.2 That Council proclaims September 23-27, 2019, as Alberta Development Officers Week.

4.0 Financial Implications:

Not applicable.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

None.

7.0 Political/Public Implications:

None.

8.0 Attachments:

Alberta Development Officers Week Proclamation.

9.0 Recommendations

That Council receives the request to proclaim September 23-27, 2019 as Alberta Development Officers Week, as information.

Edward LeBlanc
CAO

WHEREAS, A Development Officer is a current planning and development specialist with knowledge in current legislation, policy and bylaws, systems and technical requirements for physical development within communities in the Province of Alberta. A Development Officer enforces and administers land use regulations and policies on behalf of a municipality and is designated to the position of Development Authority by the municipality as defined by the Municipal Government Act, RSA 2000, Chapter M-26.

WHEREAS Alberta Development Officers Week helps us to publicly recognize the work of our municipal colleagues in planning and development for the improvement of the _____ Municipality _____; and,

NOW, THEREFORE, I, _____, do hereby proclaim the week of September 23rd to September 28th, 2019, to be designated as Alberta Development Officers Week in the _____ Municipality _____.

Mayor

Edward LeBlanc

From: Stacey Lane on behalf of Town
Sent: August 28, 2019 9:33 AM
To: Cheryl Callihoo; Edward LeBlanc
Subject: FW: Proclamation Week
Attachments: Proclamation for Alberta Development Officers Week Sept.docx

*Stacey Lane
Accounts Payable/Receivable
Town of Barrhead
Ph: 780-674-3301
Fax: 780-674-5648*



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

From: Diane Burtnick
Sent: Wednesday, August 28, 2019 9:19 AM
To: ADOA
Subject: Proclamation Week

Hi Everybody

It's that time of year again when we ask our Mayor and Council Members to declare the week of the ADOA Conference from September 23rd to September 28th as a time to recognize the work that is done by all Development Officers throughout the province.

A draft copy of the Proclamation is attached for you to add your information to it and pretty it up to however you feel you want to present to your next Council meeting.

If your Council approves, can you please send an email to let the Executive know how many approvals actually happen.

Thanks and hopefully happy Development Officers Week.

*Diane Burtnick
Executive Assistant
Alberta Development Officers Association*



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 10, 2019

Re: Revised Parade Route Policy 32-012

1.0 Purpose:

For Council to review the Parade Route Policy 32-012.

2.0 Background and Discussion:

During the May 14, 2019 Council Meeting, Council approved the Parade Route Policy which established guidelines and the route for future parades within the Town boundary.

The recent annual Blue Heron Fair Parade was highly successful and it was commented that due to the length of the parade it would have been convenient if the parade route was slightly extended.

The suggested new route would simply be amended to have the parade turn south onto 52nd Street rather than the current route of turning south onto 51st Street.

The potential revised Parade Route Policy is attached showing the existing route in blue and the revise portion of the parade route in orange.

3.0 Alternatives:

- 3.1 That Council approves the revised Parade Route Policy 32-012, as presented.
- 3.2 That Council approves the revised Parade Route Policy 32-012, as directed by Council.
- 3.3 That Council receives this reporting relating to a revised Parade Route Policy 32-012, as information.

4.0 Financial Implications:

None

5.0 Interdepartmental Implications:

Regardless of the decision made by Council, the Town's Recreation and Public Works Departments would continue to be involved with barricading the streets for all future public parades.

6.0 Senior Government Implications:

Not applicable.

7.0 Political/Public Implications:

None

8.0 Attachments:

8.1 Revised Parade Route Policy 32-012.

9.0 Recommendations

That Council approves the revised Parade Route Policy 32-012, as presented.

(original was signed by the CAO)

Edward LeBlanc
CAO

TOWN OF BARRHEAD

Policy 32-012

Parade Route Policy

Effective Date: May 14, 2019
Resolution No: 140-19

POLICY STATEMENT:

Establish a set parade route and set guidelines for requests to hold a parade within the Town.

Purpose:

To let groups and organizations know that there is a set parade route within the Town and what they may request when hosting a parade in our community. The group or organization must receive approval prior to any parades taking place.

Definitions:

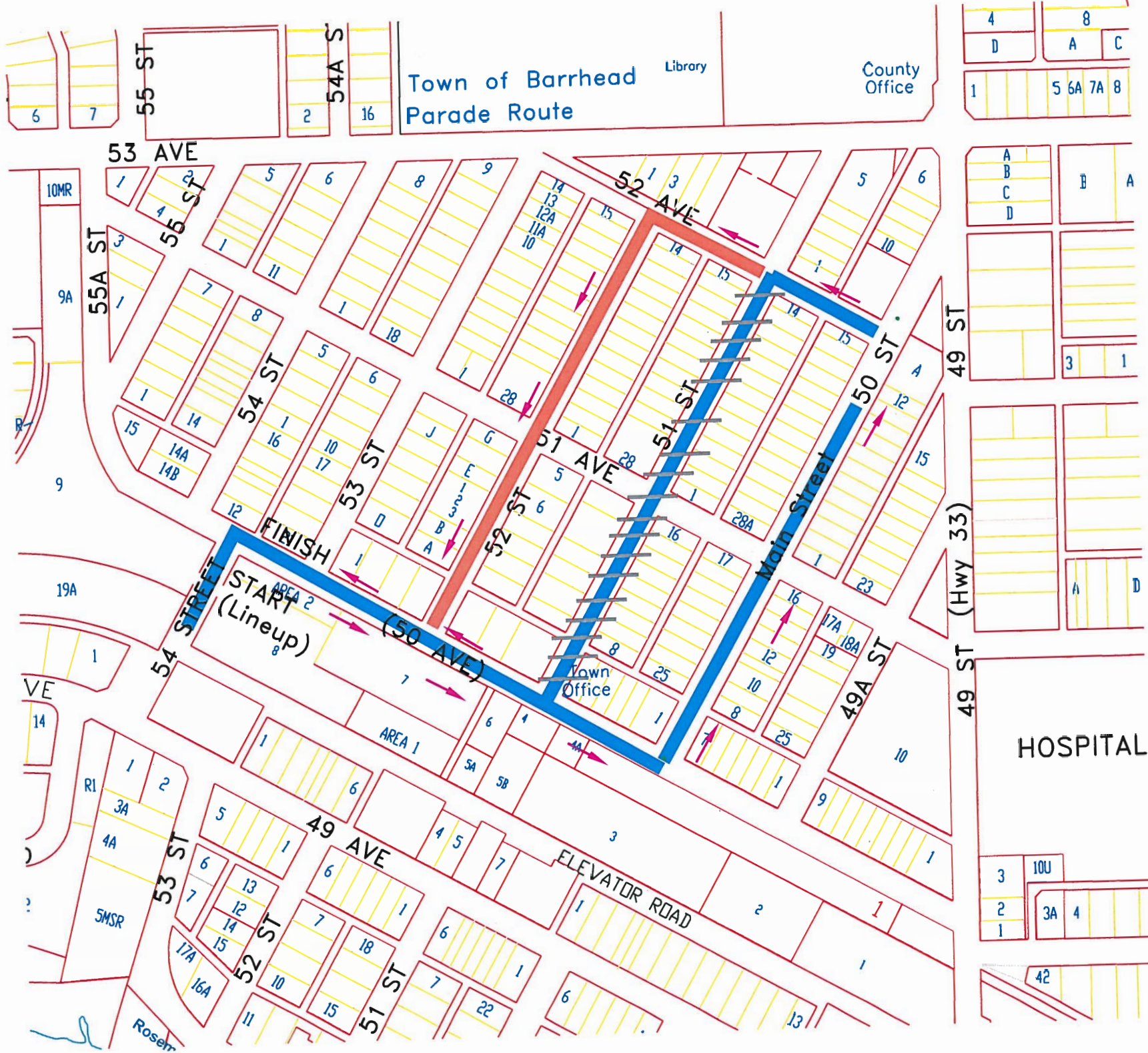
“CAO” means the Chief Administrative Officer for the Town or his/her designate.

“Town” means the municipal corporation of the Town of Barrhead.

Information:

1. In order to host a parade in the Town, a letter of request must be sent to the CAO a minimum of 30 days in advance of the event, outlining the event and the purpose of the event, and how it would promote the community. For any parades other than the annual Blue Heron Fair Parade and the annual Christmas parade, the CAO will forward the request to Council for consideration.
2. Council may approve or deny a request to host a parade. If Council feels the proposed parade will not be supported by the community or if they feel that it would not promote the community in a positive manner, the request will be denied.

3. Items that may be requested from the Town include:
 - a. Barricades set up at all intersections and/or alleyways,
 - b. Extra garbage cans,
 - c. Bleachers (2 sets), locations to be determined prior to the event,
 - d. Portable toilets, locations to be determined prior to the event.
4. Candy being thrown at a parade is not permitted due to safety issues. Instead, it must be provided to children by hand.
5. A parade route map is attached as further clarification as listed:
 - a. The parade line up will begin on 54 Street and 50 Avenue and down Elevator Road if needed,
 - b. The parade will proceed east down 50 Ave.
 - c. Next, the parade will turn north onto 50 St. (Main St.)
 - d. Next, the parade will turn west onto 52 Ave.
 - e. Next, the parade will turn south onto ~~51~~ **52** St.
 - f. Finally, the parade will turn west onto 50 Ave. where it will finish and disperse.





REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 10, 2019

Re: Off-Leash Dog Park

1.0 Purpose:

For Council to provide direction on the operational status of the existing Off-Leash Dog Park.

2.0 Background and Discussion:

During the May 14, 2019 Council Meeting, Council approved a designated area for an off-leash dog park (please refer to the attached map) south of the ball diamonds in the sports park as a temporary off-leash dog park. Portable construction fencing was purchased; dog waste receptacles and signage were also purchased. Benches and porta-potties were placed in each area of the park.

The off-leash park was opened on June 10, 2019 and was divided into two parts - one for smaller dogs and one for larger dogs. Overall the park was well received by the general public, and after a public awareness campaign reminding users to pick up after their dogs, the park operated smoothly.

There has only been one report of an aggressive dog. The biggest complaint received by the Parks and Recreation Department is that the small dog portion of the park is too small and that there is no water for the dogs on hot days. The Community Police Officer has indicated that he has dealt with far less dog complaints since the opening of the off-leash area.

Parks and Recreation staff has maintained a record of usage in the Park when driving by. From June 10th until August 31st it has been documented that there were at least 563 dogs observed in the Park.

3.0 Alternatives:

- 3.1 That Council establishes the existing off-leash dog park as a permanent feature within the Parks and Recreation Department.
- 3.2 That Council directs Administration to continue with the existing off-leash dog park, as a temporary feature within the Parks and Recreation Department, until further notice.

4.0 Financial Implications:

If the existing area is made into a permanent off-leash park, it may be a very good location to install some solar lights. Expanding the Park would be beneficial as well as installing a water line to provide water to the users.

There would be additional cost to the Parks and Recreation Department for maintenance, supplies and some snow removal that would be presented during the upcoming 2020 operational budget deliberations.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

Not applicable

7.0 Political/Public Implications:

Should the Park become permanent, it would simply provide another service to the Town residents.

8.0 Attachments:

- 8.1 Aerial photo of the Off-Leash Dog Park (area in red).

9.0 Recommendations

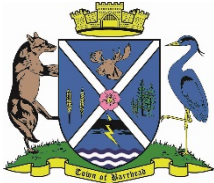
That Council establishes the existing off-leash dog park as a permanent feature within the Parks and Recreation Department.

Edward LeBlanc
CAO



Small Dog Park

Large Dog Park



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 10, 2019

Re: Installation of Solar Pathway Lights

1.0 Purpose:

To establish the locations for the installation of Solar Pathway Lights.

2.0 Background and Discussion:

During Council's "Coffee Talk with Council" in February, 2018 as well as in November, 2018, some members of the general public requested the installation of some solar lighting around our community.

It was felt that this potential project would assist the Town in establishing a base for Crime Prevention Through Environmental Design (CPTED).

The 2019 Capital Budget includes \$30,000.00 for this particular project, but the exact location of the solar lights is needed to move the project forward.

3.0 Alternatives:

3.1 Council approves the following five installation locations for Solar Pathways Lights:

- 2 - in the off-leash dog park
- 1 - near the baseball storage unit and the old concession in the sports grounds
- 2 - on the walkway in Beaver Brook Estates

3.2 Council directs Administration to install the Solar Pathways Lights, as instructed.

3.3 Council directs Administration to place the \$30,000.00 Capital Budget for the installation of Solar Pathways Lights in a capital reserve and defer the project to 2020.

4.0 Financial Implications:

The approved 2019 Capital Budget includes \$30,000.00 for Solar Pathway Lights.

5.0 Interdepartmental Implications:

The Town's Public Works Department would be asked to assist in the installation of the bases for the light poles.

6.0 Senior Government Implications:

Not applicable

7.0 Political/Public Implications:

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

8.0 Attachments:

8.1 A Town map identifying the recommended locations for the placement of the Solar Pathway Lights.

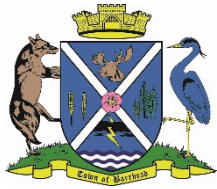
9.0 Recommendations:

Council approves the following five installation locations for Solar Pathways Lights:

- 2 - in the off-leash dog park
- 1 - near the baseball storage unit and the old concession in the sports grounds
- 2 - on the walkway in Beaver Brook Estates

Edward LeBlanc
CAO





Item No. 7(e)

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: September 10, 2019

Re: Terms of Reference – Joint Intermunicipal Collaboration Framework Committee

1.0 **Purpose:**

To approve a Terms of Reference for the Town of Barrhead's and County of Barrhead's joint Intermunicipal Negotiation Committee. The Committee will provide recommendations to their respective Councils as it relates to the Intermunicipal Collaboration Framework (ICF) and a revised Intermunicipal Development Plan (IDP).

2.0 **Background and Discussion:**

In accordance with Part 17.2 of the *Municipal Government Act*, municipalities that have common boundaries must create an ICF with each other along with an IDP.

The Intermunicipal Collaboration Framework (ICF) is a tool to facilitate cooperation between neighbouring municipalities in order to ensure municipal services are provided to residents efficiently.

The ICF will also provide for the integrated and strategic planning delivery and funding of intermunicipal services as well as to ensure municipalities contribute funding to services that benefit their residents.

Both CAO's discussed this particular matter on several occasions with the end product being the attached draft Terms of Reference.

To assist in the development of an ICF it is advisable to establish a Terms of Reference for the Committee in order to have parameters in place.

Since the County of Barrhead Council adopted the attached Terms of Reference during their meeting of September 3rd, 2019 any proposed amendments to the Terms of Reference would have to further discussed with the County.

3.0 Alternatives:

- 3.1 Council approves the draft Terms of Reference for the joint Intermunicipal Collaboration Framework Committee, as it relates to the required ICF and the revised Intermunicipal Development Plan (IDP), as presented.
- 3.2 Council directs Administration to revised the draft Terms of Reference in consultation with the County of Barrhead, for the Intermunicipal Collaboration Committee, as it relates to the ICF and a revised Intermunicipal Development Plan (IDP), as instructed.

4.0 Financial Implications:

As both Administrations from the Town and the County will be undertaking this particular project, it is anticipated that all related expenses will be accommodated within the 2019 Operating Budget.

5.0 Interdepartmental Implications:

Not applicable.

6.0 Senior Government Implications:

The Intermunicipal Collaboration Framework project must be completed and adopted by April 1, 2020 and submitted to Alberta Municipal Affairs.

7.0 Political/Public Implications:

With an approved Terms of Reference, the Committee will have the framework required to move seamlessly into discussion and to move forward with the required and noted project.

8.0 Attachments:

- 8.1 Draft Terms of Reference

9.0 Recommendations

Council approves the draft Terms of Reference for the joint Intermunicipal Collaboration Framework Committee, as it relates to the required ICF and the revised Intermunicipal Development Plan (IDP), as presented.

(original signed by the CAO)

Edward LeBlanc
CAO



TERMS OF REFERENCE JOINT ICF COMMITTEE



1. Purpose:

The Joint Intermunicipal Collaboration Framework (ICF) Committee will consider matters related to the development of the ICF and Intermunicipal Development Plans (IDPs) between the County of Barrhead and the Town of Barrhead and specifically to:

- 1.1 Oversee and provide strategic direction to County and Town Administration in the development of the County and Town's ICF and IDP.
- 1.2 Serve in an advisory capacity to both Council with respect to the acceptance of an ICF and IDP.

2. Background/Legislative Authority

- 2.1 ICF legislation (*MGA s.708.28*) requires municipalities to complete an ICF that addresses the following:
 - 2.1.1 services related to – transportation, water and wastewater, solid waste, emergency services, recreation and any other service where those services benefit residents in more than one of the municipalities that are parties to the framework
 - 2.1.2 services that are currently provided by each municipality; services being shared inter-municipally or provided by 3rd parties
 - 2.1.3 outline how each of these services would be best delivered and funded and a timeframe for implementation of intermunicipal services
 - 2.1.4 matching municipal bylaws that contain a dispute resolution process (*MGA s.708.45(2)*), IDP references and a term of review not to exceed 5 years
- 2.2 IDP legislation (*MGA s.631(1), s.708.3*) requires that municipalities with common boundaries must pass matching bylaws to adopt an IDP with respect to lands adjacent to each boundary
- 2.3 An ICF shall be filed with the Minister of Municipal Affairs within 90 days of creation of matching bylaws (*MGA s. 708.33(4)*)

3. Guiding Principles

- 3.1 Members will be open to understanding different perspectives and positions and remain respectful even during times of disagreement.
- 3.2 Both municipalities believe in the principles of fairness and equity and will apply those principles in completing their task.

4. Term:

- 4.1 The Committee and the Elected Officials appointed to the Committee shall remain in place until the Committee and/or its membership is dissolved by both Councils or upon both Councils approval of the ICF and associated IDP.

5. Membership:

- 5.1 Each Council shall appoint two (2) elected officials as members of the Committee for a total of four (4) elected officials.
- 5.2 Each Council shall also appoint one (1) elected officials as an alternate member of the Committee.
- 5.3 The Committee shall be supported by the CAOs from the County of Barrhead and the Town of Barrhead, in addition to any members of administration as determined by the CAOs.
- 5.4 Administrative members shall participate as non-voting members.

6. Roles and Responsibilities:

- 6.1 Elected Officials of the Committee are responsible for the following:
 - 6.1.1 Attend the Committee meetings
 - 6.1.2 Review materials provided and be prepared to actively participate in discussions
 - 6.1.3 Work in partnership with Administration on the development of the ICF and IDP
 - 6.1.4 Work towards consensus decision-making
 - 6.1.5 Provide advice and recommendations to their respective Councils
- 6.2 Administrative Members of the Committee are responsible for the following:
 - 6.2.1 Attend the Committee meetings and actively participate in discussion
 - 6.2.2 Prepare meeting agenda, notes and materials
 - 6.2.3 Provide context for discussions including data, analysis of legislation, and operational oversight with respect to proposed options and recommendations
 - 6.2.4 Promote understanding of process and issues.
 - 6.2.5 Work in partnership with Committee members on the development of the ICF and IDP.
 - 6.2.6 Ensure legislative requirements are met for the ICF and IDP.

7. Meetings & Rules of Procedure

- 7.1 All discussions in the meeting shall remain confidential pursuant to the *FOIPP Act*.
- 7.2 Meetings will be informal, with relaxed rules of order to encourage discussion.
- 7.3 Quorum shall be two (2) Elected Officials from each of the County and the Town and both CAOs.
- 7.4 Decisions will be made by consensus. Where consensus cannot be reached, reports to respective Councils or joint Council (as necessary) shall present both positions fairly.
- 7.5 Elected officials from both municipalities who are not the appointed members may be in attendance in an observing capacity only.
- 7.6 Committee will meet as required, at alternating locations between County and Town, with the co-ordination of the CAOs
- 7.7 At the 1st Committee meeting, elected officials from each municipality will identify a co-chair from their respective municipality that will preside over meetings that take place in their jurisdiction.
- 7.8 Agenda will be circulated electronically three (3) to five (5) calendar-days prior to the meeting.
- 7.9 External communication will be prepared jointly by both Administration, and jointly released by the County and the Town only after notifying both Councils.

8. Reporting

- 8.1 When recommendations are to be brought forward to each Council, the CAOs or designates will ensure that it is added to their respective Council agenda.

9. Budget

- 9.1 Committee expenses will be accommodated within existing budgets of each Council.
- 9.2 Elected Officials will be paid according to their respective remuneration practice.

10. Enactment and Amendments

- 10.1 Terms of Reference require the approval by resolution of both Councils.
- 10.2 Amendments considered being “housekeeping” amendments may be made at the discretion of the Committee; all other amendments require approval by resolution of both Councils.

**COUNCIL REPORTS
AS OF SEPTEMBER 10, 2019**

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



C.A.O Report

To: Town Council

Date: September 10, 2019

Re: September 10, 2019 Council Meeting

- On August 21st, Regional Fire Chief Gary Hove and I met with Barrhead County's CAO to review the quotes received for the replacement of our existing Engine # 3, along with reviewing a few policies that were tabled at the previous Committee meeting. Administration is awaiting to hear from the County in respect to their availability for a Fire Services Committee Meeting.
- On August 29th, I met with the Manager of the Barrhead Regional Water Commission to preliminary review the proposed service agreement.
- On August 30th, Mayor McKenzie and I met with our local MLA, Glenn Van Dijken to discuss direct Highway accessibility.
- On September 4th, Mayor McKenzie and I met with Wendell Reimer – RCMP Chief Superintendent to discuss police related issues.
- On September 5th, Mayor McKenzie and I attended the Mainstreet Merchants Association meeting. The following were some of the topics discussed:
 - 2019 Pumpkin Walk - scheduled for Friday October 25th from 6:00 – 8:00 p.m.
 - Christmas celebration
 - Christmas Parade tentatively scheduled for December 6th
 - Christmas Light-Up is scheduled for November 15th

- November 29th will be “Black Friday”

- Doctors Retention

- On September 9th, Councillors Kluin and Penny along with myself are planning to participate in the FASD (Fetal Alcohol Spectrum Disorder) mock-tail challenge on main street.
- Continue to work towards the required Intermunicipal Collaboration Framework.
- Spending a considerable amount of time of a few economic development initiatives that will be presented to Town Council at a later date.

Communication Services:

- Ongoing Projects & Marketing Efforts
 - Website updates ongoing
 - Parks & Recreation Services along with Fire Protection Services websites are in final stages of completion
 - Various Parks & Recreation events and programs promoted and advertised
 - Lifeguard training program launched for daytime guards
 - Pool closure promoted on all channels
 - Channels managed: radio, newspaper, road signs, website, social channels including paid promotions (Twitter, Facebook, Instagram), TownPost, Indeed, signage/posters
 - Photography is ongoing with Blue Heron Fair and Agrena completed
 - Newsletter for September & October created
- Branding Update
 - Our Communication Coordinator and I had a conference call with the Consultants to review the progress of the project. The Consultant's direction was refined and presentation is being prepared for the September 24th Council Meeting.

Enforcement Services:

- The Department currently has 20 open files under review/investigation:
 - 15 files – traffic offenses
 - 3 files – Bylaw related issues
 - 1 file – Animal Control issue
 - 1 file – Assist RCMP

- The Barrhead Enforcement Services Department recently closed the bulk of the case load accumulated during the summer months. There are three unsightly property issues left to be resolved as of now.
- With the commencement of another school year, the Department has been paying special attention to school zone traffic safety, and at the time of preparing this report, our C.P.O. has issued three violations for speeding in the school zone.

Fire Protection Services:

- Incidents from August 1- August 30
 - Fires – 4
 - Rubbish or grass fires – 2
 - Vehicle accidents – 2
 - Ambulance Assist – 9
 - False alarms – 7
 - Public service -1

Total calls – 25. Total Man Hours – 169 hours
- Training:
 - Pumping operations, hydrant and drafting operations
 - 2 members sent to Olds for farm extrication training
 - Para Tech New air bag lifting system and stabilization strut onsite training
 - New driver training
- Operations:
 - Quotes for New engine have been received
 - Medical stand-by and fire protection for demolition derby (medical through Grizzly Trail Fire and Rescue)
 - Medical stand-by for the rodeo (through Grizzly Trail Fire and Rescue)
 - Medical stand by for X games (through Grizzly Trail Fire and Rescue)
 - Participated in the parade
 - New command truck and wild land cab and chassis have been delivered
 - Command 1 suffered a break down and has been repaired
 - The SCBA air fill station suffered a break down and repairs are scheduled early in September
 - Testing of fire hose has started
 - Membership numbers have increased to its current level of 37, 34 responding with 3 new recruits.

Recreation Services:

- Last month the staff:
 - Hosted the 2nd of two annual user meetings.
 - Met with Barrhead Bombers staff regarding ice times for games and practices
 - Assisted with Blue Heron Fair Days
 - Hosted ProNorth Hockey Camp – August 12-16th and 19-23rd
- Operational:
 - Aquatics Centre is in a scheduled shut-down for repairing of boilers, filters and the hot tub
 - Staff was involved with “Make a Connection” event on September 5th
 - Department is gearing-up for the Wild Rose Rodeo Finals scheduled for September 19th-22nd
 - Staff continuing with ongoing parks maintenance
 - All summer staff have returned to school
- Capital related projects:
 - Department received the engineering report on the building assessment on the bowling alley along with the structural and environmental assessment on the Blue Heron Boardwalk. The reports will be forward to Council along with comments from Administration.
- Upcoming activities:
 - Department will get ready for the annual Pumpkin walk scheduled for Friday October 25th
- Upcoming Special Events:
 - Show and Shine car event scheduled for Saturday, September 7th at the Sports Grounds parking lot.

Transportation Services:

- Operational:
 - line painting is completed
 - crack sealing is completed
 - west boundary road graveled and oiled is completed
 - water service excavated and repaired on 51st
 - concrete pad at shop is poured

- sidewalks on 58 avenue and 45st are being replaced
 - most of summer staff have left the Town's employment for the season
 - paving done for water plant and most of town patches
 - asphalt overlay on portion of walking trail complete at Cecile Martin Park.
- On-going projects
- sewer main flushing and camera work
 - lane ditching and graveling
- Up-coming project:
- culvert installation for drainage purposes at Cecile Martin Park's walking trail is scheduled
 - work on sewage lagoon building has started, and part of lagoon upgrades.
 - With the upcoming Rodeo, staff will be busy with street barricades/signs and some clean-up after the event

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

Edward LeBlanc

C.A.O.

3.1a

Minutes

BDSHA Regular Board Meeting

July 23, 2019

**Barrhead & District Social Housing
Association Minutes
Regular Board Meeting – July 23, 2019**

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

Members Absent:

Staff Present: Dorothy Schorr, Dorothy Waters

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

2.0 Approval of Agenda

*Dale Kluin moved to accept the Agenda of the July 23, 2019 Regular Board Meeting.
Carried Unanimously*

3.0 Adoption of Minutes

3.1 Regular Board Meeting – June 25, 2019

*Craig Wilson moved to accept the Minutes of the June 25, 2019 Regular Board Meeting.
Carried Unanimously*

4.0 New Business

4.1 Wall Coverings – Delegate: Alvin and Jacqueline Gross

10:10 Leslie Penny joined the meeting

5.0 Reports

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

- The electrical work for the amphitheatre has been awarded to Stalwart Electric.
- The smoke shack was completed the first week of July. Once the locksmith is back from holidays, the shack will be ready for use.

Klondike Place

- Balconies have been completed on 210 and 212. Work is underway on 214.

Pembina Court

- The fire panel has been acting up. Meridian was here last week; they think a new panel is required. Annual inspections will be done this week and we will know if we require parts or a new panel. A new panel will cost approximately \$50,000.

JDR Manor

- Funding has been made available for the replacement of water lines and electrical fixtures. Bid packages for both projects will be distributed by the end of the week.

Initials: Chairperson

 CAO 

3.16

Minutes

BDSHA Regular Board Meeting

July 23, 2019

Barrhead Community Housing

- Unit 8 has water pooling in the basement. It appears to be leaking up from the foundation. Maintenance will have to add dirt around the building and extend eavestroughs further to allow rainwater to run away. Hopefully this solves the issue.

Other

- Annual Fire Alarm and Suppression Inspections will begin July 24th and continue until complete. Inspections should take 3-4 days to complete on all manors and lodges.

5.2 Chief Administrative Officer Report by Dorothy Schorr - Attached Maintenance

- Amphitheater project – 3rd RFP – concrete work is ready to be put out for tender.

Administration

- The Client Services Manager position has been filled.
- The receptionist has requested to go to a casual position in housekeeping; we are in the process of interviewing for a replacement this week.

Ken Killen moved to accept the Management Reports as presented.

Carried Unanimously

5.3 Cheque Logs – June 2019 – Attached

Dale Kluin moved to accept the cheque logs as presented.

Carried Unanimously

6.0 Business Arising from Minutes

6.1 Hillcrest Lodge Modernization – Schedule – FYI

6.2 Smoking Policy

Craig Wilson moved to accept the amended smoking policy as prepared by administration.

Carried Unanimously

7.0 Correspondence

7.1 Alberta Standards and Licensing – Information Bulletin

7.2 Alberta Senior's Income Amounts

Dale Kluin moved to accept the correspondence for information.

Carried Unanimously

4.0 New Business - Motion

Dale Kluin moved to rescind the motion from August 28, 2007:

"C. Tuininga moved to adopt the policy in regards to cloth wall hangings. Cloth wall hangings are a fire hazard. Tenants wishing to put up cloth wall hangings greater than four square feet need to provide proof of having dipped the material in fire retardant solution. Examples of items that do not have to be treated include small wall calendars, macramé designs and tea towels. Carried Unanimously"

Carried Unanimously

Initials: Chairperson



CAORS

3.1c

Minutes

BDSHA Regular Board Meeting

July 23, 2019

8.0 Date and Time of Regular Board Meeting

Tuesday, August 27, 2019 at 10:00 am


9.0 In Camera

*Leslie Penny moved to go in camera at 11:19 a.m.**Carried Unanimously*

Out of Camera

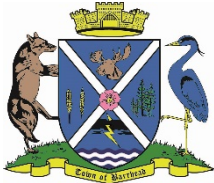
*Meertin Zeldenrust moved to go out of camera at 11:41 a.m.**Carried Unanimously*

10.0 Adjournment

*Dale Kluin moved to adjourn the meeting at 11:42 a.m.**Carried Unanimously*
Signature: Darrell Troock, ChairpersonAugust 27, 2019.
Date
Signature: Dorothy Schorr, CAOAugust 27, 2019
Date

Initials: Chairperson

 CAO 



REQUEST FOR DECISION

To: Town Council
From: Edward LeBlanc, CAO
cc: File
Date: September 10, 2019
Re: Correspondence Items

Item # 1 From Alberta Municipal Affairs regarding the interim 2019 MSI (Municipal Sustainability Initiative) capital and operating allocation and the 2019 GTF (Gas Tax Fund) allocation for the Town of Barrhead.

Recommendation:

That Council accept the letter from Alberta Municipal Affairs regarding MSI (Municipal Sustainability Initiative) and GTF (Gas Tax Fund) funding allocations, as information.

Item # 2 From AltaGas Utilities dated August, 2019 advised on the 2018 actual franchise fee along with the 2020 estimated franchise fee. The letter outlines that the Town has until November 15, 2019 to determine if an increase to the franchise fee is required for the 2020.

Recommendation:

That Council accept the letter from AltaGas dated August, 2019 as information and defer this item to the 2020 Budget deliberation meeting.

Item # 3 From Government of Canada, a notice outlining the 2020 Prime Minister's Awards. Nomination deadline January 14, 2020.

Recommendation:

That Council accepts the notice from the Government of Canada on the 2020 Prime Minister's Awards, as information.

(original signed by the C.A.O.)
Edward LeBlanc
CAO



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

RECEIVED

AUG 22 2019

AR98072

August 15, 2019

His Worship David McKenzie
Mayor
Town of Barrhead
PO Box 4189
Barrhead AB T7N 1A2

Dear Mayor McKenzie,

As per the email sent on August 14, I am pleased to confirm \$597 million in Municipal Sustainability Initiative (MSI) funding and \$473 million in federal Gas Tax Fund (GTF) funding is now available for municipalities and Metis Settlements. GTF funding includes the one-time payment of \$229.5 million announced by Canada in March 2019. I am confident this additional funding will enable you to build stronger communities and better meet your infrastructure priorities.

For the Town of Barrhead:

- The **interim 2019 MSI capital allocation is \$645,460**. This includes \$402,356 in MSI capital funding and \$243,104 in Basic Municipal Transportation Grant funding.
- The **interim 2019 MSI operating allocation is \$141,277**. This includes \$97,316 in Sustainable Investment funding.
- The **2019 GTF allocation is \$517,430**. This includes \$250,980 as a result of the one time funding top-up and \$266,450 in 2019-20 GTF funding.

MSI and GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at alberta.ca/municipalities-funding.aspx.

I look forward to the continued partnership between Alberta's municipalities and Metis Settlements, our government, and Government of Canada.

Yours very truly,

Kaycee Madu
Minister

cc: Edward LeBlanc, Chief Administrative Officer, Town of Barrhead

RECEIVED
SEP 05 2019

August 2019

Mayor David McKenzie and Council
Town of Barrhead
P.O. Box 4189
Barrhead, AB T7N 1A2

Dear Mayor McKenzie and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the Town of Barrhead and AltaGas Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Town with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2019. Failing notification, the current franchise fee percentage of **16.00%** will remain unchanged.

	2018 Actuals	2020 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$2,328,963.07	\$2,208,178.84
Delivery Revenues (Rate 3 & 13)	42,002.03	40,290.40
Total Delivery Revenues	\$2,370,965.10	\$2,248,469.24
2018 Actual Franchise Fee	<u>\$379,356.72</u>	
2020 Estimated Franchise Fee		<u>\$359,755.08</u>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@agutl.com. I look forward to hearing from you.

Sincerely,

AltaGas Utilities Inc.Irv Richelhoff
Supervisor, Business Development

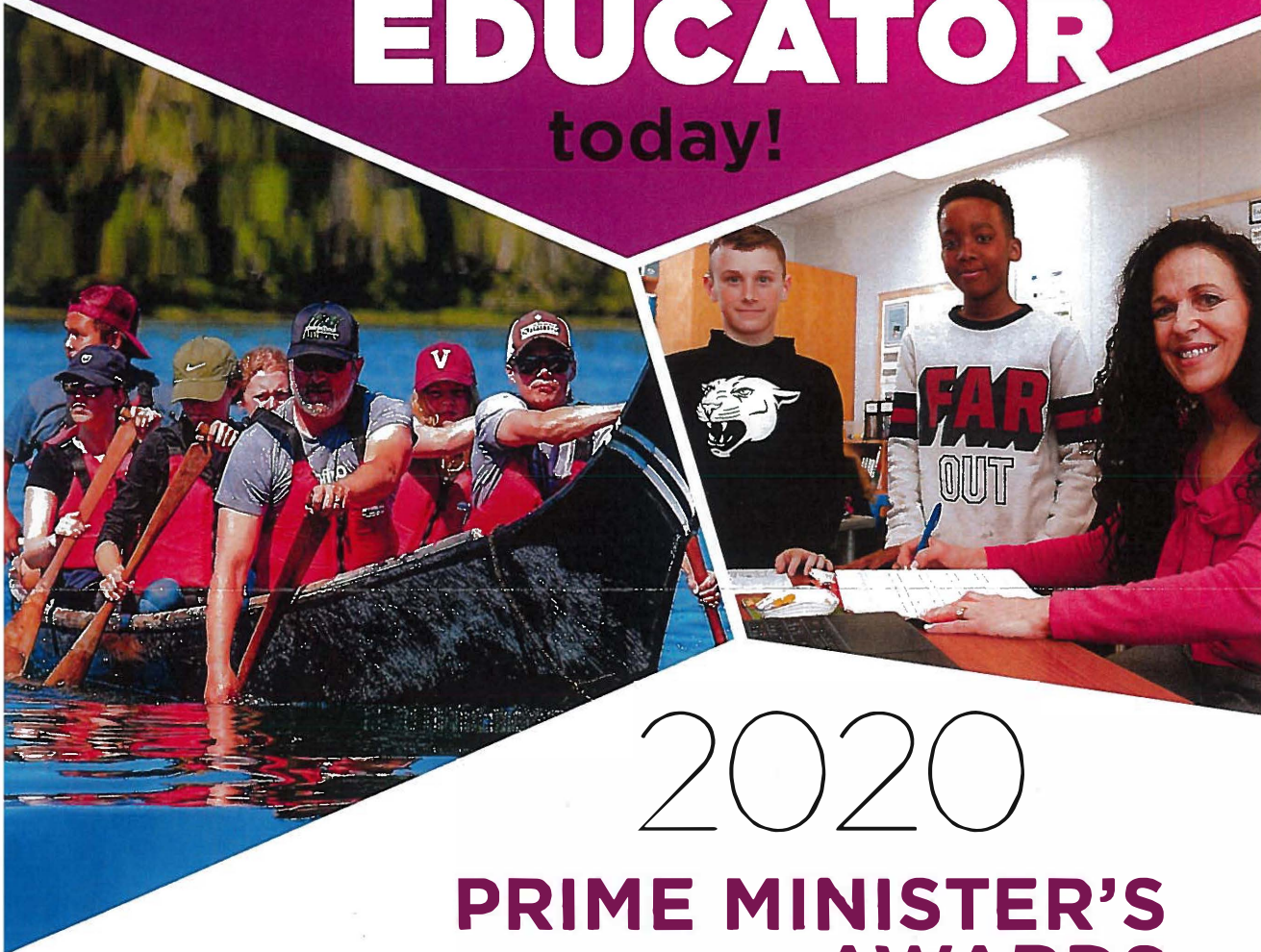


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