



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, JANUARY 11, 2022 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 – December 14, 2021
  - (b) Special Meeting Minutes – January 5, 2022
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) There are no Delegations
6. Old Business
  - (a) 2022 Expiated Capital Purchase – Recycle Bins
7. New Business
  - (a) Monthly Bank Statement for month ending November 30, 2021
  - (b) Barrhead Public Library – Member-at-Large Appointment
  - (c) Barrhead Regional Fire Services Committee – Member-at-Large Appointment

8. Reports

- (a) Council Reports
- (b) CAO Report
- (c) Council Action List to December 14, 2021

9. Minutes

- (a) Barrhead & District Family and Community Support Services Minutes of November 16, 2021

10. Bylaw

- (a) Bylaw 02-2022, Emergency Management Bylaw

11. Correspondence Items

- (a) Email dated December 24, 2021, from Marlene DeZaeyer

12. For the Good of Council

13. Tabled Items

14. Closed Session

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

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, DECEMBER 14, 2021,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, A. Oswald, D. Smith and D. Sawatzky

Officials: Ed LeBlanc, CAO and Jennifer Mantay, Director of Corporate 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.

427-21 Moved by Cr. Assaf that the agenda be accepted with the following amendments:

- 7(c) Disposal of the 2002 Zamboni Unit
- 7(d) Barrhead & District Twinning Committee – Proposed 2022 Budget
- 8(e) Barrhead Regional Water Commission
- 8(f) Community Futures Yellowhead East
- 8(g) Capital Regional Assessment Services Commission – AGM
- 8(h) Twinning Committee
- 8(i) Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES** The Minutes of the Town Council Regular Meeting of November 23, 2021, were reviewed.

428-21 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of November 23, 2021 be accepted as presented.

CARRIED UNANIMOUSLY

**FCSS – THREE-YEAR FINANCIAL COMPARISON REPORT**

Additional information for the Three-Year Financial Comparison Report as requested during the Barrhead & District FCSS Society’s presentation at the November 23<sup>rd</sup> Council Meeting.

Cr. Assaf instructed Administration to investigate the aspect of securing insurance for the Barrhead & District Family Community Support Services (FCSS) under the Town’s insurance Policy.

429-21 Moved by Cr. Assaf that Council accepts the Barrhead & District FCSS Society’s Three-Year Financial Comparison Report, as information.

CARRIED UNANIMOUSLY

**FCSS – THRIVE PROGRAM**

Addition information for the THRIVE Program as requested during the Barrhead & District FCSS Society’s presentation at the November 23<sup>rd</sup> Council Meeting.

430-21 Moved by Cr. Assaf that the Town approve the bridge funding for the Barrhead & District FCSS Society’s THRIVE PROGRAM to a maximum of \$ 6,600.00 with the funds to be derived from the 2022 Operating Budget.

CARRIED UNANIMOUSLY

**RECOMMENDATIONS FROM THE  
RATE REVIEW AND COST OF  
SERVICE UTILITY STUDY**

To present Administration's report on the Recommendations from the Rate Review and Cost of Service Utility Study dated August 2021, as information.

- 431-21 Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.

CARRIED UNANIMOUSLY

Administration advised that the report should to be revised on Recommendation #7 from "Completed" to "In-Progress".

- 432-21 Moved by Cr. Klumph that Council accepts Administration's revised report on the Recommendations from the Rate Review and Cost of Service Utility Study dated August 2021 authored by K. David Campbell, as information.

CARRIED UNANIMOUSLY

**MEMBERSHIP TO THE  
BARRHEAD & DISTRICT  
HISTORICAL SOCIETY**

A letter from the Barrhead and District Historical Society requesting Council to consider to be formally involved with the Barrhead and District Historical Society (BDHS), was received.

- 433-21 Moved by Cr. Klumph that Council deny the request from the Barrhead and District Historical Society for the Town to purchase a membership and to receive their letter dated November 16, 2021, as information.

CARRIED UNANIMOUSLY

**2022 INTERIM OPERATING  
BUDGET**

The Town of Barrhead's 2022 Interim Operating Budget, were received.

- 434-21 Moved by Cr. Assaf that Council adopt the 2022 Interim Municipal Operating Budget based on estimated revenues of \$2,700,000.00 and funding from reserves of \$2,100,000.00 with estimated expenditures being \$4,800,000.00 for general operations, debenture and school requisition payments.

CARRIED UNANIMOUSLY

**2002 ZAMBONI UNIT**

A request for the donation of the 2002 Zamboni Unit, was received.

- 435-21 Moved by Cr. Assaf that Council authorize the donation of the 2002 Zamboni unit to a Neerlandia Group if and when the Town purchases a new Zamboni.

CARRIED UNANIMOUSLY

**BARRHEAD & DISTRICT TWINNING  
COMMITTEE – PROPOSED 2022  
OPERATING BUDGET**

The Barrhead & District Twinning Committee's Proposed 2022 Operating Budget, was received.

- 436-21                      Moved by Cr. Klumph that Council accepts the Barrhead & District Twinning Committee's 2022 Operating budget as information and to bring it forward to the 2022 Spring Budget Retreat.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

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

- Agricultural Society
- Barrhead & District Social Housing Authority
- Barrhead Regional Water Commission
- Community Futures Yellowhead East
- Capital Regional Assessment Services Commission – AGM
- Twinning Committee
- Yellowhead Regional Library Board

- 437-21                      Moved by Cr. Kluin that the following Reports to Council as of December 14, 2021, be accepted as information:

- Agricultural Society
- Barrhead & District Social Housing Association
- Barrhead Regional Water Commission
- Community Futures Yellowhead East
- Capital Regional Assessment Services Commission – AGM
- Twinning Committee
- Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

- 438-21                      Moved by Cr. Assaf that Council accepts the CAO's Report dated December 9, 2021, as information.

CARRIED UNANIMOUSLY

- 439-21                      Moved by Cr. Sawatzky that Council accepts the Council Action List as of November 23, 2021, as presented.

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Social Housing Association Minutes – October 29, 2021
- Barrhead & District Twinning Committee Minutes – December 6, 2021

- 440-21                      Moved by Cr. Assaf that the following Minutes to Council be accepted as information.
- Barrhead & District Social Housing Association Minutes – October 29, 2021
  - Barrhead & District Twinning Committee Minutes – December 6, 2021

CARRIED UNANIMOUSLY

**CORRESPONDENCE**

Letter from the Barrhead Community Victim Services Unit Association, dated November 10, 2021, extending their appreciation to the Town of Barrhead for their contribution.

Letter from the City of Cold Lake, dated November 25, 2021, advising of the motion that was passed at their regular Council meeting, requesting that the College of Physicians &

Surgeons of Alberta consider streamlining the assessment process for physicians moving to their city from outside of Canada.

Letter from the Alberta Recreation and Parks Association, dated December 6, 2021, extending their congratulations to Municipal Council members on their recent election.

441-21 Moved by Cr. Smith that Council accepts the following correspondence, as information:

- Barrhead Community Victim Services Unit Association, dated November 10, 2021, extending their appreciation to the Town of Barrhead for their contribution.
- City of Cold Lake, dated November 25, 2021, advising of the motion that was passed at their regular Council meeting, requesting that the College of Physicians & Surgeons of Alberta consider streamlining the assessment process for physicians moving to their city from outside of Canada.
- Alberta Recreation and Parks Association, dated December 6, 2021, extending their congratulations to Municipal Council members on their recent election.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie commended the Town staff with their work on the December 10<sup>th</sup> Polar Parade.

Cr. Kluin congratulated the Ripple Connection Support Centre for being awarded the Premier's Council on the Status of Persons with Disabilities Award of Excellence in the Community.

**ADJOURN**

442-21 Moved by Cr. Assaf that the Council Meeting be adjourned at 6:53 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

---

Mayor, David McKenzie

---

CAO, Edward LeBlanc

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD WEDNESDAY, JANUARY 5, 2022, AT 12:00 p.m.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: D. Kluin, R. Klumph, A. Oswald, D. Sawatzky and D. Smith

Officials: Ed LeBlanc, CAO and Jennifer Mantay, Director of Corporate Services

Others: Barry Kerton, Barrhead Leader

**ABSENT** Cr. T. Assaf

The required waiver notice for the Special Council Meeting was endorsed by all members of Council present.

**CALL TO ORDER** Mayor McKenzie called the meeting to order at 12:01 p.m.

**AGENDA** The agenda was reviewed.

001-22 Moved by Cr. Klumph that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**BYLAW 01-2022, MUNICIPAL  
PUBLIC UTILITIES BYLAW**

To present Bylaw 01-2022, Municipal Public Utilities Bylaw for Council's review, consideration and formal adoption.

**EXITED** Cr. Smith exited the Council Chambers at 12:15 p.m.

**RE-ENTERED** Cr. Smith re-entered the Council Chambers at 12:16 p.m.

002-22 Moved by Cr. Smith that Council passes the first reading of Bylaw 01-2022, Municipal Public Utilities Bylaw, as presented.

CARRIED UNANIMOUSLY

003-22 Moved by Cr. Klumph that Council passes the second reading Bylaw 01-2022, Municipal Public Utilities Bylaw, as presented.

CARRIED UNANIMOUSLY

004-22 Moved by Cr. Kluin that Bylaw 01-2022, Municipal Public Utilities Bylaw be presented for the third reading.

CARRIED UNANIMOUSLY

005-22 Moved by Cr. Kluin that Council passes the third reading of Bylaw 01-2022, Municipal Public Utilities Bylaw, as presented.

CARRIED UNANIMOUSLY

**ADJOURN**

006-22 Moved by Cr. Kluin that the Council Meeting be adjourned at 12:28 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

---

Mayor, David McKenzie

---

CAO, Edward LeBlanc

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2021

**Re:** 2022 Expiated capital purchase – Recycle bins

---

## **1.0 PURPOSE:**

To provide additional information relating to a presentation to Council during the November 23, 2021 Council Meeting.

## **2.0 BACKGROUND AND DISCUSSION:**

During the November 23, 2021 Council Meeting, Administration presented a number of 2022 expiated capital purchase, one particular item that was deferred for further discussion was the purchase of 45 front loading recycle collection bins. The details are as follows:

45 bins would be ordered; 9 - 2 cubic yards; 24 - 4 cubic yards and 12 - 6 cubic yards. 4 to 5 months is required to manufacture the units. The proposed new bins were part of the overall strategy. The proposed new 45 front loading bins are to replace the existing rear loading ones. The Town retrofitted a few rear-loading bins but proved to be an operational challenge as they were never designed to be front-loaded bins.





**Picture No 1:**

Rear-loading bins that were previously manufactured by the Town's Public Works staff.



**Picture No. 2:**

Front loaded bins currently in use.



**Picture No. 3:**

Model of a proposed front-loading bin with a locking mechanism.



**Picture No. 4:**

The preferred model of a proposed front-loading bin with an improved locking mechanism.

**3.0 ALTERNATIVES:**

- 3.1 Council authorizes the purchase of 45 solid waste recycle bins at a budget of \$85,000.00 as presented.
- 3.2 Council accepts the report in respect to the purchase of 45 solid waste recycle bins at a budget of \$85,000.00, as information.
- 3.3 Council tables the report on the proposed purchase of 45 solid waste recycle bins at a budget of \$85,000.00, as information and instructs Administration to provide further information during the upcoming 2022 budget retreat.

**4.0 FINANCIAL IMPLICATIONS:**

The required source of funding for this capital purchase is derived from existing departmental capital reserves.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Minimal

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

Council authorizes the purchase of 45 solid waste recycle bins at a budget of \$85,000.00 as presented.

(original signed by the CAO)

Edward LeBlanc  
CAO

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2022

**Re:** Bank Statement – for month ending November 30, 2021

---

**1.0 PURPOSE:**

To approve the Monthly Bank Statements for the month ended November 30, 2021.

**2.0 BACKGROUND AND DISCUSSION:**

Not applicable.

**3.0 ALTERNATIVES:**

3.1 That Council approves the Monthly Bank Statement for the month ending November 30, 2021, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending November 30, 2021 and to instruct Administration to provide further information for the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Monthly Bank Statement for month ending November 30, 2021.

**9.0 RECOMMENDATION:**

That Council approves the Monthly Bank Statement for the month ending November 30, 2021, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED NOVEMBER 30, 2021**

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS</b>	
	<b>GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	9,321,448.66	0.00
Receipts	1,117,779.29	
Interest	5,420.73	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques	0.00	
<b>SUBTOTAL</b>	<b>10,444,648.68</b>	<b>0.00</b>
Disbursements	1,028,421.22	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	90.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>9,416,137.46</b>	<b>0.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	9,492,557.21	0.00
Outstanding Deposits	39,609.42	
<b>SUBTOTAL</b>	<b>9,532,166.63</b>	<b>0.00</b>
Outstanding Cheques	116,029.17	
<b>NET BALANCE AT END OF MONTH</b>	<b>9,416,137.46</b>	<b>0.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED NOVEMBER 30, 2021**

<b><u>Financial Institution</u></b>	<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
	-			
<b>Total</b>	<b>\$ -</b>			

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2022

**Re:** Barrhead Public Library – Member-at-large appointment

---

## **1.0 PURPOSE:**

For Council to consider an appointment to the Barrhead Public Library.

## **2.0 BACKGROUND AND DISCUSSION:**

The following is an excerpt from Bylaw 13-2010:

*The Barrhead Library Board shall consist of the following voting membership.*

- a. One (1) Representative of Barrhead Town Council*
- b. One (1) Representative of County of Barrhead No.11 Council*
- c. Seven (7) members at Large who may be residents of either the Town of Barrhead or the County of Barrhead, one of which must be from the Neerlandia Library Society*

On November 15, 2021, Administration received an e-mail from the Barrhead Public Library Board advising that due to work commitment, Isabel Rempel resigned her position on the Board.

The Board was seeking a replacement for a three-year term to “even out” the number of vacancies in the future.



The following are the current members-at-large appointments to the Board:

Ruth Bohn (chair)	term ending 2022
Susan McLaren	term ending 2022
Jane Kusal	term ending 2022
Sandra Olthius	term ending 2022
Stephan Babliitz	term ending 2023
Marlene Schmaus	term ending 2023
(vacancy)	term ending 2024

As Ms. Rempel was a County representative, the County advertised for a new member and only received interest from Ms. Karen Christiansen. During the County's Council Meeting held on December 21, 2021, their Council appointed Ms. Karen Christiansen to fill the member-at-large position for a three-year term from January 1, 2022 to December 31, 2024.

The Library Director believes Ms. Christiansen would be a great candidate as a Board member.

### **3.0 Alternatives:**

3.1 That Council appoints Ms. Karen Christiansen as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 1, 2022 to December 31, 2024.

3.2 Council instructs Administration to advertise for a member-at-large for the Barrhead Public Library Board.

### **4.0 Financial Implications:**

Not applicable.

### **5.0 Interdepartmental Implications:**

Not applicable.

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

Not applicable.

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

Not applicable.

## **8.0 Attachments:**

8.1 - E-mail dated November 15, 2021 from Ms. Karen Christiansen

## **9.0 Recommendations**

That Council appoints Ms. Karen Christiansen as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 1, 2022 to December 31, 2024.

(original signed by the CAO)

Edward LeBlanc  
CAO

## Edward LeBlanc

---

**From:** Karen CHRISTIANSEN ·  
**Sent:** November 15, 2021 9:45 AM  
**To:** Edward LeBlanc  
**Subject:** Barrhead Library Board vacant position

Dear Mr. Leblanc,

I am interested in filling the vacant position on the Barrhead Library Board. I have been a resident of Barrhead County since 2019.

As an avid reader, I believe strongly in the role of the library in a community. I'm very interested in taking part in supporting the library's operation in this area.

I'm a retired foreign language teacher with a desire to take a role in my community and also to make new personal connections.

If there is any other information you need from me, please let me know. Thank you for considering my application.

Sincerely,  
Karen Christiansen

# REQUEST FOR DECISION

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2022

**Re:** Barrhead Regional Fire Services Committee – Member-at-large appointment

## 1.0 **PURPOSE:**

For Council to consider an appointment to the Barrhead Regional Fire Services Committee.

## 2.0 **BACKGROUND AND DISCUSSION:**

The following is an excerpt from the existing fire services agreement:

### **3. COMMITTEE STRUCTURE**

*3.1 That a “Barrhead Regional Fire Services Committee” (hereinafter referred to as “the Committee”) be established.*

*3.2 The membership of the Committee shall consist of:*

*3.2.1 Two (2) Members of the Town Council to be appointed by the Town at its annual organizational meeting*

*3.2.2 Two (2) Members of the County Council to be appointed by the County at its annual organizational meeting,*

*3.2.3 One (1) Member resident of the Town to be appointed by the Town at its **annual organizational meeting**, and*

*3.2.4 One (1) Member resident of the County to be appointed by the County at its annual organizational meeting.*

The Regional Fire Chief recommends that the Town's current Member-at-large appointee Les Goertz remain on the Committee. It has been confirmed that Mr. Goertz is still interested to continue to be formally involved on the Committee.

4 **ALTERNATIVES:**

- 2.1 Council appoint Les Goertz as the member-at-large to the Barrhead Regional Fire Services Committee for the 2021-2022 term.
- 2.2 Council instructs Administration to advertise for member-at-large to the Barrhead Regional Fire Services Committee for the 2021-2022 term.

5 **FINANCIAL IMPLICATIONS:**

Not applicable, as no Town members receive compensation to sit on the Committee.

6 **INTERDEPARTMENTAL IMPLICATIONS:**

None

7 **SENIOR GOVERNMENT IMPLICATIONS:**

None

8 **POLITICAL/PUBLIC IMPLICATIONS:**

Limited

9 **ATTACHMENTS:**

AN e-mail dated December 22, 2021 from Mr. Les Goetz.

10 **RECOMMENDATION:**

Council appoint Les Goertz as the member-at-large to the Barrhead Regional Fire Services Committee for the 2021-2022 term.

(original signed by the CAO)  
Edward LeBlanc  
CAO

## Edward LeBlanc

---

**From:** Leslie Goertz  
**Sent:** December 22, 2021 9:02 PM  
**To:** Edward LeBlanc  
**Subject:** Committee

I wish to advise that I will stand as town representative on the Fire Authority for 2022.

Thank

Les Goertz

**COUNCIL REPORTS  
AS OF JANUARY 11, 2022**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	<u>  X  </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u>          </u>
Barrhead Cares Coalition	Cr. Assaf	<u>          </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<u>          </u>
Barrhead & District Social Housing Association	Cr. Smith	<u>          </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	<u>          </u>
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	<u>          </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Sawatzky)	<u>          </u>
Capital Region Assessment Services Commission	Cr. Klumph	<u>          </u>
Chamber of Commerce	Cr. Oswald	<u>          </u>
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	<u>          </u>
Economic Development Committee	Committee of the Whole	<u>          </u>
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	<u>          </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	<u>          </u>
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	<u>          </u>
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>          </u>
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	<u>          </u>
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Smith (Alt. Cr. Sawatzky)	<u>          </u>
Subdivision & Development Appeal Board	Cr. Klumph	<u>          </u>
Twinning Committee	Cr. Klumph	<u>          </u>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>          </u>



## C.A.O Report

**To:** Town Council

**Date:** January 11, 2022

**Re:** January 11, 2022 Report

### **General Administration Services:**

In 2021 the Town levied \$6,500,000.00 in property tax bills; as of December 31 2021:

Current Owing = \$131,623.00 (or 2.02% of the 2021 levy)

Arrears Owing = \$31,057.00

Total Owing = \$162,680.00 (or 2.5% of the 2021 levy)

The Town appointed Auditor will be in the office on the second week of February to undertake the 2021 audit.

### **Legislative and Development Services:**

- All required reporting to the Province has been completed in respect to the Municipals, Provincial referendum and senate selection elections.
- Working on various bylaw amendments & updates.
- Updated the Emergency Management Plan and Bylaw.

### **Communication Services:**

- Website and social updates surrounding Town and Community programs/events/openings
- Social Media Stats (Last 28 days)
  - Facebook:
    - 9,313 people reached on Facebook (+70%)
    - 5,139 post engagements on Facebook (+214%)



- Instagram:
  - 272 people reached (-20%)
  - Accounts engaged 3 (-83.4%)
  - Content interactions 5 (-80%)
  - Story Interactions 5 (+25%)
- **Better in Barrhead** performance (paid ads)
  - 1,403 visitors to the site from December 1 – 31 (1,587 visitors October 1 – 31)
  - Most popular page was Events Calendar with 997 views followed by Polar Parade with 237 views and Family First Night with 236 views
- **Town of Barrhead** website performance
  - 4,156 visitors to the site from December 1 – 31 (3,787 in November)
  - Most popular page:
 

▪ Home page	1,722 visitors
▪ Pool	1,310
▪ Community events	585
▪ Local News	482
▪ Search	320
- **YouTube video** (Past 28 Days)
  - 82 Subscribers (+0.01%)
  - 38 Views in last 48 hours (+130%)
  - Top Videos in last 28 days:
    - How to make “Zero” from Nightmare Before Christmas (118 Views)
      - Average View Duration 31.7% of video length
    - Santa Tours Barrhead (97 views)
      - Average View Duration 60.6% of video length
    - Grinch Acts of Kindness (82 Views)
      - Average View Duration 78.7% of video length

➤ **Works in Progress/Ongoing**

- Chamber/Town New Business welcome package
- Partnering with the Chamber of Commerce to produce a video on promoting membership to the Chamber.
- Continue to expanding integration of parks & rec video content with Instagram & Facebook Live/Stories

## **Enforcement Services:**

The Department currently has 22 open file under review/investigation:

- Bylaw issues: 12 files
- Traffic Enforcement (ie: speeding, school zone speeding, distracted driving, fail to obey stop sign): 10 files

## **Fire Protection Services:**

### ➤ Incidents from December 1 – December 31, 2021

- Fires – 1
- Rubbish or grass fires – 2
- Vehicle Accidents – 3
- Gas leak – 1
- Rescue - 1
- Medical Assist - 16
- False Alarms – 9

For the month of December there were a total of 33 calls which represented a total of 139.75 firefighter hours.

### ➤ Training:

- Completed the NFPA 1051 wild land firefighter
- Medical, Patient immobilization and spine board

### ➤ Other

- Participated in the Christmas parade and took Santa off the roof of the home hardware on Main Street.
- Fireworks for first night

### ➤ Total membership of 38; 36 responding members and 2 new recruits

➤ **Total Incidents for 2021**

- Fire - 25
- Rubbish or grass fires - 48
- Vehicle accidents - 26
- Ambulance assist - 174
- Medical death on arrival- 12
- Power lines down - 4
- Natural Gas leak - 3
- Hazardous material - 1
- Assist other Agencies - 3
- Rescue - 4
- False alarms - 56
- Other – 1
- Public Hazard miscellaneous - 1
- Total – 358 incidents - 2,945.75 hours

**Total training hours** – 5,451 hours

**Volunteer hours** – 18,172 hours - special events, instructing and evaluating, non-paid training, weekend truck inspections, weekend stand by, other non-paid tasks.

**Recreation Services:**

➤ **Operational:**

- Polar Parade had 13 registered floats plus more unregistered floats and was well attended by the community
- Santa Skate was unfortunately cancelled due to inclement weather.
- Family First Night was celebrated with a very busy toonie swim, free goodie bags, “Zero Proof” basket *(it’s a themed non-alcohol cocktail basket worth \$100.00. It showcases a cocktail, and then has all of the items needed to make the non-alcohol version of the same, along with recipe cards, activity cards, and information on the many benefits of reducing alcohol consumption)* draw donated by Barrhead CARES, and fireworks.
- The Department held a mini snowman building contest with free kits available at the pool and the prize of a one-month child pool pass, staff members saw a good level of participation and great feedback from the public regarding the contest.

- Over the winter break we have had to turn people away in the evenings as the pool is at its capacity, as a result of staffing,
  - Still people have been upset and rude/aggressive with staff, some staff have taken a course on how to deal with these people but the issue has not gone away.
  - January we are starting PD day swims, additional swim time 12:00-3:00.
  - Continue to work on outdoor skating surfaces.
  - Working with the Barrhead Bombers and the newly formed Can-Am Junior Hockey League, to try to find additional ice times.
- Special Events:
- Theme Days (lifeguards dressing-up) and Special Events Swims are starting up again in January.

### **Transportation Services:**

- Operational:
- Snow removal in all sections of Town
  - The Department continues with snow removal on sidewalks, walking trail, parking lots, lagoon areas, water plants and cemetery.
  - The Department was informed that the tentatively delivery date for our new garbage truck will be the end of February.

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

Edward LeBlanc - CAO

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF DECEMBER 14, 2021

Reference Number	Resolution	Comments	Status
	<b><u>December 14, 2021 Council Meeting</u></b>		
435-21	Moved by Cr. Assaf that Council authorize the donation of the 2002 Zamboni unit to a Neerlandia Group if and when the Town purchases a new Zamboni.	Administration advised the Neerlandia Group, in writing of Council's commitment.	Considered completed
433-21	Moved by Cr. Klumph that Council deny the request from the Barrhead and District Historical Society for the Town to purchase a membership and to receive their letter dated November 16, 2021, as information.	Administration advised the Society in writing of Council's direction.	Completed
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	Administration is gathering financial data to formula a model to recover some of the operational cost. Once the costs are agreed upon by the Water Commission it would be included in the budget - as outlined in the existing Operational Agreement. Administration is reviewing different types of documents that would serve to secure future financial capital commitments from the Water Commission.	In Progress
430-21	Moved by Cr. Assaf that the Town approve the bridge funding for the Barrhead & District FCSS Society's THRIVE PROGRAM to a maximum of \$ 6,600.00 with the funds to be derived from the 2022 Operating Budget.	Administration advised the Society in writing of Council's decision.	Completed
	<b><u>November 23, 2021 Council Meeting</u></b>		
415-21	Moved by Cr. Assaf that Council directs Administration to make the necessary arrangements for the recognition of long service awards for elected officials for the 2022 AUMA Convention.	It was confirmed by AM (Alberta Municipalities) that there is recognition for long service of municipal elected officials with 20 years of service. Nomination packages are released in the Spring. 2021 deadline was July 9, 2021. Administration will forward information on Councillor Don Smith and other past elected officials for the 2022 Convention.	In Progress
416-21	Moved by Cr. Assaf that Council directs Administration to make the necessary arrangements for the recognition of long service awards for Town employees for the 2022 AUMA Convention.	It was confirmed by AM (Alberta Municipalities) that there is no recognition for long service for municipal employees.	Completed

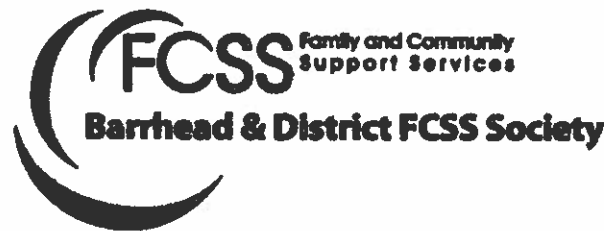
Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF DECEMBER 14, 2021

	<b><u>April 13, 2021 Council Meeting</u></b>		
141-21	Moved by Cr. Smith that Administration move forward on preparing the Traffic Impact Assessment for a cost not to exceed \$7,000.00.	Administration hopes to receive the final report soon, however the report must first be formally endorsed by Alberta Transportation.	In Progress
	<b><u>March 9, 2021 Council Meeting</u></b>		
083-21	Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.	Expecting new unit will be delivered sometime in February. The current unit will be disposed in 2022.	Pending
	<b><u>June 9, 2020 Council Meeting</u></b>		
183-20	Moved by Mayor McKenzie to direct Administration to respond to the letter from the Town of Edson, dated May 25, 2020, inviting the Town of Barrhead to participate into the Northwest Alberta Electric Vehicle Charging Network by advising them that the Town of Barrhead has alternative thoughts and that Administration will bring back further information to Council.	AUMA's Municipal Climate Change Action Centre will be launching a new grant program sometime in the near future. Administration will explore the new funding and report back to Council. Administration is also waiting to hear from the Community Energy Association for further information.	Waiting for information from MCCAC
	<b><u>July 9, 2019 Council Meeting</u></b>		
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.	Once the Town is approached by the two organizations, the lights will be delivered to them. Currently the lights are in storage.	Waiting for information from both organizations

APPROVED

Dec 16, 2021



**Barrhead & District Family and Community  
Support Services Society  
Thursday, NOVEMBER 16, 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  
 Judy Bradley Vicki Kremp Anthony Oswald Dausen Kluin Sally Littke

**Absent:** Marsha Smith, Sharen Veenstra, Bill Lane and Paul Properzi

**1) Call to Order: Welcome new County Representative Paul Properzi and Town Representative Anthony Oswald**

The regular meeting of the Barrhead & District Family and Community Support Services Society was called to order at 9:35 am., by Chair, Jane Wakeford.

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

72-21 Moved by Sally Littke to accept the agenda, motion seconded by Dan Garvey.

Carried

**3) Staff Presentation: Robin Kapler – Advocacy & Support**

Robin shared the following information on her program with the Board:

- With Alberta Works closed to the public, Robin spends a great deal of time helping clients filling out forms, which can take anywhere from 1-2 hours, and often requires subsequent visits to bring in pertinent information needed. She also assists in printing off documents that clients need
- Helps refer clients to other agencies
- Challenges for many are physical and mental barriers. Also, computer/technology illiterate is huge, and as one Board member put it, that is 'becoming a disability'

The Board thanked Robin for the amazing job she continues to do.

**4) Items for Approval**

**a) Minutes for the regular Board meeting of the Barrhead & District FCSS October 14, 2021**

73-21 Moved by Dausen Kluin to accept the minutes of the regular Board meeting, October 14, 2021. Motion seconded by Judy Bradley.

Carried

**b) Financial Statements**

74-21 Moved by Dan Garvey and seconded by Anthony Oswald to accept the 80/20 General Account, Community Account and Casino Account Financial Statements for the period ending, October 31, 2021, as presented.

Carried

Reminder to Board Members that our next Casino is March 18 & 19, 2022

**5) New Business**

**a) Proposal for Audit Services-FYI**

Letters were sent to all the other Accounting Firms in Barrhead for a request to tender. As of this meeting date, no reply has happened. Karen will let the Board know if or when any come in.

**b) 2022 Home Support Rate Increase**

75-21 Moved by Dan Garvey and seconded by Sally Littke, to increase the Home Support per hour rate as presented, and to start January 1, 2022.

Carried

**c) Board Committee Review-FYI**

76-21 Dan Garvey moved that Dausen Kluin, new chair for the Nomination Committee, contact Leslle Penny, and ask her to re-join the Board as a Member at Large. Motion seconded by Vicki Kremp. She will be required to submit a letter requesting her interest to come back to the Board.

Carried

**d) Christmas Closure Dates**

77-21 Moved by Dan Garvey and seconded by Judy Bradley to close the FCSS office at noon on December 24, 2021, and reopen Tuesday, January 4, 2022.

Carried

**Old Business**

**a) Nothing currently**

**6) Items for Information**

- a. Director's Report**
- b. Staff Reports**
- c. Food Bank Letter**

78-21 Mark Oberg moved to accept the Director's Report, Staff Reports and Food Bank Letter as information. Motion seconded by Sally Littke.

Carried

**7) Board Development**

**a. FCSSAA Conference – Dec 2 & 3**

Attending: Dan Garvey, Bill Lane, Judy Bradley, Karen Gariepy, Dausen Kluin. Deadline for early registration is November 17, 2021.

**8) Budget Discussion - In camera**

79-21 Dan Garvey moved to go 'In camera' at 10:31 a.m., motion seconded by Dausen Kluin.

Carried

80-21 Moved by Dan Garvey to come out of 'in camera' at 11:33 a.m., motion seconded by Sally Littke.

Carried

81-21 Dan Garvey moved to approve Scenario 5, Budget Proposal, changing COLA from 1.5% to 1%. Motion seconded by Dausen Kluin.

Carried

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

**10) Adjournment**

82-21 Dan Garvey moved to adjourn the meeting at 11:40 a.m., motion seconded by Anthony Oswald.

Carried

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of November 16, 2021**

 Chairperson

 Recording Secretary



# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2022

**Re:** Bylaw 02-2022, Emergency Management Bylaw

---

## **1.0 PURPOSE:**

To present Bylaw 02-2022, Emergency Management Bylaw Council's review, consideration and formal adoption.

## **2.0 BACKGROUND AND DISCUSSION:**

The current Emergency Management Bylaw has been in effect since June, 2019.

As a result of the Local Authorities Emergency Management Regulation (LEMR) coming into force, municipalities must meet the requirements for Emergency Management Advisory Committees and Emergency Management Agencies. As the current bylaw does not meet the required roles and responsibilities, the new bylaw has been amended to reflect the Regulation.

## **ALTERNATIVES:**

- 2.1 That Council give all three readings to Bylaw 02-2022, Emergency Management Bylaw.
- 2.2 That Council tables the first reading of Bylaw 02-2022, Emergency Management Bylaw and instructs Administration to provide further information at the next Council meeting.

**3.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**4.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**5.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**6.0 POLITICAL/PUBLIC IMPLICATIONS:**

With the passage of Bylaw 02-2022, it updates the various components to the provincial requirements relating to emergency management for the Town.

**7.0 ATTACHMENTS:**

7.1 Bylaw 02-2022 Emergency Management Bylaw

7.2 Local Authority Emergency Management Regulation Summary

**8.0 RECOMMENDATION:**

That Council give all three readings to Bylaw 02-2022, Emergency Management Bylaw.

(original signed by the CAO)  
Edward LeBlanc  
CAO

## Bylaw 02-2022

### Emergency Management Bylaw

#### A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL EMERGENCY ADVISORY COMMITTEE AND AGENCY

**WHEREAS** in accordance with the *Emergency Management Act*, Chapter E-6.8, Revised Statutes of Alberta, Council is responsible: for the direction and control of its emergency response, for the preparation and approval of emergency plans and programs, for the appointment of an Emergency Advisory Committee, to establish and maintain a Municipal Emergency Management Agency, and to appoint a Director of Emergency Management;

**AND WHEREAS** in accordance with the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property.

**NOW THEREFORE**, the Council of the Town of Barrhead duly assembled enacts as follows:

1. This Bylaw may be cited as the **Emergency Management Bylaw**.

#### 2. Definitions

- (a) “Act” means the Emergency Management Act Chapter E-6.8, Revised Statutes of Alberta 2000,
- (b) “CAO” means the Chief Administrative Officer of the Town of Barrhead,
- (c) “Council” means those persons who have been duly elected to the Council for the Town of Barrhead,
- (d) “Director of Emergency Management (DEM)” means the individual appointed by resolution of Council,
- (e) “Deputy Director of Emergency Management “means the individual appointed by resolution of Council who shall act as the Director in that persons’ absence,
- (f) “Emergency Advisory Committee (EAC)” means the committee appointed and approved as per this bylaw,
- (g) “Emergency Coordination Center (ECC) “means the site where civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event,
- (h) “Emergency Management Agency (EMA)” means the agency established under this bylaw,
- (i) “Emergency” means any occasion or instance that warrants action to save lives and to protect property, public health, safety and the environment,
- (j) “Minister” shall mean the Minister responsible for the act,
- (k) “Municipal Emergency Management Plan (MEMP)” shall mean the plan prepared by the Town of Barrhead to coordinate response to an emergency event.

#### 3. Council’s Responsibilities

- (a) Council is responsible for the direction and control of the Town of Barrhead emergency management response unless the Province of Alberta assumes direction and control under provisions of the Act,
- (b) Council is responsible to appoint the members of the Committee,
- (c) Council may remove any member of the Committee at any time for any reason,
- (d) Council may by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Agency,
- (e) Council may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs,

- including mutual aid plans and programs,
- (f) Council shall appoint a Director of Emergency Management and a Deputy Director of Emergency Management by resolution at the Organization meeting of Council.

**5. Emergency Advisory Committee**

- (a) A Committee to be known as the Emergency Management Advisory Committee is hereby established in and for the Town.
- (b) The Committee's purpose is to advise Council on the development and status of the Town of Barrhead emergency plans and programs,
- (c) The Committee shall consist of 3 members of Town Council appointed by resolution of Council at the Organizational Meeting of Council.
- (d) The Committee shall appoint a chair who will preside at the meeting
- (e) If the chair is unable to perform chair duties committee members shall appoint an acting chair at the time of a meeting.

**6. Proceedings of the Committee**

- (a) Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least annually, and at such time as deemed necessary,
- (b) A quorum of the Committee shall be at least two (2) members of the Committee
- (c) Committee meetings may be called by any member of the Committee at any time deemed necessary,
- (d) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Roberts Rules of Order.

**7. Responsibilities and Duties of the Committee**

- (a) The Committee is responsible for recommending to Council any amendments to the plan and program as required from time to time,
- (b) Within the budget approved by Council, the Committee shall carry out a program for the promotion of the goals and objectives of the Municipal Emergency Plan,
- (c) The Committee shall foster the development of relationships with business, industry, other local authorities, special interest groups, citizens, and the Provincial Government enabling the Town of Barrhead's ability to respond to emergency situations,
- (d) The Committee is responsible for public education regarding emergency situations and responsible practices residents can take to prepare themselves for a state of local emergency,
- (e) The Committee shall meet annually to review the status of the Municipal Emergency Management Plan (MEMP) and related plans and programs.

**8. Emergency Management Agency**

- 8.1 An Emergency Management Agency is hereby established to carry out its statutory powers and obligations under the Act. This does not include the power to declare, renew or terminate a state of local emergency.
- 8.2 The Emergency Management Agency shall be comprised of the following members, their designate or such other members as the chairperson determines:
  - (a) Director of Emergency Management (DEM)
  - (b) Deputy Director of Emergency Management (Deputy DEM)
  - (c) Public Works Director
  - (d) Director of Recreation and Parks
  - (e) Director of Corporates Services
  - (f) Director of Development and Legislative Services
  - (g) Communications Coordinator
  - (h) Regional Fire Chief
  - (i) Community Peace Officer
  - (j) N.C.O. in charge RCMP
- 8.3 In addition to the members appointed in Section 8.2 the following organizations may be invited by the Director of Emergency Management (DEM) to nominate representatives to serve as members of the Agency:

- (a) Government Departments and/or Agencies
- (b) Family and Community Support Services (FCSS)
- (c) Utility companies
- (d) Health agencies
- (e) Chamber of Commerce
- (f) School Board
- (g) Any agency or organization that, in the opinion of the Director may assist in the preparation or implementation of the Municipal Emergency Plan.

8.4 The Agency shall:

- (a) Meet annually or more frequently as determined by the Director of Emergency Management to review the Emergency Management Plan.
- (b) Provide the Emergency Advisory Committee (EAC) with an update at least once a year on the status of all emergency management plans and programs.
- (c) Employ the Command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency in accordance with the Act.

8.5 The Director of Emergency Management (DEM) shall:

- (a) act as Chair of the Emergency Management Agency (EMA)
- (b) ensure the preparation and co-ordination of the Municipal Emergency Plan and related plans and programs for the Town of Barrhead.
- (c) coordinate all emergency services and other resources used in an emergency.
- (d) act as the Emergency Coordination Center (ECC) Director should the municipal ECC be activated in relation to a real or imminent emergency, as defined in the Municipal Emergency Management Plan.

8.6 The Director of Emergency Management may consult with other stakeholders who can advise or assist the EMA in the preparation, coordination and/or implementation of any emergency management plans and programs, and to participate in meetings of the EMA or any subcommittee thereof.

8.7 If the Director of Emergency Management is absent the Deputy Director of Emergency Management or designate is responsible to undertake the duties of the Director of Emergency Management.

## 9. Training and Qualifications

- 9.1 Members of Council and the Directors of Emergency Management shall have completed the training qualifications as described in the Local Authority Emergency Management Regulation (LAEMR).
- 9.2 Municipal staff who have been assigned responsibilities respecting the implementation of the Emergency Management Plan shall be trained as describe in the Local Authorities Emergency Management Regulation.

## 10. Declaration of a State of Local Emergency

- 10.1 A state of local emergency (SOLE) may be declared by the Mayor and Deputy Mayor when a state of local emergency exists.
- 10.2 When a state of local emergency is declared, Director of Emergency Management (DEM) will identify the nature of the emergency and the area of the Town of Barrhead in which it exists.
- 10.3 Immediately after a declaration of a state of local emergency, the Director of Emergency Management shall cause the details of the declaration to be published by any means of communication that they consider is most likely to make know to the population of the area of the Town of Barrhead affected the contents of the declaration.
- 10.4 The Director of Emergency Management shall forward a copy of the declaration to the Minister forthwith. If an evacuation order is made, every person within the area that is to be evacuated must leave the area by the deadline specified.
- 10.5 No action lies against the Town of Barrhead or a person acting under the Town of Barrhead's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations during a state of local emergency.
- 10.6 When, in the opinion of the Director of Emergency Management an

emergency no longer exists in relation to which the declaration was made, the person or persons who made the declaration shall, terminate the declaration.

- 10.7 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when
- (a) a period of seven days has lapsed since it was declared, unless it is renewed;
  - (b) the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
  - (c) the Minister cancels the state of local emergency.

**11. Administrative Provisions**

- 11.1 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
- 11.2 Bylaw No. 07-2019 is hereby rescinded.
- 11.3 This Bylaw comes into full force and effect on the day of final passing thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

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

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

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

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

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2022 and passed.

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

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

# Local Authority Emergency Management Regulation Summary

---

## When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

## Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

## Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at [aema.alberta.ca](http://aema.alberta.ca).



## Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

## Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at [aema.alberta.ca](http://aema.alberta.ca). The requirements are as follows:

### Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

### Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

### Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit [aema.alberta.ca](http://aema.alberta.ca) or speak to your field officer.

## Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.



- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

## Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

## REQUEST FOR DECISION

---

**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** January 11, 2022

**Re:** Correspondence Item

---

**Item (a)** Email dated December 24, 2021 from Marlene DeZaeyer, extending her appreciation to the Town of Barrhead.

Recommendation:

That Council accepts the email dated December 24, 2021, from Marlene DeZaeyer, extending her appreciation to the Town of Barrhead, as information.

(Original signed by the CAO)

Edward LeBlanc  
CAO

## Edward LeBlanc

---

**From:** Town of Barrhead  
**Sent:** December 29, 2021 8:36 AM  
**To:** Edward LeBlanc  
**Subject:** FW: Many thanks

**From:** Marlene DeZaeyer  
**Sent:** Friday, December 24, 2021 12:27 PM  
**To:** Dave Sawatzky <DSawatzky@barrhead.ca>; Dave McKenzie <DMcKenzie@barrhead.ca>; Town of Barrhead <town@barrhead.ca>; Don Smith <DSmith@barrhead.ca>; Dausen Kluin <DKluin@barrhead.ca>; Rod Klumph <RKLumph@barrhead.ca>  
**Subject:** Many thanks

Hello All;

It is with a real sense of the holiday season that I send this to all of you. I am so proud to be associated with a community that allows ALL of its residents and those who support the town of Barrhead to use all of its facilities. Even though I live just inside Lac Ste Anne county, we work, do all of our business and support all of your local charities and clubs. My grandchildren play hockey in your arena. I walk on the track there and of course use the beautiful pool.

Thank you for everything that you do to keep our community the wonderful place that it is.

May all of you have a wonderful holiday season.--

*Marlene DeZaeyer*