



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, JUNE 13, 2023 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 – May 23, 2023
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 6:00 p.m. – Ms. Glenda Farnden, Senior Municipal Relation Liaison representing STARS
6. Old Business
 - (a) There is no Old Business
7. New Business
 - (a) Special Event Application – Barrhead and Community Indigenous Event Committee
 - (b) Special Events Application – Truck Show and Shine
 - (c) Special Events Application and Temporary Road Closure Request – Barrhead Area Red Knights
 - (d) Request from the 2023 Fort Assiniboine Bi-centennial Committee

8. Reports
 - (a) Council Reports
 - (b) Council Action List to May 23, 2023
9. Minutes
 - (a) There are no Minutes
10. Bylaw
 - (a) Bylaw 03-2023, Amending the Community Standards Bylaw
11. Correspondence Items
 - (a) Letter dated May 15, 2023 from Barrhead Street Festival Committee
 - (b) Letter dated June 1, 2023 from Barrhead & Community Indigenous Committee
 - (c) Email dated June 6, 2023 from Alberta Trappers' Association
12. For the Good of Council
13. Tabled Items
14. Closed Session
 - (a) Pursuant to Section 16 – Land of the FOIP Act
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MAY 23, 2023,
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

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.

153-23 Moved by Cr. Assaf that the agenda be accepted with the following amendments:

- Add 7(c) Fort Assiniboine 200th Anniversary
- Add 8(a) Barrhead Public Library Board
- Add 8(a) Twinning Committee - Alberta/Japan Twinned Municipalities Association Conference
- Add 8(a) Barrhead & Area Regional Crime Coalition
- Add 8(a) Barrhead Cares Coalition

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of May 9, 2023, were reviewed.

154-23 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of May 9, 2023 be accepted as presented.

CARRIED UNANIMOUSLY

DELEGATION

Mayor McKenzie and Council welcomed Sergeant Bob Dodds of the RCMP at 5:32 p.m.

Sergeant Bob Dodds of the RCMP discussed with Council the Community Policing Report representing January to March – 2019 to 2023.

EXITED Mayor McKenzie and Council thanked Sergeant Bob Dodds of the RCMP for his presentation and he exited the Chambers at 5:53 p.m.

155-23 Moved by Cr. Sawatzky that Council accepts Sergeant Dodds’ presentation on the Barrhead Provincial RCMP Detachment Crime Statistics Report from January-March 2019 – 2023, as information.

CARRIED UNANIMOUSLY

**PAINTING OF A CROSSWALK –
INDIGENOUS EVENT COMMITTEE**

For Council to entertain a request to allow an intersection crosswalk painted in indigenous symbols, was received.

- 156-23 Moved by Cr. Oswald that Council authorizes the request from the Barrhead and Community Indigenous Event Committee, on behalf of the Barrhead & District FCSS Society to paint a crosswalk at the 50th Street and 50th Avenue intersection, crossing 50th Street with indigenous symbols.

CARRIED UNANIMOUSLY

**TEMPORARY ROAD CLOSURE – NATIONAL
INDIGENOUS PEOPLES DAY**

For Council to consider a request to temporary close a portion of 50th Avenue and Main Street, was received.

- 157-23 Moved by Cr. Assaf that Council authorizes the request from the Barrhead and Community Indigenous Event Committee, on behalf of the Barrhead & District FCSS Society to temporary close a portion of 50th Avenue, Main Street and a portion of 52nd Avenue on June 21, 2023 until the end of the Walk of Reconciliation in honour of National Indigenous Peoples Day.

CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

The Monthly Bank Statement for the month ended April 30, 2023, was received.

- 158-23 Moved by Cr. Oswald that Council approve the Monthly Bank Statement for the month ended April 30, 2023, as presented.

CARRIED UNANIMOUSLY

**SPECIAL EVENT APPLICATION –
BETHEL PENTECOSTAL CHURCH**

For Council to review and consider an application for a special event to be hosted by the Bethel Pentecostal Church, was received.

- 159-23 Moved by Cr. Smith that Council approves the Special Event Application from the Bethel Pentecostal Church for May 27, 2023 to be held at the All Wheel Skate Park, as presented.

CARRIED UNANIMOUSLY

**FORT ASSINIBOINE'S
200th ANNIVERSARY**

Cr. Klumph reported on the upcoming events relating to the Fort Assiniboine 200th Anniversary celebration.

- 160-23 Moved by Cr. Assaf that Council accept the report from Cr. Klumph regarding the Fort Assiniboine 200th Anniversary celebration.

CARRIED UNANIMOUSLY

RECESSED

161-23 Moved by Cr. Assaf to recess the meeting at 6:32 p.m.

CARRIED UNANIMOUSLY

RECONVENED

162-23 Moved by Cr. Kluin to reconvene the meeting at 6:52 p.m.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of May 23, 2023, were reviewed:

- Barrhead Cares Coalition
- Barrhead & Area Regional Crime Coalition
- Chamber of Commerce
- Barrhead Public Library Board
- Twinning Committee - Alberta/Japan Twinned Municipalities Association Conference

163-23 Moved by Cr. Smith that the following Reports to Council as of May 23, 2023, be accepted as information and as presented:

- Barrhead Cares Coalition
- Barrhead & Area Regional Crime Coalition
- Chamber of Commerce
- Barrhead Public Library Board
- Twinning Committee - Alberta/Japan Twinned Municipalities Association Conference

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEM**

The following correspondence items were reviewed:

A letter dated May 10, 2023 from Mr. Wade Williams, Mayor of Yellowhead County regarding the postponement of the upcoming Provincial Election.

164-23 Moved by Cr. Klumph that Council accepts the letter dated May 10, 2023 from Mr. Wade Williams, Mayor of Yellowhead County regarding the postponement of the upcoming Provincial Election, as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Assaf commended the Barrhead & District FCSS Society for their assistance with the Swan Hills and Fox Creek evacuees.

Cr. Klumph acknowledged the extraordinary efforts by the Barrhead & District FCSS Society and the Town staff for their assistance with the evacuees.

Cr. Kluin thanked the whole community for the donations to the evacuees.

Mayor McKenzie commended the major response from the community at large for assisting the evacuees. The Mayor also wanted to mention the efforts by the Barrhead Agricultural Society for handling the large animals and thanked all the volunteers.

A good job all around.

ADJOURN

165-23 Moved by Cr. Kluin that the Council Meeting be adjourned at 7:22 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: June 13, 2023

Re: 6:00 p.m. Delegation – Glenda Farnden, Senior Municipal Relations Liaison, representing STARS.

1.0 PURPOSE:

Ms. Glenda Farnden, Senior Municipal Relations Liaison representing STARS will provide an informational presentation on STARS and its operations.

2.0 BACKGROUND AND DISCUSSION:

STARS has made a formal request to make a presentation to Town Council to provide an outline on STARS' operations and how they serve our area.

3.0 ALTERNATIVES:

3.1 That Council accepts the presentation from Glenda Farnden, Senior Municipal Relations Liaison, representing STARS, as information.

3.2 That Council tables the presentation from Glenda Farnden, Senior Municipal Relations Liaison, representing STARS and request their Administration to provide further information for the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Not applicable.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

It is well documented that STARS plays a key and vital role for all communities in respect to first line responders.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

That Council accepts the presentation from Glenda Farnden, Senior Municipal Relations Liaison, representing STARS, as information.

(original signed by the CAO)
Edward LeBlanc
CAO

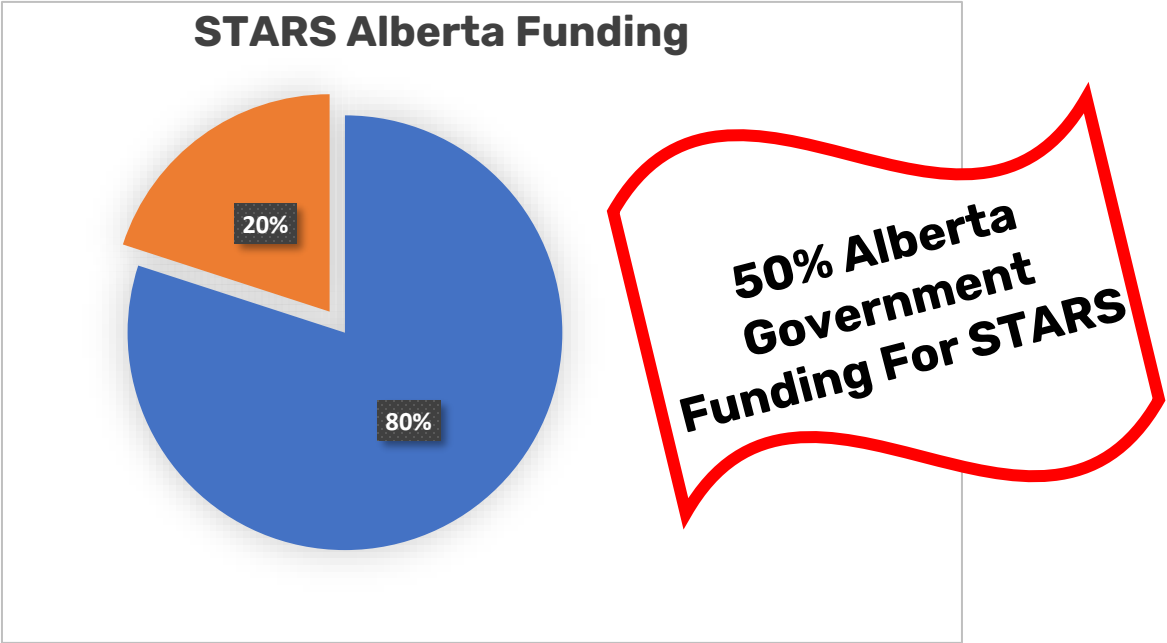


CRITICAL CARE, ANYWHERE.

STARS®

FUELED BY GENEROSITY

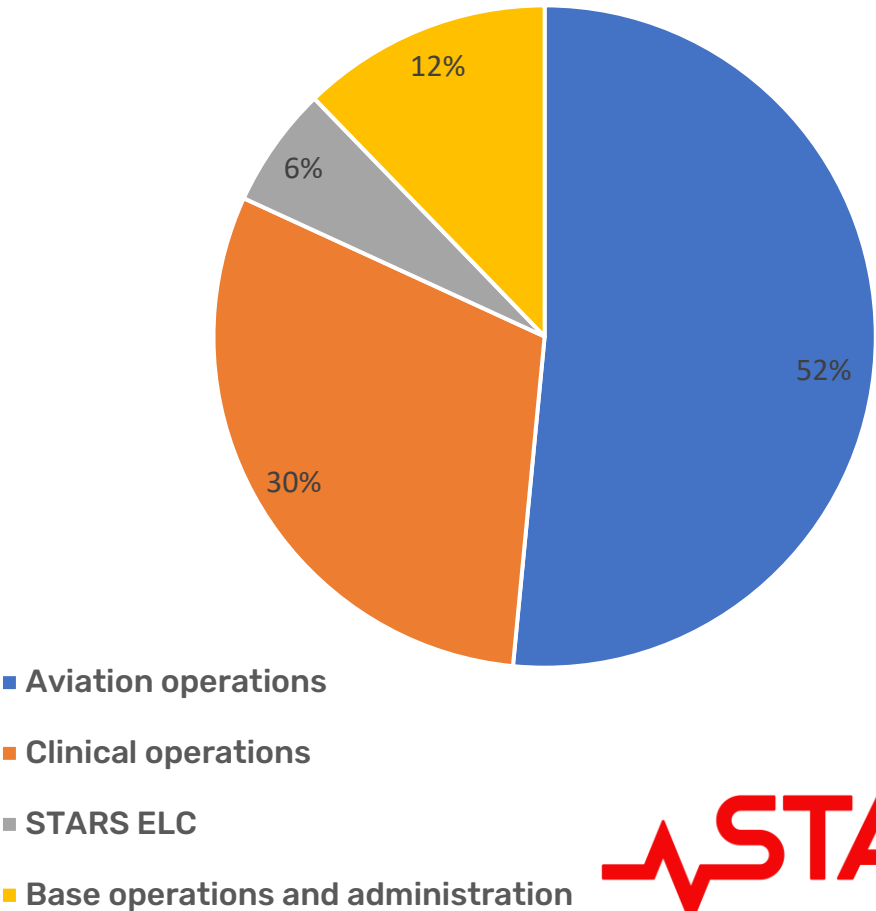
Achieving successes together



Funding in Thousands

AB Government Funding	\$	7,990
AB Operating expenditures	\$	39,950
AB Government funding as a Percentage of costs		20%
STARS Gross Fundraising	\$	17,310
AB Lottery (net)	\$	12,810
Calendar (net)	\$	417
Site Registration/Emergency contact centre	\$	2,702

STARS Alberta Expenditures
(3 Bases)



MUNICIPALITIES SUPPORT STARS

STARS – An essential service

Over 90% Alberta Regional Partnerships

New! 5 rural municipalities

New! 5 urban municipalities

- Fixed rate up to \$210,000 per year
- Per capita up to \$90 per capita

County of Barrhead – Municipal Supporter

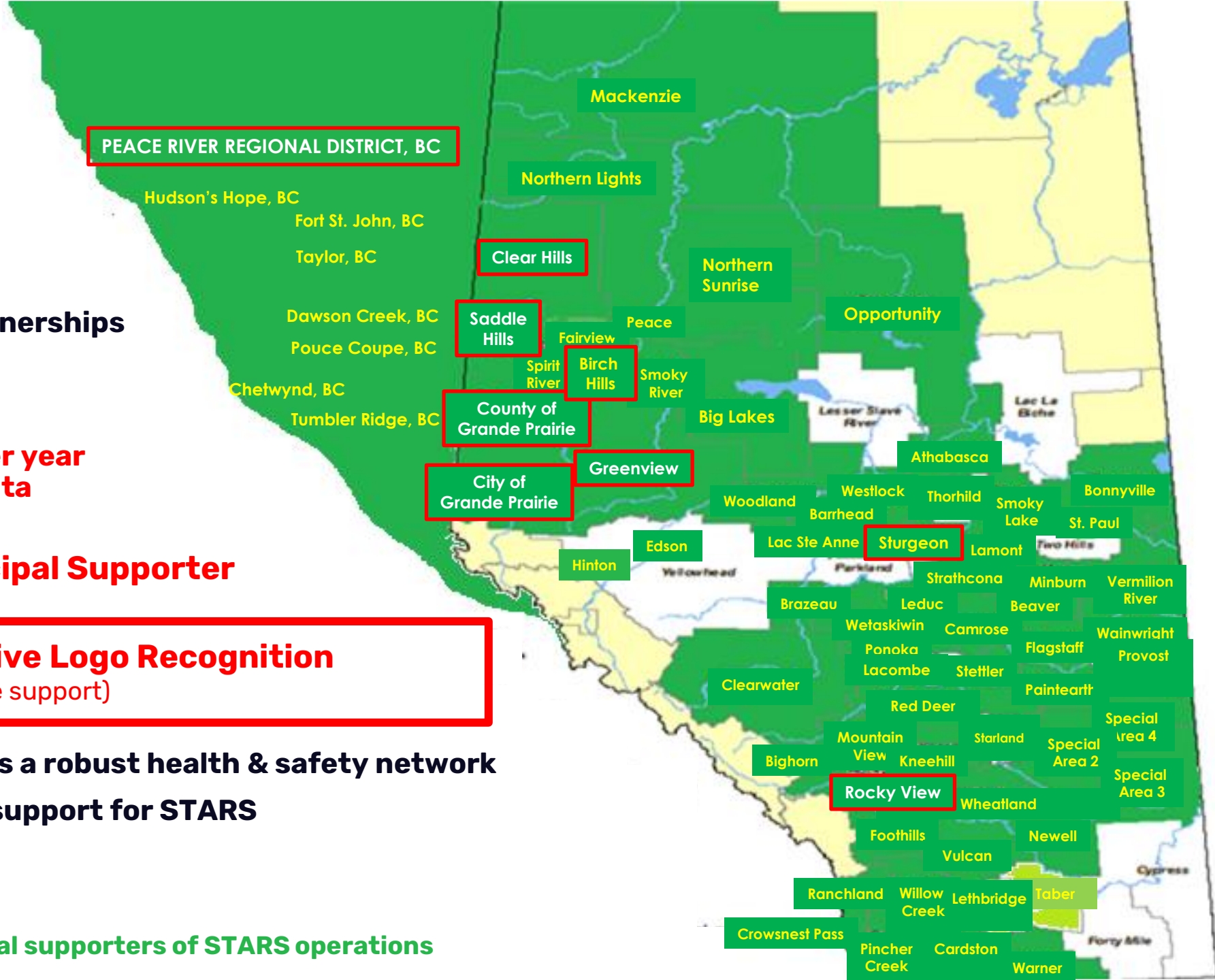
(9) Municipal Leaders Receive Logo Recognition

(Reaching over \$500K+ in cumulative support)

United municipal effort ensures a robust health & safety network

\$2M+ sustainable operational support for STARS

*GREEN represents annual municipal supporters of STARS operations



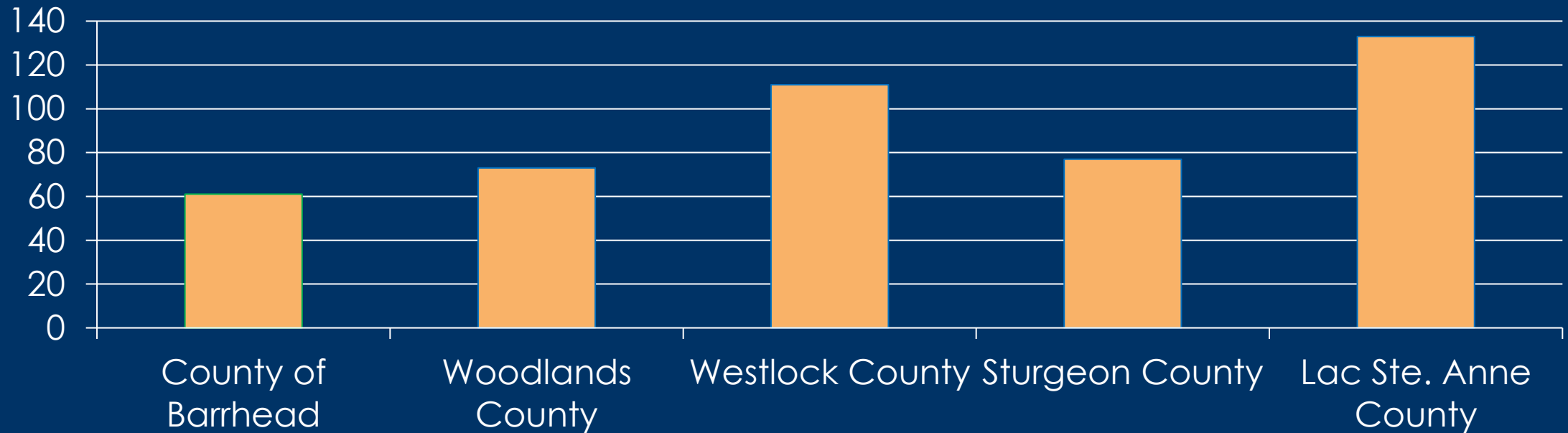
TOWN and COUNTY OF BARRHEAD @ April 30, 2023	2018	2019	2020	2021	2022	2023	TOTAL
Barrhead Hospital (critical inter-facility transfers)	7	5	6	9	15	4	46
Barrhead (scene calls)	5	1	1	1	1	1	10
Near Lac la Nonne			2				2
Near Neerlandia			1	1	1		3
TOTAL (Town of Barrhead averages 10 missions per year)	12	6	10	11	17	5	61



*** Summer is trauma season – Remember! Safety first!**

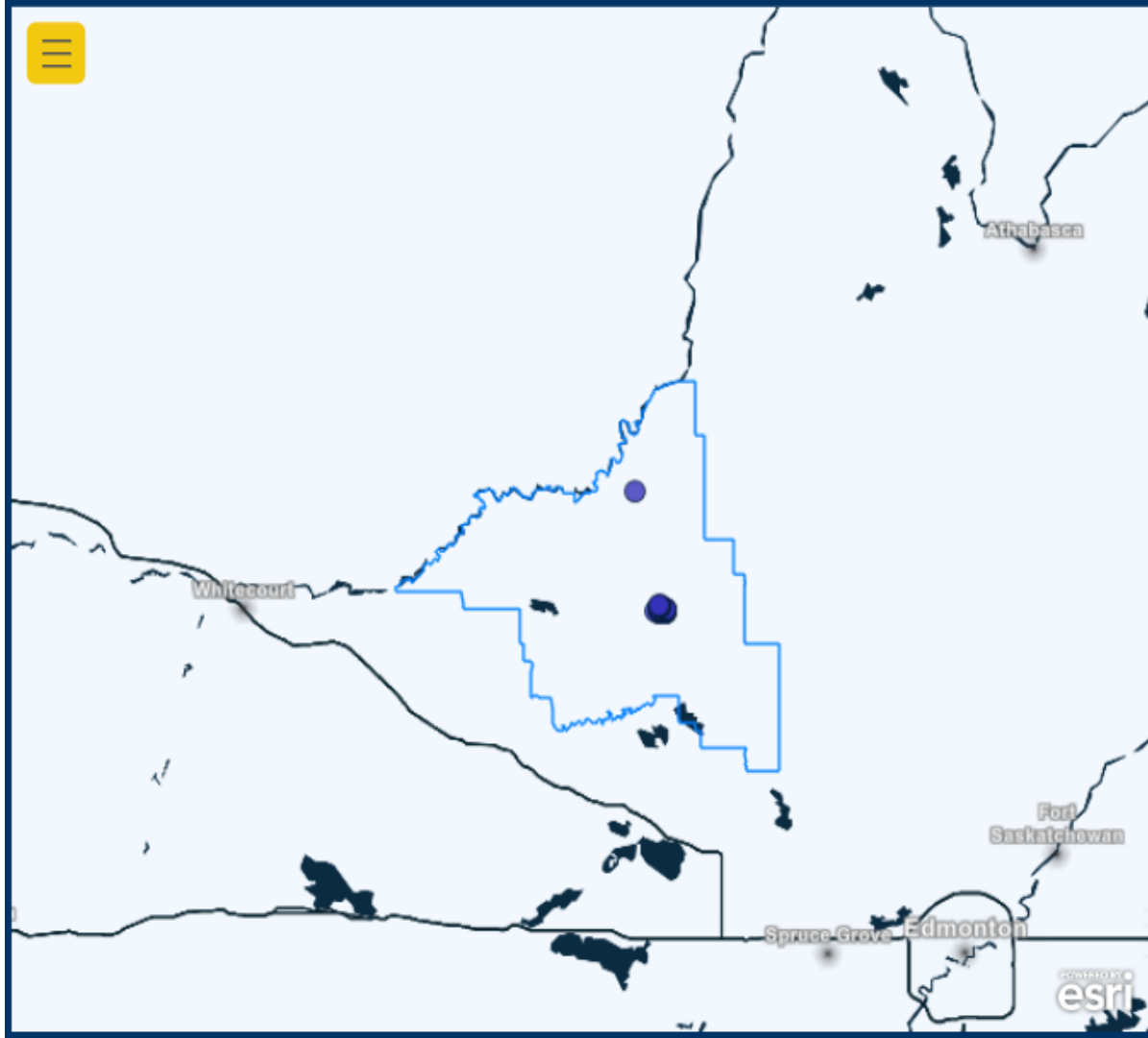
Neighbors Helping Neighbors = 455 Missions

2018 – 2023 April 30

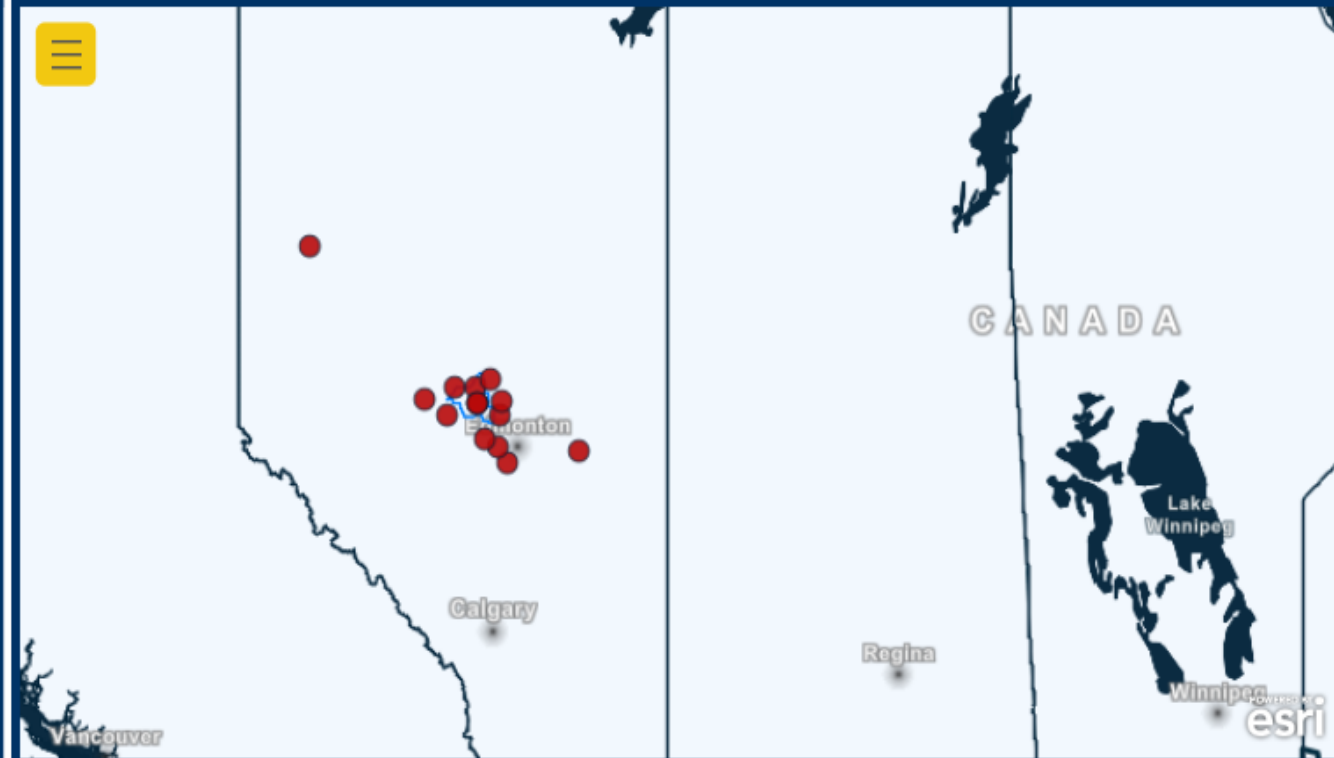


Within County of Barrhead Boundaries - Patients Flown by STARS (2010-Present)

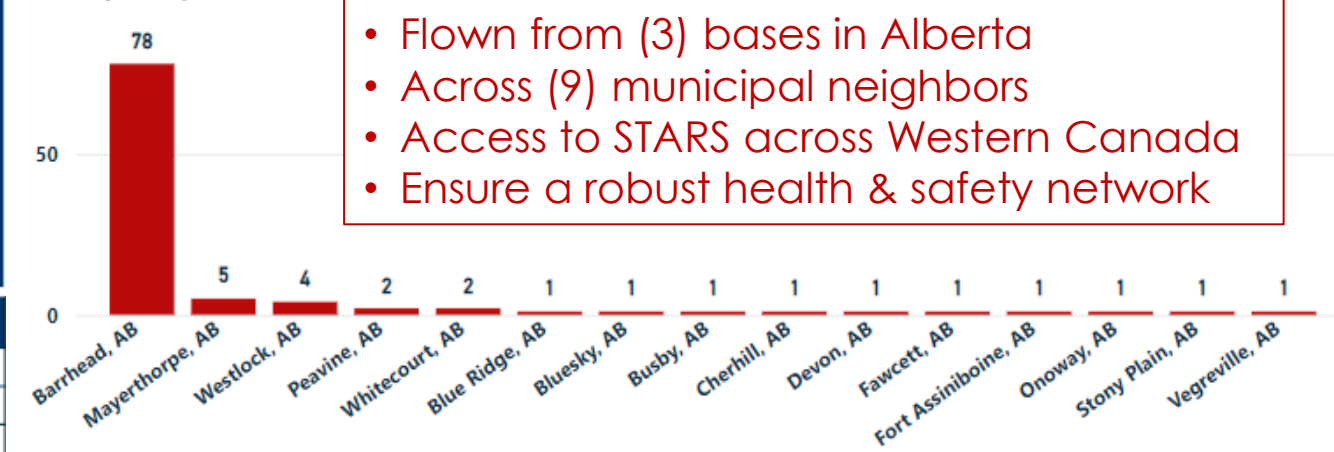
County of Barrhead Residents Flown by STARS



Locations where Barrhead Residents Travelled and Needed STARS



Count by Pickup Location



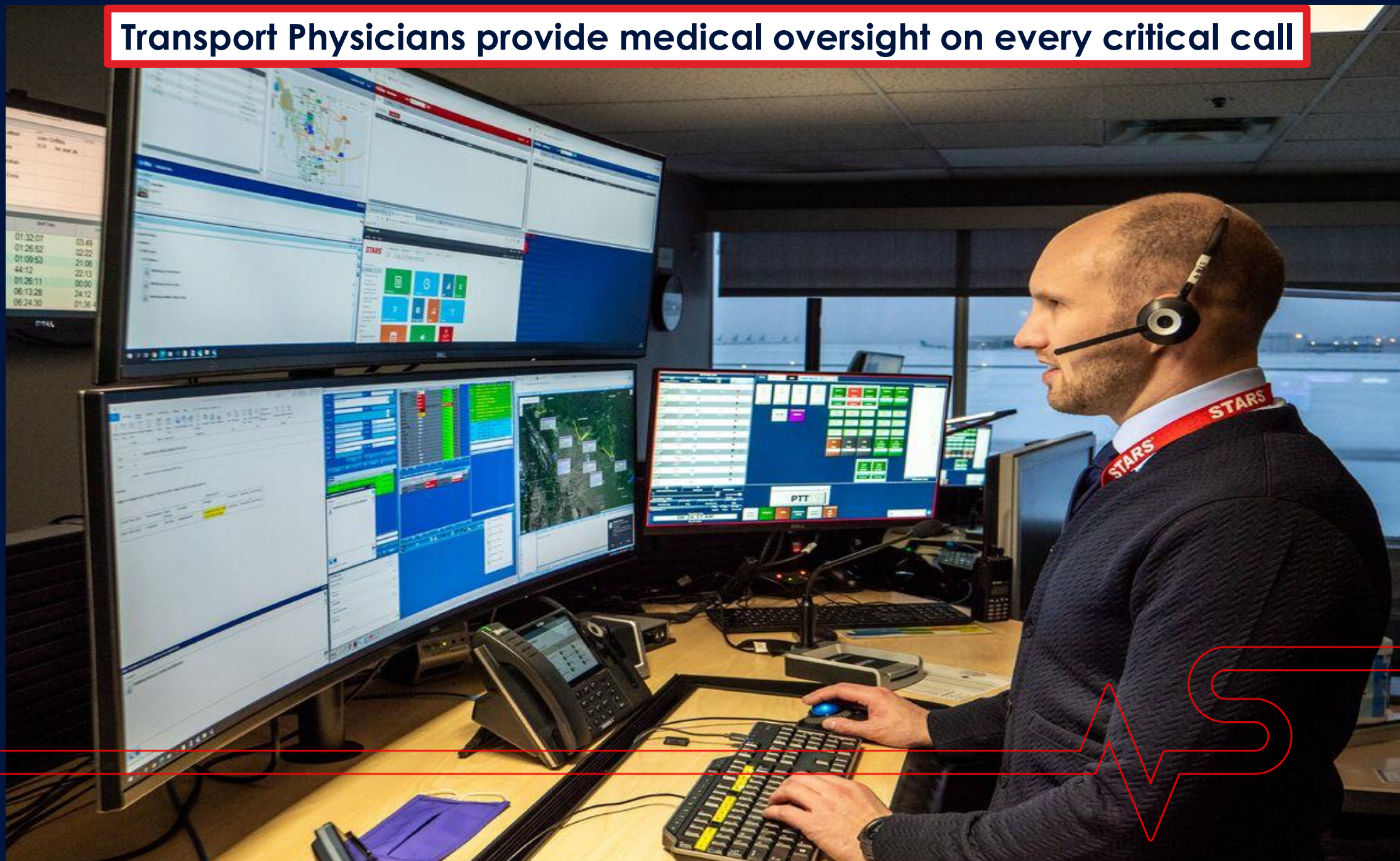
- Flown from (3) bases in Alberta
- Across (9) municipal neighbors
- Access to STARS across Western Canada
- Ensure a robust health & safety network

Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Barrhead	3	1	1	5	9	19	74
Neerlandia	0	0	0	0	0	0	2
Total	3	1	1	5	9	19	76

EMERGENCY LINK CENTRE (ELC)

Over 36,000 emergency requests/year

Transport Physicians provide medical oversight on every critical call





- * Advanced avionics
 - * Auto pilot / Auto hover
 - * Superior safety features
 - * Night Vision Goggles (NVG)
- STARS - 1st Civilian Org. in Canada (2002)

COMPLETE FLEET – (10) AIRBUS H145s



- * Outperforms BK117
- * Speed, range, fuel efficiency
- * Powerful twin engines
- * Unique Fenestron tail

GENERATIONAL INVESTMENT



Handheld i-stat Lab

Hemoglobin / Blood Gases
Electrolytes
Vital test results < 2 minutes

H145 INTENSIVE CARE UNIT (ICU)





Hamilton T-1 Ventilator

Fully featured (ICU)

Adult / Pediatric / Neonatal

Optimal ventilation therapy in transport



(2) Units Universal Blood

1st HEMS program in North America

Advanced care in trauma patients

The difference between life & death.



Video Laryngoscope

Advancement in intubation

Video screen view of trachea

Difficult airway management

Trauma / Burns / Crushed on impact

TIME – TOOLS – TALENT





EZIO Drill

Time-sensitive

Life-threatening cases

Immediate IV access required

Stabilization / Pain Management



Handheld Ultrasound

(test results for rapid diagnosis)

Collapsed lungs

Trauma-related internal bleeding

Heart abnormalities

Fetal Compromise

* Expedite treatment plans



Pain Management Drugs

Thrombolytics

(stroke patients / requires CAT scan)

Physicians Kit

Central Venous Catheterization
(central lines)

Temporary Pacemaker

TIME – TOOLS – TALENT





1st PLACE
2022 AMTC
SIMULATION
COMPETITION



2022 AMTC CHAMPIONS! Kevin Easton and Chris Fay





BORN OUT OF NECESSITY.

- * Critically-ill newborn
- * Radically changed the delivery of critical care in Alberta.
- * Today, more than 55,000 missions flown.
- * No cost to the patient.

A life is saved every day. Partnerships make it possible.

Welcome Town of Barrhead

Please join the County of Barrhead &
Your municipal neighbors in partnership.

OUR REQUEST

\$7500 fixed rate

2023, 2024, 2025

(In conjunction with council term)

Kelly Waldron, 1st patient, December 1, 1985



REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Special Event Application – June 21, 2023 hosted by the Barrhead and Community Indigenous Event Committee C/O of Barrhead FCSS.

1.0 PURPOSE:

To review and consider an application for a special event hosted by the Barrhead and Community Indigenous Event Committee C/O of Barrhead & District FCSS Society.

2.0 BACKGROUND AND DISCUSSION:

The Barrhead and Community Indigenous Event Committee C/O of Barrhead & District FCSS Society has planned an indigenous event on June 21, 2023.

The Organizers advised they are planning to use the Cecile Martin Park from noon to 7:00 p.m. and in accordance to their submitted application they are anticipating 1,000 participants.

During the May 23rd Council Meeting, Council approved the Committee's request to temporary closure main street to accommodate their "Walk for Reconciliation".

3.0 ALTERNATIVES:

- 3.1 That Council approves the Special Event Application from the Barrhead and Community Indigenous Event Committee C/O of Barrhead & District FCSS Society for their June 21, 2023 event to be held at Cecil Martin Park, as presented.
- 3.2 That Council tables the Special Event Application from the Barrhead and Community Indigenous Event Committee C/O of Barrhead & District FCSS Society for their June 21, 2023 event to be held at Cecil Martin Park and to instruct Administration to provide further information at a Special Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

With Cecil Martin Park's amenities and general surrounding, it would be an excellent venue for the planned event.

8.0 ATTACHMENTS:

- 8.1 Special Event Application – as submitted by the Barrhead and Community Indigenous Event Committee.
- 8.2 Letter dated June 1, 2023 from the Barrhead and Community Indigenous Event Committee.
- 8.3 Policy 12-027 – Special Events Procedure Policy.

9.0 RECOMMENDATION:

That Council approves the Special Event Application from the Barrhead and Community Indigenous Event Committee C/O of Barrhead & District FCSS Society for their June 21, 2023 event to be held at Cecil Martin Park, as presented.

(original signed by the CAO)
Edward LeBlanc
CAO

SPECIAL EVENT APPLICATION

Date: May 4, 2023

APPLICANT INFORMATION:

Applicant: Barrhead Indigenous Committee c/o Barrhead FCSS Phone No.: 780 674-3341

Cell No. 780-222-1380 email: dm executive.director@barrheadfcss.org

Address: Box 4616 5103-51st Barrhead T7N 1A Postal Code: T7N 1A5

EVENT INFORMATION:

Event Location Barrhead Main Street
Cecil Martin Park.

Type of Event – please provide information:

① Mainstreet Walk for Reconciliation
12:00pm - 12:45pm June 21/23 * start @ Town
Office → gazebo @ end of Main Street
② celebration in Cecil Martin 1pm - 7pm
- music, dancers, food vendors, teepees,
art vendors

Number of attendees anticipated at the event: 1000

Event Date: June 21 2023 Time: from 12pm to 7pm

Road Closure required? Yes ☒ No ☐ Closure Times: from 12pm to 1pm
(If yes, please provide a map of the location of the requested road to be closed)

Road closure request has been
submitted to the Town of Barrhead

It is recommended that the request be provided to the Town a minimum of 60 days prior to the event in order to allow for review by Town staff and/or Town Council.

The personal information on this form is collected under Section 33 of the FIP Act and amendments thereto.

SPECIAL EVENT CHECK LIST

	<input checked="" type="radio"/> YES	<input type="radio"/> NO	
Will you be erecting any structures/tents? Will you be using/installing electricity or gas/propane services?	teepees. x 3		If yes a fire safety codes inspection maybe required please contact the Barrhead Fire Department to arrange. * using electricity on site @ outdoor rink in Cecil Martin
Selling or giving away food?	✓		If yes a food handling permit from Alberta Health Services may be required. Contact AHS for information and confirmation.
What type of first aid will be available to participants, has emergency access for police, fire, ambulance been planned for and confirmed.	first aid station ✓		Please provide information (i.e. tent, kit onsite EMT, emergency access /exit locations) * will have a tent set up w/ First Aid kit
Will you have inflatable's (i.e. bouncy castles) on site?		✓	If yes ensure you include on your insurance as well as a plan in place to secure the inflatable in case of strong winds.
Will barricades and garbage cans, and/or table and chairs be required to be provided by the Town?	✓		If yes please contact the recreation department for availability.
Will Alcohol be available at the event? (Note: smoking/vaping of cannabis shall not be permitted in or on any public land or facility.)		✓	If yes ensure a liquor license from AGLC has been obtained and the required number of personal are on site to monitor the area where alcohol is served.
Will security be available to ensure the safety of participants and compliance with any Provincial Legislation or Town bylaws?	✓		Please provide information. we have volunteers designated as security.
Will Volunteers be available for setup and cleanup?	✓		

Be advised there may be a cost associated for the use of Town equipment, resources and/or facilities needed to accommodate the event.

Please return this form together with your application and any supporting information to the Town of Barrhead for processing.

Barrhead and Community Indigenous Event Committee

c/o Barrhead & District FCSS Society



June 1, 2023

To: Mayor Dave McKenzie & Town Council

From: Barrhead and Community Indigenous Committee

**RE: Invite to Indigenous Day Event, Barrhead AB
June 21, 2023
11:00 AM – 7:00 PM**

The Barrhead & Community Indigenous Committee would like to invite you to be a part of our Indigenous Day celebrations in Barrhead, AB.

This opportunity to recognize the diverse Indigenous culture in our area will commence with a walk for reconciliation in front of the Town of Barrhead Office. A Smudging Ceremony, performed by a local Knowledge Keeper and Indigenous Committee member, will begin at 11:00 am and the walk down Main Street will follow.

The second portion of the event is scheduled from 1 PM – 7 PM, in Cecile Martin Park. Various food vendors, musical performers and artisans will be on site, as well as interactive activities for the children.

If you would be interested in participating or volunteering in this event, please respond to this email address. Should you have any questions, do not hesitate to contact us. We look forward to hearing from you.

Yours truly,

Members of the Barrhead and Community Indigenous Committee

Box 4616 Barrhead, AB T7N 1A5
780-674-3341

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-027

RESOLUTION NO.: 313-18

POLICY TITLE: SPECIAL EVENT POLICY

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: September 25, 2018

POLICY STATEMENT:

The Town of Barrhead Chief Administrative Officer or his designate will be responsible for the review and approval of Special Events held within the Town and will ensure that those organizations wishing to host a special event will be required to submit in writing information outlining time, date and location of the event. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

In addition, all necessary permits and bylaws will be reviewed with all other vested departments. i.e. fire department, Community Peace Officer, RCMP, health services, parks and recreation and public works.

PURPOSE:

To ensure a successful and safe event held within our community.

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-027)

SPECIAL EVENTS PROCEDURE POLICY

Effective Date: September 25, 2018

PROCEDURES:

This Policy is intended to provide guidelines and requirements when hosting a special event within the Town of Barrhead.

1.0 DEFINITIONS

“Council” means the duly elected officers of the Town of Barrhead and the Chief Elected Officer or Mayor.

“CAO” means the Chief Administrative Officer for the Town of Barrhead, and his/her duly authorized designate(s).

“Special Event” means any public or private event not considered a yearly event pursuant to Policy 32-010, held in or on a Town street, facility or park, including but not limited to:

Street Festivals
Concerts
Trade Shows
Exhibitions
Rodeos
Community sports events
Circus
Carnivals
Fairs

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

2.0 PROCESS

- 2.1 When making a request to hold a special event within the Town limits, provide in writing on a form provided by the Town, the date, times and location of event, type of event and anticipated number of people attending and any other supporting information.
- 2.2 The CAO or his designate will review special event requests and may consult with the RCMP, Peace Officer, Fire Department or a Town department prior to rendering a decision. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

3.0 STREET CLOSURE PROCEDURE

- 3.1 Any request for street closure shall be submitted in writing to the CAO. Any new road closure requests not included within Policy 32-010 will need Council

approval. It is recommended that a request be provided to the Town a minimum of 60 days prior to the event.

4.0 INSURANCE

- 4.1 A minimum of 30 days prior to the special event the organizer must provide to the Town proof of general liability insurance of no less than \$2,000,000, naming the Town of Barrhead as an additional insurer.
- 4.2 The event organizer shall hold the Town harmless from and against all liability, loss, costs, damage or expense arising from use of the Town roads and/or facilities or from any accident or other occurrences, causing injury to any person or property and will protect indemnify and hold harmless the Town from any and all claims, costs or expenses arising from any requirements and provisions agreed to and required by law or ordinance, during the event.

5.0 GENERAL

- 5.1 The special event organizer shall adhere to all Town bylaws, policies and regulations when hosting the event.
- 5.2 The event organizer shall submit all information regarding the event a minimum of 60 days prior to the event in order to allow the Town time to review.
- 5.3 The event organizer shall ensure adequate personal/volunteers are available for the setup and clean up of the venue used for the event.
- 5.4 The event organizer shall ensure adequate personal/volunteers are available for security purposes at the event.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Special Event Application – July 22, 2023 hosted by Amanda Lambert.

1.0 PURPOSE:

To review and consider an application for a special event hosted by Amanda Lambert.

2.0 BACKGROUND AND DISCUSSION:

The Applicant has planned a Truck “Show and Shine” event on July 22, 2023 to be held at the Agrena Parking Lot from 11:00 a.m. to 3:00 p.m.

They are anticipating 500 attendees to the event.

The event will take place on the same day as the Barrhead & District Agricultural Society’s Demolition Derby.

3.0 ALTERNATIVES:

3.1 That Council approves the Special Event Application from Amanda Lambert for the *Barrhead’s Truck Show Off* event on July 22, 2023 to be held at the Agrena Parking Lot, as presented.

3.2 That Council tables the Special Event Application from Amanda Lambert for the *Barrhead’s Truck Show Off* event on July 22, 2023 to be held at the Agrena Parking Lot and to instruct Administration to provide further information at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Town staff would provide required barricades for the designated presentation area.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

A “Show and Shine” event seems to be popular with the general public.

8.0 ATTACHMENTS:

8.1 Special Event Application – as submitted by Amanda Lambert.

8.2 Poster titled “Barrhead’s Truck Show Off” – as submitted by Amanda Lambert.

8.3 Policy 12-027 – Special Events Procedure Policy.

9.0 RECOMMENDATION:

That Council approves the Special Event Application from Amanda Lambert for the *Barrhead’s Truck Show Off* event on July 22, 2023 to be held at the Agrena Parking Lot, as presented.

(original signed by the CAO)

Edward LeBlanc
CAO

SPECIAL EVENT APPLICATION

Date: May 26 2023

APPLICANT INFORMATION:

Applicant: Amanda Lambert Phone No.: 7802949181

Cell No. _____ email: truckshowoff@gmail.com

Address: Box 28 Site 9 RR2, Barrhead, Alberta Postal Code: T7N1N3

EVENT INFORMATION:

Event Location Agrena Parking lot, Same as last year

Type of Event – please provide information:

Truck Show, show and shine type of event

Number of attendees anticipated at the event: 500

Event Date: July 22, 2023 Time: from 10 to 4

Road Closure required? Yes _____ No X Closure Times: from _____ to _____
(If yes, please provide a map of the location of the requested road to be closed)

It is recommended that the request be provided to the Town a minimum of 60 days prior to the event in order to allow for review by Town staff and/or Town Council.

The personal information on this form is collected under Section 33 of the FIOP Act and amendments thereto.

SPECIAL EVENT CHECK LIST

	YES	NO	
Will you be erecting any structures/tents? Will you be using/installing electricity or gas/propane services?	possible tents		If yes a fire safety codes inspection maybe required please contact the Barrhead Fire Department to arrange.
Selling or giving away food?	Grizzly Trail Fire possible donation BBQ		If yes a food handling permit from Alberta Health Services may be required. Contact AHS for information and confirmation.
What type of first aid will be available to participants, has emergency access for police, fire, ambulance been planned for and confirmed.	Access available		Please provide information (i.e. tent, kit onsite EMT, emergency access /exit locations)
Will you have inflatable's (i.e. bouncy castles) on site?	no		If yes ensure you include on your insurance as well as a plan in place to secure the inflatable in case of strong winds.
Will barricades and garbage cans, and/or table and chairs be required to be provided by the Town?	Just Barricades		If yes please contact the recreation department for availability.
Will Alcohol be available at the event? (Note: smoking/vaping of cannabis shall not be permitted in or on any public land or facility.)	no		If yes ensure a liquor license from AGLC has been obtained and the required number of personal are on site to monitor the area where alcohol is served.
Will security be available to ensure the safety of participants and compliance with any Provincial Legislation or Town bylaws?	yes, will have 2 security persons		Please provide information.
Will Volunteers be available for setup and cleanup?	yes		

Be advised there may be a cost associated for the use of Town equipment, resources and/or facilities needed to accommodate the event.

Please return this form together with your application and any supporting information to the Town of Barrhead for processing.

BARRHEAD'S Truck SHOW OFF

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Grand Prize \$1000

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Mcleans Napa Auto
Parts

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Pending

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Pending

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\$25 Entry Fee

+Processing Fees

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TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-027

RESOLUTION NO.: 313-18

POLICY TITLE: SPECIAL EVENT POLICY

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: September 25, 2018

POLICY STATEMENT:

The Town of Barrhead Chief Administrative Officer or his designate will be responsible for the review and approval of Special Events held within the Town and will ensure that those organizations wishing to host a special event will be required to submit in writing information outlining time, date and location of the event. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

In addition, all necessary permits and bylaws will be reviewed with all other vested departments. i.e. fire department, Community Peace Officer, RCMP, health services, parks and recreation and public works.

PURPOSE:

To ensure a successful and safe event held within our community.

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-027)

SPECIAL EVENTS PROCEDURE POLICY

Effective Date: September 25, 2018

PROCEDURES:

This Policy is intended to provide guidelines and requirements when hosting a special event within the Town of Barrhead.

1.0 DEFINITIONS

“Council” means the duly elected officers of the Town of Barrhead and the Chief Elected Officer or Mayor.

“CAO” means the Chief Administrative Officer for the Town of Barrhead, and his/her duly authorized designate(s).

“Special Event” means any public or private event not considered a yearly event pursuant to Policy 32-010, held in or on a Town street, facility or park, including but not limited to:

Street Festivals
Concerts
Trade Shows
Exhibitions
Rodeos
Community sports events
Circus
Carnivals
Fairs

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

2.0 PROCESS

- 2.1 When making a request to hold a special event within the Town limits, provide in writing on a form provided by the Town, the date, times and location of event, type of event and anticipated number of people attending and any other supporting information.
- 2.2 The CAO or his designate will review special event requests and may consult with the RCMP, Peace Officer, Fire Department or a Town department prior to rendering a decision. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

3.0 STREET CLOSURE PROCEDURE

- 3.1 Any request for street closure shall be submitted in writing to the CAO. Any new road closure requests not included within Policy 32-010 will need Council

approval. It is recommended that a request be provided to the Town a minimum of 60 days prior to the event.

4.0 INSURANCE

- 4.1 A minimum of 30 days prior to the special event the organizer must provide to the Town proof of general liability insurance of no less than \$2,000,000, naming the Town of Barrhead as an additional insurer.
- 4.2 The event organizer shall hold the Town harmless from and against all liability, loss, costs, damage or expense arising from use of the Town roads and/or facilities or from any accident or other occurrences, causing injury to any person or property and will protect indemnify and hold harmless the Town from any and all claims, costs or expenses arising from any requirements and provisions agreed to and required by law or ordinance, during the event.

5.0 GENERAL

- 5.1 The special event organizer shall adhere to all Town bylaws, policies and regulations when hosting the event.
- 5.2 The event organizer shall submit all information regarding the event a minimum of 60 days prior to the event in order to allow the Town time to review.
- 5.3 The event organizer shall ensure adequate personal/volunteers are available for the setup and clean up of the venue used for the event.
- 5.4 The event organizer shall ensure adequate personal/volunteers are available for security purposes at the event.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Special Event Application and temporary road closure request – July 29, 2023 hosted by the Barrhead Area Red Knights.

1.0 PURPOSE:

To authorize the temporary closure of a portion of 51st Avenue from main street to 51 street in order to host a fundraiser.

2.0 BACKGROUND AND DISCUSSION:

The Red Knights Motorcycle Club will be holding their annual charity ride on July 29th to honor Carl (Hollywood) Hulsemann, who was a volunteer firefighter. The Organizers are requesting the Town's permission to close a portion of 51st Avenue between Mainstreet and 51 Street between 10:00 am – 6:00 pm in order to host the event. The group will be partnering with the Grizzly Trail Fire & Rescue Association.

3.0 ALTERNATIVES:

3.1 That Council approves the Special Event Application from the Barrhead Area Red Knights for the annual Hollywood Memorial Ride event on July 29, 2023 to be held on a portion of 51st Avenue between Main Street and 51st Street, as presented;

and further

3.2 That Council authorize the temporary close of a portion of 51st Avenue between Main Street and 51st Street on Saturday July 29, 2023 between the hours of 10:00 am - 6:00 pm to host an event as organized by the Barrhead Area Red Knights.

- 3.3 That Council tables the Special Event Application from the Barrhead Area Red Knights' scheduled for July 29, 2023 and to instruct Administration to provide further information at the next regular Council Meeting.

4.0 **FINANCIAL IMPLICATIONS:**

Not Applicable

5.0 **INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

6.0 **SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

7.0 **POLITICAL/PUBLIC IMPLICATIONS:**

It is a good gesture for the Town to close the street as well as to approve the Special Event Application in support of a worthwhile cause and event.

8.0 **ATTACHMENTS:**

8.1 E-mail dated June 5, 2023 – as submitted by the Barrhead Area Red Knights

8.2 Policy 12-027 – Special Events Procedure Policy.

9.0 **RECOMMENDATION:**

That Council approves the Special Event Application from the Barrhead Area Red Knights for the annual Hollywood Memorial Ride event on July 29, 2023 to be held on a portion of 51st Avenue between Main Street and 51st Street, as presented;

and further

That Council authorize the temporary close of a portion of 51st Avenue between Main Street and 51st Street on Saturday July 29, 2023 between the hours of 10:00 am - 6:00 pm to host an event as organized by the Barrhead Area Red Knights.

(original signed by the CAO)

Edward LeBlanc,
CAO

Edward LeBlanc

From: DON SMITH <ace0@shaw.ca>
Sent: June 5, 2023 8:22 AM
To: Edward LeBlanc
Subject: [EXTERNAL] - Road Closure

Good Morning Mr LeBlanc
To Mayor and Council

Barrhead area Red Knights are requesting a road closure for 51ave from Main Street to 51 street on July 29TH 2023. We are going to be having our annual HOLLYWOOD MEMORIAL RIDE in honour of Carl (HOLLYWOOD) Hulsemann. We are teaming up with grizzly trail fire & rescue association. The plan is to have games for the kids food vendors a live band and a beer gardens. The event will run from 10:00 am to 6:00 pm

Thank You
Don Smith
President Barrhead Area Red Knights
June 5th 2023

Sent from my iPad

TOWN OF BARRHEAD

POLICY STATEMENT

POLICY NUMBER: 12-027

RESOLUTION NO.: 313-18

POLICY TITLE: SPECIAL EVENT POLICY

AUTHORITY: Town Council

ORIGINAL APPROVAL DATE: September 25, 2018

POLICY STATEMENT:

The Town of Barrhead Chief Administrative Officer or his designate will be responsible for the review and approval of Special Events held within the Town and will ensure that those organizations wishing to host a special event will be required to submit in writing information outlining time, date and location of the event. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

In addition, all necessary permits and bylaws will be reviewed with all other vested departments. i.e. fire department, Community Peace Officer, RCMP, health services, parks and recreation and public works.

PURPOSE:

To ensure a successful and safe event held within our community.

TOWN OF BARRHEAD

PROCEDURE STATEMENT

(Policy 12-027)

SPECIAL EVENTS PROCEDURE POLICY

Effective Date: September 25, 2018

PROCEDURES:

This Policy is intended to provide guidelines and requirements when hosting a special event within the Town of Barrhead.

1.0 DEFINITIONS

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“CAO” means the Chief Administrative Officer for the Town of Barrhead, and his/her duly authorized designate(s).

“Special Event” means any public or private event not considered a yearly event pursuant to Policy 32-010, held in or on a Town street, facility or park, including but not limited to:

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Concerts
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Community sports events
Circus
Carnivals
Fairs

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

2.0 PROCESS

- 2.1 When making a request to hold a special event within the Town limits, provide in writing on a form provided by the Town, the date, times and location of event, type of event and anticipated number of people attending and any other supporting information.
- 2.2 The CAO or his designate will review special event requests and may consult with the RCMP, Peace Officer, Fire Department or a Town department prior to rendering a decision. Those requests that require Council approval shall be brought to a regular Council meeting for consideration.

3.0 STREET CLOSURE PROCEDURE

- 3.1 Any request for street closure shall be submitted in writing to the CAO. Any new road closure requests not included within Policy 32-010 will need Council

approval. It is recommended that a request be provided to the Town a minimum of 60 days prior to the event.

4.0 INSURANCE

- 4.1 A minimum of 30 days prior to the special event the organizer must provide to the Town proof of general liability insurance of no less than \$2,000,000, naming the Town of Barrhead as an additional insurer.
- 4.2 The event organizer shall hold the Town harmless from and against all liability, loss, costs, damage or expense arising from use of the Town roads and/or facilities or from any accident or other occurrences, causing injury to any person or property and will protect indemnify and hold harmless the Town from any and all claims, costs or expenses arising from any requirements and provisions agreed to and required by law or ordinance, during the event.

5.0 GENERAL

- 5.1 The special event organizer shall adhere to all Town bylaws, policies and regulations when hosting the event.
- 5.2 The event organizer shall submit all information regarding the event a minimum of 60 days prior to the event in order to allow the Town time to review.
- 5.3 The event organizer shall ensure adequate personal/volunteers are available for the setup and clean up of the venue used for the event.
- 5.4 The event organizer shall ensure adequate personal/volunteers are available for security purposes at the event.

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Donations to the Fort Assiniboine Bi-Centennial celebration.

1.0 PURPOSE:

For Council to consider a donation request from the Fort Assiniboine Bi-Centennial Committee.

2.0 BACKGROUND AND DISCUSSION:

During the May 23, 2023 Council Meeting, Councillor Klumph provided some information relating to the Fort Assiniboine bi-centennial celebration. After the discussion, Council instructed Administration to contact the organizing Committee to determine if there is anything the Town of Barrhead could contribute towards the celebration.

On Thursday June 8th I received a letter from the Committee seeking the donated use of Town own tables and chairs. The Committee would like to have as many table and chairs as possible.

The Town currently has 100 6' tables and approximately 350 chairs.

The following is an excerpt of the Town's existing Recreation Facility Rentals & Rates Policy 72-002:

I. Table and Chairs will be provided to Community Groups and Non-Profit Organizations with no rental charge.

II. Where applicable rental charges, delivery & pick up charges and deposit must be paid in full prior to pick up or delivery.

III. Pick up/return will take place at the Arena at the prearranged times scheduled with the Parks & Recreation Department. All tables and chairs must be returned to where they were picked up.

IV. All tables and chairs to be returned in clean condition, wiped down if necessary, and user must report any damages.

V. Users will be responsible for any additional charges for repairs or replacements over and above deposit if costs are not covered by the amount of deposit.

VI. Requests for delivery/pick up of tables and chairs, to be provided by Town staff, must be provided 14 days in advance in order to schedule staff.

VII. If Town is picking up equipment, all tables and chairs must be folded and chairs stacked on site prior to scheduled pick up time.

VIII. Tables and chairs rentals or usage is to be conducted within the Town limits or Town facilities.

IX. Deposit of \$ 100.00 will be paid on all rentals whether private, community group or non-profit organization. Deposit to be returned upon receipt of clean, non-damaged tables & chairs.

X. Town will determine the number of staff required for any delivery and/or pick up requests.

The following are the current rental rates relating to the requested items:

- | | |
|--|------------------------------------|
| a) Tables | \$10.50 per table for the week-end |
| b) Chairs | \$3.15 per chair for the week-end |
| c) Delivery and pick-up fee (during working hours) | \$52.50 per person |
| d) Delivery and pick-up fee (during non-working hours) | \$78.75 per person |
| e) Damage deposit | \$100.00 |

3.0 ALTERNATIVES:

- 3.1 That Council approves the donation of the use of tables and chairs for the Fort Assiniboine 200th anniversary Celebration along with the delivery and pick-up, at no cost.
- 3.2 That Council denied the request from the 2023 Fort Assiniboine Bi Centennial Committee dated June 8, 2023 and honor the existing provisions as outlined in Recreation Facility Rentals & Rates Policy 72-002.
- 3.3 That Council tables the request from the 2023 Fort Assiniboine Bi Centennial Committee dated June 8, 2023 and instructs Administration to obtain additional information to be presented during the June 27, 2023 Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Should Council agree to the donated items the actual cost would consist of four employees with two trucks and trailers for the delivery and the same for the pick-up the following week. The in-kind donation would amount to be less than \$1,000.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The donation of the noted items would seem to be a good gesture; however, precedent may play a part if future requests are made from other organizations.

8.0 ATTACHMENTS:

- 8.1 E-mailed dated June 8, 2023 from the 2023 Fort Assiniboine Bi Centennial Committee.

9.0 RECOMMENDATION:

Given the request involves an existing policy, Administration awaits further direction from Council.

(original signed by the CAO)

Edward LeBlanc
CAO

Edward LeBlanc

From: Louise Ralston <fortassiniboinemuseum@gmail.com>
Sent: June 8, 2023 1:23 PM
To: Edward LeBlanc; Shallon Touet
Subject: [EXTERNAL] - Mayor McKenzie and council

Some people who received this message don't often get email from fortassiniboinemuseum@gmail.com. [Learn why this is important](#)

Good afternoon Mayor McKenzie & Council,

I'm writing on behalf of the 2023 Fort Assiniboine Bicentennial committee. We are hosting a celebration July 7- 9, 2023 and are wondering if the Town of Barrhead would like to partner with us and become a sponsor with a donation of the use of your chairs and tables with delivery and pickup to this event in Fort Assiniboine? If you require additional information, please feel free to contact me.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,
Louise Ralston
2023 Fort Assiniboine Bi Centennial Committee
Secretary/Treasurer
780-584-2474

**COUNCIL REPORTS
AS OF JUNE 13, 2023**

		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 Attraction & Retention Committee	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. Oswald)	<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. Sawatzky (Alt. Cr. Smith)	<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>

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MAY 23, 2023

Reference Number	Resolution	Comments	Status
	<u>May 23, 2023 Council Meeting</u>		
159-23	Moved by Cr. Smith that Council approves the Special Event Application from the Bethel Pentecostal Church for May 27, 2023 to be held at the All Wheel Skate Park, as presented.	The Applicant was advised accordingly.	Completed
157-23	Moved by Cr. Assaf that Council authorizes the request from the Barrhead and Community Indigenous Event Committee, on behalf of the Barrhead & District FCSS Society to temporary close a portion of 50th Avenue, Main Street and a portion of 52nd Avenue on June 21, 2023 until the end of the Walk of Reconciliation in honour of National Indigenous Peoples Day.	The Applicant was advised accordingly.	Completed
156-23	Moved by Cr. Oswald that Council authorizes the request from the Barrhead and Community Indigenous Event Committee, on behalf of the Barrhead & District FCSS Society to paint a crosswalk at the 50th Street and 50th Avenue intersection, crossing 50th Street with indigenous symbols.	The Applicant was advised accordingly.	Completed
	<u>May 9, 2023 Council Meeting</u>		
147-23	Moved by Cr. Oswald that Council instruct Administration to bring the concession agreement to a future Council Meeting.	Once the draft of a new agreement is prepared, the matter will be presented to Town Council.	In Progress
145-23	Moved by Cr. Smith that Council authorizes Administration to renew the letter of agreement dated June 26, 2017 with the Graduation Celebration Committee for an additional five years and to have the same parameters and financial obligations as seen on the previous agreement, effective for the 2023 graduation.	A draft agreement has been prepared. The Graduation Committee has been informed of Council's decision to only change the Committee a one-day rental fee.	In Progress
144-23	Moved by Cr. Sawatzky that Council instructs Administration to prepare a report exploring the merits of obtaining an accreditation under the Alberta Safety Codes and presenting it to the Municipal Planning Commission for their consideration and recommendation to Town Council.		In Progress
	<u>April 25, 2023 Council Meeting</u>		
132-23	Moved by Cr. Smith that Council authorizes Administration to dispose of the obsolete skateboard park features at no cost.	All pieces have been donated to a local Neerlandia Group and Cousins Skateboarding Community	Completed
130-23	Moved by Cr. Assaf that Council instructs Administration to place the musical playground equipment funded by the Alberta Blue Cross grant of \$50,000.00 in the Splash Park.	The equipment has been ordered.	In progress

Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF MAY 23, 2023

	<u>September 27, 2022 Council Meeting</u>		
337-22	Moved by Cr. Assaf that Council instructs Administration to prepare a draft resolution for the 2023 Alberta Municipalities' Convention relating to the current Provincial ambulance service levels and its demand onto local Fire Departments.	As previously reported to Council the President from A.M. is willing to meet with Council virtually to discuss the on-going challenges. Administration is waiting for potential meeting dates from A.M.	In Progress
	<u>December 14, 2021 Council Meeting</u>		
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.	During the Commission's November 25th Meeting, the Board approved the contribution of \$109,775.00 towards the Town's 2021 and 2022 Capital Projects. The Operating expenses were reviewed during the April 27th Commission Meeting. The Board decided to review the costs during the 2024 budget deliberations.	In Progress

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Proposed Bylaw 03-2023 – Amending Community Standards Bylaw

1.0 PURPOSE:

For Council to review and consider the approval of an amending Community Standards Bylaw.

2.0 BACKGROUND AND DISCUSSION:

Administration undertook a review of the Town's current Community Standards Bylaw and is presenting an amended bylaw for Council's review and consideration.

The two main focus of the amendments are to increase the penalties rates as outlined in Schedule "A" and to provide Administration with the authority to apply an additional charge to the property owner or occupant over and above the cost to remedy the contravention at hand. This additional charge is to discourage a property owner or occupant from relying on the Town to directly undertaking the required corrective action(s).

For reference and convenience, the proposed Bylaw shows the suggested deletions as a strikethrough and any suggested new wording or information are shown in yellow and highlighted.

3.0 ALTERNATIVES:

- 3.1 That Council pass all three readings to the proposed Bylaw 03-2023 – amending the Community Standard Bylaw, as presented.
- 3.2 That Council instructs Administration to revise the proposed Bylaw 03-2023, as directed and pass all three readings.
- 3.3 That Council tables proposed Bylaw 03-2023 and instructs Administration to provide further information to be presented at the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The passage of the proposed bylaw will not change any net financial obligations to the Town.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None, as the administration of the proposed Bylaw 03-203 would be limited to the Town's Enforcement Services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Proposed Bylaw 03-2023 would provide Administration with further enforcement support to the overall betterment of the Town.

8.0 ATTACHMENTS:

8.1 Proposed Bylaw 03-2023 – Amending Community Standards Bylaw

9.0 RECOMMENDATION:

That Council pass all three readings to the proposed Bylaw 03-2023 – amending the Community Standard Bylaw, as presented.

(original signed by the CAO)

Edward LeBlanc
CAO

BYLAW 03 - 2023
COMMUNITY STANDARDS BYLAW

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

WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, R.S.A., 2000, a Municipal Council may pass Bylaws, for municipal purposes respecting the following matters:

- a) the safety, health and welfare of People and protection of Property
- b) nuisances including unsightly properties

WHEREAS, the *Municipal Government Act*, R.S.A. empowers a Municipal Council to impose a fine for infractions of a Bylaw;

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

PART I – PURPOSE, DEFINITIONS & INTERPRETATION

1 – PURPOSE

The purpose of this Bylaw is to regulate Property, and the conduct and activities of people on privately owned Properties and immediately adjacent areas in order to promote the safe, enjoyable and reasonable use of such properties for the benefit of all citizens of the Town.

2 – DEFINITIONS

Boulevard	has the same meaning as in the <i>Traffic Safety Act</i> ;
Building	includes anything constructed or placed on, in, over or under land, whether or not it is so affixed to the land as to become transferred without special mention in a transfer or sale of land;
CAO	means the Chief Administrative Officer or designate of the Town of Barrhead;
Enforcement Officer	means a Peace Officer, Bylaw Enforcement Officer, RCMP, or any other Person authorized by the Council of the Town of Barrhead to enforce the provisions of this Bylaw;
Highway	has the same meaning as in the <i>Traffic Safety Act</i> ;

Litter	means any solid or liquid material or product or combination of solid or liquid materials or products, including, but not limited to: <ul style="list-style-type: none"> (i) any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, or sewage or the whole or a part of an animal carcass or; (ii) the whole or part of any article, raw or processed material, motor vehicle or other machinery, that is disposed of, or; (iii) any other material or product that is designated as litter in the Alberta Environmental Protection and Enhancement Act, as amended;
Municipal Council	means the Municipal Council of the Town of Barrhead;
Municipal Ticket	means a ticket issued on behalf of the Town which alleges an offence issued pursuant to the authority of a Bylaw of the Town of Barrhead;
Occupy/Occupies/Occupant	means a Person residing on or in or a Person who is in apparent possession or control of Property;
Owner	means: <ul style="list-style-type: none"> (i) in respect of land, the Person who is registered under the <i>Land Titles Act</i> as the Owner of the fee simple estate in the land; and (ii) in respect of Property other than land, the Person in lawful possession of it;
Person	means any individual, firm, partnership, association, corporation, trustee, executor, administrator, contractor, agent or other legal entity or representative;
Property	means any and all of a parcel of land or improvements on land, or items or personal property;
Sidewalk	has the same meaning as in the <i>Traffic Safety Act</i> ;
Structure	means a building or other thing erected or placed in, on, over or under land, whether or not it is so affixed to the land as to become transferred without special mention by a transfer or sale of the land;
Town	means the Municipal Corporation of the Town of Barrhead;

Violation Ticket

has the same meaning as in the *Provincial Offence Procedures Act*.

3 – INTERPRETATION

- a) This Bylaw may be referred to as the “Community Standards Bylaw.”
- b) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is found to be invalid for any reason by a Court of Law, all other provisions of this Bylaw shall remain valid and enforceable.
- c) Marginal notes and headings in this Bylaw are for reference purposes only.
- d) Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation.
- e) Wherever the singular or masculine is used throughout this Bylaw, the same shall be construed as meaning the plural or feminine respectively.
- f) Where a word or term is defined by this bylaw, derivatives of that word or term will be interpreted to have the same general meaning of the defined word or term, as the context may require.

PART II - PROPERTY MAINTENANCE**1 – LAND & BUILDINGS**

- a) For the purposes of this part, a person who owns or occupies land shall be considered to occupy that portion of Highway between the property line of that person’s land and the center line of the Highway.
- b) A Person shall not cause or permit a nuisance or unsightly condition to exist on land they own or Occupy.
- c) No owner or occupier shall cause or permit a nuisance or unsightly condition to exist on the property they own or occupy, that is detrimental to the surrounding area, including but not limited to:
 - i. excessive accumulation of material including building materials, appliances, household goods, boxes, tires, vehicle parts, whether of apparent value or not, etc.;
 - ii. loose litter, garbage or refuse, whether located in a storage area, collection area or elsewhere on the land;
 - iii. damaged, immobile, dismantled or derelict vehicles whether insured or registered or not;
 - iv. smelly or messy compost heaps;
 - v. unkempt grass or weeds on Property;
 - vi. production of dust, dirt or smoke;
 - vii. production of any generally offensive odour; and

- iv. any tree shrub or other type of vegetation or any structure:
 - that interferes or could interfere with any public work or utility,
 - that obstructs any sidewalk adjacent to the land, or
 - that impairs visibility required for safe traffic flow at any intersection adjacent to the land.
- d) Every owner or occupier shall ensure the steps, walkways, driveways, parking spaces etc. are maintained in good repair so as to allow the safe passage of emergency services under normal use and weather conditions.

2 – UNOCCUPIED BUILDINGS

- a) A building normally intended for human habitation that is unoccupied shall have all doors or window openings in the building secured in a manner sufficient to prevent unauthorized entry into the building, while at the same time not detracting from the appearance of the building.
- b) The owner of a building that is unoccupied shall ensure that arrangements are made for maintaining the Property, including but not limited to:
 - i. cutting the grass, removing the weeds and litter;
 - ii. maintaining any fence, retaining wall, or other improvements in good repair; and
 - iii. clearing snow, ice or any obstruction from any sidewalk adjacent to the said property.

3 – WATER, EAVES TROUGHS, DOWNSPOUTS

- a) No owner or occupant of a property shall allow a flow of water from a hose or similar device on the property to be directed towards an adjacent property if it is likely that the water from the hose or similar device will enter the adjacent Property.
- b) An owner or occupant of a property shall direct any rainwater, downspout or eaves trough on the property towards:
 - i. the front of the property;
 - ii. the rear of the property;
 - iii. a side yard which does not abut another property; or
 - iv. a side yard which abuts another property provided there is a minimum of 6 metres of permeable ground between the outfall of the downspout or eaves trough and the adjacent property.

4 – SNOW, ICE, DEBRIS & OBSTRUCTIONS

- a) The owner or occupant of any private property adjacent to a sidewalk shall be responsible for the removal of ice or snow from the sidewalk between their property adjacent to their property, within forty-eight (48) hours after the ice or snow has been deposited.

- b) No person shall remove snow, ice, dirt, debris or other materials from any sidewalk or other property and place such items:
 - i. onto any portion of a highway;
 - ii. onto any other public place adjacent to such property; or
 - iii. onto any private property other than their own.
- c) An Occupant or Person who rents, owns, or leases a building shall be deemed responsible for any object or good disposed of or from the premises onto any portion of a Highway.
- ~~d) Every Occupant or Owner of a Building abutting on or within 3 metres of any Highway or public place, shall remove snow or ice that has accumulated on the roof, eaves or awnings of the Building to the extent that a danger or risk is created to Persons passing below, or to the Property of others. Corrective action shall be undertaken immediately with due care for the warning and safety of Persons passing by or the Property of others.~~
- e) ~~If water drips from a Building or awning upon a Sidewalk and or Highway, the Owner or occupier of the premises shall clean the Sidewalk or roadway portion thereof to prevent ice from forming thereon.~~ The owner or occupant who has an awning, canopy, marquee or other encroachment extending over a sidewalk or other portion of a highway shall endeavor to keep the said extension free from snow or ice so that it will not deposit or drip onto the sidewalk.
- f) The owner or occupant shall clean up the snow or ice on the sidewalk and ensure that an icy or dangerous situation is not allow to exist on a sidewalk.
- g) No person shall place any goods, wares, merchandise or any other article upon a Sidewalk or Highway outside any shop, warehouse or building so as to obstruct pedestrian or vehicular traffic.
- h) Any sign, notice or other object placed on or beside a Highway or other public lands, shall be removed without notice or warning to the owner.

5 – CONSTRUCTION PRACTICES

- a) Any owner or occupant carrying out demolition, construction, renovation or improvements within Town shall be responsible for any damage to streets, lanes, Sidewalks, curb, gutters, water and sewer mains and lines, manholes, trees and landscaping as a result of the work being done.
- b) Any Person carrying out any demolition, construction, renovation or any improvement work within the Town shall:
 - i. ensure that all excavation and construction materials and debris are kept within the property lines of the lot or parcel of land upon which the work is done and ensure that the property is secure and does not pose a danger to public safety. Stockpiling of materials is not permitted on public streets or Boulevards;
 - ii. ensure that all existing sidewalks, curbs and gutters adjacent to the building/construction site must be protected and kept free of debris during construction and allow for safe passage of pedestrian traffic. Any damage caused

by such work shall be repaired at the expense of the owner and/or the person the person doing the work;

- iii. all construction material, debris and litter are to be confined to the lot or parcel upon which the work is done and cleared away regularly, and upon completion of construction.

PART III – MISCELLANEOUS RESTRICTIONS AND PROHIBITIONS

1. Unless otherwise lawfully authorized, no Person within Town limits, shall convey a firearm, pellet gun, B.B. gun, air gun, paintball gun or gas operated gun in which a round of ammunition is in the gun or in a magazine that is attached to the gun.
2. No Person shall discharge a firearm, pellet gun, B.B. gun, paint ball gun or gas-powered gun within the Town limits unless:
 - a) the CAO or a Peace Officer may authorize the discharge of a firearm or gun for animal control purposes, special events or within range facilities of a gun club or similar organizations.
3. No Person shall shoot an arrow from a bow of any nature, or discharge a sling shot or device of any kind which will propel a projectile, over, across, or along any portion of a Highway, public place or upon any land owned by the Town unless authorized by the Town.
4. No Person shall allow a vehicle to leak engine oil, transmission fluid or any environmentally harmful fluids of any type on to a public Highway or street within the Town. A vehicle leaking such fluids shall be deemed to constitute a danger to public safety and may be towed away and the fluids removed from the street at the expense of the registered Owner of the vehicle.
5. No Person shall dispose of anything into a sewer, manhole, or catch basin excepting those Persons authorized by issuance of a permit by the CAO and at those sites designated by that permit.
6. No Person shall tamper with or remove a manhole cover or valve cover from its seat-base without authorization by the CAO.
7. No Person other than the Owner or Occupant, Town representative or collection contractor shall interfere with, disturb the contents of, remove material from or add addition material to any waste collection container located on any residential or commercial Property within the Town.
8. No Person shall place or permit to be placed a refrigerator, freezer or other similar appliance on land they own or Occupy unless effective measures have been taken to prevent opening and closing of the appliance which may include:
 - a) the complete removal of the door;
 - b) removal of the door handle mechanism if this prevents opening and closing of the appliance;
 - c) removal of the door hinges; and

- d) locking the appliance to prevent access.
- 9. No Person shall obstruct or hinder any Person, Peace Officer, Bylaw Enforcement Officer, staff member or contracted service provider in the exercise or performance of their powers, or the Town's powers, pursuant to this Bylaw.
- 10. No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Town property, including street, lane, sidewalk, parking lot, park, public facility or other public place or water course any refuse debris or litter.
- 11. No owner or occupant or employee of a resident or commercial business in Town shall:
 - a) dispose of any litter at a location not designated by the Town as a disposal site.
 - b) place any litter on any property at which they are not the owner or occupier of.
 - c) place any litter into a container/dumpster/receptacle that has not been designated or registered for their use.

PART IV – ENFORCEMENT

1 – OFFENCE

- a) A Person who contravenes, breaches or fails to comply with this Bylaw is guilty of an offence.
- b) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence for each day that the offence continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

2 – FINES AND PENALTIES

- a) A Person who contravenes, breaches or fails to comply with this Bylaw is guilty of an offence and is liable to a fine as listed in Schedule “A” of this Bylaw
- b) If a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify the fine amount established by this Bylaw for the offence.
- c) A Person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount established by this Bylaw for the offence and if the amount is paid on or before the required date, the Person will not be prosecuted for the offence.
- d) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - i. specify the fine established by this Bylaw for the offence; or
 - ii. require a Person to appear in court without the alternative of making a voluntary payment;
 - iii. in the case of a corporation:
 - be served personally to any director or officer of the corporation

- be served by delivering it personally to a Person apparently in charge of an office of the corporation at an address held out by the corporation to be its address; or
 - be served by mail addressed to the registered office of the corporation.
- e) Notwithstanding whether a Municipal Tag or Violation Ticket has been issued pursuant to this Bylaw, any Owner/Occupant who contravenes this Bylaw may also be issued an Order to Remedy pursuant to Sections 545 or 546 of *Municipal Government Act*.

3 – AUTHORITY TO ISSUE MUNICIPAL TAGS AND VIOLATION TICKETS

An Enforcement Officer employed by or contracted by the Town, is hereby authorized to issue Municipal Tickets or Violation Tickets pursuant to this Bylaw.

4 – AUTHORITY TO ENTER LANDS

- a) Without restricting any other power, duty or function granted by this bylaw, an enforcement officer may:
- i. carry out any inspections to determine compliance with this bylaw;
 - ii. take any steps or carry out any actions required to enforce this bylaw;
 - iii. take any steps or carry out any actions required to remedy a contravention of this bylaw;

5 – APPEAL PROCEDURE

- a) The Owner or person who receives an Order pursuant to this Bylaw may request the CAO to review that Order by written notice.
- i. the written request for a review of an Order issued must be received by the Town Administration within 7 days of the receipt of the Order;
 - ii. upon receipt of a written appeal the CAO will review the Order, the enforcement file, the bylaw and any other materials provided therewith. The CAO may decide to uphold, vary or revoke the Order and will communicate in writing within 10 days of receipt of the appeal, including where applicable the date by which the upheld or varied Order must be complied with.

6 – SEVERABILITY

- a) All sections of this Bylaw are separate and severable. Should any section or part of this Bylaw be deemed invalid or inoperative by any court or administrative body for any reason, the remaining sections shall remain valid and in full force and effect.

7 – ADMINISTRATION

- a) Where the provisions of this Bylaw conflict with any other Bylaw enacted by The Town of Barrhead, the provisions of this Bylaw shall apply.

b) Bylaw No. 10-2020 is hereby rescinded.

Read a first time this _____ day of _____, A.D., 2023.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a second time this _____ day of _____, A.D., 2023.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

Read a third time this _____ day of _____, A.D., 2023 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Edward LeBlanc

SCHEDULE “A”

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

OFFENCES	SECTION	PENALTY
Land & Building	Part II Section 1	\$300.00
Unoccupied Buildings	Part II Section 2	\$300.00
Water Runoff	Part II Section 3	\$100.00 \$250.00
Snow removal, ice & debris	Part II Section 4	\$150.00 \$250.00
Construction Practices	Part II Section 5	\$150.00 \$250.00
Miscellaneous Restrictions & Prohibitions	Part III, Sections 1-11	\$150.00 \$250.00

Contravention of any and each Bylaw provision:

Any work carried out by the Town and costs associated will be charged to the owner/occupant including an additional administration fee of \$350.00

Any person who commits a second or third or subsequent offence shall be liable for the increase penalties below:

Second Offence
within any twelve (12) month period

Double the above Penalties

Third and Subsequent Offence
within any twelve (12) month period

Triple the above Penalties

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 13, 2023

Re: Correspondence Item

- Item (a)** A letter dated May 15, 2023, from the Barrhead Street Festival Committee requesting financial assistance as well as an in-kind contribution for the upcoming June 17, 2023 Street Festival.

Administration's comments:

The approved 2023 approved Operating Budget includes a provision to donate \$1,500.00 to the anticipated Street Festival. Administration has already issued a cheque for that amount in mid-May.

The requested donations in-kind have already been assigned to the applicable municipal departments.

Recommendation:

Council accepts the letter dated May 15, 2023, from the Barrhead Street Festival Committee, as information.

- Item (b)** A letter dated June 1, 2023, from the Barrhead & Community Indigenous Committee inviting Mayor McKenzie and Town Council to be a part of the Indigenous Day Celebrations on June 21st, 2023.

Recommendation:

Council accepts the letter dated June 1, 2023, from the Barrhead & Community Indigenous Committee inviting Mayor McKenzie and Town Council to be a part of the Indigenous Day Celebrations on June 21st, 2023 as information.

- Item (c)** An email dated June 6, 2023, from Ms. Donna Moore, Executive Director of the Alberta Trappers' Association informing the Town of Barrhead that they were successful in their bid to host the Alberta Trappers Association's 49th Annual Rendezvous.

Recommendation:

Council accepts the email dated June 6, 2023, from Ms. Donna Moore, Executive Director of the Alberta Trappers' Association informing the Town of Barrhead that they were successful in their bid to host the Alberta Trappers Association's 49th Annual Rendezvous, as information.

(Original signed by the CAO)

Edward LeBlanc
CAO

Barrhead Street Festival Committee

Town of Barrhead

Town Council

May 15, 2023

Dear Council Members

The Barrhead Street Festival Committee is looking for sponsors for the 2023 Street Festival... Our Theme is as always "Affordable Family Fun" we are trying our best to ensure that everything for the children to enjoy is free with the exceptions of our Concessions which are being run by our Community Groups. So far we have booked the Travelling Train again as it was a very large hit last year, pony carts, Disney characters, face painters, spray tattoo artists, caricaturist, bouncy castles, balloon artists and many more.

We are hoping the Town could help us in a financial as well as in kind contribution this year. In the past the Town has given us a financial contribution as well as covered our liability insurance. These are the following items that we are looking for help with this year.

- Street Closure from 8:00 am to 6:00 pm June 17,2023
- Extra garbage bins along main street to help support the increased foot traffic from the day as well as support with having them emptied during the day
- Tables and chairs to be delivered and picked up (if this is an option)

All of our financial contributors are being invited to come out and set-up a table on the street the day of the event, to interact with our community as well.

Please let us know in advance if the Town would be interested in doing this so we can organize a space for you on the street.

We Thank-you for your continued support.

Yours truly,

Michelle Rau

Street Festival Committee

780-674-8407 ext.4000

Barrhead and Community Indigenous Event Committee

c/o Barrhead & District FCSS Society



June 1, 2023

To: Mayor Dave McKenzie & Town Council

From: Barrhead and Community Indigenous Committee

**RE: Invite to Indigenous Day Event, Barrhead AB
June 21, 2023
11:00 AM – 7:00 PM**

The Barrhead & Community Indigenous Committee would like to invite you to be a part of our Indigenous Day celebrations in Barrhead, AB.

This opportunity to recognize the diverse Indigenous culture in our area will commence with a walk for reconciliation in front of the Town of Barrhead Office. A Smudging Ceremony, performed by a local Knowledge Keeper and Indigenous Committee member, will begin at 11:00 am and the walk down Main Street will follow.

The second portion of the event is scheduled from 1 PM – 7 PM, in Cecile Martin Park. Various food vendors, musical performers and artisans will be on site, as well as interactive activities for the children.

If you would be interested in participating or volunteering in this event, please respond to this email address. Should you have any questions, do not hesitate to contact us. We look forward to hearing from you.

Yours truly,

Members of the Barrhead and Community Indigenous Committee

Box 4616 Barrhead, AB T7N 1A5
780-674-3341

Edward LeBlanc

From: Donna Moore <ataexec@albertatrappers.com>
Sent: June 6, 2023 3:10 PM
To: Edward LeBlanc
Cc: Albert Mast
Subject: [EXTERNAL] - Rendezvous 2024

Greeting Ed,

Please be advised that Barrhead has been successful in their bid to host the Alberta Trappers Association's 49th annual Rendezvous! We look forward to working with the Town of Barrhead and planning an extraordinary event with you and your team.

Once we begin scheduling planning meetings I will be in touch again.

Thank you,

Donna Moore

Executive Director
Alberta Trappers' Association
PO Box 6020
Hwy 44 South Industrial Park Lot 14
Westlock, AB T7P 2P7
Office: 780-349-6626
Email: ataexec@albertatrappers.com
atafinance@albertatrappers.com



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