



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, NOVEMBER 13, 2018 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – October 23, 2018
  - (b) Organizational Meeting Minutes – October 23, 2018
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) There are no Delegations
6. Old Business
  - (a) Wastewater Treatment Plant Upgrades – Technical Memorandum
  - (b) Community Garden
7. New Business
  - (a) Landfill Tipping Fees 2019
  - (b) FCSS Letter of Support Request
  - (c) Accounts Receivable Write-Off's
  - (d) Utility Write-Off's
  - (e) Barrhead & District Chamber of Commerce Festival of Trees Gala
  - (f) CAO's Letter

8. Reports - The Council Reports

(a) Council Reports as of November 13, 2018

- Barrhead Agricultural Society
- Barrhead Regional Airport Committee
- Barrhead Regional Landfill Committee
- Barrhead Regional Water Commission

9. Minutes

- (a) Barrhead & District Family & Community Support Services Society – September 20, 2018 Barrhead Regional Fire Services Committee
- (b) Barrhead & District Regional Landfill Committee – October 31, 2018
- (c) Barrhead & District Social Housing Association – September 27, 2018
- (d) Barrhead & District Social Housing Association Organizational Meeting – November 7, 2018
- (e) Barrhead Regional Fire Services Committee – October 25, 2018
- (f) Yellowhead Regional Library Board Meeting – June 11, 2018

10. Bylaws

- (a) Bylaw 10-2018, the Removal of Reserve Designation
- (b) Bylaw 11-2018, the Advertising Bylaw

11. Correspondence

- (a) Information Items
  - (i) Yellowhead Regional Library – New Director
  - (ii) Alberta Municipal Affairs – Municipal Sustainability Initiative (MSI) funding approval
  - (iii) Alberta Municipal Affairs – Local Election Act Updates
  - (iv) County of Barrhead – Council Appointment Representatives to Boards/Committees

12. For the Good of Council

13. Tabled Items

14. In-Camera

- (a) Land - Pursuant to Section 16 of the FOIP Act
- (b) Labour - Pursuant to Section 24(g) of the FOIP Act

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, OCTOBER 23, 2018,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT**

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

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

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

**ABSENT**

**CALL TO ORDER**

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

**AGENDA**

The agenda was reviewed.

342-18

Moved by Cr. Assaf that the agenda be accepted with the following addition:

- 14(e) In-Camera - Legal

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of October 9, 2018 were reviewed.

343-18

Moved by Cr. Oswald that the Minutes of the Town Council Regular Meeting of October 9, 2018 be accepted as presented.

CARRIED UNANIMOUSLY

**PUBLIC HEARING**

**BYLAW 08-2018, THE LAND USE**

**AMENDMENT BYLAW - CANNABIS**

Mayor McKenzie opened the Public Hearing at 5:32 p.m. There were no members of the public present. Mayor McKenzie provided a brief outline of the Public Hearing process.

Cheryl Callihoo, Director of Development & Legislative Services, advised that this amendment will regulate the locations of Cannabis retail in Town subject to Provincial and Federal Regulations. An advertisement was placed in the local paper, posted on the Town's website and Facebook page as required under the MGA. To date the Town has not received any formal responses to the Amendment Bylaw.

344-18

Moved by Cr. Assaf that the Public Hearing be closed at 5:35 p.m.

CARRIED UNANIMOUSLY

345-18

Moved by Cr. Penny that Council give Bylaw 08-2018, the Land Use Amendment Bylaw, second reading.

CARRIED UNANIMOUSLY

346-18

Moved by Cr. Klumph that Council give Bylaw 08-2018, the Land Use Amendment Bylaw, third reading.

CARRIED UNANIMOUSLY

**DELEGATION – BARRHEAD AND DISTRICT HISTORICAL SOCIETY**

Mayor McKenzie and Council welcomed Ms. Anna Churchill and Ms. Elsie Measures at 5:36 p.m.

Ms. Anna Churchill discussed the Museum funding. The society is requesting an annual increase from \$5,000.00 to \$10,000.00 from the Town of Barrhead.

Ms. Elsie Measures discussed that the Town and County subsidies are for operating expenses only.

The Barrhead and District Historical Society do fundraising and the society actively applies for grants. The large grants will possibly be applied to the upgrades to the lean-to flooring.

Ms. Elsie Measures discussed the Financial Statement and grant applications.

The Barrhead and District Historical Society are actively trying to obtain Museum status through Alberta Museums.

**EXITED** Mayor McKenzie and Council thanked Ms. Anna Churchill and Ms. Elsie Measures for their presentation and they exited the Chambers at 6:03 p.m.

347-18 Moved by Cr. Smith that Council accept the delegation as information and the financial request of \$10,000.00 be forwarded to the Budget Retreat.  
CARRIED UNANIMOUSLY

**DELEGATION – BROOKSIDE VILLAGE  
CONDO ASSOCIATION**

Mayor McKenzie and Council welcomed Ms. Joyce Venables, President of Brookside Village Condo Association and Ms. Sue Williams, Secretary Treasurer at 6:03 p.m.

Ms. Joyce Venables discussed concerns that the hedges are blocking the site line to vehicles entering 53<sup>rd</sup> Avenue and 46<sup>th</sup> Street and that the hedges and trees need to be cut back since they are a hazard to the drivers. She also stated that the concrete road within Brookside needs repairs. She mentioned that the streetlights are not bright enough. Also mentioned was the separation of concrete and asphalt at the entrance into Brookside Village.

Council discussed their concerns and advised them that Administration will follow-up with their concerns.

**EXITED** Mayor McKenzie and Council thanked Ms. Joyce Venables and Ms. Sue Williams for their presentation and they exited the Chambers at 5:23 p.m.

348-18 Moved by Cr. Klumph that Council accept the delegation as information.  
CARRIED UNANIMOUSLY

**WASTEWATER TREATMENT  
PLANT UPGRADES**

The Technical Memorandum for the Wastewater Treatment Upgrades was received.

Martin Taylor, CAO reviewed with Council. Council would like more time to review the document prior to a decision.

349-18 Moved by Cr. Klumph that Council accept the Technical Memorandum for the Wastewater Treatment Upgrades as information at this time.  
CARRIED UNANIMOUSLY

**MONTHLY BANK  
STATEMENT**

The Monthly Bank Statement for the month ended September 30, 2018, was reviewed.

350-18 Moved by Cr. Kluin that Council approve the Monthly Bank Statement for the month ended September 30, 2018, as information.  
CARRIED UNANIMOUSLY

**CANNABIS REVENUE  
SHARING**

The AUMA is advocating for a cannabis revenue sharing program that will benefit all municipalities and would like municipalities to send a letter to the MLA/Province in support of equal sharing of cannabis revenue, was received.

351-18 Moved by Cr. Kluin that Council send a letter to the MLA/Province in support of equal sharing of cannabis revenue to aid in the cost to municipalities of cannabis legalization.  
CARRIED UNANIMOUSLY

**REGIONAL GIS  
SYSTEM**

The County of Barrhead is proposing a Regional GIS System and is asking for Town support in applying for an ACP Grant, was reviewed.

352-18 Moved by Cr. Klumph that Council direct Administration to apply for a grant opportunity with the County of Barrhead, from the Alberta Municipal Affairs Alberta Community Partnership (ACP) program for the Regional GIS project and that the Town commit to conducting the following activities in its proposed project submitted to the ACP program to advance our Regional GIS program with the following three activities:

- Regional GIS Assessment Study
- Identify and analyze current spatial data

- Creation of a central database and an integrated GIS System to identify regional gaps.

CARRIED UNANIMOUSLY

#### **SUMMARY FINANCIAL STATEMENT**

The Summary Financial Statement for the period ended September 30, 2018 was presented for Council's review.

353-18 Moved by Cr. Oswald that Council approve the Summary Financial Statement for the period ended September 30, 2018.

CARRIED UNANIMOUSLY

#### **MUNICIPAL FINANCIAL SYSTEM UPGRADE**

The Municipal Financial System Upgrade 2018 and 2019 Budget request was reviewed.

354-18 Moved by Cr. Assaf that Council authorize Administration to enter into an agreement with Diamond Municipal Solutions for the provision and implementation of the New Municipal Financial System, with costs of \$51,968.00 being paid within the 2018 Capital Budget and the remaining \$130,410.00 to be funded within the 2019 Capital Budget.

CARRIED UNANIMOUSLY

#### **RECESSED**

355-18 Moved by Cr. Smith to recess the meeting at 6:35 p.m.

CARRIED UNANIMOUSLY

#### **RECONVENED**

356-18 Moved by Cr. Assaf to reconvene the meeting at 7:03 p.m.

CARRIED UNANIMOUSLY

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

357-18 Moved by Cr. Smith that Council go in-camera at 7:04 p.m.

WITHDRAWN

#### **ORGANIZATIONAL MEETING**

Mayor McKenzie opened the Organizational Meeting at 7:05 p.m.

#### **REGULAR COUNCIL MEETING**

The Regular Council Meeting of the Town of Barrhead was continued at 7:13 p.m.

#### **REPORTS TO COUNCIL**

The following Reports to Council as of October 23, 2018, were reviewed:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

365-18 Moved by Cr. Penny that the following Reports to Council as of October 23, 2018, be accepted as information:

- Barrhead Cares Coalition
- Barrhead & District Social Housing Association
- Chamber of Commerce
- Family & Community Support Services Society
- Library Board/Yellowhead Regional Library Board

CARRIED UNANIMOUSLY

**BYLAW 09-2018, ALTAGAS FRANCHISE  
AGREEMENT BYLAW AND ALTAGAS  
UTILITIES INC. NATURAL GAS DISTRIBUTION  
FRANCHISE AGREEMENT**

Bylaw 09-2018, the AltaGas Franchise Agreement Bylaw and the AltaGas Utilities Inc. Natural Gas Distribution Franchise Agreement, were reviewed.

366-18                      Moved by Cr. Klumph that Council authorize the Mayor and the CAO to execute the AltaGas Utilities Inc. Natural Gas Distribution Franchise Agreement.  
CARRIED UNANIMOUSLY

367-18                      Moved by Cr. Assaf that Council give Bylaw 09-2018, The AltaGas Franchise Agreement Bylaw, first reading.  
CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie stated that the Thrive Program thanked the Town of Barrhead for approving funding to help with the program. He also commended the Barrhead Recreation Department in receiving 5 Blooms for this year’s Communities in Bloom.

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

368-18                      Moved by Cr. Assaf that Council go in-camera at 7:26 p.m.  
CARRIED UNANIMOUSLY

Administration and Brant Ross, Director of Public Works and Shallon Touet, Director of Parks and Recreation were present when Council went In-Camera.

**OUT-OF-CAMERA**

369-18                      Moved by Cr. Assaf that Council come out-of-camera at 8:50 p.m.  
CARRIED UNANIMOUSLY

370-18                      Moved by Cr. Assaf that Council approve the Barrhead Community Pumpkin Walk request of \$1,500.00 to offset the cost of insurance.  
CARRIED UNANIMOUSLY

**ADJOURN**

371-18                      Moved by Cr. Klumph that the Council Meeting be adjourned at 8:50 p.m.  
CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

\_\_\_\_\_  
Mayor, David McKenzie

\_\_\_\_\_  
CAO, Martin Taylor

**MINUTES**  
**ORGANIZATIONAL MEETING OF THE BARRHEAD TOWN COUNCIL**  
**HELD TUESDAY, OCTOBER 23, 2018 @ 7:00 P.M.**  
**IN THE BARRHEAD TOWN COUNCIL CHAMBERS**

**PRESENT**

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

Officials: Martin Taylor, CAO, Kathy Vickery and Director of Corporate Services, Cheryl Callihoo

Others: Barry Kerton, Barrhead Leader

**ABSENT**

**CALL TO ORDER**

Mayor McKenzie called the meeting to order at 7:05 p.m.

**CONSIDERATION OF AGENDA**

The Agenda was reviewed.

358-18

Moved by Cr. Assaf that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**DEPUTY MAYOR APPOINTMENTS**

The Deputy Mayor appointments for 2018-2019 were reviewed.

359-18

Moved by Cr. Penny that the Deputy Mayor appointments for 2018-2019 be as follows:

November – December 2018 – Cr. Oswald

January – February 2019 – Cr. Smith

March – April 2019 – Cr. Assaf

May – June 2019 – Cr. Kluin

July – August 2019 – Cr. Klumph

September – October 2019 – Cr. Penny

CARRIED UNANIMOUSLY

**COUNCIL APPOINTMENTS TO STANDING COMMITTEES, BOARDS COMMITTEES, COMMISSIONS & OTHER APPOINTMENTS**

Council appointments to the Standing Committees, Boards, Committees, Commissions and Other Appointments were reviewed.

360-18

Moved by Mayor McKenzie that Council approve the Standing Committees being the Regional Landfill Committee, Boards, Committees and Commissions with the amendment of Mayor McKenzie as the alternate for the Municipal Planning Commission be as recorded.

CARRIED UNANIMOUSLY

361-18

Moved by Kluin that Council approve Other Appointments as presented.

CARRIED UNANIMOUSLY

**MEMBER AT LARGE APPOINTMENTS TO BOARDS, COMMITTEES & COMMISSIONS**

Member at Large advertisement to Boards, Committees and Commissions were reviewed.

362-18

Moved by Cr. Smith that Administration advertise for Members at Large to Boards and Commissions & Committees.

CARRIED UNANIMOUSLY

**COUNCIL MEETING DATES**

Council's Regular meeting dates were reviewed.

363-18

Moved by Cr. Klumph that Council's Regular meeting dates be approved as recorded.

CARRIED UNANIMOUSLY

**ADJOURN**

364-18

Moved by Cr. Assaf to close the Organizational Meeting at 7:12 p.m. and return to the Regular Council Meeting.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Martin Taylor

**Town of Barrhead  
Deputy Mayor and Committee Appointments  
2018-2019**

**Deputy Mayor Appointments**

November – December	2018	Cr. Oswald
January – February	2019	Cr. Smith
March – April	2019	Cr. Assaf
May – June	2019	Cr. Kluin
July – August	2019	Cr. Klumph
September – October	2019	Cr. Penny

**Council Standing Committees**

Regional Landfill	Cr. Klumph and Cr. Penny
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**Note:** Chairperson of Standing Committees to be rotated on an annual basis, unless determined otherwise by that Committee.

**Representatives to Boards, Commissions & Committees**

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

### Other Appointments

Assessor	Mike Krim, Tanmar Consulting
Assessment Review Board	Capital Regional Assessment Services Commission
Assistant Director, Emergency Management	Cheryl Callihoo
Auditor	Wayne Ellerington, Ellerington LLP
Business Licensing Officer	Cheryl Callihoo
Clerk – Assessment Review Board	Cheryl Callihoo
Development Officer	Cheryl Callihoo
Director Emergency Management	Chief Administrative Officer (CAO)
Returning Officer	Cheryl Callihoo
Secretary – Municipal Planning Commission	As delegated by the (CAO) or his designate
Secretary – Subdivision & Development Appeal Board	As delegated by the (CAO) or his designate
Solicitor	At the discretion of the (CAO) or his designate
Subdivision Authority	Richard Neufeld

**Note:** The Mayor is ex-officio, a Member of all Boards and Committees, excluding MPC.

### Regular Meetings

Regular meetings are held every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of the month at 5:30 p.m., in the Town of Barrhead Administration Building Council Chambers. Where a Regular meeting date falls on a holiday, the meeting will be held on the following Wednesday. There will only be one meeting held during July, August and December in each year, which will fall on the second Tuesday of that month.



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Waste Water Treatment Upgrades Technical Memorandum

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## Summary

Waste Water Treatment Upgrades Technical Memorandum

## Overview

## Recommendations

### *Recommendation #1*

That Council approve the Waste Water Treatment Upgrades Technical Memorandum as presented.
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Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

# TECHNICAL MEMORANDUM

Town of Barrhead

Wastewater Treatment Upgrades



September 2018

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# TECHNICAL MEMORANDUM

## 1 Introduction

This Technical Memorandum provides a summary of Associated Engineering's (AE) review of the Town of Barrhead's wastewater treatment system. The purpose is to help guide short-term planning decisions (to 2025, when the current Alberta Environment and Parks (AEP) approval expires) to reliably meet regulatory requirements and to enable cost-effective upgrades to the treatment system.

In addition, longer term considerations are briefly reviewed to the extent that the initial upgrades will mesh well with anticipated long-term needs (beyond 2025).

## 2 Wastewater Flows and Quality

### 2.1 WASTEWATER FLOWS

Table 2-1 summarizes recent influent flow data for Barrhead's wastewater treatment system.

**Table 2-1**  
**Summary of Raw Wastewater Flows**

Description	2016	2017
Annual Average Flow (AAF), m <sup>3</sup> /d*	2,648 (1,407 - 3,496)	2,526 (1,876 - 3,123)
Winter Monthly Flow, m <sup>3</sup> /d (Nov – Apr)	2,183 (1,407 - 2,451)	2,227 (1,876 - 3,019)
Summer Monthly Flow, m <sup>3</sup> /d (May – Oct)	3,114 (2,745 - 3,496)	2,825 (2,330 - 3,123)
Flow Factors: <ul style="list-style-type: none"><li>• Max Month:AAF</li><li>• Avg Winter:AAF</li><li>• Avg Summer:AAF</li></ul>	1.32 0.82 1.18	1.24 0.88 1.12

\*Monthly average ranges in brackets.

### 2.2 STREAM FLOWS AND DILUTION

Table 2-2 summarizes AEP 2001 to 2018 streamflow records for the Paddle River at Barrhead.

**Table 2-2**  
**AEP Flow Records for Paddle River, 2001-2018**

Month	Average Monthly Flow (m <sup>3</sup> /s)
Jan	
Feb	0.13
Mar	5.65
Apr	25.07
May	10.59
Jun	2.62
Jul	3.65
Aug	2.16
Sep	0.96
Oct	1.55
Nov	2.76
Dec	

Final effluent from the Town's storage ponds typically discharges between May and November of each year. For the minimum flow month (September) during the discharge period, the flows have averaged approximately 1 m<sup>3</sup>/s. AEP also advised that the Paddle River flows are regulated to provide at least 1 m<sup>3</sup>/s flow throughout the year.

Assuming the Town discharges effluent over six months, the wastewater flow would average approximately 0.06 m<sup>3</sup>/s and the minimum dilution would exceed 16:1, complying with AEP's requirement for at least 10:1 dilution. Further analysis for low stream flow periods will be required to establish Environmental Discharge Objectives (EDOs).

### **2.3 STORAGE LAGOON EFFLUENT**

We understand that the effluent from Storage Pond 2 failed a fish bioassay test, in April 2015. However, the Town has indicated that this was a rare occurrence that appears avoidable, if the storage ponds are fully drained at the end of each fall operational period.

More detailed data on the quality of the discharge from the storage ponds will be documented in conjunction with establishing EDOs.

## 3 Regulatory Considerations – Present and Future

Current provincial (AEP approval) and federal (Wastewater System Effluent Regulation, WSER) limits are summarized as follows:

**Table 3-1  
Regulation Limits**

Parameter	AEP	WSER
cBOD	25 mg/L (monthly average)	25 mg/L, quarterly average
TSS	No limit (but reporting required)	25 mg/L, based on quarterly average of biweekly samples. If individual TSS results exceed 25 mg/L in the months of July, August, September, or October, these results are not to be included in the average.
Total Residual Chlorine	No limit	0.02 average, during each quarter. Not applicable since chlorine is not used in the process.
Total Ammonia	No limit	No Limit
Un-ionized Ammonia	No limit	1.25 mg/L expressed as N, sample at T=15°C $\pm$ 1° Maximum during each quarter during discharge
Total Phosphorus	No limit	No limit
Acute Lethality	No limit	< 50% rainbow trout mortality after 96 hr. Annual test with 100% effluent. pH stabilization permitted.

WSER limits are anticipated to remain fixed (post 2025). However, future AEP limits (post 2025), subject to confirmation of EDOs, are anticipated to become more stringent as follows:

<u>Parameter</u>	<u>Anticipated Limit</u>
Total Phosphorus, TP:	1 to 2 mg/L monthly average (from storage ponds)
Total Ammonia (NH <sub>3</sub> -N):	5 to 10 mg/L monthly average (from storage ponds)

## 4 Proposed Design Criteria

### 4.1 DATA DISCREPANCIES

Confirmation of reliable design criteria for BOD concentration and loadings is not currently possible. We note that the Town's measurements of BOD are almost double the outside laboratory's reported values. The Town's measurements also result in per capita BOD loads significantly higher than what is expected for normal domestic wastewater. There appears to be no significant industrial wastewater contributor that would explain the Town's higher concentrations. Therefore, we suggest that the Town ask the outside laboratory to review the Town's laboratory procedures to help identify any issues and hopefully resolve discrepancies in the reported results, particularly those for influent BOD.

We also note that the Town's reported total phosphorus concentrations are about triple those reported by the outside laboratory. The Town confirmed that they report total phosphate, rather than total phosphorus, explaining the discrepancy.

Table 4-1 summarizes 2016 and 2017 raw wastewater data.

**Table 4-1**  
**Summary of Barrhead Lagoon Per Capita Flows and Raw Wastewater Strength**  
(mg/L, except as noted)

Parameter	2016 Average (Range)	2017 Average (Range)
Annual Average Monthly Per Capita Flow, L/c/d	560 (300 – 740)	540 (400 – 660)
BOD	126 (25-202) (outside lab – 12) 222 (95-420) (Town – 12) 214 (139-299) (Town – All)	126 (48-240) (outside lab – 12) 214 (109-368) (Town – 12) 178 (130-247) (Town – All)
TSS	186 (48-326) (outside lab – 12) 221 (54-403) (Town – 12) 231 (152-354) (Town – All)	194 (72-320) outside lab – 12) 222 (103-381) (Town – 12) 228 (141-286) (Town – All)
pH (pH units)	7.83 (7.30-8.33) (outside lab – 12) 8.16 (7.79-8.74) (Town – All)	7.24 (6.87-8.07) (outside lab – 12) 7.83 (7.68-8.03) (Town – All)
Temperature (°C)	9.1 (5.2-14.5) (Town – All)	4.4 (3.1-7.0) (Town – All)

Notes: "(outside lab – 12)" results show ALS's reported average and range of individual monthly samples.

"(Town – 12)" results show the corresponding Town's results on the same samples.

"(Town – all)" results show monthly averages of all the Town's weekly results.

It is noted that the per capita wastewater flows approaching 600 L/c/d are considerably higher than what is normal for domestic wastewater (300 – 400 L/c/d) without significant industrial input. This difference can be attributed to the fact that the Regional Water Treatment Plant (WTP) in the Town contributes about one-third of the total wastewater flow through the discharge of WTP wastes to the sewer system.

## **4.2 RAW WASTEWATER FLOWS AND LOADINGS**

Table 4-2 summarizes our preliminary design criteria for raw wastewater contributions to the wastewater treatment system. As indicated in the previous section, some of these values require confirmation prior to detailed design.

**Table 4-2  
Preliminary Population and  
Raw Wastewater Design Criteria**

<b>Parameter</b>	<b>Design Value or Description</b>
Current Population (2017)	4,700 persons
Population Growth Rate	1.0% per year
Design Population (2039)	5,850
Annual Average Per Capita Flows	600 L/c/d
Flow Factors	
- Annual Average	1.000
- Winter Flow Factor	0.88
- Summer Flow Factor	1.12
- Max Month Factor	1.30
Per Capita Loading Factors (BOD, TSS, TKN, P)	
- Annual Average	1.00
- Winter Flow Factor	0.88
- Summer Flow Factor	1.12
- Max Month Factor	1.30
Lagoon Temperature	
- Minimum (Winter)	1.0°C
- Summer	15.0°C
- Max Month	15.0°C
- Maximum	20.0°C

Parameter	Design Value or Description
BOD	0.10 kg/c/d* (requires confirmation)
TSS	0.12 kg/c/d
TKN	0.015 kg/c/d
Total P	0.004 kg/c/d

\* Based on outside lab results, per capita BOD has been approximately 0.07 kg/c/d, whereas, based on Town's results, per capita BOD has been approximately 0.12 kg/c/d.

### 4.3 EFFLUENT QUALITY TO 2025

- AEP cBOD approval limit: 25 mg/L
- Target maximum cBOD: 15 mg/L (based on average of samples taken during the month)
- Maximum un-ionized  $\text{NH}_3\text{-N}$ : <1.25 mg/L
- Target maximum u- $\text{NH}_3\text{-N}$ : <0.1 mg/L
- WSER toxicity: Non-acutely lethal
- WSER TSS: 25 mg/L (based on annual average of bi-weekly samples of storage pond discharge to Paddle River)

### 4.4 EFFLUENT QUALITY LONGER TERM

Future effluent quality limits cannot be ascertained at this time. The limits will be contingent upon further analysis of EDOs and Environmental Quality Objectives (EQOs), and future approval limits to be established by AEP. At this time, we envisage that the limits for the final discharge to the Paddle River could become more stringent, as follows:

- Ammonia nitrogen: <5/10 mg/L (summer/spring), based on monthly averages
- Total phosphorus: <1 mg/L, based on monthly or yearly averages
- E. coli (or fecal coliforms): <200 per 100 mL, based on monthly geometric mean

## 5 Aerated Lagoon Performance

Data for the aerated lagoon system for 2016 and 2017 (refer to Appendix A) show an overall, good performance. Table 5-1 summarizes the results:

**Table 5-1**  
**Summary of Barrhead Lagoon Effluent Quality (mg/L, except as noted)**

Parameter	2016 Average (Range)	2017 Average (Range)
cBOD	7.4 (2.0-16.0) (outside lab) 8.7 (3.0-17.0) (Town)	9.3 (2.4-14.8) (outside lab) 7.2 (2.0-12.6) (Town)
TSS	12.2 (4.8-29.8)	11.8 (3.5-30.8)
Total P	1.5 (0.56-2.5) (outside lab) 1.6 (0.62-2.4) (Town)	0.93 (0.35-2.15) 1.2 (0.40-2.1) (Town)
Total NH <sub>3</sub> -N	15.45 (4.84-27.45)	13.28 (2.77-21.62)
Total Chlorine Residual	0.02 (0.00-0.04)	0.03 (0.01-0.05)
Dissolved Oxygen	5.41 (2.62-12.38)	4.30 (2.07-7.80)
pH (pH units)	8.00 (7.71-8.65)	7.82 (7.52-8.08)
Temperature (°C)	8.4 (0.0-21.0)	7.9 (0.6-20.2)

Table 5-2 shows estimated aerated lagoon effluent cBOD quality under various conditions, both current (2018) and future (2039 which is a 20-year projection from next year).

**Table 5-2**  
**Estimated cBOD from Aerated Lagoons Under Various Conditions <sup>a</sup>**

Year	Condition				Estimated Effluent cBOD, mg/L		
	Remove Cell 1 Sludge	Remove Cell 2 Sludge	Remove Cell 3 Sludge	Increase Operating Depth 0.5 m	Summer	Max Month	Winter
2017 <sup>b</sup>					9	11	27
2017	√				7	8	20
2017	√	√			4	4	12
2017	√	√	√		3	3	9
2017				√	4	5	14
2017	√			√	3	4	11
2017	√	√		√	2	3	7
2017	√	√	√	√	2	2	6
2039	√	√	√		4	5	13
2039	√	√	√	√	3	3	9

<sup>a</sup> Estimates are based on modeling with:

- 2017 population: 4700 persons
- 2039 population: 5850 persons (based on 1% annual population growth)
- Per capita BOD load: 0.15 kg/person/day (based on Town's peak month BOD data)
- Per capita flow: Annual average (AAF): 0.6 m<sup>3</sup>/person/day
- Winter month: 0.88 x AAF
- Summer: 1.12 x AAF
- Max Month: 1.30 x AAF
- Lagoon volume: Based on current 3.5 m depth and possible future 4.0 m depth (each cell)
- Sludge volume: Based on Kayden Industries report (each cell)
- Net lagoon volume: Lagoon volume – Sludge volume (each cell)
- Reaction rate coefficients at 1°C (winter) and 15°C other times.

<sup>b</sup> Base condition – 2017 with no sludge removal and 3.5 m wastewater depth.

In all cases, estimated winter performance is the limiting (worst) condition. Table 5-2 also shows that the contributions of water treatment plant wastes to the aerated lagoon system decrease its winter performance significantly (effluent cBOD increases by about 40% to 100%, for various operating conditions).

The water treatment wastes also significantly reduce the downstream storage lagoon retention time, with the increased potential to require discharge to the Paddle River as early as April, with possible WSER violations (excess ammonia and failed bioassay tests).

Under current conditions, with significant sludge accumulations in all three aerated cells and 3.5 m operating depth, the modelled effluent cBOD is estimated to be in the order of 27 mg/L, which exceeds the AEP Approval limit of 25 mg/L. Until 2017, actual lagoon performance was much better with the Town recording a maximum monthly average cBOD of 17 mg/L in April 2017. However, during February 2018, the Town recorded a maximum monthly average cBOD of 28 mg/L. Therefore, the predictive model appears reasonable and suitable for the basis of decisions on what basic improvements to make – sludge removal and/or increase in lagoon operating depth.

The model shows that a slight improvement in winter effluent quality (20 mg/L cBOD) is expected by removing sludge from Aerated Cell 1. Removal of sludge from all 3 aerated cells shows a marked improvement in expected effluent quality (9 mg/L cBOD).

Just increasing the aerated lagoon operating depth from 3.5 m to 4.0 m, but without any sludge removal, also shows a good improvement in winter effluent quality (14 mg/L), well below the current AEP approval limit. However, without sludge removal, it would not be possible to replace the damaged air diffusers or install a complete new aeration system.

The model also shows that removal of sludge only from Aerated Cell 1, along with a 0.5 m increase in operating depth, could achieve an intermediate level of improvement (11 mg/L effluent cBOD). This might be considered for budgetary reasons. Aerated Cell 1 could be desludged more readily than the other cells and most of the problematic air diffusers are in this cell.

Combining sludge removal from all three aerated cells, along with a 0.5 m increase in depth, results in the lowest modelled effluent cBOD under winter operation (6 mg/L).

The model also shows that the aerated lagoon should continue to achieve good effluent quality (13 mg/L) in the future (20-year projection from 2019), provided that excessive sludge accumulations are addressed. In addition, further performance improvement (9 mg/L cBOD) is estimated with the lagoon operating depth increased from 3.5 to 4.0 m.

## 6 Initial Upgrade Options

### 6.1 SLUDGE REMOVAL

Sludge accumulations in the aerated lagoons need to be addressed. Excessive sludge accumulation adversely affects treatment performance and seriously interferes with repair or replacement of problem air diffusers.

If the budget is a limiting factor, the Town could consider phasing the removal of sludge. This could involve:

- Temporary bypass of raw wastewater around Aerated Cell 1 to Aerated Cell 2.
- Desludging Aerated Cell 1, perhaps by simply pumping the sludge to the adjacent empty cell.
- Removal of the existing coarse bubble air diffusers.
- Installation of float-sink fine bubble air diffusers (this type of system would facilitate future desludging and other lagoon maintenance since the diffusers can easily be floated and relocated to one side of the lagoon during maintenance).
- Future desludging of Aerated Cells 2 and 3 along with installation of fine bubble aerators.
- Possible future blower replacement to suit the lower aeration requirements with fine bubble aerators.

If budget is not a limiting factor, the Town should consider removing sludge from all three aerated lagoon cells.

### 6.2 LAGOON IMPROVEMENTS

#### 6.2.1 Address Short Circuiting

A previous report suggested that final effluent quality could be improved if short circuiting from the aerated lagoon system to the storage cells is addressed. The most critical period where effluent quality must be assured, is during the initial spring discharge in late April or early May each year. Available data from the aerated lagoon shows that the aerated lagoon quality during this period is better than storage pond quality. Therefore, we believe that costly piping modifications to address short circuiting are not warranted.

#### 6.2.2 Increase Aerated Lagoon Operating Depth to 4.0 m

Section 5 shows the impact of lagoon operating level on estimated treatment performance. Superior performance is achievable at greater operating depth mainly because it provides greater retention time for biological treatment. Aeration efficiency also would improve with an increase in depth.

The construction drawings for the aerated lagoons show a vertical level control pipe set at an initial elevation for a 3.0 m operating depth at the outlet of aerated cell 1, with future allowance to increase the operating depth to 4.0 m.

However, Kayden Industries' recent sludge survey suggest the actual lagoon operating level may be 3.5 m. AE will need to confirm the level through independent survey. If the level is indeed 3.5 m, then that would enable a 0.5 m increase in level to a full 4.0 m operating depth.

### **6.3 AERATION IMPROVEMENTS**

#### **6.3.1 Replace Coarse Bubble Aerators with Fine Bubble Aerators**

The existing aeration system utilizes coarse bubble aerators. In a 3.5 m lagoon, the oxygen transfer efficiency for these aerators is expected to be in the order of 5-6%. On the other hand, the oxygen transfer efficiency for fine bubble aerators is expected to be in the order of 9-10%. More efficient oxygen transfer efficiency translates into lower blower power requirements and associated power savings. The fine bubble aerators also may require slightly greater pressure and, therefore, the power savings are not quite corresponding. It should also be noted that the aeration requirement for the Aerated Cell 1 is the same for both coarse and fine bubble aerators. We estimate overall power savings with fine bubble aerators versus coarse bubble aerators would be approximately 10% for Barrhead.

#### **6.3.2 Replace Existing Air Blowers**

The existing three positive displacement air blowers are over 30 years old and are likely nearing the end of their useful service life. We understand that the current funding does not include replacement of the existing blowers. However, we suggest that savings from eliminating the previously proposed lagoon piping modifications would be better invested in two new blowers compatible with a new aeration system.

#### **6.3.3 Source Control – Monitor Businesses, which, Potentially, Discharge High Strength Wastes**

If the Town's raw wastewater quality data are representative of the actual raw wastewater strength, then we suggest that the Town could benefit by sampling suspected high strength discharge(s) and encourage the discharger(s) to lower their loadings into the sewage system. Encouragement may be achieved through consultations with the owner, or possibly through sewer bylaw enforcement with appropriate cost allocation. Reduced wastewater strength should translate into improved effluent quality and lower overall operating costs.

## 7 Future Considerations

### 7.1 REDUCE WATER TREATMENT PLANT WASTE VOLUMES

Waste discharges from the Town's Regional Water Treatment Plant significantly increase the wastewater flows requiring treatment (approximately 50% increase). Although it is possible to reduce the water plant waste discharge volume somewhat, reducing the discharge would be very costly. This could be achieved by installing additional membrane units to recover some of the reject waste. We believe the costs of this are not warranted at this time. However, the Town may wish to consider this in the future, say in conjunction with future water treatment plant upgrades, if and when required.

### 7.2 REHABILITATE SEWERS TO REDUCE INFLOW/INFILTRATION

Inflow and infiltration (I&I) contribute to significant increases in wastewater volumes requiring treatment during the warmer summer months. Perhaps winter flows are also impacted by I&I, but to a much lesser degree. Since the critical treatment period for lagoon performance is winter, the I&I impact is less important then. Although sewer rehabilitation to reduce I&I is desirable, we do not see this as absolutely necessary for the efficient operation of the lagoon.

### 7.3 EXPAND STORAGE TO PROVIDE ONE-YEAR RETENTION AND REDUCE AMMONIA-NITROGEN

Extended retention time in storage ponds to a year should increase effluent quality, notably lower ammonia-nitrogen concentrations.

One possible option for increasing the available storage would be to increase the berm elevation of Storage Cell 2 (east storage cell) by about 0.9 m to match the elevation of Storage Cell 1 (south storage cell). This would increase the total available storage capacity by over 25%, or 140,000 m<sup>3</sup>. At the current winter flows, the overall storage capacity would increase from almost 7 months to over 8.5 months. At future winter flows (2039 projection), the estimated storage capacity would be in the order of 7 months, still adequate to retain winter flows.

Another option for achieving additional storage would be to expand the storage on nearby land. This would, of course, be more expensive than the above (increase Storage Cell 2 berm height), but it could enable provision of a full year's retention with additional improvements in effluent quality.

### 7.4 CONTROL SUMMER DISCHARGE RATE TO MAXIMIZE RIVER DILUTION

Subject to further receiving stream environmental analysis, it may be prudent to consider reducing the high effluent discharge rate during spring to maximize dilution and minimize impacts under the full range of effluent quality and stream flow/quality conditions. This should be reviewed soon.

## **7.5 PROVIDE EFFLUENT POLISHING TO REDUCE AMMONIA NITROGEN (SAGR OR MBBR)**

A submerged attached growth reactor (SAGR) typically consists of an aerated gravel bed which biologically removes ammonia-nitrogen from lagoon effluent. Several systems have been constructed in Canada as well as USA showing reliable and excellent performance.

A moving bed biological reactor (MBBR) is another potential post-lagoon process capable of removing ammonia. It consists of aerated tanks with plastic media upon which nitrifying organisms can grow.

Both systems may also remove some phosphorus via suspended particle removal.

## **7.6 CONVERT AERATED CELL #1 TO AN EXTENDED AERATION SYSTEM**

Since Aerated Cell #1 is a complete mix cell with >24 hours hydraulic retention, it might be feasible to convert it to an extended aeration system. This would require solids retention in the aerated cell and, with a high biomass concentration, greater BOD reduction along with nitrification may be possible.

Nitrification is the process by which organic nitrogen and ammonia nitrogen are oxidized predominantly to nitrates. Solids retention in Aerated Cell #1 may be achieved by installing a clarifier to settle solids for pumping back to the cell.

A two-stage system may provide even better performance with BOD removal occurring predominantly in the complete mix cell and nitrification occurring predominantly in a second complete mix cell. To facilitate operations, excess sludge could be wasted to Aerated Cell #2, providing a seed for further nitrification.

## **7.7 PROVIDE CHEMICAL PHOSPHORUS REMOVAL**

If additional phosphorus removal is required in future, some alum addition could be considered in the first aerated cell. However, sludge accumulation will be greater, requiring more frequent removal.

Alum could also be considered post-aerated lagoons followed by filtration to remove the precipitated phosphorus.

## 8 Conclusions and Recommendations

### 8.1 CONCLUSIONS

The main conclusions from our review of the Town's wastewater treatment system and necessary upgrades are summarized as follows:

- Wastewater Flows: Recent wastewater flows have averaged over 2,500 m<sup>3</sup>/d.
- Effluent Dilution: The Paddle River generally provides greater than 16:1 dilution of the effluent, complying with AEP's requirement for minimum 10:1 dilution.
- Effluent Toxicity: Effluent from Storage Pond 2 failed a fish bioassay test in April 2015. The Town has made operational adjustments resulting in no failed bioassay tests since that date.
- AEP Regulatory Limits: The approval requires that the Town meet a monthly effluent cBOD limit of 25 mg/L until 2025.
- WSER Regulatory Limits: The main federal requirements are that the final effluent should not exceed 1.25 mg/L un-ionized ammonia concentration and it should be non-toxic to fish, as determined annually by an acute lethality test on rainbow trout,
- Future Regulatory Limits: Subject to confirmation of Environmental Discharge Objectives, AEP may require further improvements in effluent quality beyond 2025, particularly with respect to total phosphorus and ammonia nitrogen.
- Wastewater Flows: The total wastewater flows average almost 600 L/c/d. The regional water treatment facility accounts for approximately one-third of the flow. Since 2015, this high flow has challenged the capabilities of the storage ponds to retain the effluent during winter.
- Raw Wastewater BOD: The Town's has measured raw wastewater BOD strength significantly higher than an outside laboratory. Based on outside laboratory results, per capita BOD has been approximately 0.07 kg/c/d, whereas, based on Town's results, per capita BOD has been approximately 0.12 kg/c/d.
- Effluent Quality to 2025: With lagoon upgrades, AEP and WSER limits should be met.
- Effluent Quality Longer Term: More stringent limits on ammonia nitrogen and total phosphorus, and possible coliforms, are anticipated.
- Sludge Accumulation: Kayden Industries (Appendix B) determined that sludge occupied significant portions of the aerated cell volumes: 69%, 53% and 35% in Cells 1, 2 and 3, respectively. These accumulations significantly reduce the treatment capabilities of the system. In addition, the sludge requires removal before new aeration equipment can be installed.
- Aerated Lagoon Effluent Quality: Our predictive model appears to reasonably estimate the expected effluent quality. Recent (February 2018) effluent cBOD reported by the Town was 28 mg/L, exceeding AEP's 25 mg/L limit. The Town has since appeared to correct this problem by increasing the aeration rate.

- **WTP Waste Impact on Effluent Quality:** Contributions of water treatment plant wastes to the aerated lagoon system decrease its winter performance significantly (effluent cBOD increases by about 40% to 100%, for various operating conditions). The water treatment wastes also significantly reduce the downstream storage lagoon retention time, with the increased potential to require discharge to the Paddle River as early as April, with possible WSER violations (excess ammonia and failed bioassay tests).
- **Aerated Lagoon Depth:** Design drawings show the initial operating depth at 3.0 m with future adjustment capability to reach 4.0 m depth. The recent sludge survey estimated the depth at 3.5 m. Increasing the operating depth to 4.0 m would help improve treatment performance.
- **Aeration System Condition:** The existing aeration system has served the Town well for over 30 years. However, several of the aeration laterals are leaking or non-functional, and the blowers are reaching the end of their expected useful life.

### 8.2 RECOMMENDATIONS

The main recommendations from our review of the Town's wastewater treatment system and necessary upgrades are summarized as follows:

- **Raw Wastewater Strength:** We suggest that the Town request its outside laboratory to audit the Town's laboratory procedures. In particular, it is critical that the discrepancies between the Lab and Town BOD results be resolved. Additionally, the Town should monitor any significant waste contributors to help solicit their cooperation in reducing their waste contributions. These activities will help establish reliable design criteria.
- In future, the Town should report total phosphorus test results as P (not as currently reported as PO<sub>4</sub>) because possible future regulatory limits are most likely to be stated in terms of P.
- **Upgrade Scope:** Option #1: Candidate Upgrades Cells 1, 2 and 3; Option #2: Reduced Upgrades Cells 1 and 2; and Option #3: Further Reduced Upgrades Cell 1. Although Option 1 is the best in terms of system improvement, the Town may wish to consider Options 2 or 3, in view of cost considerations.
- Final design should be based on Option 1; however, Contract Documents should be based on Option 2 which is the Town's preferred option.
- In future, lagoon desludging should be budgeted and scheduled more frequently, at 5- to 10-year intervals, to help keep the treatment system performing to its full potential.

## 9 Future Upgrade Allowances

Beyond 2025, the Town will require a new AEP Approval for the Wastewater Treatment System. This approval will likely depend on findings from the establishment of environmental quality objectives and effluent discharge objectives (AE proposal to be submitted). From this, AEP may impose lower effluent ammonia-nitrogen and total phosphorus limits and possibly other parameters.

Potential additional improvements to consider beyond 2025 may include:

- Addition of a third storage cell or raising Storage Cell 2 berm by 0.9 m to provide reliable assurance of winter retention and to further improve effluent quality.
- Effluent flow control for the final discharge into the Paddle River to assure optimized dilution and assimilation.
- Either extended aeration treatment (Cell #1 followed by a clarifier) or post aerated lagoon treatment to further reduce effluent ammonia-nitrogen concentrations (e.g., submerged attached growth reactor or moving bed biofilm reactor). This may also include the addition of at least one or more additional air blowers.
- Chemical phosphorus reduction at Cell #1 or following the aerated lagoons (e.g., alum coagulation, flocculation and filtration).
- Ultraviolet disinfection to reduce effluent microorganism concentrations.
- Industrial and/or municipal re-use of high quality effluent to further reduce effluent loadings on the Paddle River.
- Reduction of water treatment plant waste volumes discharged to the wastewater system.

## 10 Implementation Plan

Based on the Town's decision to proceed with Option 2, the key activities required to implement the wastewater treatment upgrades are summarized as follows:

### Funding

- Confirm funding extension to 2019 Oct. – Dec. 2018

### Environmental

- Obtain AEP agreement with sampling plan Completed
- Complete assessment of discharge on Paddle River May – Oct. 2019
- Draft report establishing future effluent quality objectives Nov. 2019
- Submit report to AEP Dec. 2019
- Meet with AEP re future effluent quality objectives beyond 2025 Jan. – Mar. 2020

### Desludge Aerated Cells 1 & 2

- Prepare request for proposal (AE) Completed
- Obtain proposals (Town) In progress
- Award contract (Town) Nov. 2018
- Desludge cells (Contractor) May – Jun. 2018

### Aeration System Upgrades

- Prepare contract documents (90%) for review with Town Nov. – Dec. 2018
- Finalize contract documents (100%) Dec. 2018
- Tender project Jan. 2019
- Award contract Feb. 2019
- Construct upgrades Jul. – Sep. 2019
- Warranty period to Sep. 2021

## Closure

This report was prepared for the Town of Barrhead as a review of the wastewater treatment system. The purpose is to help guide short-term planning decisions (to 2025, when the current Approval expires) to reliably meet regulatory requirements and enable cost-effective upgrades to the wastewater treatment system.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,  
Associated Engineering Alberta Ltd.

Ryan Wirsz, P.Eng.  
Project Manager

Patrick W. Given, P.Eng.  
Senior Process Engineer

<b>BRYBIL PROJECTS LTD.</b>
<b>QUALITY MANAGEMENT SIGN-OFF</b>
Signature: _____
Date: _____

<b>APEGA Permit to Practice P 08060</b>
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# TECHNICAL MEMORANDUM

## Appendix A – Wastewater Quality Data

Annual 2016

2016	RAW		Treated Effluent						T S S			B O D			Flow Meter	
Month	PH	Temp	P	T- NH <sub>3</sub>	T Cl <sup>2</sup>	DO	PH	Temp	Influent	Effluent	%	Influent	Effluent	%	Flow	Rate
January	8.40	10.0	4.92	27.45	0.01	2.94	7.75	1.1	290.8	14.3	95	246.8	11.8	95.3	62396	0.02464
February	8.23	10.3	4.72	26.13	0.00	2.92	7.71	0.9	261.8	11.0	96	279.0	13.3	95.0	62080	0.02473
March	8.74	8.6	5.24	17.94	0.01	3.76	7.82	1.1	354.0	7.8	98	262.2	14.7	94.4	70820	0.02652
April	8.30	10.9	4.69	16.00	0.04	12.38	8.65	8.3	270.0	25.6	90	212.5	17.0	91.3	73522	0.02846
May	8.20	12.5	6.76	16.20	0.03	7.68	8.31	14.4	270.0	29.8	88	239.8	12.8	94.3	95398	0.03622
June	7.90	14.5	7.13	19.20	0.01	5.81	8.15	16.0	212.3	8.2	96	194.0	4.5	97.5	104885	0.04015
July	7.87	9.0	4.46	7.19	0.02	4.36	8.10	21.0	156.2	10.0	93	234.2	7.0	97.8	85102	0.03298
August	7.79	7.0	4.40	9.72	0.04	3.33	7.79	19.0	151.8	4.8	95	161.8	4.4	96.6	99370	0.03898
September	8.18	7.0	4.40	4.84	0.02	2.62	7.88	12.3	167.6	11.4	93	146.5	3.0	97.9	91470	0.03908
October	8.20	7.0	1.87	6.02	0.02	5.22	8.00	4.5	175.3	5.5	97	138.8	3.3	97.5	92440	0.03863
November	8.14	7.0	4.42	13.24	0.02	6.20	7.88	2.3	247.8	8.8	96	157.2	4.8	96.6	86210	0.03410
December	8.03	5.3	5.25	21.43	0.02	7.76	7.98	0.0	218.4	9.8	96	298.8	8.4	96.3	43602	0.03072
Total															967295	
Average	8.16	9.0845	4.85	15.45	0.02	5.41	8.00	8.4	231.3	12.2	94	214.3	8.7	95.9	80607.91667	0.03293
Minimum	7.79	5.25	1.87	4.84	0.00	2.62	7.71	0.0	151.8	4.8	88	138.8	3.0	91.3	43602	0.02464
Maximum	8.74	14.5	7.13	27.45	0.04	12.38	8.65	21.0	354.0	29.8	98	298.8	17.0	97.9	104885	0.04015

2016 OUTSIDE LAB COMPARE TO TOWN LAB

	RAW		Treated Effluent								T S S				B O D			
Month	PH	PH	P	P	T- NH <sub>3</sub>	T- NH <sub>3</sub>	T Cl <sup>2</sup>	T Cl <sup>2</sup>	PH		Influent		Effluent		Influent		Effluent	
	Lab	TOB	Lab	TOB	Lab	TOB	Lab	TOB	Lab	TOB	Lab	TOB	Lab	TOB	Lab	TOB	LAB	TOB
January	8.29	8.5					<0.01	0.000	7.67	7.80	122	323	<10	14	193	285	9	12
February	7.74	8.2							7.74	7.70	284	258	15.0	12	202	282	11	13
March	8.33	9.2							7.80	7.90	326	403	10.0	7	196	329	16	14
April	7.86	8.2			15.70	14.60	0.040	0.080			213	269	36.0	20	137	235	14	15
May	8.02	8.3	2.50	7.71	19.70	18.40	0.100	0.020	7.94	8.10	167	200	9.0	20	126	139	4.00	8
June	7.84	7.8	2.50	6.44	19.90	19.30	<.1	0.020	8.20	8.20	125	109	16.0	7	88.9	200	2.3	5
July	7.37	7.9	1.41	4.06	5.90	5.89	<.1	0.010	8.18	8.00	186	144	<3	4	145	158	<3	4
August	8.02	7.6	1.64	5.39	10.60	8.78	<.1	0.010	8.11	7.70	48	54	<3	7	25	95	4.7	8
September	7.97	7.8	0.95	3.10	4.67	4.31	<.02	0.010	8.19	8.30	144	152	3.0	3	118	149	2	3
October	7.30	7.9	0.56	1.75	6.70	5.62	<.02	0.010	7.54	8.00	147	183	8.3	5	86.9	122	<2	3
November	7.51	8.2	0.97	3.26	14.30	13.80	<.02	0.030	7.84	7.60	283	356	3.3	5	111.0	251.0	<3	3
December	7.680	8.0	1.48	4.69	23.00	22.90	0.040	0.020	7.96	8.10	188	206	4.6	7	83	420	4.2	13
Total																		
Average	7.83	8.1	1.50		13.39		0.0600		7.92	7.95	186.08		11.69	9.25	125.98		7.47	8.42
Minimum	7.30	7.6	0.56		4.67		0.04		7.54	7.6	48		3	3	25		2	3
Maximum	8.33	9.2	2.5		23		0.1		8.2	8.3	326		36	20	202		16	15

Annual 2017

2017	RAW		Treated Effluent						T S S			B O D			Flow Meter	
Month	pH	Temp	P	T- NH <sub>3</sub>	T Cl <sup>2</sup>	DO	pH	Temp	Influent	Effluent	%	Influent	Effluent	%	Flow	Rate
January	7.79	3	4.80	21.63	0.028	2.26	7.69	0.63	209	9.4	95.5	220.2	7.4	97.25	60010	0.0252
February	7.89	4	6.32	20.78	0.023	2.07	7.68	1.00	241	11.2	95.25	163.6	9.32	94.75	59718	0.0272
March	7.92	4	5.34	17.76	0.034	2.30	7.52	1.20	242	9.8	95.8	161.7	11.3	94	68430	0.0267
April	7.98	4	3.25	13.80	0.050	5.71	7.73	2.00	227	12.7	86.25	181.2	12.62	93.5	90580	0.0356
May	7.68	4	4.19	12.97	0.038	5.51	7.89	10.40	241	30.8	84.2	199	10.83	93.2	96819	0.0356
June	7.83	7	4.34	11.85	0.027	5.61	8.05	19.38	189	10.0	94.75	246.8	8.26	96.5	95581	0.0384
July	7.79	4	1.91	5.24	0.033	4.37	8.08	20.25	183	8.2	95.25	135.2	3.75	97.5	90331	0.0415
August	7.69	5	1.19	2.77	0.022	3.25	7.76	20.20	286	7.2	97.2	175.5	3.8	97.8	87499	0.0335
September	7.75	5	2.52	5.64	0.014	2.74	7.79	12.67	141	3.5	97.25	129.78	2	98.5	73487	0.0306
October	7.80	4	3.11	11.92	0.014	5.86	7.92	4.50	248	5.0	97.75	140	2.48	98	72227	0.0291
November	7.82	4	2.20	15.38	0.032	7.80	7.86	1.20	255	16.2	93	198.8	7.27	96.4	69762	0.0280
December	8.025	4	3.22	19.65	0.025	4.16	7.88	1.13	270	17.3	93.25	184.25	7.5	95.75	58143	0.0264
Total															922587	
Average	7.83	4.36	3.53	13.28	0.0281	4.30	7.82	7.88	227.57	11.77	93.79	178.01	7.21	96.10	76882.25	0.0315
Minimum	7.68	3.13	1.19	2.77	0.014	2.07	7.52	0.625	141.4	3.5	84.2	129.78	2	93.2	58143	0.0252
Maximum	8.025	7	6.315	21.625	0.05	7.798	8.075	20.25	286.305	30.83333	97.75	246.8	12.62	98.5	96819	0.0415

OUT SIDE LAB RESULTS

	RAW		Treated Effluent						T S S			B O D		
Month	pH		P	T- NH <sub>3</sub>	T Cl <sup>2</sup>		pH		Influent	Effluent		Influent	Effluent	
January	6.96				<0.02		7.66		219	11.0		167	10	
February	8.07				<0.02		8.18		320	9.8		134	12.6	
March	7.34				<0.02		7.43		214	5.7		96.2	14.8	
April			0.90	16.00	0.050		7.47		148	13.5		131	14.1	
May	6.87		2.15	12.50	0.030		7.66		270	20.0		240	11.00	
June	7.25		1.33	11.80	0.030		7.81		116	8.0		84	4.3	
July	7.37		0.64	5.81	0.020		7.47		100	4.0		48	<15.2	
August	7.16		0.35	2.21	0.020		7.45		128	<3.3		105	<2.2	
September	7.17		0.52	7.05	0.030		7.55		72	<2		81.9	<2.3	
October	7.09		0.63	11.30	0.030		7.52		222	21.0		153	2.4	
November	6.94		0.81	17.80	0.050		7.37		298	9.0		149.0	5.60	
December	7.440		1.00	19.50	0.020		7.18		224	12.0		128	8.6	
Total														
Average	7.24	0.00	0.93	11.55	0.0311	0.00	7.56	0.00	194.25	11.40	0.00	126.43	9.27	0.00
Minimum	6.87	0.00	0.35	2.21	0.02	0	7.18	0	72	4	0	48	2.4	0
Maximum	8.07	0	2.15	19.5	0.05	0	8.18	0	320	21	0	240	14.8	0

Annual 2018

	RAW		Treated Effluent						T S S			B O D			Flow Meter	
Month	pH	Temp	P	T- NH <sub>3</sub>	T Cl <sup>2</sup>	DO	pH	Temp	Influent	Effluent	%	Influent	Effluent	%	Flow	Rate
January	7.738333	4	4.91	20.83333	0.014	2.14	7.681667	1	323.1667	28.16667	91.2	377.8333	24.56667	93.8	68475	0.02564516
February	7.694	5	4.014	21	0.022	2.2175	7.675	1	213.4	21.2	91.33333	339.25	28.16	95	65645	0.02587857
March	7.816	4.25	4.202	28.42	0.0125	1.7475	7.64	1.125	250.4	22.4	91.75	255.6	22.04	92.25	70715	0.02640323
April	7.704	4	5.11	22.84	0.015	2.9175	7.696	1.5	280.6	16.2	94.25	374.2	18.16	94.25	84050	0.03307667
May	8.095	7.4	3.778	16.23333	0.016667	7.694	8.068333	10.4	335.1667	28.66667	91.6	385.6667	17.63333	96.4	81820	0.03038065
June	7.876	11				3.86	7.81	15	270	20.2	90.25	380	8.44	97.5	89980	10.73364
July	7.925					5.5925	7.775	16.25	225.6667	64	56	293.3333	12.66667	96		
August																
September																
October																
November																
December																
Total															460685	
Average	7.835476	5.941667	4.4028	21.86533	0.016033	3.738429	7.763714	6.610714	271.2	28.69048	86.62619	343.6976	18.80952	95.02857	76780.83333	1.81250405
Minimum	7.694	4	3.778	16.23333	0.0125	1.7475	7.64	1	213.4	16.2	56	255.6	8.44	92.25	65645	0.02564516
Maximum	8.095	11	5.11	28.42	0.022	7.694	8.068333	16.25	335.1667	64	94.25	385.6667	28.16	97.5	89980	10.73364

# TECHNICAL MEMORANDUM

## Appendix B – Sludge Survey



Proven Through Performance

# BARRHEAD

## Sludge Mapping of Aerated Cells 1,2,3

Property of Kayden Industries LP and Barrhead Public Works

Travis Tanaka  
ttanaka@kaydenindustries.com

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## Report Introduction

On May 22 and 23, a bathymetric survey using GIS sonar technology was completed. The technician and crew operated a boat with a rear mounted high-frequency resonating sonar. The conditions were acceptable, and we were able to launch the boat and obtain the required data successfully. Acoustically, the sonar measures the speed of the return signal, based on this, the distance is found. The sonar waves will travel through the sludge and indicate the top of the clay liner. Using the sonar image provided by our device, the data was plotted and processed using a GIS mapping software program. Three aerated cells were scanned for sediment deposition and clay barrier integrity. The clay barrier integrity is ascertained from the acoustic ability for clay to absorb sound waves. This ability will show on the scan as a line of lost sound as the sonar hits the change in the barrier. Any irregularities due to wear and tear will register a return on the sonar. All data is measured from water level at the time of the scan and will appear as negative values.

This report includes the following:

- Sedimentation Volume Tables
- Sedimentary Maps
- Recommendations

## Data Manipulation

For the volume calculation, all data has been converted to meters for the map, and meters cubed for the volume calculations. The standard error assumed for the data points is +/- 10 cm after calculation. The overall standard error is calculated from the standard error of the equipment +/- 2 cm and carried through the calculations to the overall standard error. All calculations were done with Surfer 14, by Golden Software. For the surface maps referenced in the appendix, blue is in indication of the lowest elevation of sludge, following a positive color ramp to white, indicating an increase in sludge elevation.

## Data Table for Barrhead Ponds

Cells	Total Volume(m <sup>3</sup> )	Volume of Sludge(m <sup>3</sup> )	Volume Remaining(m <sup>3</sup> )	Total Depth(m)	Sludge Depth(m)	Average(m)
Cell 1	4101	2844	1257	-3.5	1	1.3
Cell 2	58062	31264	26798	-3.5	0.4	1.4
Cell 3	53298	19039	34259	-3.5	0.2	1.2

- Total Depth is from water level to the liner top.
- The Sludge Depth is the measured from the water level to lowest sludge elevation.
- The average depth is the mean from liner to top of sludge.

## Results Analysis

### Cell 1:

The results indicate the volume of sludge in cell 1 is 2844 cubic meters. This volume of sludge accounts for 69 percent of the total capacity for cell 1.

### Cell 2:

The volume of sludge in Cell 2 is at 31264 cubic meters. This volume of sludge is occupying 53 percent of the capacity of cell 2. Mapping indicates that there is ridging forming around the aerators and that some are becoming buried underneath the sediment. The ridging is occurring between the space between the aerator lines, and between the outlet for the aerator lines into the pond.

### Cell 3:

The the volume of sludge in Cell 3 is 19039 cubic meters, occupying 35 percent of the capacity.

The sonar picked up the clay liner at -3.5 meters from current water level on all cells at the time of the scan. The clay liner in all cells showed no signs of leakage or mass degradation over the scanned area.

## Appendix

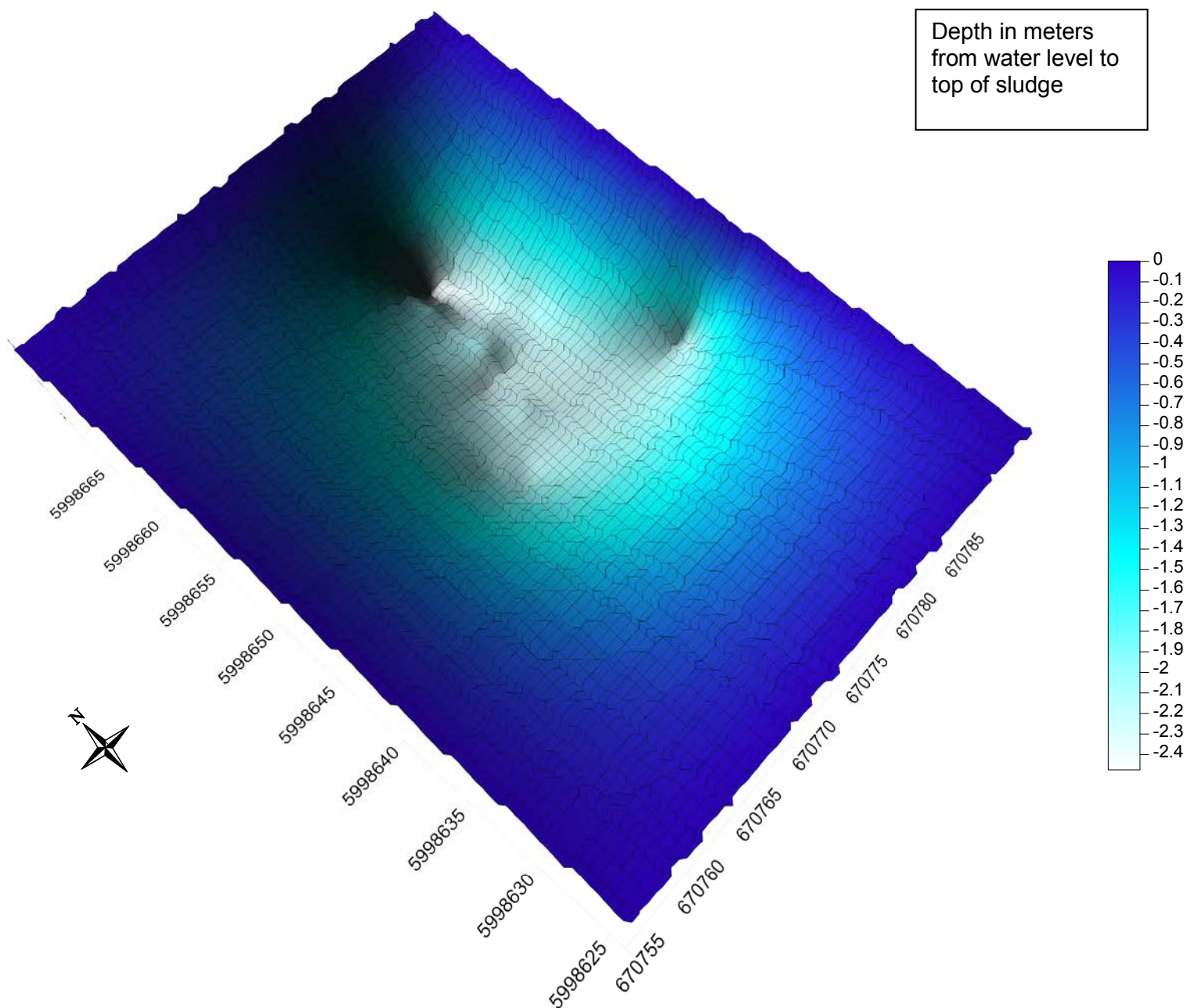


Figure 1: Volume of Sediment in Cell 1 Aerated Pond Surfer Version 14 Software By Golden Software

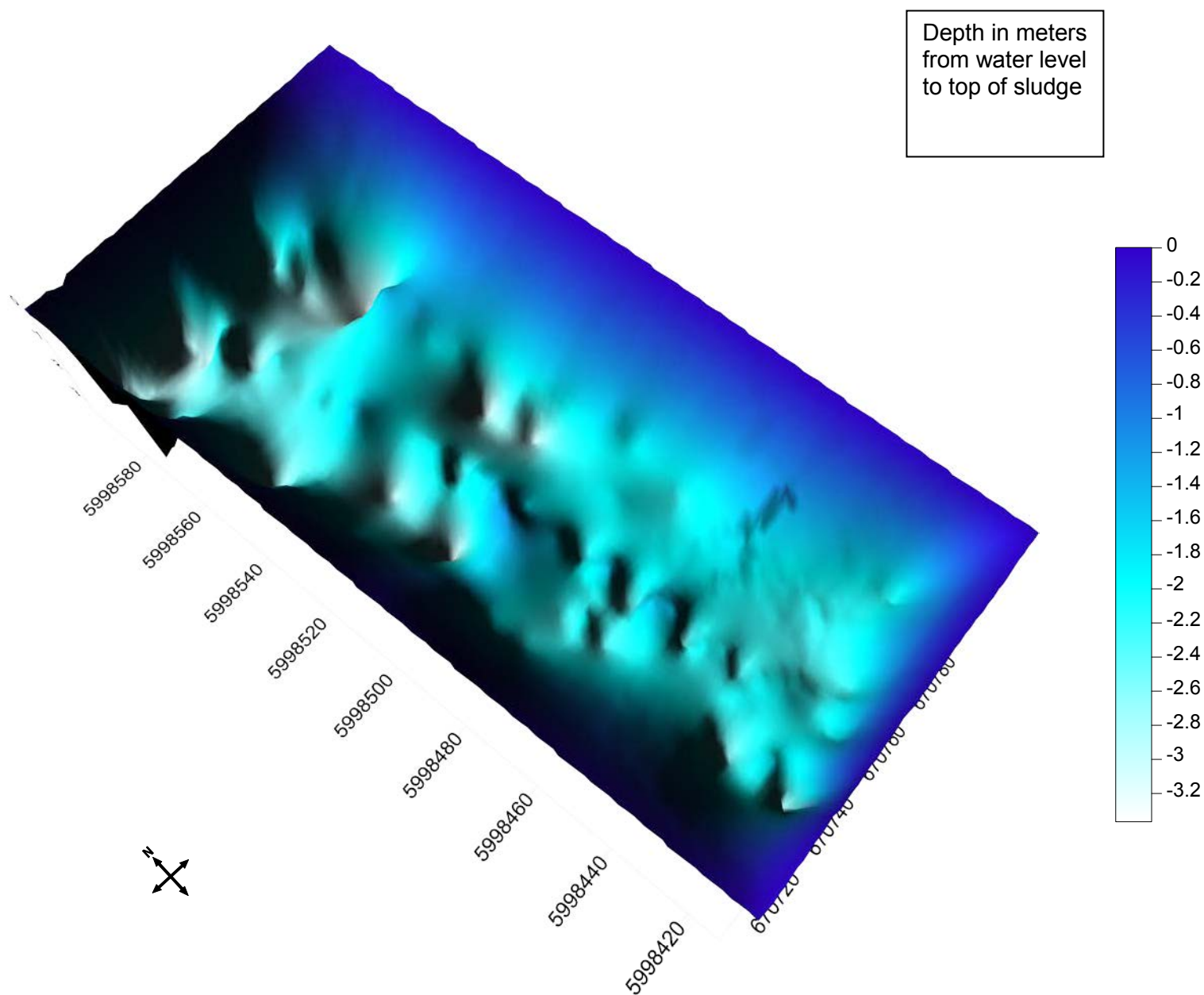


Figure 2: Volume of Sediment in Aerated Cell 2 Surfer Version 14 Software By Golden Software

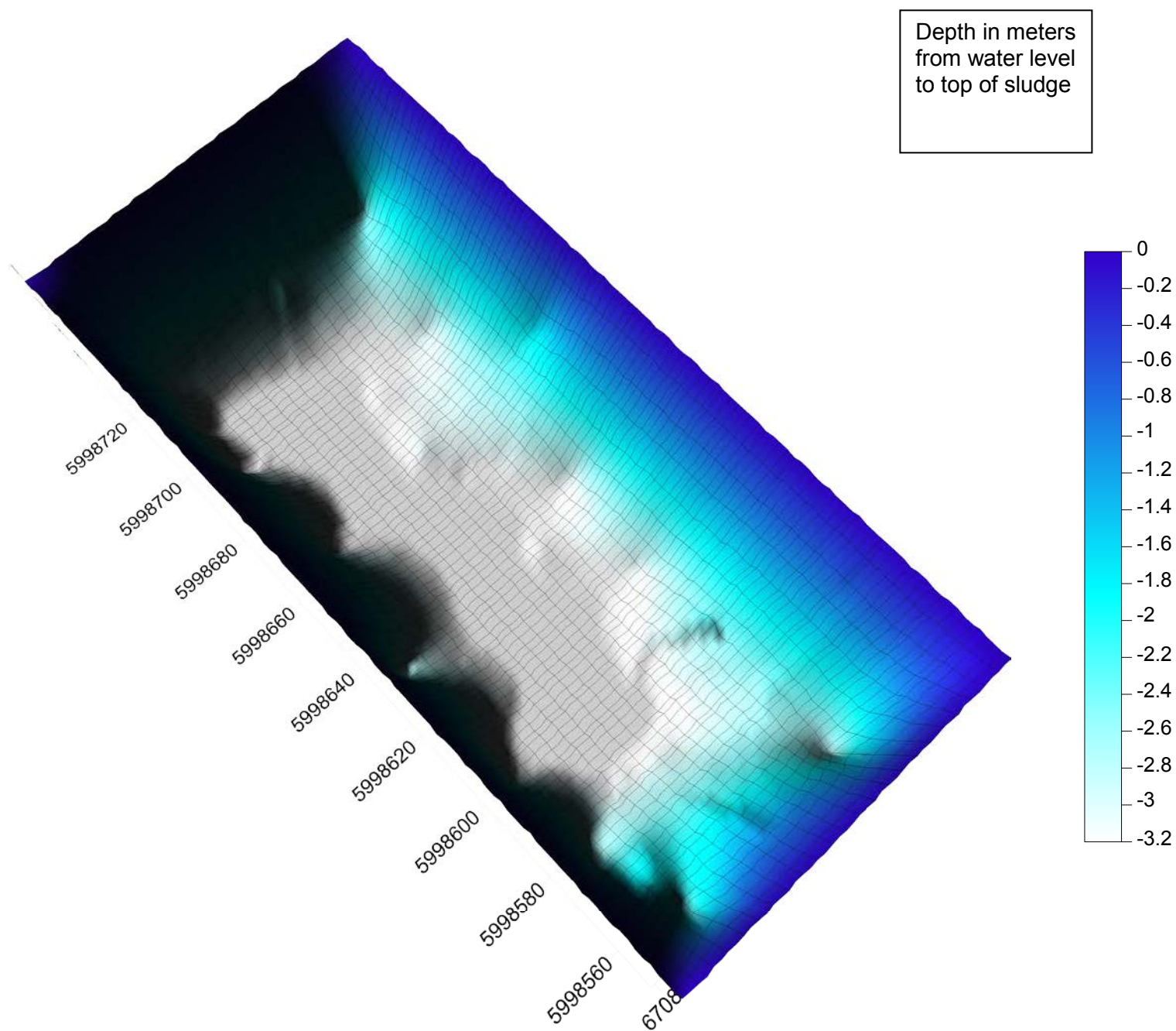


Figure 3: Volume of Sediment in Aerated Cell 3 Surfer Version 14 Software By Golden Software

**KAYDEN**INDUSTRIES.COM

**1.855.571.6688**



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Community Garden

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## Summary

Community Garden

## Overview

The Community Garden Society is requesting clarification from Council regarding the proposed relocation of the Community Garden.

The County of Barrhead has committed to doing approximately \$15,000.00 worth of earthwork should the Community Garden relocate to the area in Beaver Brook Estates suggested by the Town. The Public Works director has advised that 6 inches of top soil for the Community Garden will cost approximately \$25,000.00 to \$30,000.00

## Recommendations

### *Recommendation #1*

That Council provide the Community Garden with a 2-acre parcel in Beaver Brook by the Water Reservoir.
--

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO



RECEIVED

NOV 05 2018

Barrhead Community Garden Society  
%Marilyn Flock  
marilyn.flock@gmail.com 780-305-4317  
4901-58 St., Barrhead, AB T7N 1N8

Nov 3, 2018

Martin Taylor  
Chief Administrative Officer  
Box 4189  
Barrhead, AB  
T7N 1A2

Dear Mr. Taylor:

Thankyou for meeting with us on October 11, 2018. Since that meeting the Relocation Committee for the garden has met and discussed the two options presented to us by yourself and Mayor Dave McKenzie. Option 1. To have a larger site near the Town Reservoir along boundary road going out to MacGill Estates and Option 2. Using several smaller parcels around Town as smaller gardens.

After weighing the positives and negatives of both options the committee will be recommending that we select Option 1 the larger garden near the Reservoir. The smaller locations could be future projects if necessary and feasible. It was felt that gardens spread around in several location would make management more difficult for the Society in regard to tools and water. The larger one allows for more social interaction and future educational projects for kids, seniors and gardeners.

We are unable to meet with our gardeners until we have an answer to the question of what we can expect for the permanency of this location. This is also a question that other supporters to the move have requested. Without that support we will not be able to afford to make the move ourselves. We would like to arrange a meeting with the gardeners as soon as possible if this question can be addressed.

Yours truly,

Marilyn Flock Secretary/Treasurer



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Landfill Tipping Fees 2019

## Summary

Landfill Tipping Fees for 2019

## Overview

At their October 31, 2018 meeting, the Barrhead Regional Landfill Committee reviewed the Landfill tipping fees.

With rising operational costs for landfill cover, equipment maintenance, insurance, utilities, etc. the Committee recommended that the following rates be adopted effective January 1, 2019:

	Current Fee (effective January 1, 2016)	Proposed Fee (for 2019)
Pick-up Trucks	\$20.00	\$25.00
Truck/Trailer	\$40.00	\$45.00
Large Trucks – 1 Ton and up	\$50.00	\$55.00
Tandem Truck	\$80.00	\$85.00
End Dump	\$140.00	\$145.00

As the Unit of Authority for this Committee, Town Council must approve these rates.

## Recommendations

### **Recommendation #1**

That Council accept the recommendation of the Barrhead Regional Landfill Committee and approve the following tipping fees for the Barrhead Regional Landfill effective January 1, 2019:

Pick-up Trucks .....	\$25.00
Truck/Trailer .....	\$45.00
Large Trucks – 1 Ton and up .....	\$55.00
Tandem Truck .....	\$85.00
End Dump .....	\$145.00

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
 CAO



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** FCSS Letter of Support Request

## Summary

FCSS Letter of Support Request

## Overview

The FCSS is applying for grant funding for a new project called "Barrhead Seniors Link", as part of the grant process, letters of support will need to be included and FCSS is requesting a letter from the Town.

## Recommendation #1

That Council provide a Letter of Support to the FCSS to be included in their grant funding application for the new project called "Barrhead Seniors Link".

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

**Gail Hove**

---

**Subject:**

**FW:**

---

**From:** Barrhead FCSS [<mailto:barrheadfcss.director@gmail.com>]

**Sent:** Thursday, November 8, 2018 12:35 PM

**To:** Martin Taylor

**Subject:**

Good Morning Martin,

With our New Horizons For Seniors Grant (Srs trips) coming to a close we are now searching for more opportunities to support inclusion of Barrhead seniors.

We will be applying for a grant for a project called "Barrhead Srs Link" - bringing programs and services that focus on "social inclusion for diverse populations". Our thought is to provide a variety of programs for our seniors very similar to our Parent Link programming model. Examples include...

- seniors topics & ageing seminars

- Projects for The Young at Heart - sign painting, crafts, DIY projects,

- activities to connect seniors to other seniors

- activities to connect seniors to their community

- programs at FCsS building such as "Made from Scratch" "Coffee's On" "Support Groups" "Box-Lunch Socials"

Also services like Seniors Newsletter, Seniors Welcome Baskets etc.

Srs Aquafit / Srs at the Track / Srs Movie Matinees

Part of the application asks for partnerships and support letters. We are wondering if you would write a letter of support for our project proposal?

Possibly mention the percentage of seniors population in Barrhead.. Percentage of people who will be nearing senior age in next few years. Need for programs that support inclusion for seniors populations. Experience fewer issues with isolation and ageism discrimination as they become involved with their community. Etc.

Name of Grant is "Aging Well in Communities" through the Alberta Government. Name of Project would be "Barrhead Seniors Link" Focus: To provide a variety of social engagement activities to diverse groups and to reduce isolation amongst seniors populations helping them to remain in their communities longer. Our deadline for submission is Nov 16 (next Friday).

We are also hoping to partner with other agencies such as seniors centre, bowling alley, movie theatre and local churches, Rec Dept etc

Thanks for considering! We are always thinking about our seniors and a way to engage people in our community.

Sincerely,

**Shelly Dewsnap**

Executive Director

Barrhead & District Family and Community Support Services Society

5115-45st Barrhead, AB

T7N 1A5

780--674-3341



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Accounts Receivable Write-Off's

## Summary

Memorandum regarding Accounts Receivable Write-Offs.

## Overview

All outstanding Accounts Receivables are sent off for collection. Our office sent out monthly statements and placed numerous phone calls in effort to collect the outstanding amount owed. We continually monitor our records and should any customers with prior arrears try to charge anything or set up an account, these customers must pay their outstanding amounts before doing so.

It is recommended that the attached listed Accounts be written-off. This listing includes:

May 31, 2017	Landfill Fees	\$100.00
June 30, 2017	Landfill Fees	\$20.00
June 30, 2017	Landfill Fees	\$20.00
June 30, 2018	Landfill Fees	\$40.00
June 30, 2017	Bulk Water	\$9,560.15
July 31, 2017	Landfill Fees	\$20.00
September 26, 2017	Landfill Fees	\$40.00
January 19, 2018	Employee Benefits	\$1,146.60
		<b>\$10,946.75</b>

## Recommendation #1

That Council authorize Administration to write off outstanding Accounts Receivable accounts in the amount of \$10,946.75, as indicated on the listing provided.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
 CAO



# REQUEST FOR DECISION

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Utility Write-Offs

## Summary

Memorandum regarding Utility Account Write-Offs.

## Overview

All outstanding Utility Accounts are sent off for collection. Our office continually monitors our records and should any customers that had prior arrears on their accounts move back to town, these customers must pay their outstanding amounts when they hookup an account.

It is recommended that the attached listed Utility Accounts be written-off. This listing includes 2017 \$2,218.56 (partial year) and 2018 (partial year) \$1,277.50.

The 2017 and 2018 Utility Revenues for Water, Sewer and Garbage from September 1, 2017 up to August 31, 2018, (1 yr) were approx. \$2,698,000.00 and the write-offs in the amount of \$3,496.06 are approx. 0.13% of this revenue, during the stated time period.

## Recommendation #1

That Council authorizes Administration to write off outstanding utility accounts for 2017 and 2018, in the amount of \$3,496.06, as indicated on the listing provided.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

## Utility Write Offs 2018

Account	Out	Amount
12*****	1-Sep-17	\$ 71.40
12*****	14-Sep-17	\$ 143.84
71*****	27-Sep-17	\$ 174.78
31*****	30-Sep-17	\$ 31.32
72*****	14-Oct-17	\$ 203.33
22*****	24-Oct-17	\$ 91.30
21*****	24-Oct-17	\$ 255.68
82*****	31-Oct-17	\$ 735.82
71*****	1-Nov-17	\$ 56.19
41*****	30-Nov-17	\$ 75.01
73*****	30-Nov-17	\$ 31.25
42*****	5-Dec-17	\$ 348.64
12*****	31-Jan-18	\$ 249.90
22*****	31-Mar-18	\$ 110.31
31*****	9-Jun-18	\$ 64.70
41*****	20-Jun-18	\$ 133.84
41*****	28-Jun-18	\$ 55.41
72*****	30-Jun-18	\$ 17.50
32*****	30-Jun-18	\$ 111.01
51*****	15-Jul-18	\$ 38.08
21*****	20-Jul-18	\$ 63.28
94*****	24-Jul-18	\$ 60.94
12*****	30-Jul-18	\$ 37.63
41*****	31-Jul-18	\$ 71.51
31*****	31-Jul-18	\$ 128.52
41*****	31-Aug-18	\$ 134.87
		<u>\$ 3,496.06</u>



# REQUEST FOR DECISIONS

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Barrhead & District Chamber of Commerce Festival of Trees Gala

## Summary

Barrhead & District Chamber of Commerce Festival of Trees Gala on Saturday, December 1, 2018.

## Overview

The “Kids Christmas Workshop”, begins Saturday, December 1, 2018 at 10:00 a.m. to 3:00 p.m. in the Barrhead Public Library.

The Chamber Gala is Saturday, December 1, 2018 and starts at 6:00 p.m. in the Barrhead Elementary School Gym.

## Recommendation #1

That Council advise Administration if they wish to attend the Barrhead & District Chamber of Commerce Festival of Trees Gala on December 1, 2018.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

## Gail Hove

---

**From:** Martin Taylor  
**Sent:** Friday, November 9, 2018 10:50 AM  
**To:** Cheryl Callihoo; Gail Hove  
**Cc:** Kathy Vickery  
**Subject:** FW: Festival of Trees  
**Attachments:** Festival of Tree's Letter - 2018.docx; FOT Poster.pdf

For the agenda.

---

**From:** Rau, Michelle [<mailto:michelle.rau@scotiabank.com>]  
**Sent:** Friday, November 9, 2018 10:30 AM  
**To:** Martin Taylor  
**Subject:** Festival of Trees

Good Morning Martin,

I am emailing you today to let you know that we have the Festival of Trees tickets on sale now and were wondering if the Town would be interested in once again helping us to support this worthy cause?

Last year it looks like there were 10 tickets that the Town spoke for, could you investigate to see if you can round up some people again this year?

Thanks Martin and I hope you have a wonderful day.

**Michelle Rau** | Branch Manager and Mutual Fund Representative\*

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**Scotiabank | Barrhead Branch**  
P.O. Box 4440, 5104-50 Street, Barrhead, Alberta, Canada, T7N 1A3

T 1.780.674.8407 EXT 4000 F 1.780.674.3799  
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# *Barrhead's Annual Festival of Trees*

## *'Silver Bells'*

The **Barrhead and District Chamber of Commerce** are proud to host the Annual Festival of Trees. Our committee has decided this year's theme is 'Silver Bells'. The success of this charitable event depends largely on the support of our community and each year we are proud of the support that our community has to offer. The funds that we raise each year for our local charities are a result of the items our community generously donated and those individuals and businesses that bid on these items! We are challenging everyone to decorate and donate a Christmas wreath, Tree or other Christmas arrangements. **After all of the creative items on display in 2017, we are looking forward to seeing everyone's creativity for this season!**

The 2018 Festival of Trees will consist of 2 major events –

**'A Christmas Workshop', and the 'Fundraising Gala'.**

### *Kids Christmas Workshop*

When: Saturday, December 1, 2018 10:00AM to 3:00PM

Where: Barrhead Public Library

Come down and take in the festivities, also see the beautifully decorated Christmas trees, wreaths and many other items that will be on display prior to our live auction to be held at the Gala on December 1, 2018.

Create a Christmas Craft, decorate cookies or come down for the live entertainment. There will also be wreaths and trees that have been generously donated by our community members and businesses available to view during the day.

For further information for the **Christmas Workshop** please contact:

Elaine Dickie @ 780-674-8524

## *Fundraising Gala:*

When: Saturday, December 1, 2018, 6:00PM to 1:00AM

Tickets: \$440.00/table of 8 or \$550.00/table of 10 or \$55.00/single ticket

Platinum Package: \$700.00 for a table of 8 includes a bottle of wine at the table, 8 drink tickets, business logo advertised on the poster which will be placed in the Barrhead leader and in local businesses and premium event seating. (Only 6 available) **Platinum seating is required to be confirmed by November 15<sup>th</sup> to ensure your business logo is included on advertising material.**

Gold Package: \$625.00 Table of 8 tickets, bottle of wine at the table, 8 drink tickets, and premium event seating.

Doors will open at 6:00PM, cocktails at 6:30PM and the dinner at 7:00PM. The live auction of the trees, wreaths and other creative Christmas items will follow dinner. **Remember we will again be donating the proceeds of the auction to local charities with the purchaser(s) of the items being given the opportunity to choose the recipients.** Once we conclude the auction, we are excited to announce for our entertainment we have scheduled **World Famous – “Dueling Pianos”** and will finish off the evening with midnight lunch and dance. This is a terrific opportunity to attend a local event as a Christmas party or just a fun evening out before the hustle and bustle of the season begins!

For further information or requesting tickets for the **Fundraising Gala** please contact:

Michelle Rau – Scotiabank- fundraising committee- 674-8407 x4000

Amy Dievert- TD Bank – fundraising committee- 674-2216 x 250

## *Donation of Auction Items:*

**Theme ‘Silver Bells’**

**Wreaths** – should be a minimum of 24 inches in diameter and be decorated for the season

**Christmas arrangements** – should be a size that could be used as a centerpiece or a show piece! Even a gingerbread house!

**Tool Boxes-** we have toolboxes that range in size of small, medium and large if you would like to take one and make up a basket to be auctioned off, please let a committee member know and we can provide you with a toolbox that the school’s construction class created for us.

**Trees** – New or gently used and a maximum of 8 feet tall – just a note, the small ones are also very popular! Also, please remember that due to fire regulations, we cannot accept live trees as donations. Due to the popularity of non-Christmas tree items and space within the gym, we will only be accepting 8 Christmas Trees.

**Silent Auction-** If your business or organization would like to donate a silent auction item, please contact Debbie White (FCSS) 780-674-3341 x34 or drop off your donation item at FCSS or Michelle Rau (Scotiabank) (780)674-8407 x 4000 before November 28th

**If all trees/wreaths and arrangements could please be dropped off on Friday evening from 4:30-7:00 at the elementary school gym it would be greatly appreciated. If this doesn't work please contact one of the committee members and we can make alternate arrangements.**

This year we are also looking for any new creative Christmas ideas for your donations and will be excited to see what shows up!

We look forward to seeing you at these events and appreciate your support for our community!



Barrhead District Chamber of Commerce  
presents

# Festival *of* TREES

December 1, 2018

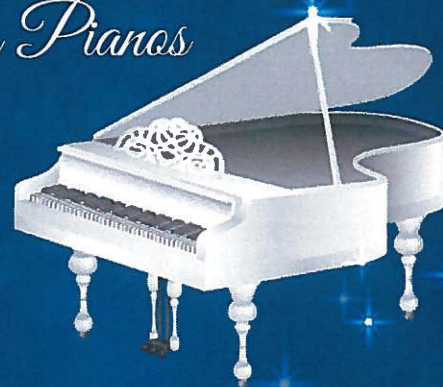
# Gala



*Live Auction*

*50-50*

*Entertainment  
Dueling Pianos*



Kids Christmas Workshop  
December 1, 2018  
10 am - 3 pm  
Barrhead Public Library

Catered by Sugar & Spice  
Doors Open at 6 pm  
Cocktails at 6:30 pm  
Dinner at 7 pm  
Tickets \$55

*Sponsored by*



*Ortho*  
Place

 **Scotiabank**

For further information call Amy Dievert at 780-674-2216 ext. 250  
or Michelle Rau at 780-674-8407 ext. 4000



# REQUEST FOR DECISIONS

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** CAO's Letter

## Summary

Attached is the CAO's Letter.

## Overview

### ***Recommendation #1***

That Council accepts the CAO's letter of resignation with regret and wish him well with his future endeavors.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

November 7, 2018

*Copy*

Mayor McKenzie & Councillors

Dear Mayor McKenzie:

Re: letter of resignation

It is with sincere regret that I submit to you my letter of resignation today and my last day of employment will be January 1<sup>st</sup>, 2019. It's been a pleasure being employed as your CAO for the last seven and half years. Working here has been the best part of my local government career. We have accomplished many projects and issues. Barrhead is on the verge of realizing its full potential. Barrhead is a very good community due to its desire to improve the variety of services provided by the town, various organizations and businesses.

I'm resigning today because I have accepted the position of CAO for the Town of Hinton commencing in early January 2019. I had the pleasure of serving 3 mayors and council and the opportunity to work with a solid leadership team and staff. Our staff are dedicated, effective and loyal they bring their A game every day. I have learned many things from all of you and I hope that I leave the organization on solid ground.

In closing, Barrhead is a great place to live and work. I am available to help recruit your next CAO knowing you will receive interest from well qualified candidates. There are many more people I need to thank before leaving. It's been a pleasure to serve and lead the organization.

Sincerely,



Martin Taylor, CLGM

**COUNCIL REPORTS  
AS OF NOVEMBER 13, 2018**

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

**APPROVED**

Oct 18/18

**Barrhead & District Family & Community  
Support Services Society  
Regular Board Meeting September 20, 2018- 9:30 a.m.  
Barrhead FCSS Building**

Finance Committee Meeting held at 9:00 a.m.

**Present:**

Randy Hindy, Chairperson

John Szwec, Secretary/Treasurer

Shelly Dewsnap, Executive Director

Debbie White, Recording Secretary

Jane Wakeford – Vice Chair

New Board Member – Sally Littke

Ron Kleinfeldt

Bill Lane

Leslie Penny Dausen Kluin

Marsha Smith

Vicki Kremp

**Absent:** Sharen Veenstra

**1) Call to Order**

The regular meeting of the Barrhead & District Family & Community Support Services Society was called to order at 9:33 a.m. by Randy Hindy. Dausen Kluin introduced new board member Sally Littke to the Board Members.

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

44-18 Moved by Bill Lane to accept the Agenda with the addition of 5c-recommendation from financial committee and 5d-appointment of new board member. Motion seconded by Leslie Penny.

Carried

**3) Items for Approval**

**a) Minutes of the regular Board meeting of the Barrhead & District FCSS, June 21, 2018.**

45-18 Moved by Marsha Smith to accept the minutes of the Regular Board meeting of June 21, 2018, seconded by Jane Wakeford.

Carried

**b) Financial Statements**

46 -18 Moved by Ron Kleinfeldt to accept the General Account, Community Account and Casino Account Financial Statements for the period ending June 30, July 31 & August 31, 2018, as presented. The motion was seconded by Bill Lane.

Carried

**4) Staff Presentation: Rebecca Breitreitz – FCSS Youth! Program Coordinator**

In September we kicked off the Fort Assiniboine Youth Program. Had 10 kids attend the first time and 13 kids the second time. We run the program 2 Wednesdays a month at this time out of the Community Centre. The kids learn about volunteering and giving back to the community. We will be baking goodies for the school's Christmas bake sale. Barrhead runs every Tuesday and Thursday evening. Barrhead kids are learning about maturity

and independence so help to plan evenings. In Barrhead we have collaborated with Parent Link and will be attending Pumpkin Carving with the little children and have collaborated with the Seniors Trip and made borscht and homemade buns and butter. Primary age of kids in both communities is 11 – 12 year olds. I advertise on Facebook and Instagram. The Board thanked Rebecca for a job well done.

**5) New Business**

**a) GIC Recommendation (Due Oct 22) –**

47-18 Bill Lane moved that the Board give authority to Executive Director and Bookkeeper to reinvest the GIC's by staggering the investment between 3 month, 6 month and 1 year terms. Amount to be decided by Executive Director and Bookkeeper.

Carried

**b) New Board Member Application**

48-18 Moved by Bill Lane and seconded by Ron Kleinfeldt to go 'in-camera' at 10:23 a.m.

Carried

49-18 Moved by Dausen Kluin and seconded by Leslie Penny to come 'out of in-camera' at 10:35 a.m.

Carried

50-18 Dausen Kluin and Bill Lane seconded the motion to accept Shelly Bye as a new Board Member.

Carried

**c) Recommendation from Financial Committee**

51-18 Marsha Smith moved to move from undesignated funds \$15,000 into the Youth Program and \$11,000.00 into the FCSS Reserve. Motion seconded by John Szwec.

Carried

**d) Appointment of New Board Member-**

52-18 Moved by Bill Lane and seconded by Dausen Kluin that Sally Littke will sit on the Policy & Procedures and Personnel Committees. Sally agreed to sit on these committees.

Carried

**6) Old Business**

**a) None**

**7) Items for Information**

**a) Director's Report**

**b) Staff Reports**

**c) Next Casino – Apr/May/Jun 2021**

**d) FCSS Conference – Nov 28 – 30.** Attending the conference will be Executive Director Shelly Dewsnap, Bookkeeper Rod Klumph, Debbie White, Ros Rudd FCSS Staff and Leslie Penny, Jane Wakeford and Bill Lane representing the Board.

- 8) **Board Development**  
a) **Board and Staff Engagement Review led by Kendall Taylor –**  
Thursday, October 18; 10:00 to 12:30 with lunch to follow
- 9) **Next Meeting**  
**October 18, 2018**  
**Agenda:**  
**Financial Statement**  
**2019 Proposed Budget**  
**Board & Staff Engagement Review**  
**\*Lunch at 12:30 p.m.**

**10) Adjournment**

53-18 Motion to adjourn the meeting at 10:58 a.m. was made by Ron Kleinfeldt and seconded Bill Lane.

Carried

**Barrhead & District Family & Community Support Services Society Regular  
Board Meeting of September 20, 2018.**

  
\_\_\_\_\_

**Chairperson**

  
\_\_\_\_\_

**Recording Secretary**

**BARRHEAD & DISTRICT REGIONAL LANDFILL COMMITTEE  
MEETING WEDNESDAY, OCTOBER 31, 2018, AT 12:00 NOON  
IN THE TOWN OF BARRHEAD COMMITTEE ROOM**

**PRESENT** Crs: R. Klumph, L. Penny, B. Lane, R. Kleinfeldt, Town CAO Martin Taylor, Town Director of Corporate Services Kathy Vickery, Town Director of Public Works Brant Ross, County Director of Finance and Administration Tamara Molzahn, County Public Works Assistant Superintendent Ken Hove and Secretary Gail Hove

**ABSENT** County Manager Debbie Oyarzun and County Public Works Superintendent Calvin Fischer

**CALL TO ORDER** Town CAO Martin Taylor called the meeting to order at 12:05 p.m.

**INTRODUCTIONS**

Each member of the Committee introduced themselves to the County Director of Finance and Administration Tamara Molzahn.

**ELECTION OF CHAIR**

Town CAO Martin Taylor stated that the Election of the Chair will begin.

Election of Chair

Cr. Klumph nominated Cr. Penny as Chair. A second nomination was Cr. Lane nominated Cr. Klumph as Chair. Cr. Klumph accepted.

013-18 Moved by Cr. Kleinfeldt that Cr. Klumph be named Chairperson of the 2018-2019 Landfill Committee.

CARRIED UNANIMOUSLY

**ASSUMED THE CHAIR**

Cr. Klumph assumed the chair.

**CONSIDERATION OF AGENDA**

The agenda was reviewed.

014-18 Moved by Cr. Kleinfeldt that the Agenda be accepted with the addition:  
5(h) Report from Cr. Penny on a Recycle Workshop.

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Regional Landfill Meeting held Wednesday, March 28, 2018, were reviewed.

015-18 Moved by Cr. Lane that the Minutes of the Regional Landfill Meeting held Wednesday, March 28, 2018, be accepted as presented.

CARRIED UNANIMOUSLY

## OCTOBER 31, 2018, LANDFILL COMMITTEE MINUTES

### Page 2 of 4

#### OPERATING FINANCIAL STATEMENT LANDFILL

The Operating Financial Statement for the Landfill was reviewed.

- 016-18 Moved by Cr. Penny that the Landfill Operating Financial Statement to September 30, 2018, be accepted as information.

CARRIED UNANIMOUSLY

#### CAPITAL FINANCIAL STATEMENT LANDFILL

The Capital Financial Statement for the Landfill was reviewed.

- 017-18 Moved by Kleinfeldt that the Landfill Capital Financial Statement to September 30, 2018, be accepted as information.

CARRIED UNANIMOUSLY

#### LANDFILL STATS

The Landfill Stats for the months of January – April 2018 and May – August 2018 and the Tire Collection Quarterly Reports for the months of January – April 2018 and May – August 2018, were reviewed.

Cr. Penny requested to have Administration check the totals for May 2018.

Discussion took place regarding re-adjusting the rotation of hours and days at the landfill.

- 018-18 Moved by Cr. Penny that the Landfill Stats for the months of January – April 2018 and May – August 2018 and the Tire Collection Quarterly Reports for the months of January – April 2018 and May – August 2018, be accepted as information.

CARRIED UNANIMOUSLY

#### LANDFILL TIPPING FEES PROPOSED INCREASE

The landfill tipping fees proposed increase was reviewed. The last change to these rates was January 1, 2016.

Discussion took place regarding the landfill's current tipping rates.

- 019-18 Moved by Cr. Penny that the Barrhead Regional Landfill Committee approve the following tipping fees effective January 1, 2019 and to forward to both Council's with recommendation for approval:

Pick-up Trucks .....	\$25.00
Truck/Trailer .....	\$45.00
Large Trucks – 1 Ton and up .....	\$55.00
Tandem Truck .....	\$85.00
End Dump .....	\$145.00

CARRIED UNANIMOUSLY

## **OCTOBER 31, 2018, LANDFILL COMMITTEE MINUTES**

**Page 3 of 4**

### **PROPOSED LANDFILL OPERATING 2019 BUDGET**

The Proposed 2019 Landfill Operating Budget was reviewed and discussed.

Kathy Vickery provided an overview and answered questions.

- 020-18      Moved by Cr. Lane that the Committee approve the 2019 Landfill Operating Budget with expenditures in the amount of \$234,300.00, with each municipality contributing \$64,150.00 and to forward to both Council's with recommendation for approval.

**CARRIED UNANIMOUSLY**

### **PROPOSED LANDFILL OPERATING 2020 TO 2022 BUDGETS**

The Proposed 2020 to 2022 Landfill Operating Budget was reviewed and discussed.

Kathy Vickery provided an overview and answered questions.

Discussion took place regarding the re-location of the landfill office and services.

- 021-18      Moved by Cr. Penny that the Committee accept as information the 2020 Landfill Operating Budget with expenditures in the amount of \$238,900.00, the 2021 Landfill Operating Budget with expenditures in the amount of \$249,550.00 and the 2022 Landfill Operating Budget with expenditures in the amount of \$254,400.00 and forward to both Council's as information.

**CARRIED UNANIMOUSLY**

- 022-18      Moved by Cr. Lane that Administration research potential landfill grants and costs related for the re-location of the landfill operators' building closer to the entrance.

**CARRIED UNANIMOUSLY**

### **PROPOSED LANDFILL CAPITAL 2019 BUDGET**

The Proposed 2019 Landfill Capital Budget was reviewed.

Kathy Vickery provided an overview to the committee. Brant Ross explained that support blocks for the south side fencing are required.

- 023-18      Moved by Cr. Penny that the Committee approve the 2019 Landfill Capital Budget with expenditures in the amount of \$3,500.00, with each municipality contributing \$1,750.00 and to forward to both Council's with recommendation for approval.

**CARRIED UNANIMOUSLY**

### **10 YEAR PROPOSED LANDFILL CAPITAL PLAN**

The 10 Year Proposed Landfill Capital Plan was reviewed.

Kathy Vickery provided an overview to the committee.

- 024-18      Moved by Cr. Lane that the Committee accept the 10 Year Proposed Landfill Capital Plan and forward to both Council's as information.

**CARRIED UNANIMOUSLY**

**OCTOBER 31, 2018, LANDFILL COMMITTEE MINUTES**

**Page 4 of 4**

**REPORT ON RECYCLE  
WORKSHOP**

Cr. Penny attended a Recycle Workshop at the Village of Ryley, AB on October 30, 2018. She mentioned that they talked about the lifespan of a landfill and the diversion of waste out of the landfill and the effectiveness of waste management policies.

**NEXT  
MEETING**

The next meeting of the Landfill Committee will be at the call of the chair in the Town of Barrhead Council Chambers.

**ADJOURN**

025-18            Moved by Lane that the meeting be adjourned at 1:10 p.m.

**CARRIED UNANIMOUSLY**

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Chairperson

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Recording Secretary

3.1a

Minutes

BDSHA Regular Board Meeting

September 27, 2018

**Barrhead & District Social Housing  
Association Minutes  
Regular Board Meeting – September 27, 2018**

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

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1.0 Darrell Troock called the meeting to order at 1:30 pm.

2.0 Approval of Agenda

*Craig Wilson moved to accept the Agenda of the September 27, 2018 Regular Board Meeting.*

*Carried Unanimously*

3.0 Adoption of Minutes

3.1 Regular Board Meeting – July 24, 2018

Amendment:

6.1 reads "*Leslie Penny moved to spend up to \$140,000 out of the capital fund for engineering drawing cost and construction of an Amphitheatre.*"  
 Should read: "*Leslie Penny moved that The Management Team can spend up to \$140,000 out of the capital fund for engineering drawing cost and construction of the Amphitheatre.*"

*Dale Kluin moved to accept the Minutes of the July 24, 2018 Regular Board Meeting as amended.*

*Carried Unanimously*

4.0 Reports

4.1 Facility Manager's Report by Tyler Batdorf – Attached  
 Klondike Place

- Stucco has finally been completed on the exterior of the new sunroom.
- Unfortunately, the work on the balconies has not progressed as much as we had hoped this summer.

Jubilee Manor

- Repairs were made to the A/C unit above the dishwashing room.

Pembina Court Manor

- The shingles are complete. Only the eavestroughs and anchors remain to be finished. There was some damage to the south lawn on this job. Belvedere Roofing is contacting a local landscape company to clean it up.

JDR Manor

- There were more leaks in the crawlspace and mechanical room at this property. We aren't sure if there is something in the water, but it seems

Initials: Chairperson  CAO 

## Minutes

## BDSHA Regular Board Meeting

September 27, 2018

- 1 handi-capped Golden Crest
- 1 Golden Crest – 1 bedroom self-contained
- 2 Golden Crest – moving keys not back
- 1 handi-capped Hillcrest Lodge – maintenance required
- 1 unit Hillcrest – maintenance required
- 1 unit Klondike Place – maintenance required

## Handibus

- Tender package for the handibus has not been completed.

## John &amp; Gerald Fellowship House

- The clients will be away from the house until October 9, 2018 tentatively.

*Meertin Zeldenrust moved to waive rent for John and Gerald Fellowship House clients until keys have been delivered to the tenant.*

*Carried Unanimously*

## Administration – Restructuring

There will be two new positions in administration:

- Human Resource Generalist – 1 FTE
- Client Services Manager – 1 FTE

The job descriptions will be completed shortly. The Accounting Clerk is qualified for either position.

There could be some positions that could be decreased in hours to accommodate the restructuring or current positions could become redundant.

## Home Care

- Home Care personnel will be in the building 24 hours starting October 1, 2018. Waiting additional information regarding any additional funding from Alberta Health Services.

## Electric Wheelchair – Third Party Purchase

Waiting additional information from the Occupational Therapy supervisor from Hinton (Todd).

- Chairs that clients are using where the rated capacity of the electric chair is less than the requirement of the client – there is a recent purchase in Jubilee Manor that has the same issue.
- The other issue is the capability of the client to maneuver the electric chair without being a hazard to other clients in the facilities.

## University of Calgary Practicum Student

Jody Miedema is completing her practicum at Hillcrest Lodge. She has to have 130 hours that has direct interaction with the residents. She will be using the survey forms that were implemented in 2008 to meet the Lodge Standards.

*Craig Wilson moved to accept the Management Reports as presented.*

*Carried Unanimously*

Initials: Chairperson

CAO 

3.1c

## Minutes

## BDSHA Regular Board Meeting

September 27, 2018

to damage copper pipes pretty fast. Even brand-new brass fittings are getting holes in them. Currently looking into other options for this issue.

J&G Fellowship

- There are a few jobs that maintenance has taken care of such as:
  - Baseboards and trim on new FRP
  - Repairs to drywall below the living room window
  - Tile on kitchen backsplash
  - Countertop and tile in the bathroom
  - Installation of new range hood, stove and dishwasher
  - Cleaning.
- Arrangements have been made with Blue Heron Support Services for the tenants to move back in on October 9<sup>th</sup>.

Barrhead Community Housing

- Unit 2 has been repaired, cleaned, and is ready for a new tenant.

Swan Hills Community Housing

- The lock on the back shed was cut off by someone. A new lock was put on the shed.
- New tenants have moved into 102B. The in-condition went well with no deficiencies, but at the current time there was a car without tires in the back behind the unit. The tenants were informed that it couldn't be there if it had no insurance or registration. According to the tenant, it will be hauled away soon.
- A car belonging to the tenant in 102E was vandalized behind the property. It is in very bad shape and the tenant still hasn't removed it.
- Both tenants with derelict vehicles will be given a notice next time a trip is made if they have not been removed.

4.2 Chief Administrative Officer Report by Dorothy Clarke - Attached  
Maintenance

- Groundkeeper has been on WCB and should return on October 1, 2018. Maintenance employee came back from short-term disability September 24, 2018.

Dietary

- Interviewing and hiring new casual employees.

Housekeeping/Laundry

- Housekeeping has been using their additional hours to assist on grounds over the summer months. At the present time with the move-outs there are no hours that can be devoted to grounds.

Administration

- 1 employee on critical leave absence to assist parent with an uncontrolled illness.

Vacancies

- 5 Community Housing – Swan Hills

Initials: Chairperson

CAO

3.1a

## Minutes

## BDSHA Regular Board Meeting

September 27, 2018

4.3 Cheque Logs – July 2018

4.4 Cheque Logs – August 2018

*Dale Kluin moved to accept the Cheque Logs as presented.**Carried Unanimously*

## 5.0 Business Arising From Minutes

5.1 Capital Non-Recurring John and Gerald Fellowship House – Actual

5.2 Lodge Project – Presentations

*Dale Kluin moved that Darrell Troock and Craig Wilson attend the lodge project presentations in Edmonton.**Carried Unanimously*

5.3 Amphitheatre – Associated Engineering

## 6.0 New Business

6.1 2018/20 Capital Maintenance and Renewal Project - Lodge

*Craig Wilson moved to allow CAO and Facility Administrator to make decisions for 2018/20 Capital Maintenance and Renewal Projects for projects owned by the Housing Management Body in the amount up to \$201,500.**Carried Unanimously*

6.2 ASCHA – Northern Zone – October 19, 2018.

*Dale Kluin and Darrell Troock to attend.*

6.3 Region Voting Form

*Craig Wilson moved that Dale Kluin would receive 2 ballot votes and Darrell Troock would receive 1 ballot vote at the ASCHA Northern Zone – October 19, 2018 meeting.**Carried Unanimously*

6.4 Auditor

*Craig Wilson moved to appoint Doyle & Company as auditor for three years.**Carried Unanimously*

## 7.0 Correspondence

7.1 John and Gerald Fellowship House – Agreement Expiry

7.2 John and Gerald Fellowship House – 2017 Operating Surplus

7.3 John and Gerald Fellowship – Air Conditioner

*Meertin Zeldenrust moved to accept correspondence as information.**Carried Unanimously*

Initials: Chairperson

CAO

3.1e

## Minutes

## BDSHA Regular Board Meeting

September 27, 2018

## 8.0 Date and Time of Organizational Meeting

Wednesday, November 7, 2018 at 1:00 p.m. followed by regular meeting.


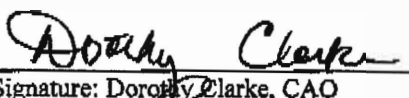
## 9.0 In Camera – Occupational Health &amp; Safety Delegate

*Craig Wilson moved to go in camera at 2:37 p.m.**Carried Unanimously*

Out of Camera

*Craig Wilson moved to go out of camera at 4:13 p.m.**Carried Unanimously*

## 10.0 Adjournment

*Craig Wilson moved to adjourn the meeting at 4:15 p.m.**Carried Unanimously*  
Signature: Darrell Troock, ChairpersonNovember 7, 2018  
Date  
Signature: Dorothy Clarke, CAONovember 7, 2018  
DateInitials: Chairperson  CAO 

6.4a

Minutes

BDSHA Organizational Meeting

November 7, 2018

**Barrhead & District Social Housing Association  
Organizational Meeting  
November 7, 2018**

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

Staff Present: Dorothy Schorr

1.0 Dorothy Schorr called the meeting to order at 1:06 pm

2.0 Approval of Agenda

*Craig Wilson moved to accept the agenda of the November 7, 2018 Organizational meeting.*

*Carried Unanimously*

3.0 Nomination of Officers

3.1 Position of Chairperson

Dorothy Schorr called for nominations of Chairperson.

- First request: Dale Kluin nominated Darrell Troock, and seconded by Leslie Penny.  
Darrell Troock accepted to allow his name to stand.
- Second request: none forthcoming
- Third request: none forthcoming

*Leslie Penny moved to close nominations for Chairperson.*

*Carried Unanimously*

Darrell Troock, Chairperson came in by acclamation.

Darrell Troock, Chairperson took his position for the remainder of the meeting.

3.2 Position of Vice Chair

Darrell Troock called for nominations of Vice Chairperson.

- First request: Ken Killeen nominated Craig Wilson, and seconded by Leslie Penny,  
Craig Wilson accepted to allow her name to stand.
- Second request: none forthcoming
- Third request: none forthcoming

*Dale Kluin moved to close nominations for Vice Chairperson.*

*Carried Unanimously*

Craig Wilson, Vice Chairperson came in by acclamation.

Initials: Chairperson  CAO 

Minutes

BDSHA Organizational Meeting

November 7, 2018

## 4.0 Committee Members

The Board members volunteered for the Committees – there are three members per committee.

## 4.1 Salary, Wage, and Benefit Review Committee Member

Ken Killeen, Leslie Penny, Craig Wilson

## 4.2 Policy Review Committee

Dale Kluin, Darrell Troock, Meertin Zeldenrust

## 4.3 Building Committee

Board as a whole

## 5.0 Signing Authorities

All cheques and bank documentation must have two signatures to be valid. The first signature must be an authorized Regular Board member; the second signature must be an authorized staff member.

## 5.1 Lodge Account – TD Canada Trust

## .1 Board Members

*Dale Kluin moved that Darrell Troock and Leslie Penny have signing authority for the TD Canada Trust – Lodge accounts.*

*Carried Unanimously*

## .2 Staff Personnel

*Ken Killeen moved that Dorothy Schorr and Janelle Wegewitz have signing authority for the TD Canada Trust – Lodge accounts. Dorothy Clarke to be removed due to name change.*

*Carried Unanimously*

## 5.2 Social Housing – Credit Union

## .1 Board Members

*Craig Wilson moved that Darrell Troock and Leslie Penny have signing authority for the Credit Union – Social Housing accounts.*

*Carried Unanimously*

## .2 Staff Personnel

*Dale Kluin moved that Dorothy Schorr and Janelle Wegewitz have signing authority for the Credit Union – Social Housing accounts. Dorothy Clarke to be removed due to name change.*

*Carried Unanimously*

## 5.3 Loan Agreement – Alberta Treasury Branch

## .1 Board Members

*Dale Kluin moved that Darrell Troock and Leslie Penny have signing authority for the Alberta Treasury Account – Loan Agreement.*

*Carried Unanimously*

Initials: Chairperson

 CAO

6.4c

## Minutes

## BDSHA Organizational Meeting

November 7, 2018

.2 Staff Personnel

*Leslie Penny moved that Dorothy Schorr and Janelle Wegewitz have signing authority for the Alberta Treasury Account – Loan Agreement. Dorothy Clarke to be removed due to name change.*

*Carried Unanimously*

5.4 John and Gerald Fellowship – Scotia Bank

.1 Board Members

*Craig Wilson moved that Meertin Zeldenrust and Darrell Troock have signing authority for the Scotia Bank – John and Gerald Fellowship House accounts.*

*Carried Unanimously*

.2 Staff Personnel

*Dale Kluin moved that Dorothy Schorr and Janelle Wegewitz have signing authority for the Scotia Bank – John and Gerald Fellowship House accounts. Dorothy Clarke to be removed due to name change.*

*Carried Unanimously*

6.0 Auditor – FYI

*At the Regular Board meeting on September 27, 2018 Doyle & Company, Chartered Accountants were appointed as auditor for 3 financial periods, 2018-2020.*

7.0 Legal Representative

*Leslie Penny moved that the firm Brownlee, LLP should be appointed as the legal representative.*

*Carried Unanimously*

8.0 Date and Times of Regular Meeting


*Ken Killeen moved that the Regular board meetings should be held the 4th Tuesday of every month at 1:00 pm.*

*Carried Unanimously*


7.0 Adjournment

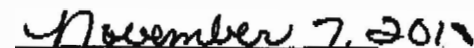
*Craig Wilson moved meeting adjourned at 1:23 pm*

*Carried Unanimously*

  
Signature: Darrell Troock, Chairperson

  
Date: November 7, 2018

  
Signature: Dorothy Schorr, CAO

  
Date: November 7, 2018

Initials: Chairperson  CAO 

**BARRHEAD REGIONAL FIRE SERVICES COMMITTEE  
MEETING HELD THURSDAY, OCTOBER 25, 2018  
IN THE EMERGENCY RESPONSE CENTRE**

These minutes are  
unofficial until approved  
by the Committee.

**PRESENT** Crs.: Ty Assaf, Don Smith, Dennis Nanninga, Town Member at Large Les Goertz, County Member at Large Charles Clow

**OTHERS** Town Manager Martin Taylor, Town Director of Corporate Services Kathy Vickery, County Director of Finance Tamarra Molzahn, Fire Chief Gary Hove, Deputy Fire Chief Ted Amos

**ABSENT** Cr. Schatz

**CALL TO ORDER** Martin Taylor called the meeting to order at 5:15 p.m. Each member present introduced themselves. Nominations for the Chair proceeded.

**MEMBER NOMINATIONS** Cr. Nanninga nominated Cr. Smith as Chairperson. Charles Clow seconded the nomination. Called for other nominations, none were received.

12-18 Moved by Cr. Assaf that the nominations cease.  
CARRIED UNANIMOULSY

Cr. Smith accepted the nomination as Chairperson. Cr. Smith assumed the Chair at 5:20 p.m.

**AGENDA** The agenda was reviewed.

13-18 Moved by Les Goertz that the Agenda be accepted as presented.  
CARRIED UNANIMOUSLY

**FIRE MINUTES** Minutes of the Barrhead Fire Services Committee meeting held April 18, 2018, were presented.

14-18 Moved by Cr. Assaf that the Minutes of the Barrhead Fire Services Committee meeting held April 18, 2018, be accepted as presented.  
CARRIED UNANIMOUSLY

**FIRE OPERATING FINANCIAL STATEMENT** The Fire Operating Financial Statement to September 30, 2018 was reviewed.

15-18 Moved by Les Goertz that the Fire Operating Financial Statement to September 30, 2018, be accepted as information.  
CARRIED UNANIMOULSY

**FIRE CAPITAL  
FINANCIAL  
STATEMENT**

The Fire Capital Financial Statement to September 30, 2018 was reviewed.

16-18

Moved by Cr. Assaf that the Fire Capital Financial Statement to September 30, 2018, be accepted as information.

CARRIED UNANIMOUSLY

**ERC OPERATING  
FINANCIAL  
STATEMENT**

The ERC Operating Financial Statement to September 30, 2018 was reviewed.

17-18

Moved by Cr. Nanninga that the ERC Operating Financial Statement to September 30, 2018 be accepted as information..

CARRIED UNANIMOUSLY

**FIRE 2019  
OPERATING  
BUDGET**

The Fire 2019 Proposed Operating Budget was reviewed. Kathy Vickery and Chief Hove reviewed the budget with the committee.

18-18

Moved by Les Goertz that the Fire 2019 Operating Budget in the amount of \$848,427.00 be approved and to be forwarded to Councils with recommendation for approval.

CARRIED UNANIMOUSLY

**2020-2022 FIRE  
OPERATING  
BUDGET**

The proposed 2020 to 2022 Fire Operating Budgets were reviewed. The 2019 to 2022 Summary Report of budget changes from year to year was reviewed. The Committee discussed the FDIC Training Conference that is included in the budget every second year and the benefits for member training, retention and the knowledge attained at this event.

19-18

Moved by Cr. Assaf that the proposed 2020 to 2022 Fire Operating Budgets be accepted as information and to forward to Councils for information.

CARRIED UNANIMOUSLY

**ERC 2019  
OPERATING  
BUDGET**

The ERC 2019 Proposed Operating Budget and memo was reviewed. Kathy Vickery and Chief Hove reviewed the budget with the Committee.

20-18

Moved by Cr. Assaf that the ERC 2019 Proposed Operating Budget in the amount of \$49,324.00 be approved and be forwarded to Councils with recommendation for approval.

CARRIED UNANIMOUSLY

**2020-2022 ERC  
OPERATING  
BUDGET**

The proposed 2020 to 2022 ERC Operating Budgets were reviewed.

21-18

Moved by Cr. Nanninga that the proposed 2020 to 2022 ERC Operating Budgets be accepted as information and to forward to Councils for information.

CARRIED UNANIMOUSLY

**FIRE 2019 CAPITAL  
BUDGET**

The Fire 2019 Proposed Capital Budget and memo was reviewed.

The Committee discussed the replacement of the 2010 GMC Command 2. Chief Hove will gather estimated value for sale of the truck.

Chief Hove discussed the future replacement of the 1999 Freightliner Fire Engine. Engine 3 is 20 years old and in need of replacement. Repairs have been costly, equipment is dated, it can't house equipment that is used in both rural and urban responses. It will take approximately one year to receive a new truck once it has been ordered. Potential grant funding for this project will be researched. Chief Hove will obtain an estimated value for sale of Engine 3.

The Committee discussed the replacement of the 1999 1 ton Rapid Attach Unit which is 20 years old. The existing pump and tank will be placed on the replacement cab and chassis.

22-18

Moved by Cr. Assaf that the Fire 2019 Proposed Capital Budget in the amount of \$240,000.00 be approved and to be forwarded to Councils with recommendation for approval.

CARRIED UNANIMOUSLY

**MEMBERS AT  
LARGE VOTING  
POWERS**

The Committee discussed if the members at large have voting powers related to the ERC Building within the existing agreements. Administration will research and provide information to the Committee. At this portion of the meeting the members at large abstained from conversation and voting

**ERC 2019 CAPITAL  
BUDGET**

The ERC 2019 Proposed Capital Budget was reviewed.

Chief Hove provided an overview regarding the training facility included in the Capital Budget to provide skills to meet the NFPA 1500 training level 1 and 2. Cost of the project \$40,000.00 which would be offset with the sale of miscellaneous equipment that is no longer in use. Estimated revenues would be \$25,000.00

23-18

Moved by Cr. Nanninga that the ERC 2019 Proposed Capital Budget in the amount of \$50,000.00 be approved and to be forwarded to Council's with recommendation for approval.

CARRIED UNANIMOUSLY

- 24-18                      Moved by Cr. Nanninga that Chief Hove be authorized to sell the surplus equipment listed in part as;
- 3 Scott SCBA with 6 4500psi air tanks
  - 1 Drager SCBA
  - 1 6500S gas generator
  - Winch from hose drying rack
  - 4 pelican portable lights
  - 8 Bicycle helmets
  - 1 iPhone Thermal imaging camera
- and that the funds be used to offset the cost of the 2019 training facility proposed capital project.

CARRIED UNANIMOUSLY

**FIRE & ERC  
10 YEAR CAPITAL  
PLAN**

The Fire and ERC 10 Year Capital Plan was reviewed.

- 25-18                      Moved by Cr. Assaf that the Fire & ERC 10 Year Capital Plan be accepted as information and that it be forwarded to Councils for information.

CARRIED UNANIMOUSLY

**NEXT  
MEETING  
ADJOURN**

The next meeting will be at the call of the chair.

- 26-18                      Moved by Cr. Nanninga that the meeting be adjourned at 6:45 p.m.

CARRIED UNANIMOUSLY



Yellowhead Regional Library  
Board Meeting  
Harvey Treleaven Boardroom  
433 King Street, Spruce Grove  
June 11, 2018

**Present**

Chair Derril Butler, Lac Ste. Anne County  
Vice Chair Hank Smit, Town of Hinton  
Anne Power, Village of Breton  
Bernie Poulin, Summer Village of Silver Sands  
Bill Krahn, County of Wetaskiwin No. 10 Alt.  
Carla Frybort, City of Leduc  
David Truckey, Town of Westlock  
Donna Wiltse, Brazeau County  
Doug Peel, Town of Millet  
Dwayne Mayr, Village of Warburg  
Eric Meyer, Town of Stony Plain Alt.  
Fayrell Wheeler, Town of Drayton Valley  
Gael Lehman, Summer Village of Val Quentin Alt.  
Ivor Foster, Town of Thorsby  
Jeff Goebel, Town of Swan Hills  
John Roznicki, Village of Spring Lake  
Judy Valiquette, Village of Alberta Beach  
Kerry McElroy, Pembina Hills Public Schools  
Krystal Baier, Town of Edson  
Len Spink, Town of Beaumont  
Linda Wigton, Northern Gateway Public Schools  
Margaret Gagnon, Summer Village of Crystal Springs  
Nat Dvernichuk, Village of Clyde  
Pat St. Hilaire, Town of Onoway  
Patricia Ashley, Town of Calmar  
Rick MacPhee, Summer Village of Seba Beach  
Rob Staples, Town of Grande Cache  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandra Cherniawsky, Yellowhead County  
Sandy Morton, Town of Mayerthorpe  
Stacey May, Town of Devon  
Sylvia Bonnett, Woodlands County  
Tessa Hutchings, Leduc County  
Tom Pickard, Town of Whitecourt  
Tracey Melnyk, Parkland County  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

**Guests**

Cathy Brennan, YRL Public Libraries' Council  
Dan Pritchard, Past YRL Board Vice Chair

**YRL Staff**

Kevin Dodds, Director  
Wendy Sears Ilnicki, Assistant Director and  
Bibliographic Services Manager  
Stephanie Thero, Client Services Manager  
David Gould, Accounting and Site Services  
Laurie Haak, Administrative Associate and Recorder

**Absent**

Ann Morrison, Summer Village of Sunset Point  
Brenda Shewaga, Summer Village of Yellowstone  
Dave Gursky, Wetaskiwin Regional Public Schools  
Jason Wittmeier, Village of Wabamun  
Jenna McGrath, Municipality of Jasper  
Ken Allan, Public Library Services Branch  
Ken Lewis, Summer Village of Grandview  
Patricia MacQuarrie, City of Wetaskiwin  
Sandi Benford, Summer Village of South View

**Representative not Appointed**

Summer Village of Birch Cove  
Summer Village of Castle Island  
Summer Village of Kapasiwin  
Summer Village of Lakeview  
Summer Village of Ma-Me-O Beach  
Summer Village of Nakamun Park  
Summer Village of Norris Beach  
Summer Village of Ross Haven  
Summer Village of Silver Beach  
Summer Village of Sunrise Beach  
Summer Village of West Cove

## **CALL TO ORDER**

D. Butler called the meeting to order at 10:00 a.m.

### **1. Approval of Agenda**

MOVED by N. Dvernichuk that the agenda be approved as presented/amended. SECONDED by D. Mayr.	CARRIED	3877
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### **2. Approval of Minutes**

MOVED by P. Ashley that the minutes of the March 5, 2018 YRL Board meeting be approved as presented/amended. SECONDED by S. Morton.	CARRIED	3878
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*K. Baier and R. Staples entered the meeting.*

## **INFORMATION ITEMS**

### **3. Capital Expenditures**

#### **a. System Center Configuration Manager (SCCM)**

K. Dodds stated that the SCCM, a management console that enables YRL to remotely deploy and update the integrated library software (Polaris) and Microsoft operating systems, was replaced.

#### **b. Uninterruptible Power Supply (UPS) Replacement Batteries**

K. Dodds noted that the four pairs of UPS batteries that safeguard Polaris operations during outages were replaced.

*J. Goebel entered the meeting.*

MOVED by D. Mayr that the capital expenditures update be accepted as presented for information. SECONDED by L Wigton.	CARRIED	3879
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### **4. 2019 Budget Direction**

K. Dodds stated that there was a budget surplus in 2017 and a small surplus is anticipated for this year. The Board agreed with the Executive Committee recommendation to keep the 2019 local appropriation rates unchanged. K. Dodds stated that administration will formulate a draft budget to present to the Executive Committee in September with a recommendation for approval going to the Board in November.

*D. Truckey entered the meeting; S. May left and returned to the meeting.*

### **5. 2018 Needs Assessment**

K. Dodds explained that the information gathered during this short, open-ended online survey will assist in formulating the goals of the 2019-2021 Plan of Service. He added that the survey link will be emailed to key stakeholders by the end of the week.

*T. Pickard left and returned to the meeting.*

## 6. Infrastructure Grant Update

K. Dodds explained that YRL received \$1.3 million from the provincial government last year for headquarter infrastructure upgrades and that in 2017, all the lights were replaced with LED lighting, two flat roofs were resurfaced, the hot water heater was replaced, wooden landscape curbing was replaced with concrete curbing, and new soffits were installed. He added that construction will begin soon on the redesign/expansion of the docks and shipping areas and should be complete in the fall.

## 7. Indigenous Grant Update and Report

K. Dodds stated that the 2018-2019 Indigenous grant information has not yet been distributed by the Public Library Services Branch. He noted that as part of the grant requirements, YRL submitted a report to the Branch detailing how the 2017-2018 funds were spent. K. Dodds commended the six libraries and two library teams for their successful projects.

## 8. Alberta Library Conference 2019

K. Dodds stated that next year's conference is April 25-28 and rooms are confirmed at the Fairmont Jasper Park Lodge for 12 trustees plus staff.

## 9. Public Library Services Branch (PLSB)

PLSB Library Consultant K. Allan was unable to attend the meeting; however, T. Pickard added that K. Allan gave a great presentation recently to the Town of Whitecourt Library Board and he highly recommended the PLSB presentation to all library boards.

S. Thero noted that Jordan DeSousa left YRL and started as another PLSB Library Consultant on June 4.

MOVED by L. Spink that 2019 budget direction, 2018 needs assessment, infrastructure grant, Indigenous grant update and report, Alberta Library Conference and Public Library Services Branch updates be accepted as presented for information.	
SECONDED by W. Rothe.	CARRIED 3880

*BREAK: 10:55 to 11:05 a.m.*

## 10. Minutes and Reports

### a. YRL Board Executive Committee Minutes – April 9 and May 11, 2018

D. Butler noted that both sets of minutes were in the package.

### b. Chair's Report – Derril Butler

D. Butler did not have a report.

### c. Director's Report – Kevin Dodds

K. Dodds stated that his report was in the package and announced that after 29 years of service, he is retiring as of December 31, 2018. He stated that the Executive Committee will meet following today's Board meeting to decide on the process and timeline for hiring a replacement director.

### d. Assistant Director's Report – Wendy Sears Ilnicki

W. Sears Ilnicki stated that her Bibliographic Services report was in the package. She added that she and S. Thero attended two multi-day conferences: Innovative Users Group conference in Orlando, FL and How to Manage Workplace Issues by Canadian Professional Management Services in Edmonton.

**e. Client Services Manager's Report – Stephanie Thero**

S. Thero stated that her report was in the package noting that interviews will be conducted next week for the Client Services Librarian position vacated by J. DeSousa. She added that YRL's annual conference registration is open and almost 90 people are registered to date.

**f. YRL Public Libraries' Council (PLC) Chair's Report – Cathy Brennan**

C. Brennan noted that the April PLC meeting highlights were in the package. She added that a volunteer committee is conducting a YRL member public library salary survey; once complete, the results will be shared with the PLC.

MOVED by R. Staples that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, and YRL Public Libraries' Council, reports be accepted as presented for information. SECONDED by I. Foster.	CARRIED	3881
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**11. Correspondence**

K. Dodds noted that a director announcement email from The Alberta Library was in the package.

MOVED by S. Bonnett that the correspondence be accepted as presented for information. SECONDED by R. Klumph.	CARRIED	3882
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*D. Pritchard entered the meeting.*

**12. Trustee Service Recognition**

D. Butler stated that Woodlands County initially appointed D. Pritchard to the YRL Board in October 2007 and the following year he became the Vice Chair of the Board, a position he held for nine years. D. Butler thanked D. Pritchard for 10 years of service and presented him with a gift card and framed certificate.

**ADJOURNMENT**

MOVED by D. Truckey that the meeting adjourn at 11:35 a.m.	CARRIED	3883
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**NEXT MEETING**

The next YRL Board meeting is at 10:00 a.m. on Monday, November 5, 2018.

\_\_\_\_\_  
Hendrik Smit, Chair

\_\_\_\_\_  
Kevin Dodds, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# MEMORANDUM TO COUNCIL

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Bylaw 10-2018, Removal of Reserve Designation

## Purpose of Memorandum

Bylaw 10-2018, Removal of Reserve Designation

## Overview

The Landowners of Lot 2, Plan 4850TR wish to purchase a portion of Lot R5 and consolidate to their lot. The landowner currently has an encroachment agreement on that portion of Lot 5R.

## Recommendations for Action

### *Recommendation #1*

That Council give Bylaw 10-2018, Removal of Reserve Designation 1<sup>st</sup> reading and set a Public Hearing for Tuesday, December 11, 2018 at 5:30 p.m.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

**BY-LAW 10-2018**

**A BY-LAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA,  
FOR THE PURPOSE OF DISPOSING OF DESIGNATED MUNICIPAL  
RESERVE IN ACCORDANCE WITH SECTION 675 OF THE MUNICIPAL  
GOVERNMENT ACT, CHAPTER M26.1 REVISED STATUTES OF ALBERTA  
2000 AS AMENDED,**

**WHEREAS**, Section 675 of the Municipal Government Act, being Chapter M26.1, of the Statutes of Alberta, 2000, and amendments thereto, authorizes a Council of a municipality to enact a bylaw to dispose of Municipal and/or School Reserve, and;

**WHEREAS**, it is deemed desirable to dispose of certain reserve lands for the purposes of selling a portion for the purposes of residential development.

**WHEREAS**, the bylaw has been advertised in accordance with Section 674 of the Municipal Government Act RSA 2000;

**NOW THEREFORE**, the Council of the Town of Barrhead, in the Province of Alberta, duly assembled in a Regular Meeting, **HEREBY ENACTS AS FOLLOWS:**

1. That a portion of Lot R5, Plan 4850 T.R., shall be disposed of as reserve as outlined in Schedule "A"
2. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

THE REGISTRAR for NORTH Alberta Land Registries District shall make all cancellations, issue all certificates for title and do such things as necessary, in his/her opinion to give effect to this order; including but not restricted to, carrying forward all encumbrances, charges, liens, interests, and reservations as to mines and minerals in the existing certificate(s) of title.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2018 .

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

\_\_\_\_\_  
CAO, Martin Taylor

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, A.D., 2018

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

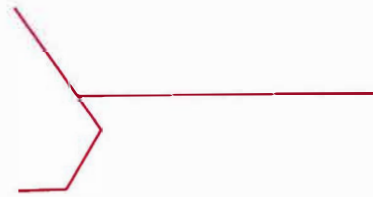
\_\_\_\_\_  
CAO, Martin Taylor

Read a third time this \_\_\_\_\_<sup>h</sup> day of \_\_\_\_\_ A.D., 2018 and passed.

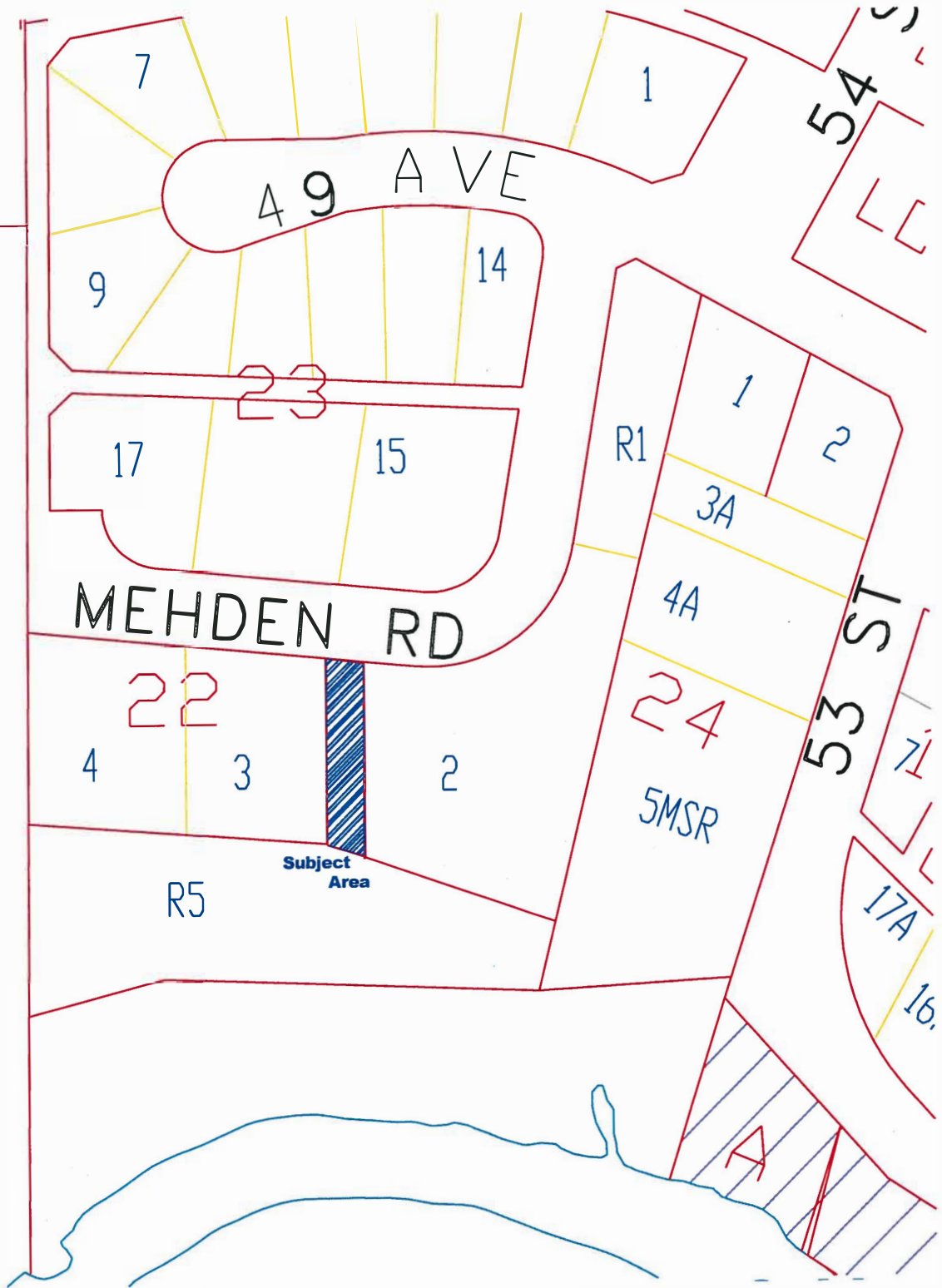
\_\_\_\_\_  
Mayor, Dave McKenzie

\_\_\_\_\_  
CAO, Martin Taylor

# Schedule "A"



Water  
Treatment Plant





## TOWN OF BARRHEAD

### BYLAW DISPOSING OF RESERVE LANDS

#### NOTICE OF PUBLIC HEARING

The Council of the Town of Barrhead in the Province of Alberta, pursuant to Section 674 of the Municipal Government Act, 2000 has proposed the following bylaw:

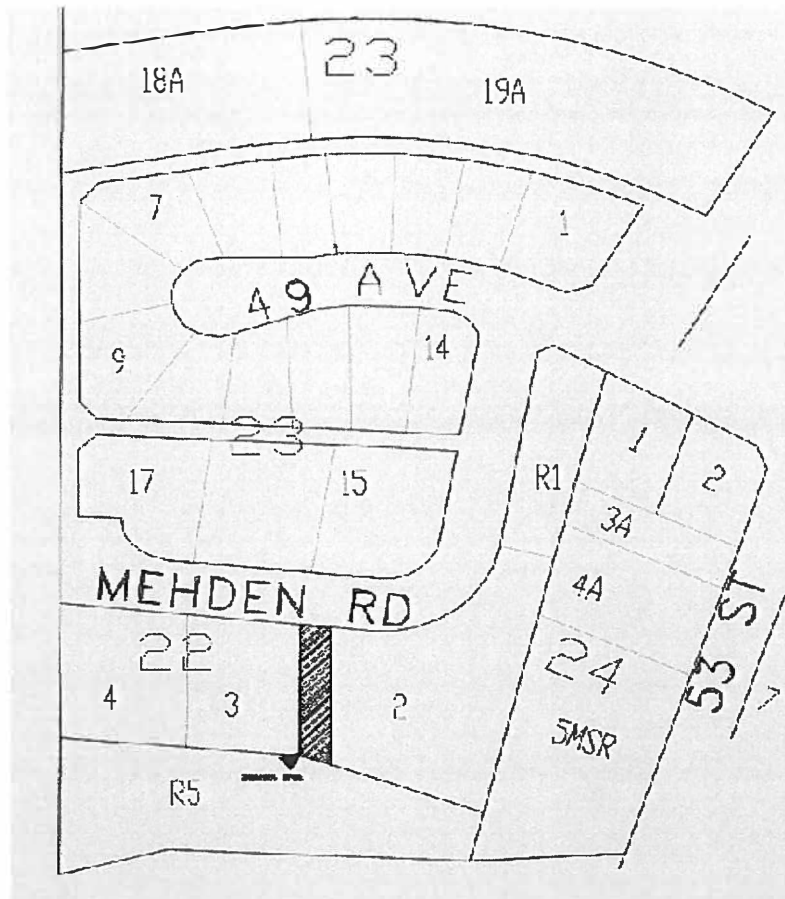
#### Bylaw No. 10-2018

1. That a portion of Lot R5, Plan 4850 TR shall be disposed of as reserve.
2. The bylaw has been composed due to a proposal to sell a portion of the above-mentioned properties for residential development.

The proposed Bylaws may be examined between the hours of 8:00 a.m. and 4:30 p.m., Monday to Friday, at the Town Office (5014-50 Avenue). A Public Hearing will be held on Tuesday December 11 at 5:30 pm. if you wish to comment on the bylaw. Written submissions should be forwarded to:

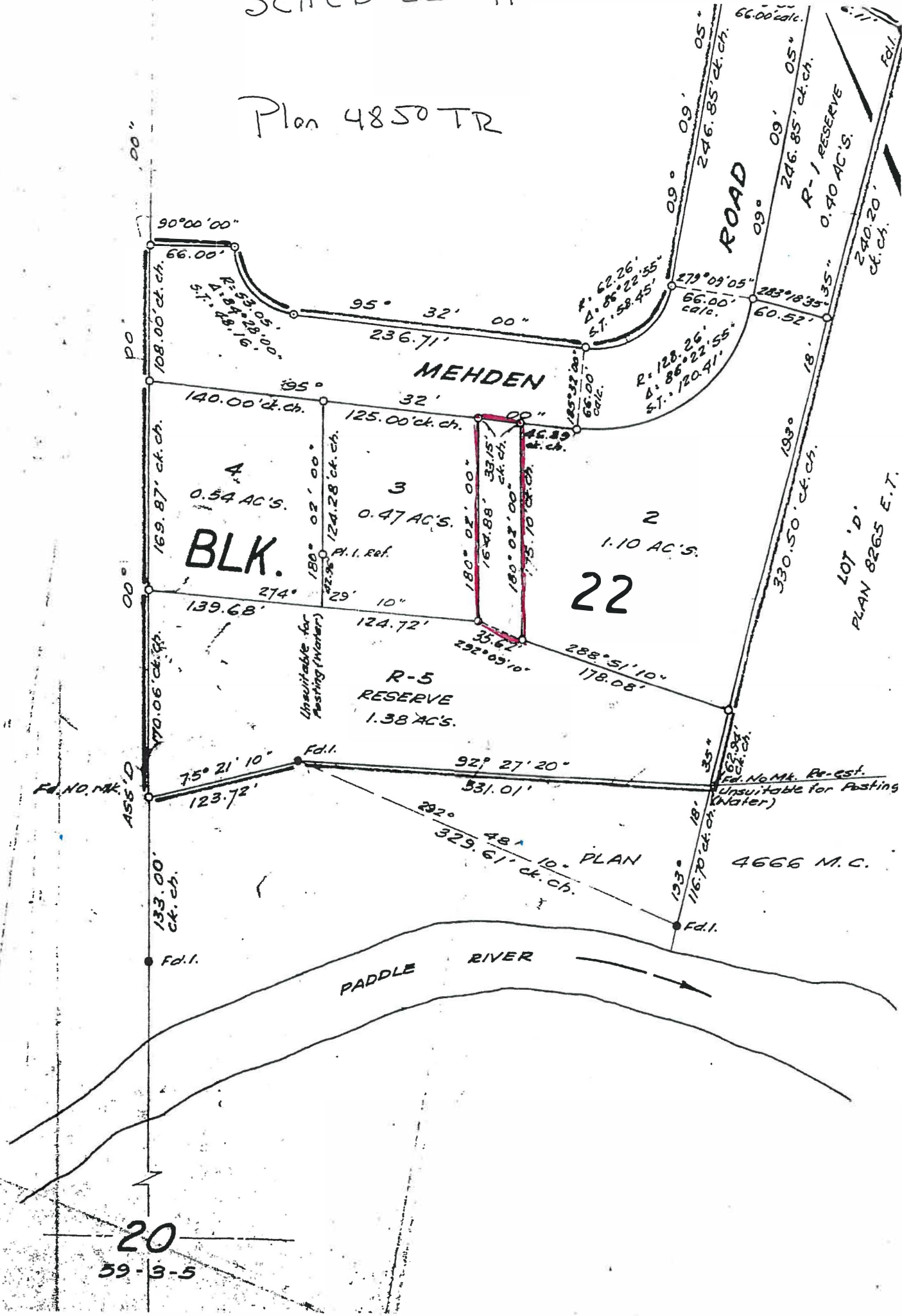
Cheryl Callihoo, Legislative Service Director  
Town of Barrhead  
Box 4189  
Barrhead, AB T7N 1A2  
[town@barrhead.ca](mailto:town@barrhead.ca)

Written submissions, which have been received before the hearing will be discussed at the public hearing before further presentations will be received. Contact the Town at 674-3301 for further information.





# Plan 4850 TR





# MEMORANDUM TO COUNCIL

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Bylaw 11-2018, the Advertising Bylaw

## Purpose of Memorandum

Bylaw 11-2018, the Advertising Bylaw

## Overview

Administration is proposing an Advertising Bylaw to allow for alternate methods of Advertising Bylaws, Resolutions, Meetings, Public Hearings or other things referred to in Section 606 of the Municipal Government Act.

Section 606.1(1) allows Council to create a Bylaw that will provide for one of more methods of advertising including by electronic means.

Section 606.1(3) requires Council to conduct a Public Hearing before making a Bylaw under section 606.1(1).

## Recommendations for Action

### **Recommendation #1**

That Council set a Public Hearing for Bylaw 11-2018, the Advertising Bylaw for Tuesday, December 11, 2018 at 5:45 p.m.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO

- (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
  - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
  - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

**Advertisement bylaw**

- 606.1(1)** A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.
- (2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.
- (3) Council must conduct a public hearing before making a bylaw under subsection (1).
- (4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.
- (5) A notice of a bylaw proposed to be made under subsection (1) must contain
- (a) a statement of the general purpose of the proposed bylaw,
  - (b) the address or website where a copy of the proposed bylaw may be examined, and
  - (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

**BY-LAW 11-2018**

**A BY-LAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH AN ALTERNATE METHOD FOR ADVERTISING STATUTORY  
NOTICES.**

**WHEREAS**, Pursuant to Section 606 of the Municipal Government Act, being Chapter M26.1, of the Statutes of Alberta, 2000, and amendments thereto, a Council must give notice of certain bylaws, resolutions meetings, public hearing or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the area or by another method provided for in a bylaw under Section 606.1 of the Municipal Government Act and;

**WHEREAS**, pursuant to Section 606.1(1) of the Municipal Government Act, a Council may by bylaw provide for one of more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meeting, public hearings and other things referred to in Section 606.

**WHEREAS**, Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which bylaws, resolutions, or other thing relates or in which the meeting or hearing is to be held;

**NOW THEREFORE**, the Council of the Town of Barrhead, in the Province of Alberta, duly assembled in a Regular Meeting, **HEREBY ENACTS AS FOLLOWS:**

1. This Bylaw may be referred to as the “Advertising Bylaw”.
2. Any notice required to be advertised under Section 606 of the Municipal Government Act, by bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in Section 606:
  - electronically by posting the notice prominently on the Town of Barrhead’s official website;  
and/or
  - electronically by posting the notice prominently on the Town of Barrhead’s digital media channels;  
and/or
  - publishing in the local newspaper;  
and/or
  - printed materials posted, mailed, or handed out to residents  
and/or
  - any combination thereof.
3. This Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2018

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

\_\_\_\_\_  
CAO, Martin Taylor

Read a second time this \_\_\_\_\_ of \_\_\_\_\_, A.D., 2018

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

\_\_\_\_\_  
CAO, Martin Taylor

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2018 and passed.

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

\_\_\_\_\_  
CAO, Martin Taylor



# REQUEST FOR DECISIONS

**Date:** November 13, 2018  
**To:** Mayor McKenzie & Members of Council  
**From:** Martin Taylor, CAO  
**Re:** Information Items

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## Summary

Information Items for Council's review.

## Overview

The following information items were presented:

- Yellowhead Regional Library – New Director
- Alberta Municipal Affairs – Municipal Sustainability Initiative (MSI) funding approval
- Alberta Municipal Affairs – Local Election Act Updates
- County of Barrhead – Council Appointment Representatives to Boards/Committees

## Recommendations

### *Recommendation #1*

That Council accept as information.

Respectfully Submitted by:

Martin Taylor, CMC, CLGM  
CAO



Yellowhead Regional Library

October 16, 2018

## **YRL Board Announces New Director**

The Yellowhead Regional Library (YRL) Board Executive Committee is pleased to announce the appointment of Karla Palichuk as YRL Director, effective January 2, 2019.

"We were impressed with the excellent calibre of candidates from which to choose for this important role at YRL and I am pleased to welcome Karla to this leadership position," said Derril Butler, Board Chair.

Through a staff of 20, Karla will ensure YRL continues to provide high quality library services by the sharing of material, resources and expertise through a network of 44 public and 44 school libraries.

Karla comes to YRL with more than 20 years of library experience at Edmonton Public Library, The Alberta Library, Alberta Public Library Electronic Network, and Northern Lights Library System. She is also Past President of the Library Association of Alberta.

Karla earned a Masters, Library and Information Studies in 1993 and a Bachelor of Arts (Comparative Literature) in 1991, both from the University of Alberta.

Karla succeeds Kevin Dodds, who retires in December after 29 years at YRL, the last ten as Director.

Please join us in welcoming Karla in her new role, and we thank you for your continued support of Yellowhead Regional Library.

Yellowhead Regional Library  
433 King Street, Box 4270  
Spruce Grove AB T7X 3B4  
780-962-0003  
[www.yrl.ab.ca](http://www.yrl.ab.ca)

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
OCT 31 2018

AR95113

October 16, 2018

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

Dear Mayor McKenzie,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Martin Taylor, Chief Administrative Officer, Town of Barrhead

# Renewing Local Democracy in Alberta

Updating laws for local elections to create more transparency and accountability.

## Introduction

Bill 23, *An Act to Renew Local Democracy in Alberta* would make it easier for municipalities and school boards to get big money out of elections, enforce election-related laws, and find out who is behind third-party advertising.

Albertans, municipal associations, school boards, Métis Settlements, Alberta's election commissioner and municipalities have all contributed to this proposed legislation.



- Potential candidates may accept up to \$2,000 in donations before the campaign period to cover low-cost pre-campaigning like door knocking and brochures.
- Candidate spending limits would be determined by regulation after consulting with stakeholders.
- Candidate spending limits would be based on the size of the municipality and school board.

### If you're thinking of running

Potential candidates can check [municipalaffairs.alberta.ca](http://municipalaffairs.alberta.ca) for more information on proposed new rules.

## Getting big money out

Elections should be decided by Albertans and not by those with the deepest pockets.

Under the proposed legislation:

- Contributors can donate up to \$4,000 province-wide for municipal campaigns, as well as up to \$4,000 for school board campaigns.
- Corporate and union donations have been banned so that only individual Albertans would be able to make campaign contributions in municipal elections.
- Campaign periods would be reduced to one year, from Jan. 1 to Dec. 31 in the year of the election.
- Campaign fundraising and contributions would also be limited to only that period.

## Enforcing laws



Laws must be enforceable to be effective. New powers would be given to the provincial elections commissioner to investigate complaints.

Under the proposed legislation:

- The Alberta elections commissioner will be empowered to investigate, prosecute, and enforce rules related to campaign finance and third-party advertising.
- General administration of local elections would remain the responsibility of each local jurisdiction.

## Know who is behind ads

Albertans should know who is behind third-party election advertising.

Under the proposed legislation:

- Government would require transparency from third parties that receive contributions and advertise to promote or oppose a candidate.
- Third parties would be required to register with each local jurisdiction in which they intend to advertise.

### Third-party advertising

A third party advertisement is an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing a candidate in the election.

## Accountability and transparency

Albertans should know more about who they are voting for.

Under the proposed legislation:

- Campaign disclosure statements would be required from all candidates, including self-funded candidates.
- The fundraising function loophole that allows candidates to raise funds without disclosing their donors would be closed.
- Candidates would be required to disclose names and addresses of those who contribute more than \$50, down from \$100 under current legislation.
- The definition of what qualifies as an expense under disclosure rules would be clarified.
- Campaign activities at voting stations would be restricted.

## New rules for school authorities

Campaign finance and disclosure rules would now apply to candidates for school boards.

Under the proposed legislation:

- Province-wide contribution limits of \$4,000 and disclosure rules would apply to school boards.
- Candidate spending limits would be determined after consulting with stakeholders. Limits would be based partially on the size of the school board.

## Easier to vote

It would be easier for eligible Albertans to vote.

Under the proposed legislation:

- Communities of more than 5,000 would be required to hold advanced votes to provide more opportunities for residents to cast ballots.
- Voting would be allowed in more locations, for people who can't get to traditional polling places.



### What did Albertans say?

Over 1500 Albertans participated in consultation on Bill 23 – *An Act to Renew Local Democracy in Alberta*.

90 per cent of survey respondents agreed corporate and union donations should be banned in local elections.

85 per cent of survey respondents agreed individual contribution limits should be lowered to \$4,000.

94 per cent of survey respondents agreed there should be rules and transparency around third-party advertisers.



County of Barrhead No. 11  
5306 – 49 Street, BARRHEAD, ALBERTA T7N 1N5  
Phone: 780-674-3331; Fax: 780-674-2777  
Email: [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)  
[www.countybarrhead.ab.ca](http://www.countybarrhead.ab.ca)

November 5, 2018

RECEIVED  
NOV 08 2018

Martin Taylor, Manager  
Town of Barrhead  
Box 4189  
Barrhead AB T7N 1A2

Dear Martin,

**RE: Council Representation to School Resource Officer Steering Committee**

Please be advised that the Council of the County of Barrhead No. 11 at their organizational meeting held October 16, 2018 re-appointed **Councillor Ron Kleinfeldt** to be Council's representative on the School Resource Officer Steering Committee.

Also be advised that **Deputy Reeve Nanninga** was appointed as an alternate to represent the Council at any such time that Councillor Kleinfeldt is absent, or otherwise unavailable, to attend a meeting of this committee.

You can contact the Council representatives as follows:

**Councillor Ron Kleinfeldt**

RR 1  
Barrhead, AB T7N 1N2  
Phone: 780-674-3604  
Email: [rkleinfeldt@countybarrhead.ab.ca](mailto:rkleinfeldt@countybarrhead.ab.ca)

**Deputy Reeve Nanninga**

RR 1  
Barrhead, AB T7N 1N2  
Phone: 780-674-5673  
Email: [dnanninga@countybarrhead.ab.ca](mailto:dnanninga@countybarrhead.ab.ca)

I trust this information will be of assistance to you.

Sincerely,

Debbie Oyarzun, M. Sc.  
County Manager

DO/pd

cc: Barrhead RCMP Detachment



County of Barrhead No. 11  
5306 – 49 Street, BARRHEAD, ALBERTA T7N 1N5  
Phone: 780-674-3331; Fax: 780-674-2777  
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[www.countybarrhead.ab.ca](http://www.countybarrhead.ab.ca)

November 5, 2018

RECEIVED  
NOV 08 2018

Martin Taylor, Manager  
Town of Barrhead  
Box 4189  
Barrhead AB T7N 1A2

Dear Sir,

**RE: Town of Barrhead Twinning Committee**

Please be advised that the Council of the County of Barrhead No. 11 at their organizational meeting held October 16, 2018 re-appointed **Councillor Walter Preugschas** as their representative to the Town of Barrhead Twinning Committee.

Also be advised that the **Councillor Ron Kleinfeldt** will act as an alternate to represent the Council at any such time that Councillor Preugschas is absent, or otherwise unavailable, to attend a meeting of this Committee.

You can contact the Council representatives as follows:

**Councillor Walter Preugschas**

Box 8  
Bloomsbury, AB T0G 0G0  
Phone: 780-674-3307  
Email: [wpreugschas@countybarrhead.ab.ca](mailto:wpreugschas@countybarrhead.ab.ca)

**Councillor Ron Kleinfeldt**

RR 1  
Barrhead, AB T7N 1N2  
Phone: 780-674-3604  
Email: [rkleinfeldt@countybarrhead.ab.ca](mailto:rkleinfeldt@countybarrhead.ab.ca)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Debbie Oyarzun', with a long horizontal flourish extending to the right.

Debbie Oyarzun, M. Sc.  
County Manager

DO/pd



County of Barrhead No. 11  
5306 – 49 Street, BARRHEAD, ALBERTA T7N 1N5  
Phone: 780-674-3331; Fax: 780-674-2777  
Email: [info@countybarrhead.ab.ca](mailto:info@countybarrhead.ab.ca)  
[www.countybarrhead.ab.ca](http://www.countybarrhead.ab.ca)

November 5, 2018

Martin Taylor, Manager  
Town of Barrhead  
Box 4189  
Barrhead, Alberta T7N 1A2

RECEIVED  
NOV 08 2018

Dear Sir,

**RE: Appointments to Town and County Jointly Established Boards/Committees:**

Please be advised that the Council of the County of Barrhead No. 11 at their organizational meeting held October 16, 2018, made the following appointments to *Town of Barrhead and County of Barrhead jointly established Boards/Committees*:

**Barrhead Regional Fire Services Committee  
Including the Emergency Response Centre Building**

Councillor Marvin Schatz  
Email: [mschatz@countybarrhead.ab.ca](mailto:mschatz@countybarrhead.ab.ca)  
and  
Deputy Reeve Dennis Nanninga  
Email: [dnanninga@countybarrhead.ab.ca](mailto:dnanninga@countybarrhead.ab.ca)  
*Alternate*  
Councillor Darrell Troock  
Email: [dtroock@countybarrhead.ab.ca](mailto:dtroock@countybarrhead.ab.ca)

**Barrhead Regional Landfill Committee**

Councillor Bill Lane  
Email: [blane@countybarrhead.ab.ca](mailto:blane@countybarrhead.ab.ca)  
and  
Councillor Ron Kleinfeldt  
Email: [rkleinfeldt@countybarrhead.ab.ca](mailto:rkleinfeldt@countybarrhead.ab.ca)

I trust this information will be of assistance to you.

Yours truly,

Debbie Oyarzun, M. Sc.  
County Manager

DO/pd



County of Barrhead No. 11  
5306 – 49 Street, BARRHEAD, ALBERTA T7N 1N5  
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[www.countybarrhead.ab.ca](http://www.countybarrhead.ab.ca)

November 5, 2018

Barrhead Library  
5103 – 53 Avenue  
Barrhead, AB T7N 1N9

RECEIVED  
NOV 08 2018

Attention: Elaine Dickie, Director

Dear Elaine,

**RE: Council Representation on Barrhead Library Board**

Please be advised that the Council of the County of Barrhead No. 11 at their Organizational meeting held October 25, 2017 re-appointed **Councillor Ron Kleinfeldt** as their representative on the Barrhead Library Board.

You can contact the Council representative as follows:

**Councillor Ron Kleinfeldt**

RR 1  
Barrhead, AB T7N 1N2  
Phone: 780-674-3604  
Email: [rkleinfeldt@countybarrhead.ab.ca](mailto:rkleinfeldt@countybarrhead.ab.ca)

I trust this information will be of assistance to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debbie Oyarzun'.

Debbie Oyarzun, M. Sc.  
County Manager

DO/pd

cc: Cheryl Callihoo, Town of Barrhead